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| RFQ Number | NO-252/2022 |
| Issue Date | 21 February 2023 |
| Closing Date | 27 February 2023 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><u>Via Email</u> - mmokaila@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 Mr M Mokaila at Tel: (012) 441-1000 or (012) 441-1171</p> |

TERMS OF REFERENCE**1. Purpose**

To source and appoint a professional service provider with relevant and adequate expertise in the production and supply of PA System (Loudspeakers, Wireless MICs, 12-Channel Mixer, Speaker stands, MIC stands, Sennheiser EW and XLR Cables or “equivalent”, etc.) to the Small Enterprise Development Agency (Seda) network for the 2023/24 financial year.

2. Background

The Small Enterprise Development Agency (Seda) is an agency of the Department of Small Business Development. Seda was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004, and is mandated to coordinate and provide non-financial support services to small enterprises through a network of its Branches and Service Providers.

3. Scope of work

- The service provider is required to supply Seda listed as per the RFQ.
- Service Providers are therefore requested to provide Seda with a Quotation/Proposal as per the specifications below.
- The service provider will be required to specifications.
- Service Provider will be required to supply Seda with proofs for approval and make changes where required until the final artwork is approved.





4. Seda's Roles and Responsibilities

- Communicate with Service Prover through e-mails of all logistics.
- Approval of artwork designed by Service Provider.

5. Specification, Branding and Layout

| ITEM DESCRIPTION | QUANTITY | MATERIAL | COLOUR | TYPE OF PRINT/BRANDING |
|------------------------------|----------|-------------------------------------------------------------------------------------|--------|------------------------|
| 15-Inch Powered loudspeakers | 4 |  | Black | Branded Item made |

| | | | | |
|----------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------|-------|-------------------|
| 15-Inch Bluetooth Powered loudspeakers | 1 |  | Black | Branded Item made |
| Live Professional “equivalent” Channels/ Mixer | 2404 or 12- 4-Bus |  | Black | Branded Item made |
| Shure Legendary Performance “equivalent” Wireless Vocal MIC | 3 |  | Black | Branded Item made |
| Senneheiser “equivalent” EW 122P G4-B Wireless | 4 |  | Black | Branded Item made |
| XLR Cables | 5 | Length 5M  | Black | |
| XLR Cables | 5 | Length 10M  | Black | |

| | | | | |
|---------------------------|---|---------------------------------------------------------------------------------------------------|-------|-------------------|
| XLR Cables Jack to Female | 3 | Length 3M  | Black | |
| 15-Inch Speaker Stand | 4 |  | Black | Branded Item made |
| Mic Stand | 2 |  | Black | Branded Item made |
| Power extension | 2 | Length 30m  | Black | |

Services

Sourcing and delivery of PA System

Total costs to include:

Sourcing, packaging and delivery of goods to Seda National Office.

6. Delivery of PA System

- To be delivered at Seda National offices, 1066 Burnett Street, Office Block, The Fields, Hatfield 0833.

7. Information required in the Proposal/Quotation

- Evidence of experience/Track Record of Service Provider
- Technical Capability of Service Provider
- BBBEE Certificate or Sworn Affidavit.
- Completed and signed SBD Forms
- Company Profile
- Quotation must be submitted VAT Inclusive if the company is VAT registered.

8. EVALUATION OF PRICE QUOTATIONS**8.1 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;
- Submission of completed and signed SBD 6.1 document.

8.2 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 The Service provider must prove capacity to deliver and demonstrate the ability to manage the quantity of the promotional material and corporate Gifts. Project (size and complexity) where a minimum of two examples of similar work done [Images] must be provided with traceable references and contact details. <ul style="list-style-type: none"> • Two traceable references = 50 points • One traceable references = 25 points | 50 |

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| 2. | The Service Provider should have a minimum of a year experience in production and supply of corporate gifts. Provide company profile. <ul style="list-style-type: none"> 1 year or more = 15 points Less than 1 year = 5 points Company profile = 10 points | 25 |
| 3. | Technical capability Demonstrate ability, knowledge and deliverance to manage of the subject project Plan is required to illustrate deliverance of PA from date of receipt of award to delivery date) | 25 |
| Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION) | | 100 |

8.3 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, as follows:

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

9. 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).

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