

RFQ Number	NO-54/2024
Issue Date	5 June 2024
Closing Date	10 June 2024, not later than 23:30pm
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: <u>Via Email</u> - mmokaila@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 Mr M Mokaila at Tel: (012) 441-1000 or (012) 441-1171

**TERMS OF REFERENCE:
AQUA-CULTURE TRAINING FOR SMALL SCALE FISHERIES
24-28 June 2024**

1. Background

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

Seda's mandate is to implement government's small business strategy, design and implement a standard and common national delivery network that must uniformly apply throughout the Republic in respect of small enterprise development, integrating all government funded small enterprise support agencies across all tiers of government.

Seda is currently repositioning itself as an ecosystem facilitator in the SMME and Cooperatives support landscape, through the District Ecosystem Facilitation strategy (DEF model). This new model aims to consolidate Seda's products, delivery mechanisms, new stakeholder approach and market opportunities based on the socio-economic context of each district, which will drive integrated, coordinated approaches to SMME support. The Aquaculture focusing on Small Scale Fisheries was identified as one programmes needed in the three Provinces that were identified for piloting the District Ecosystem Facilitation Model. The three provinces are Northern Cape, Eastern Cape and KZN.

2. Purpose

The Capacity Building and Training Unit seeks to appoint a Service Provider to conduct an Aquaculture training programme focusing on Small Scale Fisheries.

Objective of the training programme will include amongs others:

- To enhance the skills and knowledge of Small Enterprises with an in-dept understanding of the aquaculture Industry.
- Be able to understand regulations and compliance that apply in this industry.

3. Scope of Work

- Attend the online briefing session with Seda Project Team
- Conduct a face to face training on the developed material.
- Training to be held in Durban KZN, travelling and accommodation cost to be included in the quotation.
- Organize a 1 day site visit to an Aquaculture Business for Best Practices Experience

4. Project Deliverables & Time Frames

- The training should be delivered in 5 days including a site visit
- Arrange for a site visit for Best Practices
- The training should be classroom based

5. Seda's Roles and Responsibilities

- Coordinate dates and venues for the training
- Recruit participants for the training
- Monitor the implementation of the project .
- Avail the Seda training material

6. Information required in the Proposal/Quotations

- Evidence of experience/Track record of Service Provider in facilitating the Aquaculture training course
- Detailed cost breakdown VAT Inclusive
- Detailed project plan
- A detailed approach on how the project will be done

7. Evaluation of the Proposal**7.1 Phase 1: SCM Document Assessment Criteria**

The following assessment criteria will form the basis of the evaluation all price proposals and failure to comply may 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

7.2 Phase 2: Functionality Criteria

The following criteria will be used for evaluating all price quotations/proposal that met the pre-qualification of which a score of a minimum of **(70 points)** for functionality to qualify for further evaluation.

	Functionality Criteria	Points Allocation
1.	Experience/Track Record	
1.1	For the purpose of this request, the Service Provider will need to provide details of experience in training on AquaCulture and demonstrate an	30

1.2	understanding of the Aqua-culture industry in two projects; 2 x Projects delivered = 30 points 1 x Projects delivered = 15 points 0 x Project delivered = 0 points	15
	Provide two (2) references linked to the above projects 2 x references linked to the above projects = 15 points 1 x references linked to the above projects = 10 points No references linked to the above projects = 0 points	
2.	Technical Capability	
2.1	x 1 Curriculum Vitae (CVs) for key staff member that will be assigned to the project displaying experience and knowledge in the aqua-culture industry training. 1 CV = 10 points	10
2.2	Provide a Project Plan with time frame. Project plan with detailed time frame = 15 points	15
2.3	A detailed methodology on how the training will be conducted = 15 points	15
2.4	Provide a Suggested Program for site visit = 15 points	15
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

7.3 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 as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	BBBEE Status Level Contributor as per SBD 6.1	20
Total Points		100

BEE Status Level and points claimed are indicated per table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

2. TERMS AND CONDITIONS

- 2.1 Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- 2.2 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).
- 2.3 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).
- 2.4 No late price quotations will be accepted under any circumstances.
- 2.5 Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- 2.6 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.
- 2.7 Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 2.8 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.