

RFQ Number	NO-216/2023
Issue Date	19 January 2024
Closing Date	25 January 2024, by no later than 23:30pm
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>via email - vkhosa@seda.org.za</p> <p>OR</p> <p><u>Hand delivered</u></p> <p>Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Ms V Khosa at Tel: (012) 441-1000 or (012) 441- 1241</p>

TERMS OF REFERENCE

1. Purpose

The purpose of this project is to appoint a service provider that will mentor 18 Seda who participated at FACIM 2023 in Mozambique to advise and assist them on venturing into that market. The advice will be on administrative requirements of the market entry, product development, competitive landscape, marketing, and financial requirements, and ensuring that products are eventually exported to Mozambique.

2. Background

Due to the limited post event mentorship capacity within Seda, trade facilitation methods had to be reconsidered and one of the solutions to the dilemma was to look at options assisting our clients who participated at local and international events through the sourcing of a mentor who will ensure that leads acquired during exhibitions and trade fairs are turned into fruition.

3. Programme outline

EXPORT MENTORSHIP

- Market research of Mozambique market, this should include consumers, production, importers and exporters.
- Providing a practical advice regarding the registration, import and export documentation, packaging requirements, among others.
- Assist with pricing of products for the Mozambique market.
- Tariff Intelligence - Duties, taxes, and regulatory guidance.
- Standards and compliance in Mozambique
- Freight forwarding.
- Linkage with potential buyers and retail stores.

4. Scope of Work

- Kick off meeting;
- Presentation of the proposed methodology to Seda for approval;
- Briefing session;
- Provide a mentor who is an International Trade Specialist trained on export, access to markets and trade facilitation with an ability to mentor small enterprises with export potential;
- Monthly feedback report;

- Write and present a report of the work done including attendance register and recommendations at the project closure meeting; and
- Project closure.

5. Project Deliverables & Time Frames

1. Mentor 18 Seda clients on export to Mozambique for 6 (six) months.
2. The mentor will be responsible to facilitate the mentorship sessions one-on-one and in groups.
3. Compile and submit a export mentorship plan which should include but not limited to the following aspects:
 - Brief description of the mentorship methodology;
 - An attendance register outlining the number of participants, gender, age disability, and other baseline information;
 - An evaluation of the mentorship programme as a whole by the participants;
 - An evaluation of the mentorship programme;
 - Challenges experienced during the mentorship programme;
 - Successes of the mentorship programme;
 - Evaluation of each participation with regards to their business status and export readiness;
 - Observations by the facilitator; and
 - Recommendations.

6. Seda's Roles and Responsibilities

Seda will :

1. Provide the list of clients who will participate in the mentorship programme.
2. Provide the mentor with the Project Reporting Format.
3. Provide with the support aimed at ensuring the successful mentorship of Participants.

7. Travel

- No travel is required as this this mentorship will be conducted online or telephonically.

8. Information required in the Proposal/Quotations

The following documents must be submitted with the proposals:

1. Completed and Forms;

2. CV/ Profile;
3. Project Plan;
4. Mentorship Methodology;
5. List of References (not Seda); and
6. Detailed Cost breakdown inclusive of all cost and applicable taxes.

9. Evaluation of the Proposal

9.1 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; and
- Submission of completed and signed SBD 6.1.

9.2 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.

	Functionality Criteria	Points Allocation
1.	Experience / Track record: Service Provider (company) must have at least 5 years experience in offering mentorship. Provide 3 traceable references except Seda , on export mentorship or similar to the project. <ul style="list-style-type: none"> ○ 3 References = 20 points ○ 2 References = 10 points ○ 1 Reference = 5 points 	20
2.	Technical Capacity: The service provider must provide the following: A detailed CV demonstrating at least 5 years of experience in offering Export mentorship and export related business development services. <ul style="list-style-type: none"> - Good = 20 points 	20

	<ul style="list-style-type: none"> - Average = 10 points - Poor = 5 points <p>Provide a detailed Project Plan with time frames indicating the different activities and how it will be managed.</p> <ul style="list-style-type: none"> - Good = 20 points - Average = 10 points - Poor = 5 points 	20
	<p>Describe in detail the export mentorship methodology that will be applied during the mentorship session and what is expected from the methodology used.</p> <ul style="list-style-type: none"> - Good = 40 points - Average = 20 points - Poor = 5 points 	40
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

9.3 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 follows:

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

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed)
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Micro Enterprise									8	
Small Enterprise									6	
Medium Enterprise									3	
Large Enterprise									1	
BBBEE Level Ownership									6	
L1	L2	L3	L4	L5	L6	L7	L8	L0		
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0		
Targeted Group: Youth									2	
Target Group: Non-Youth									1	
Spatial: Rural and Townships									4	
Spatial: City									1	

10. 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. 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).
- c. 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).
- d. No late price quotations will be accepted under any circumstances.
- e. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- f. 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 will result in no preference points being awarded for Specific Goals.

- g. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- h. 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.