



REQUEST FOR QUOTATION/PROPOSAL

RFQ Number	NO 176/2025
RFQ Description	Review, Update and Re-package Training Material
Issue Date	13 November 2025
Closing Date	20 November 2025 by no later than 23:30pm
Submission Instruction on or before the closing date and time	Please forward your responses either via email or hand delivered on or before the closing date as follows: <u>Via Email</u> – vkhosa@sedfa.org.za OR <u>Hand delivered</u> Small Enterprise Development and Finance Agency (Sedfa) The Fields Office Block A 1066 Burnett Street Hatfield 0833 Contact Details Ms V Khosa at Tel: (012) 441-1000 or (012) 441-1241

TERMS OF REFERENCE

1. Background

The Sedfa Learning Academy is an accredited training provider with the Services Seta.

The Learning Academy has a Sub-Unit, which aims to develop, source, review and update the material to be used in enhancing the skills of Small Enterprise Development Practitioners.

Purpose

The purpose of this request for proposals is to appoint a QCTO or SETA accredited service provider to review and update the **Audit Supervisory Committee Training Material**.

Some time back, Sedfa developed the Audit Supervisory Committee Training Material that is now due for review in line with the changes in the Cooperatives Banking and training environment.

Objective of learning material:

- Understand the roles and responsibilities of the Audit/Supervisory Committee;
- Evaluate the adequacy and efficiency of internal control systems, accounting practices, information systems and auditing processes, using a checklist;
- Facilitate and promote communication regarding the matters referred to above or any other related matter between the members, board of directors, executive officers, auditor and the employee charged with the internal auditing of the transactions of the CFI;
- Introduce measures to enhance the credibility and objectivity of financial statements and reports prepared with reference to the affairs of the CFI.

2. Scope of Work

- Study the Audit/Supervisory Committee material and identify the gaps
- Review and update the Audit/Supervisory Committee material in accordance with the quality assurance requirements
- Research and include new areas that were not covered in the current material
- Review and update the facilitator and learner guide and all necessary tools in accordance with the QCTO accreditation requirements

- Review training / facilitation slides, energizers and video clips in support of learning material.
- Respond to areas of remediation if necessary
- Avail himself/herself for presentation and responding to further questions that might arise from the QCTO
- Conduct a face-to-face pilot on the updated material in accordance with the accredited programme
- Attend progress meeting with Sedfa
- Compile and submit progress reports as well as a final report.
- Brand the material in accordance with Sedfa Corporate identity

3. Project Deliverables & Time Frames

- The revised Learning material to include the following:
 - Learner Guide
 - Facilitator Guide
 - Training/facilitation Slides, energizers, video clips
 - Programme Strategy
 - Formative Assessment Instrument
 - Summative Assessment Instrument
 - Assessment Guide
 - Programme Alignment Matrix
 - Portfolio of Evidence Guide
 - Moderator Guide
 - All other relevant tools not mentioned above
- 1 Electronic copy of the final approved material in word, PDF and USB
- Pilot date to be discussed during the briefing session
- Copyright of the developed material lies with Sedfa
- Completion report submitted.
- Assignment completion date (to be discussed during the briefing session)

4. Sedfa's Roles and Responsibilities

- Coordinate a briefing session with the appointed Service Provider in preparation for the commencement of the project
- Recruit participants for the pilot
- Monitor the implementation of the project.
- Avail the Sedfa CI Manual

5. Information required in the Proposal/Quotations

- Evidence of experience/Track record of Service Provider in developing the training material
- Detailed cost breakdown VAT Inclusive
- Detailed project plan
- A detailed approach on how the project will be done

6. Evaluation of the Proposals/Quotations

6.1. Phase 1: SCM Document Assessment Criteria

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

6.2. 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	
1.1	For the purpose of this request, the Service Provider will need to provide details of experience of 3 projects undertaken in developing/reviewing accredited learning material 3 x accredited materials developed / reviewed = 30 points 2 x accredited materials developed/reviewed = 20 points 1 x accredited material developed = 10 points 0 x accredited material developed/reviewed = 0 points	30

1.2	Provide Sedfa with 3 signed reference letters with contact numbers for the above-mentioned projects 3 signed letters = 15 points 2 signed letters = 10 points 1 signed letter = 5 points	15
1.3	Provide Sedfa with proof of accreditation certificate or signed letter from QCTO /SETA Proof of accreditation = 10 points No proof of accreditation = 0 points	10
2	Technical Capability	
2.1	x 2 Curriculum Vitae (CVS) for two key staff members that will be assigned to the project displaying their experience and knowledge in developing accredited material or reviewing and updating the accredited learning materials . 1 CV = 10 points 2 CV = 15 points	15
2.2	Provide a Project Plan with time frame. - Project plan time frame = 15 points - Project plan without time frame = 5 points	15
2.3	A detailed approach on how the project will be executed Detail approach = 15 points Not detailed = 5 points	15
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

6.3. 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 as 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:

Specific Goals Allocated and Points to claimed in terms of this RFQ																								
Indicate the following to support this claim. Failure to provide the required information will result in being forfeited.																								
Indicate Number of Full Time Employed Paid Employees:							_____																	
Total Annual Turnover or Revenue:							R_____																	
Size of Enterprise						Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)																	
Micro Enterprise						8																		
Small Enterprise						5.6																		
Medium Enterprise						3.2																		
Large Enterprise						0.8																		
Sworn Affidavit/ BBBEE Certificate (Ownership aligned to B-BBEE Status Level)						2																		
<table border="1"> <thead> <tr> <th>L1</th> <th>L2</th> <th>L3</th> <th>L4</th> <th>L5</th> <th>L6</th> <th>L7</th> <th>L8</th> </tr> </thead> <tbody> <tr> <td>2.00</td> <td>1.75</td> <td>1.50</td> <td>1.25</td> <td>1.00</td> <td>0.75</td> <td>0.25</td> <td>0.00</td> </tr> </tbody> </table>						L1	L2	L3	L4	L5	L6	L7	L8	2.00	1.75	1.50	1.25	1.00	0.75	0.25	0.00			
L1	L2	L3	L4	L5	L6	L7	L8																	
2.00	1.75	1.50	1.25	1.00	0.75	0.25	0.00																	
Black Women Owned (more/≥30% owned)						4																		
Target Group: Youth						2																		
Spatial: Rural						4																		
Spatial: Townships						2.4																		
Spatial: City						0.8																		

7. TERMS AND CONDITIONS

- 1) Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- 2) No late price quotations will be accepted under any circumstances.
- 3) 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/ Letter from the Municipality will result in no preference points being awarded for Specific Goals.
- 4) Suppliers/service providers must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies of Shareholders/Directors/Members/Partners.
- 5) Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 6) Service providers/suppliers must submit a valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services (SARS) certifying that the taxes of the service provider/supplier are in order must be submitted at the closing date and time of the RFQ/Bid.
- 7) 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).
- 8) Consultant's travel arrangements must be in line with the government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometers according to the rates set by the Department of Transport] (if applicable).
- 9) Sedfa is committed to a fraud-free environment. One call can keep Sedfa Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Sedfa Fraud Hotline: 0800 724 666 or email sedfa@thehotline.co.za or SMS: 30916 or go to <https://www.thehotline.co.za/report>.
- 10) This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed at the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

Sedfa wishes to thank you in advance for your price quotation.