

RFQ Number	NO-242/2023
Issue Date	6 February 2024
Closing Date	12 February 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><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</p> <p>Mr M Mokaila at Tel: (012) 441-1000 or (012) 441- 1171</p>

TERMS OF REFERENCE**1. Purpose**

Training of Service Providers, LED Practitioners and other Stakeholders in Tourism - The objective of this project is to deliver, a 5-day physical or face to face Seda training programme on Health and Safety in the Hospitality Industry to service providers, local municipality practitioners and other stakeholders in the OR Tambo Municipal district. This should ensure that the participants are able to provide effective advice on health and safety in the hospitality industry within their respective districts..

The Unit seeks to appoint a Service Provider, who has proven experience, knowledge, capacity and expertise to deliver a Training of Trainers (ToT) Programme to the Small Business Development Practitioners

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

Seda has 53 Branches nationally and provides business development services to both potential and existing entrepreneurs.

Seda is delivering the products and services to small enterprises via the network of Seda Branches and Small Business Development Service Providers and therefore training and capacity building of Practitioners is key.

2. Scope of Work

- Plan and prepare the delivery of a ToT on Health and Safety in the Hospitality Industry.
- Deliver a 5-day physical training

- Provide on-line and technical ongoing support to participants when the need arises
- Continuously liaise with Seda Project Manager and other internal subject matter experts on the project
- Provide individual support when the need arises
- Submit and present a project completion report to Seda

3. Project Deliverables & Time Frames

- Conduct the training programme with a leaning towards a participatory training methodology
- Seda will coordinate the participants for the workshops
- Provide individual counselling sessions for the participants during the training and as and when the need arises for such
- The training will be held within the OR Tambo district in the Eastern Cape
- Suggested training to be held during the month February/March 2024.

4. Project Completion

- Upon successful completion the Service Provider shall submit all relevant training materials to Seda viz
- Training Completion Report which would include the following (not limited):
 - A brief description of the training methodology;
 - An attendance register outlining the number of participants;
 - An evaluation of the course by the participants;
 - An evaluation of the participants by the Facilitator;
 - Challenges experienced during the training;
 - Successes of the training;
 - Observations of the Trainer / Facilitators;
 - Recommendations; and
 - Attendance register

5. Seda's Roles and Responsibilities

- Briefing of Service Providers for clarity on ToR requirements.
- Provide Training Materials
- Allocate relevant Training Specialist to provide support.
- Briefly address the participants on the first and last day of the course and at any other time in between as may be necessary, these shall be discussed with the facilitator first
- Coordinate and invite practitioners to participate in the training workshop
- Provide venue
- Provide catering
- Monitor the training delivery

6. Information required in the Proposal/Quotations

- The Company Profile highlighting the experience of training Trainers on Health and Safety
- 2 CVs highlighting experience and knowledge on the subject matter;
- Detailed cost breakdown VAT Inclusive;
- Detailed training plan with time lines and content breakdown;
- Description of the training methodology that will be utilized during the training

7. Evaluation of the Proposal/Quotations

7.1 Phase 1: SCM Document Assessment Criteria

The following assessment criteria will form the basis of the evaluation all price proposals and failure to comply 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.

7.2 Phase 2: Functionality Criteria

The following criteria will be used for evaluating all price quotations that met the assessment criteria on 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>Experience/Track Record</p> <p>1.1 For the purpose of this request, the Training Service Provider will need to provide details of the 3 successful training projects conducted on Health, Safety in the Hospitality Industry</p> <p>Experience, of conducting Health and Safety in the Hospitality Industry</p> <ul style="list-style-type: none"> - No Proof of experience of conducting 3 successful projects on training on Health and Safety in the Hospitality Industry = 0 points - Proof of experience on providing 1 training projects on Health and Safety in the Hospitality Industry = 10 points - Proof of experience on providing 2 training projects on Health and Safety in the Hospitality Industry = 20 points - Proof of experience on providing 3 training projects on Health and Safety in the Hospitality Industry = 30 points <p>1.2 Provide three (3) signed references on company letterhead linked to the above with contact details</p> <p>0 references linked to the above = 0 points</p> <p>1 reference linked to the above = 5 points</p> <p>2 references linked to the above = 10 points</p> <p>3 references linked to the above = 15 points</p>	30
2.	<p>Technical Capability</p> <p>2.1 2 CVs for Facilitators highlighting experience in delivering ToT on Health and Safety in the Hospitality Industry</p> <ul style="list-style-type: none"> - 0 CV = 0 points - 1 CV = 10 points - 2 CVs =20 points 	20

2.2	<p>Describe in detail the training methodology that will be applied during the training.</p> <ul style="list-style-type: none"> - No methodology = 0 points - Methodology = 10 points - Detailed methodology = 15 points 	15
2.3	<p>Describe in detail the training plan with deliverables and time frames that will be applied during the training.</p> <ul style="list-style-type: none"> - 0 training plan = 0 points - Training plan without deliverables and time frame = 10 points - Training plan with either time frames or deliverables = 15 points - Training plan with both time frames and deliverables = 20 points 	20
<p>Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)</p>		100

7.3 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.	BBBEE Status Level Contributor as per SBD 6.1	20
Total Points		100

Specific Goals and points claimed are indicated per table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18

3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8 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) will result in no preference points being awarded for B-BBEE.
- 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.