

RFQ Number	NO-178/2023
Issue Date	23 October 2023
Closing Date	27 October 2023, close of business
Submission Instruction on or before the closing date and time	Please forward your responses either via email or hand delivered on or before the closing date as follows: via email - vkhosa@seda.org.za OR <u>Hand delivered</u> Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833 Contact Details Ms. V Khosa at Tel: (012) 441-1000 or (012) 441-1241

Terms of Reference

1. DESCRIPTION:

To supply equipment to Technology Transfer Assistance beneficiary.

Beneficiary Organization	Contact Person	Contact Number	Email Address	Business Address
Keitumetse Karabo Trading Projects	Mmane Salome Motlalii	0762490523	info@keitutrading.co.za	363 Robega Village Chaneng, Phokeng, Rustenburg North West

2. Background

- Seda

The National Small Business Act of 2004 gave Small Enterprise Development Agency (Seda) the mandate to coordinate and provide non-financial support services to small enterprises through a network of its Branches and Service Providers.

- Stp

The Technology Transfer Assistance program is mandated to assist clients (start-up businesses and up and running businesses) by funding the acquisition of the relevant technology required by SMME's to improve productivity and quality of manufactured products. It is of utmost importance that the equipment procured equipment meets the specifications provided by the clients. This is to assist the clients to access the latest technology required to produce products that meet customer expectations.

3. Purpose

To supply approved equipment for Technology Transfer Assistance beneficiary.

4. Scope of work

- Contact the client to confirm the specifications.
- Advise the client of any preparations or compliance requirements that may impact the delivery of the equipment e.g., three-phase power, concrete slab, plumbing, etc.
- Supply the following equipment to TTA Beneficiary:

Item No.	Item description	Quantity
1	CI-03BT Auto Blade Cleavers	1
2	Voltage Tester (VFL) Sine 34kV	1
3	Brady BPM51 Printer with Qwerty Keyboard	1
4	Fluke 177 Multimeter	2
5	Arc Fusion Splicer K11	1
6	Bosch 1200W Rotary Drill GBM 50-2	1
7	Delivery, Installation, Commissioning and Training	1

5. Project Deliverables

- Equipment delivered in good working order, installed, commissioned and training provided to the beneficiary.

6. Time Frames

You are required to complete the project before the end of January 2024.

7. Information required in the Proposal/Quotation

- Evidence of experience/track record of supplier/service provider.
- Technical Capability of supplier/service provider.
- Three (3) reference letters of testimonials from previous clients (traceable by name, telephone number and email address)
- BBBEE Certificate or Sworn Affidavit.
- Completed and signed SBD Forms.
- Warranty for the equipment.
- Detailed Timing Plan for the execution of duties.
- Quotation must be submitted VAT Inclusive if the company is VAT registered.

8. Evaluation of the Proposal/Quotation**8.1. Phase 1: SCM Document Assessment Criteria**

The following pre-qualification criteria will form the basis of the evaluation all price proposals and failure to comply will result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

8.2 Phase 2: Functionality

The following criteria will be used for evaluating all price quotations that met the pre-qualification criteria on the basis of functionality, where price quotations must score a minimum of **(70 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	Functionality Criteria	Points Allocation
1)	Experience/ Track record The service provider must provide details of experience and expertise in the supply of the required equipment as listed under Scope of Work.	50

2)	a) 3 years' experience in the supply of equipment. b) Please provide 3 traceable references (traceable by name and telephone number and email address)	
	Technical Capability a) Warranty for the equipment	30
	b) Detailed Timing Plan for the Execution of Duties.	20
Total Points A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION		100

8.3 Phase 3: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system described in the Preferential Procurement Regulations follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals as per the SBD 6.1	20
Total Points		100

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Micro Enterprise	8	
Small Enterprise	6	
Medium Enterprise	3	
Large Enterprise	1	

BBBEE Level Ownership									6	
L1	L2	L3	L4	L5	L6	L7	L8	L9		
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0		
Targeted Group: Youth									2	
Target Group: Non-Youth									1	
Spatial: Rural and Townships									4	
Spatial: City									1	

9. TERMS AND CONDITIONS

- a. Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- b. The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- c. Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
- d. No late price quotations will be accepted under any circumstances.
- e. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- f. Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
- g. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- h. This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

Seda wishes to thank you in advance for your price quotation.