

<b>RFQ Number</b>	NO-273/2022
<b>Issue Date</b>	16 March 2023
<b>Closing Date</b>	23 March 2023, by no 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><u>Via email</u> - <a href="mailto:bmasingi@seda.org.za">bmasingi@seda.org.za</a></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 B Masingi at Tel: (012) 441-1000 or (012) 441- 1226</p>

## TERMS OF REFERENCE

### 1. Purpose

The purpose of this request for proposal/quotation is to appoint a suitably qualified service provider/company with the relevant competence, expertise and experience to produce the Seda Annual Report 2022/23 financial year. This shall include the following tasks; Design and layout, Compilation, Editing, Proofreading, Copywriting, Rewriting (if applicable) and Printing.

### 2. Background

Section 40 (1) (d) of the Public Financial Management Act (PFMA) requires government departments and entities, to within five months of the end of a financial year submit Annual reports to the relevant treasury, the executive authority responsible for that public entity for tabling in parliament. Preceding this, the Accounting Officer is required to prepare financial statements and submit them to the Auditor General for auditing two months after the end of the financial year.

Guided by the Treasury Regulations' Annual Report Guide for Schedule 3A and 3C Public Entities, Seda prepares its Annual Report and submits to the relevant bodies. Apart from the mentioned statutory requirement, Seda also showcases its successes, its impact on the economy in terms of growth, as well as its contribution to job creation and broadening economic participation in its Annual Report.

In light of the above information Seda intends appointing a suitably qualified service provider to assist with the design, compilation, proofreading, editing, printing and capturing of the photos to be used in the compilation of the Annual Report, before being submitted to the parliament. Information to be included in the Annual Report will be provided by Seda.

Seda was established in December 2004 through the National Small Business Amendment Act - Act 29 of 2004 - as an agency under the dti. The establishment was done by merging three entities: Ntsika Enterprise Promotion Agency, National Manufacturing Advisory Centre (NAMAC) and the Community Public Private Partnership Programme (CPPP). The GODISA Trust and the National Technology Transfer Centre were merged with Seda in April 2006, becoming the Seda Technology Programme (Stp).

The small enterprise support function of the South African Quality Institute (SAQI) and the technology related activities of the Technology for Women in Business (TWIB) were incorporated with the Stp in 2008. The Stp was fully integrated into Seda structures in 2009. In 2014, Seda's mandate and functions were transferred from the dti to the Department of Small Business Development (the DSBD).

**Vision:**

To make a difference in SMMEs' lives every day

The vision is translated into high level competency, accountability, coordination as well as customer drive of Seda. In order to become a recognised national facilitator of the ecosystem in SMMEs development and promoting excellence, we must strive towards improving in delivering against all performance areas in our outcome areas.

**Mission:**

To promote entrepreneurship and facilitate the development of small enterprises by providing customised business support services that result in business growth and sustainability in collaboration with other role players in the ecosystem

Seda's mission gives a clear-cut framework for everything Seda does. This is shown in the product range of Seda as well as in the approach, attitude and working methods of Seda staff. **The success of Seda is ultimately measured against this mission:** how well Seda is collaborating with key role players in the ecosystem in facilitating the growth and sustainability of the small enterprises it has interacted with.

**Values**

Nurturing

Innovation

Customer Centricity

Responsible Conduct

The core values govern Seda's operations and relationships with stakeholders such as clients, partners, employees, local community and the shareholder. The core values remain constant and are not affected by changes in the operational environment and management.

The meaning of Seda's core values is explained as follows:

NURTURE	We create a nurturing environment by partnering with our clients and employees, and in the way in which we care and support them.
INNOVATION	We foster innovative ideas and solutions in order to deliver exceptional customer service.
CUSTOMER CENTRICITY	We place customer service excellence at the centre of everything we do.
RESPONSIBLE CONDUCT	We behave with integrity in all our actions, always acting in the best interest of Seda and its Stakeholders.

### 3. Scope of Work

The Service provider will be provided with the approved Annual Report for the specific year by Seda. The service provider will be expected to design and organize the information for the Annual Report according to pre-determined formats and themes which will be communicated. The design specification should be in line with Seda Corporate Identity (CI) manual. Seda will provide its CI manual to the successful service provider, which will specify the corporate colours, fonts, size, paper quality etc. to be used for the Annual Report. The successful service provider will be required to make provision for a minimum of three mock-ups for the Annual Report for approval in each year

#### Layout of the Annual Report

Part A - General Information

Part B - Performance Information

Part C - Seda Corporate Governance and Risk Management

Part D - Human Resource Management

Part E - Annual Financial Statements

**NB:** The content of the Parts A - E will be provided by Seda, However the service provider will ensure that there is consistency in terms of writing style, grammar and related issues.

## Design Specifications and Printing

Design and printing will be done on edited and approved document which will be provided by Seda.

1.1.1. Format of the publication - A4 (Portrait, Landscape or 210mm by 210mm)

1.1.2. Number of pages ± 180 pages

1.1.3. Quantity to be printed - 100 copies

1.1.4. Paper, Print and Binding specifications

- Paper: 150 Triple Green
- Cover Board: 350 Triple Green
- Binding: Perfect Binding
- Colour: Full colour throughout
- Finishing: Logo emboss
- 100 copies are to be ring/glue binding, electronic copy (emailed), one compact Disc and one memory stick with Seda's Annual Report PDF'd as per specifications below (*for tabling to the portfolio Committee in Parliament*)
- Generate a Quick Response (QR) code on the cover page of printed copies to get quick access to the digital version of the report

1.1.5. Compact Disc

- Cd to be labelled and packaged
- Content/information on the cd to be saved in PDF format

1.1.6. USB Memory sticks

- Production of 2000 (32Gig) flash memory sticks with Seda's Annual report
- Content/information on the flash memory stick to be saved in PDF format.

1.1.7. ISBN

To provide the ISBN number on behalf of Seda which should appear on the back side of the cover page of the Annual Report. (sourced from National Archives)

#### 4. Project Deliverables & Time Frames

The appointed service provider is expected to start with the planning and collection of relevant information. Pictures to be included in the Annual Report for the Board Members, Executive Managers, Provincial Managers and clients success stories will be provided by Seda. The printed approved Annual report is expected to be submitted in Seda offices on the 3<sup>rd</sup> week of August 2021 or earlier, times shall be communicated as the projects unfolds. Engagements between Seda and the appointed service provider should ensure that the final submission date is observed.

#### 5. Seda's Roles and Responsibilities

- Communicate with the appointed Service Provider through e-mails of all logistics
- Share all guideline for development and compilation of the Annual Report
- Provide content for the Annual Report
- Arrange and organise for photoshoots with Board members, Executive Management and selected Senior Managers,
- Provide details of success stories' (Seda clients) for photoshoots at the client's premises
- Approve copywriting artwork designed by Service Provider.

#### 6. Evaluation of the Proposal/Quotation

##### 6.1 Phase 1: SCM Document Assessment Criteria

The following pre-qualification criteria will form the basis of the evaluation all price proposals 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 documents.

##### 6.2 Phase 2: Functionality Criteria

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.	<p><b>Track Record</b></p> <p>For the purpose of this request the Service Provider must provide three (3) reference letters of the three successfully completed Annual Reports projects within the last 8 years (2014/15 - 2021/22). (The letter must contain this information: name of organisation, project completed, contact person name and number/email address)</p> <ul style="list-style-type: none"> <li>• 3 references: 20 points</li> <li>• 2 references: 10 points</li> <li>• 1 reference: 5 points</li> <li>• 0 reference: 0 points</li> </ul> <p>The Service Provider should supply us with a sample of a full Annual Report booklet that they have developed within the last 8 years (2014/15 - 2021/22), <u>either electronic or hard copies</u>, please do not send a cover page but the full report:</p> <ul style="list-style-type: none"> <li>• 3 copies: 20 points</li> <li>• 2 copies: 10 points</li> <li>• 1 copy: 5 points</li> <li>• 0 copy: 0 points</li> </ul>	40
2.	<p><b>Experience</b></p> <p>Provide details of experience and expertise of the Project Leader or Manager in leading the team/project in Annual Report compilation for government, its agencies or organisation similar to Seda. This is to be in relation to the Terms of Reference (TOR).</p> <p>The CV of the project leader/manager should indicate the number of years of experience in compiling Annual Reports for organisations similar to Seda</p> <ul style="list-style-type: none"> <li>• 5 years and more: 30 points</li> <li>• Between 3-5 years: 15 points</li> <li>• Less than 3 years: 5 points</li> <li>• No experience: 0 points</li> </ul>	30

3.	<b>Project Implementation Plan</b>  The service provider <b>must</b> provide a fully detailed project implementation plan which will include the following: <ul style="list-style-type: none"> <li>• Activities to be undertaken to ensure project success: 10 points</li> <li>• Resources: against the project plan: 10 points</li> <li>• Breakdown of milestones: 5 points</li> <li>• Project completion timeframes: 5 points</li> </ul>	30
<b>Total Points</b>		100
<b>Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)</b>		

#### 6.1. 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, as follows:

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

#### 7. TERMS AND CONDITIONS

- ✓ Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- ✓ 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).
- ✓ 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).



- ✓ No late price quotations will be accepted under any circumstances.
- ✓ Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- ✓ 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.
- ✓ Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- ✓ 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.**