

RFQ Number	NO-238/2022
Issue Date	9 February 2023
Closing Date	15 February 2023, close of business
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> - <a href="mailto:bmasingi@seda.org.za">bmasingi@seda.org.za</a></p> <p>OR</p> <p><u>Hand delivered to:</u> Small Enterprise Development Agency (Seda) - National Office The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Ms B Masingi at Tel: (012) 441-1000 or (012) 441-1226</p>

PRICE QUOTATION REQUIRED FOR:		
* Detailed Specification of Goods Required /* Scope of Service	Required	*Quantities (if applicable)
Latest Long Service Award Practices and Trends Report for 2023  The report should explore amongst others: <ul style="list-style-type: none"> <li>• At what intervals long service is celebrated;</li> <li>• How the different milestones are celebrated;</li> <li>• What awards are given; and</li> <li>• Additional benefits that recognise long service (e.g. additional annual leave days etc.)</li> </ul>		1

Suppliers must provide a quotation that meets the exact requirements.

## 1. EVALUATION OF PRICE QUOTATIONS

### 1.1 Phase 1: SCM Document Assessment Criteria

The following assessment will form the basis of the evaluation all price quotations 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 documents.

### 1.2 Phase 3: Compliance to the \*Specification of Goods Required /\*Scope of Service Required

Only price quotations that met the pre-qualification criteria will be evaluated further on compliance to the exact requirements 100% of the \*specification of goods required/\*scope of services required. Failure to meet the exact requirements will result in the elimination of the price quotation for further evaluation on 80/20 preference points system.

### 1.3 Phase 4: Preference Points System

Only price quotations that met the pre-qualification criteria and the exact requirements of the \*specification of goods required/ \*scope of services required will be evaluated further on the 80/20 preference points system described in the Preferential Procurement, as follows:

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

## 2. TERMS AND CONDITIONS

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