



## REQUEST FOR QUOTATION/PROPOSAL

<b>RFQ Number</b>	NO 185/2025
<b>RFQ Description</b>	Training on Business Management and Funding Readiness
<b>Issue Date</b>	17 November 2025
<b>Closing Date</b>	20 November 2025, by no later than 23:30pm
<b>Submission Instruction on or before the closing date and time</b>	<p>Please forward your responses either via email or hand delivered on or before the closing date as follows:</p> <p>Via Email – <a href="mailto:itsotetsi@sedfa.org.za">itsotetsi@sedfa.org.za</a></p> <p>OR</p> <p><u>Hand delivered</u></p> <p>Small Enterprise Development and Finance Agency (Sedfa) The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Ms I. Tsotetsi at Tel: (012) 441-1000 or (012) 441-1346</p>

## TERMS OF REFERENCE

### 1. Background

The Micro Small & Medium Enterprises (MSME's) that are applying for funding in a form of loans have demonstrated challenges or inability to run and manage their businesses efficiently and effectively. These hurdles may arise from deficiencies in different areas, including financial management, business management, stock handling, sales & marketing strategies, as well as interpersonal or people's skills.

To address these issues the Learning Academy developed a Business Management and Funding Readiness course material tailored to support these Micro Small & Medium Enterprises (MSME's).

#### **Objectives of the Course Material**

- ❖ To provide participants with knowledge to be better prepared for the new challenge of operating a business after the business is financed.
- ❖ To empower participants with knowledge of running a professional business so that they can be sustainable and grow.

#### **Purpose**

The purpose of this project is to appoint an experienced Service Provider to facilitate an online training of trainers (TOT) on Business Management and Funding Readiness Course, to Small Enterprise Development Practitioners, so that they can be able to transfer the knowledge to the MSME's

This will be a five-day online training using Sedfa training material. The training is for a maximum of 25 participants.

### 2. Scope of Work

- Attend the online briefing session with the Project Team
- The service provider should facilitate 5 days online training of trainers' sessions to a maximum of 25 participants.
- The last day will be for presentations by participants.
- The service provider to use Sedfa training material
- Plan and prepare the training delivery together with Sedfa Project Manager
- Provide counselling to individuals participants when the need arises
- Compile and submit a training completion report

### **3. Project Deliverables & Time Frames**

- 1 Session of trained Practitioners.
- Compile and submit a course completion report which would include the following:
  - a) A brief description of the training methodology
  - b) An evaluation of the course by the participants
  - c) An evaluation of the participants by the Facilitator
  - d) Challenges experienced during the training
  - e) Successes of the training
  - f) Observations of the Facilitators
  - g) Recommendations
  - h) Areas of improvement
- Training dates: During the month of December 2025/January 2026

### **4. Sedfa's Roles and Responsibilities**

- Coordinate a briefing session with the appointed Service Provider in preparation for the commencement of the project
- Recruit participants for the TOT
- To avail training material to the service provider
- To print training material for participants
- Monitor the training

### **5. Information required in the Proposal/Quotations**

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

## 6. Evaluation of the Proposal

### 6.1. 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 document.

### 6.2. 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.

	<b>Functionality Criteria</b>	<b>Points Allocation</b>
<b>1.</b>	<b>Experience/Track Record</b>	
<b>1.1</b>	For this request, the Service Provider will need to provide detail of experience in delivering three Training of Trainers (TOT) sessions <ul style="list-style-type: none"><li>○ 3 x Training Projects delivered = 30 points</li><li>○ 2 x Training projects delivered = 20 points</li><li>○ 1 x training Projects delivered = 10 points</li><li>○ 0 x training Project delivered = 0 points</li></ul>	30
<b>1.2</b>	Provide three signed references with contactable details linked to the three projects mentioned above. <b>References should be on the companies' letter head.</b> <ul style="list-style-type: none"><li>○ 3 x references linked to the above projects = 15 points</li><li>○ 2 x references linked to the above projects = 10 points</li><li>○ 1 x reference linked to the above projects = 5 points</li></ul>	15

	<ul style="list-style-type: none"> <li>○ No references linked to the above projects = 0 points</li> </ul>	
<b>2.</b>	<b>Technical Capability</b>	
<b>2.1</b>	<p>x 2 Curriculum Vitae (cvs) for two key staff members that will be assigned to the project displaying their experience in delivering Training of Trainers</p> <ul style="list-style-type: none"> <li>○ 1 CV = 10 points</li> <li>○ 2 CV = 20 points</li> </ul>	20
<b>2.2</b>	<p>Provide a Project Plan with time frame.</p> <ul style="list-style-type: none"> <li>○ Project plan time frame = 15 points</li> <li>○ Project plan without time frame = 5 points</li> </ul>	15
<b>2.3</b>	<p>Describe in detail the methodology that will be applied during this TOT .</p> <ul style="list-style-type: none"> <li>○ Detail methodology = 20 points</li> <li>○ Not detailed methodology = 5 points</li> </ul>	20
<b>Total Points</b> <b>(A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)</b>		<b>100</b>

### 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 as follows:

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

Specific Goals and points claimed are indicated per table below:

### Specific Goals Allocated and Points to claimed in terms of this RFQ

Indicate the following to support this claim. Failure to provide the required information will result in being forfeited.

Indicate Number of **Full Time Employed Paid Employees:** \_\_\_\_\_

Total Annual Turnover or Revenue:

R\_\_\_\_\_

Size of Enterprise	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)																
Micro Enterprise	<b>8</b>																	
Small Enterprise	5.6																	
Medium Enterprise	3.2																	
Large Enterprise	0.8																	
Sworn Affidavit/ BBBEE Certificate (Ownership aligned to B-BBEE Status Level)	<b>2</b>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">L1</th> <th style="width: 12.5%;">L2</th> <th style="width: 12.5%;">L3</th> <th style="width: 12.5%;">L4</th> <th style="width: 12.5%;">L5</th> <th style="width: 12.5%;">L6</th> <th style="width: 12.5%;">L7</th> <th style="width: 12.5%;">L8</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2.00</td> <td style="text-align: center;">1.75</td> <td style="text-align: center;">1.50</td> <td style="text-align: center;">1.25</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">0.75</td> <td style="text-align: center;">0.25</td> <td style="text-align: center;">0.00</td> </tr> </tbody> </table>	L1	L2	L3	L4	L5	L6	L7	L8	2.00	1.75	1.50	1.25	1.00	0.75	0.25	0.00		
L1	L2	L3	L4	L5	L6	L7	L8											
2.00	1.75	1.50	1.25	1.00	0.75	0.25	0.00											
Black Women Owned (more/≥30% owned)	<b>4</b>																	
Target Group: Youth	2																	
Spatial: Rural	<b>4</b>																	
Spatial: Townships	2.4																	
Spatial: City	0.8																	

### 8. TERMS AND CONDITIONS

- 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) No late price quotations will be accepted under any circumstances.
- 3) 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/ Letter from the Municipality will result in no preference points being awarded for Specific Goals.
- 4) Suppliers/service providers must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies of Shareholders/Directors/Members/Partners.

- 5) Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 6) Service providers/suppliers must submit a valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services (SARS) certifying that the taxes of the service provider/supplier are in order must be submitted at the closing date and time of the RFQ/Bid.
- 7) 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).
- 8) Consultant's travel arrangements must be in line with the government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometers according to the rates set by the Department of Transport] (if applicable).
- 9) Sedfa is committed to a fraud-free environment. One call can keep Sedfa Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Sedfa Fraud Hotline: 0800 724 666 or email [sedfa@thehotline.co.za](mailto:sedfa@thehotline.co.za) or SMS: 30916 or go to <https://www.thehotline.co.za/report>.
- 10) This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed at the following link:

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

**Sedfa wishes to thank you in advance for your price quotation.**