

RFQ Number	NO-274/2022
Issue Date	22 March 2023
Closing Date	28 March 2023, by no later than 23:30pm
Submission Instruction on or before the closing date and time	<p>Please forward your responses either via email or hand delivered on or before the closing date as follows:</p> <p><u>Via email</u> - ykhosa@seda.org.za</p> <p>OR</p> <p><u>Hand delivered</u></p> <p>Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Ms V Khosa at Tel: (012) 441-1000 or (012) 441- 1241</p>

TERMS OF REFERENCE

1. Purpose

The purpose of this RFQ is to identify a service provider with the relevant experience, knowledge, skills and capabilities to plan, create, implement, film and edit a series of 10 “Masterclass” capacity building events for practitioners of Enterprise and Supplier Development (ESD). Each event will be facilitated and presented by one or more technical experts, and will be a detailed exploration and factual learning experience, with examples and case studies, of a specific aspect of the topic of ESD.

2. Background

Other than the State, large private sector companies and State-Owned Enterprises are the primary providers of supply chain opportunities for SMMEs through ESD. The ESD strategies and programmes of these entities are implemented by (internal) corporate ESD practitioners; these practitioners, through their decisions and programme implementation, can thus have an enormous impact on reducing the currently high failure rate of small businesses.

Other than informal and occasional ad-hoc training sessions offered by individuals, there is currently no structured learning material or audio-visual content available for ESD practitioners to educate them on:

- The legislative and regulatory framework of ESD as a component of the Broad-Based Black Economic Empowerment framework;
- The practice of ESD with regard to the sector codes for major industry sectors;
- The effective practice of ESD to achieve optimal B-BBEE compliance while achieving meaningful and sustainable impact.

There is a lack of interactive and topical teaching events for practitioners. The Masterclass programme will give practitioners the benefit of hearing from experienced executives the information and advice that can enable improved practitioner understanding of ESD and programme development and implementation within their organisations.

These teaching events are designed to:

- Leverage the experience and knowledge of key executives and managers in the ESD space.
- Improve practitioner understanding of the ESD regulatory environment, sector codes, practice and reporting.
- Leverage the experience and knowledge of key executives and managers in the ESD space.
- Facilitate an interactive learning experience with the class content enriched via questions, debate and discussion.

- Improve delivery and impact of ESD programmes and benefits for SMMEs to support access to supply chains.

3. Scope of Work

The Service Provider (SP) will be required to produce and film a series of hybrid (physical/online) masterclasses to provide interactive learning experiences with a range of experienced ESD expert practitioners.

The project will require the SP to develop a Masterclass event plan with the following to be considered and proposed for 10 events:

- i. Proposed specific topics
- ii. Proposed presenter and additional experts
- iii. Event format (to be standard for all events)
- iv. Video concept and format
- v. Event studio audience (for authentic Masterclass atmosphere) to participate via questions

Each event will be filmed and edited into a programme for ongoing use by Seda. The proposal must include all costs for the following as well as any other items the SP considers necessary:

- Facilitators and presenters
- Preparation of Masterclass technical content (subject matter expert)
- Presentations, graphics and
- Venue and related costs
- All video, audio and filming-related costs
- Catering
- Editing and post-production of video

Note: all subject matter experts, presenters and facilitators are subject to approval by Seda.

4. Project Deliverables & Time Frames

- i. Detailed 20-week production plan within the accepted quotation to be developed including all content and production requirements, and submitted for approval within two weeks of engagement.
- ii. Content framework and suitable technical learning content for 10 x Masterclasses; this content to be approved by a subject matter expert approved by Seda.
- iii. Minimum 5 capable and experienced ESD experts for roles of presenter / facilitator.
- iv. Provision of studio facilities for filming 10 Masterclasses each with minimum one presenter and practitioner audience of minimum 20 people.
- v. Filming in high-definition of each Masterclass with minimum of three cameras, broadcast-standard audio capturing using the appropriate required equipment.
- vi. Pre-Masterclass co-ordination and securing of Seda approvals of content, presenters and proposed filming treatment by means of a general template storyboard; ensure proper briefing and preparation of presenters.

- vii. On-site studio and event management of Masterclass events, including catering, alternative power supply, and management of filming.
- viii. Ensuring appropriate and secure backups of all filmed and recorded material.
- ix. Editing and post-production of audio-visual material for 10 Masterclasses to provide logical, comprehensible and professional teaching content including Seda corporate branding.
- x. Ensure content is engaging, interesting and entertaining through use of pre- and post-production content presentation techniques, creative editing, use of audience questions, interviews and participation.
- xi. 10 x Masterclasses to be provided in HD video format suitable for DSTV broadcast, YouTube publishing, with each production having not less than one hour duration.

Note:

- a. The above to be delivered within a 20 5-month) week period from approval of production workplan.
- b. It will be mandatory for the SP to attend the following meetings at the Seda offices or virtually where approved by Seda:
 - i. Kick-off meeting;
 - ii. Production plan presentation meeting;
 - iii. Weekly production status meetings;
 - iv. Close-out meeting.

5. Seda's Roles and Responsibilities

Seda will respond timeously to all material submitted for review.

6. Travel and Accommodation

No travel or accommodation costs will be entertained or be payable unless included in an approved quotation, in which case they will need to comply with Seda's standard travel and accommodation allowances. Total cost to be provided.

7. Information required in the Proposal/Quotations

- i. Details and examples of similar or relevant projects completed;
- ii. Details of the relevant experience of the team member(s) responsible for content and production;
- iii. Details of what equipment / resources are in-house and what will be outsourced or hired.
- iv. Total cost inclusive of travel, accommodation, disbursement and VAT for the completion of this project.
- v. Detailed cost breakdown to be provided.

8. Evaluation of the Proposal

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 Criteria

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: Service Provider must have experience in delivering masterclasses in the ESD ecosystem. Provide three (3) contactable references in the delivery of ESD masterclasses. <ul style="list-style-type: none"> ○ Three (3) References = 20 points ○ Two (2) References = 10 Points ○ One (1) Reference = 5 Points 	20
2.	Technical Capacity: The service provider must provide the following: <ul style="list-style-type: none"> • A detailed company profile outlining all services rendered in the delivery of ESD masterclasses. <ul style="list-style-type: none"> ○ Good = 20 points ○ Average = 10 points ○ Poor = 5 points 	20

	<ul style="list-style-type: none"> • Provide a detailed Project Plan with time frames indicating the different activities and how it will be managed. <ul style="list-style-type: none"> ○ Good = 20 points ○ Average = 10 points ○ Poor = 5 points 	20
	<ul style="list-style-type: none"> • Provide proof of the following services rendered: <ul style="list-style-type: none"> ➤ Proof of a recording of ESD masterclass session <ul style="list-style-type: none"> ○ Good = 40 points ○ Average = 20 points ○ Poor = 5 points 	40
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION 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, as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Broad-Based Black Economic Empowerment Status Level of Contribution	20
Total Points		100

9. TERMS AND CONDITIONS

- 9.1 Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- 9.2 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).
- 9.3 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).
- 9.4. No late price quotations will be accepted under any circumstances.
- 9.5. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- 9.6. Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE) will result in no preference points being awarded for B-BBEE.
- 9.7. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 9.8. 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.