

RFQ Number	NO-138/2022
Issue Date	7 September 2022
Closing Date	14 September 2022, close of business

TERMS OF REFERENCE

1. Purpose

The purpose of this Terms of Reference is to invite quotations from service providers that can host a virtual workshop or training course for 50 to 100 people at Seda on Activity Based Costing (ABC), during the month of October/November 2022.

2. Background

Activity-based costing (ABC) is a costing methodology that identifies activities in an organization and assigns the cost of each activity with resources to all products and services according to the actual consumption by each.

Seda was established in December 2004 through the National Small Business Amendment Act - Act 29 of 2004 - as an agency under the dti. Currently Seda is functioning as a national public entity under the Department of Small Business Development (dsbd). **Seda is a service organisation.**

Seda's network consist of 55 branches nationwide who delivers Seda services (performance to be monitored), 9 provincial offices overseeing the 55 branches and a National Office. The staff complement for Seda is currently around 650 people.

Seda intends to adopt ABC for its services, projects, and programmes. Seda runs several projects and programmes that must be recorded, accounted, and costed properly. We thrive to ensure that our services are cost effective, and we are efficient in our services.

3. Scope of Work

The objectives for the training course or workshop need to be:

- Train all managers and staff involved in projects.

- Understanding of Activity Based Costing (ABC) methodology.
- To apply a sound framework for cost measurement and allocation to analyse cost drivers.
- Understand the methodology to identify cost drivers.
- How ABC contribute to optimisation of performance management.
- How to apply ABC to the organisational strategy.
- Application of cost-based budgeting techniques.
- Practical scenarios of the application of ABC in Seda.
- Any other relevant information.
- The workshop or course should be an interactive learning experience.

4. Project Deliverables & Time Frames

The course or workshop should be 3 days. Course to be presented during October/November 2022.

5. Information required in the Proposal/Quotations

- Workshop or course objectives
- The CVs of the Trainers highlighting their experience of facilitating such a programme
- Detailed cost breakdown VAT Inclusive
- Detailed project plan
- References as per evaluation criteria
- Company Profile
- Copy/sample of the course material.
- Description of the training methodology that will be applied during the training
- Quotation including the above should be for 50 to 100 people.

6. Evaluation of the Proposal

6.1 Phase 1: Pre- qualification criteria

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

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

6.2 Phase 2: Functionality

The following criteria will be used for evaluating all price quotations that met the pre-qualification criteria based on 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	
1.1	For this request, the Service Provider will need to provide details of experience in providing training on Activity based Costing (ABC) course in five projects in the services sector. 1 project = 0 points 2 projects = 10 points 3 projects = 15 points 4 projects = 20 points 5 projects = 25 points	25
1.2	Provide three (3) references linked to the above with contact details 1 reference = 3 points 2 references = 6 points 3 references = 10 points	10
2.	Technical Capability	
2.1	x 2 Curriculum Vitae (cv) of the trainers highlighting their experience in conducting training on Activity Based Costing. 1 CV's = 10 points 2 CV's 15 points	15
2.2	Provide a Project Plan with time frame.	20
2.3	Highlight the course content of the material. Provide Seda with a copy/sample of the course material.	20
2.4	Describe in detail the training methodology that will be applied during the training.	10
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

6.3 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, 2017 as follows:

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

8. 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. No partial/upfront payment will be allowed for this project. Payments will only be made once the project has been completed with agreed and signed reports or site inspection have been conducted.
- c. 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).
- d. 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).
- e. No late price quotations will be accepted under any circumstances.
- f. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- g. 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.
- h. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.

- i. 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.