

RFQ Number/ Bid Number	SEDA1 MPU3\ECO\2022 MARCH 2023 Ecosystem Outreach Access Points - Ehlanzeni District
Issue Date	03/03/2023
Closing Date	09/03/2023 at 16:30pm
Client Name	SEDA PROVINCIAL OFFICE
Client Details	16 Brander Street, Bi-Water Building Suite 102 Nelspruit 1200
Requester's Details	Ms. Phumzile Mnisi <a href="mailto:pmnisi@seda.org.za">pmnisi@seda.org.za</a> Contact details: 013 755 8730
Submission Instruction Via email or  hard copy/hand delivery	<a href="mailto:pmnisi@seda.org.za">pmnisi@seda.org.za</a> cc: <a href="mailto:amthethwa@seda.org.za">amthethwa@seda.org.za</a> and <a href="mailto:tchisaphungo@seda.org.za">tchisaphungo@seda.org.za</a> Proposal responses can be submitted to Seda Ehlanzeni Branch for bigger files in a sealed envelope or file <b>on or before the closing date and time as specified above i.e. (09/03/2023 at 16:30pm)</b>  Seda Branch physical address is as follows: <ul style="list-style-type: none"> <li>Ehlanzeni Branch: Suit 103, 16 Brander Street, Mbombela, 1200</li> </ul>
Comments	<b>Please ensure that you indicate on the envelope, which office you are bidding for, e.g., Mashishing.</b>

## 1. Detailed Scope of Service Required

The Small Enterprise Development Agency (Seda) is an agency of the Department of Small Business Development. Seda was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004.

It is mandated to implement government's small business strategy; design and implement a standard and common national delivery network for small enterprise development; and

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integrate government-funded small enterprise support agencies across all tiers of government.

Seda's mission is to develop, support and promote small enterprises throughout the country, ensuring their growth and sustainability in co-ordination and partnership with various role players, including global partners, who make international best practices available to local entrepreneurs.

The Small Enterprise Development Agency (Seda) through its strategic objective of establishing a national SMME service delivery network that reaches all communities and ensures geographical equity, seeks to appoint Ecosystem Outreach Partners (EOC) throughout South Africa. In order to assist Seda to fulfil this objective, Service Providers engaged in SMME development from the areas listed below are hereby invited to submit their detailed proposals and company profiles:

District	Town
	Mashishing-Lydenburg
	Graskop

**The services should include the following:**

- Business Information
- Counselling and advice
- Assessment and referral to district branch
- Management and monitoring of assessment plans and referral feedback
- Data capturing of small enterprises
- Clients' registration (using forms to be provided by Seda)
- Assisting SMMEs & Cooperatives with TREP applications
- Assisting SMMEs & Cooperatives with Business Plans to apply for Sefa funding

**Minimum requirements of an EOC to include the following:**

- Located in the towns/villages where Seda wants to establish an Access Point
- Previous experience in small enterprise development

- Capacity to cover a service to SMMEs
- Able to meet minimum service delivery standard e.g., office, computer, printer, fax, internet access etc.
- Be accessible and open at least all office hours
- A legal entity registered for VAT, PAYE etc.
- Able to produce a tax clearance certificate

Seda will sign an SLA, with successful Service Providers. This agreement will stipulate targets that must be delivered.

## 2. EVALUATION OF PROPOSALS

### 2.1 Phase 1: Pre- qualification criteria

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

- Submission of completed and signed SBD 4, and
- Submission of completed and signed SBD 6.1 document.

### 2.2 Phase 2: Functionality

The following criteria will be used for evaluating all proposals, where bidders must score a minimum of 70% for functionality to qualify.

	Explanation	Points Allocation
Proposal	<p><b><u>Experience with business assessments.</u></b> Describe in detail how the process of assessing a business will be handled. Mention the types of assessments you are familiar with.</p> <p><b><u>Business registrations:</u></b> Describe in details how you register businesses and the support you provide to SMMEs.</p> <p><b><u>Interventions or projects for SMMEs:</u></b> Describe your capability in managing projects or interventions for SMMEs.</p> <p><b><u>Applications for funding:</u></b> Provide proof that you have prepared funded business plans.</p> <p><b><u>Post intervention support:</u></b> Describe in detail how you provide post intervention support.</p>	25 points

<b>Location</b>	<p>The bidder must have capacity to provide reliable and consistent business development services. The bidder should have an office in the identified town with computer, printer and internet access. The bidder will be expected to provide a letter confirming availability of office/Lease agreement etc.</p> <p>The bidder office space must be within reasonable walking distance from taxi rank or public transport route.</p> <p>Access for people living with disabilities. (Ramps, Lifts if Offices not on ground floor).</p> <p>A site inspection will be conducted at a later stage.</p>	10 points
<b>Experience</b>	<p>Provide the reference letters from at least three (3) contactable existing/recent clients (within past 3 years) whom we may contact for references. The letter must include: company name, contact name, address, phone number, and duration of contract, value of the contract, a brief description of the services that you provided and the level of satisfaction.</p> <ul style="list-style-type: none"> <li>• 1-5 years experience =5</li> <li>• 6-10 years experience =10</li> <li>• 11 years and above = 15</li> </ul> <p>Company profile with organogram.</p>	<p>15 points</p> <p>10 points</p>
<b>Technical capability and skills</b>	<p><b>Curriculum Vitae</b></p> <ul style="list-style-type: none"> <li>• CV of owner</li> <li>• CV of consultants</li> </ul> <p>Experience in business management, consulting, training, mentoring and coaching</p>	<p>10 points</p> <p>10 points</p>
	<p><b>Formal Academic qualifications</b></p> <p>Provide copies of relevant qualifications</p> <ul style="list-style-type: none"> <li>• Masters Degree = 20</li> <li>• Degree = 10</li> <li>• Certificate = 5</li> </ul>	20 points
<p><b>Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)</b></p>		100 points

**2.3 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
<b>Total Points</b>		<b>100</b>

**3. TERMS AND CONDITIONS**

1. Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for at least 30 days.
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).
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).
4. No late price quotations will be accepted under any circumstances.
5. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
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.
7. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
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 proposal/quotation.