

REQUEST FOR PROPOSAL/TENDER (RFP/T)

TENDER NUMBER	RFP/T 02-2023/24
TENDER CLOSING DATE AND TIME	16 August 2023 at 12:00pm
TENDER DESCRIPTION	The objective of this RFP/T is to invite a suitable Service Provider that has SAQA Accredited - New Venture Creation NQF Level 4 and has capacity to implement a national skills program for a duration of six (6) months.

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SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS

1. INVITATION TO TENDER

YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE
SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)

TENDER NUMBER : RFP/T 02-2023/24

TENDER CLOSING DATE & TIME : 16 August at 12:00pm

TENDER DESCRIPTION The objective of this RFP/T is to invite a suitable Service Provider that has SAQA Accredited - New Venture Creation NQF Level 4 and has capacity to implement a national skills program for a duration of six (6) months.

TENDER VALIDITY: 90 Days from date of closure of this tender.

BID DOCUMENTS MUST BE PLACED IN THE TENDER BOX AT THE ADDRESS INDICATED BELOW:

Small Enterprise Development Agency
The Fields, Office Block A
Ground Floor
1066 Burnett Street
Hatfield, Pretoria, 0083

Bidders should ensure that bids are delivered timeously to the correct address. If the bid submission is late, it will not be accepted for consideration.

The Request for Proposal/Tender, including the returnable address, must be submitted in a sealed envelope, marked with the Tender Number, Closing Date and Time of the Tender, and the Name and Address of the Tenderer/ Bidder.

ANY ENQUIRIES RELATING TO THE PROJECT AND/ OR BIDDING PROCEDURES, MAY BE DIRECTED TO:

Department : Supply Chain Management Unit
Contact Person : Mr Patrick Makgata
Tel : 012 441 1000/1218
E-mail address : pmakgata@seda.org.za

BIDDER INFORMATION REQUIRED TO BE COMPLETED

The following particulars must be furnished. Failure to do so may result in the bid being disqualified.

Name of Bidder		Tax Clearance Status Pin		National Treasury Central Supplier Database (CSD) Registration Number	
Name of Contact Person:					
Cell Number:			E-mail Address:		
Telephone Number:			Web Address:		
VAT Registration Number:					
Physical Address:			Postal Address:		
.....					
.....					
.....					
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
				☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		☐		AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
		☐		A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
		☐		A REGISTERED AUDITOR	
		☐		NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?			☐ Yes ☐ No [IF YES ENCLOSE PROOF]		
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			☐ Yes ☐ No [IF YES ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE BIDDER HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		

	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	
	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO	
	IF THE ANSWER IS "NO" TO ALL OF THE ABOVE QUESTIONS OF THE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER PARAGRAPH 3.3 BELOW.		
	SIGNATURE OF BIDDER	DATE	

2. GENERAL CONDITIONS OF TENDER

- 2.1 Bids must be submitted with all official Bid Forms duly completed which are contained within this tender document.
- 2.2 All current and prospective suppliers/ service providers are required to register on the National Treasury CSD prior to submitting bids. - Self-registration: www.csd.gov.za. Enquiries may be directed to csd@treasury.gov.za. Foreign suppliers who do not have local foreign representation in RSA are not required to register on CSD. Suppliers registered on the CSD must submit proof of registration to Seda.
- 2.3 Bids received after the closing date and time will not be considered. Bidders are therefore strongly advised to ensure that their bids be dispatched timeously allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 2.5 The Standard Bidding Documents (SBD) contained in this RFP/T are compulsory documents and must be completed, signed and returned with this bid proposal. Failure to submit completed and signed SBD documents may invalidate the tender proposal.
- 2.6 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its bid in any way, it shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein. Unless otherwise specified and stipulated in writing, any part of the Bidder's bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 2.7 This tender document, together with associated compulsory forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 2.8 This tender document, together with compulsory forms should be filled in with black ink.
- 2.9 Bidders should check the numbers of the pages of the tender document and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
- 2.10 The tender price must be valid for acceptance for a period of 90 calendar days after the closing date of the tender.
- 2.11 During the validity period of the bid, the proposed team members proposed (if applicable), must be confirmed as being available.
- 2.12 Only firm prices will be accepted for the full duration of the contract.
- 2.13 Failure to have the Price Declaration of this tender document completed and signed, or signed by a duly authorized person, will constitute non-commitment by the Bidder, and the bid may be invalidated.

- 2.14 A detailed price break-down of the Total Cost of Ownership (TCO) must be provided to support the Price Declaration of this tender.
- 2.15 All prices must be quoted in South African Rands and be inclusive of all costs and applicable taxes (inclusive of Value Added Tax (VAT) etc.).
- 2.16 Seda reserves the right to only accept part of the submitted bid by a Bidder.
- 2.17 Seda reserves the right to withdraw this tender.
- 2.18 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by facsimile, e-mail or similar apparatus.
- 2.19 Seda reserves the right to accept or reject any tender proposal.
- 2.20 The Bidder's company letterhead must be used for the proposal's cover letter and reflect the company name, address, contact details and company registration number.
- 2.21 The correct Tender Reference Number (See the front page of this RFP/T for the Tender Number) and the bidding company's name must appear on all pages of the proposal.
- 2.22 All pages of the proposal must be initialed by the responsible person.
- 2.23 These General Conditions of Tender (GCT) form part of, and must be read in conjunction with, the attached National Treasury General Conditions of Contract (GCC), and failure to comply therewith may invalidate the tender. The GCC must be returned with the RFP/T initialed on each page.
- 2.24 Seda is committed to a fraud-free environment. One call can keep Seda Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Seda Fraud Hotline: 0800 701 701; or e-mail: FraudPrevention@seda.org.za; or sms: 39772.
- 2.25 Bids must be delivered to the correct address/ location which is indicated in the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
- 2.26 The award of the bid may be subjected to price negotiations with the preferred Bidder(s).
- 2.27 The successful bidder will be required to sign a written contract.

3. TAX COMPLIANCE REQUIREMENTS

- 3.1 Bidders must ensure compliance with their tax obligations.
- 3.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Seda to view the taxpayers profile and tax status.
- 3.3 Application for Tax Compliance Status (TCS) or pin may also be made via e-filing in order to use this provision, taxpayers will need to register with SARS as e-fillers through the website www.sars.gov.za
- 3.4 Bidders may also submit a printed TCS together with the bid.
- 3.5 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate proof of TCS/pin/CSD number.
- 3.6 When no TCS is available but the bidder is registered on CSD, a CSD number must be provided.

SECTION B COMPULSORY TENDER FORMS FOR COMPLETION BY THE BIDDER

4 SCM/PD001: PRICE DECLARATION BY THE BIDDER

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period of 90 days from date of closure of this bid. I/We confirm that this tender will remain binding upon me/ us and may be accepted by Seda at any time before the expiry date.

Name and Surname : _____
 Signature : _____
 Date : _____

Are you duly authorized to commit this tender :

Yes	No
-----	----

Capacity under which this tender is signed : _____
 (Attach proof of authority to sign this bid e.g. resolution of directors, etc.)

TOTAL TENDER PRICE IN SA RANDS

Total Cost of Ownership (TCO) to Seda

(Inclusive of VAT, Discounts, etc.) R _____

Scope of Work Description	Total Declared Price for a of six (6) months contract
135 small enterprises on Basic Business Management Skills and 840 small enterprises on Seda Start Up 1 as per the Terms of Reference Scope of Work/Requirements including the Project Deliverables.	
Travel, Accommodation and/ Disbursement	
Catering (Lunch) for both Trainings	
VAT (if applicable and VAT registered)	
Total Bid Price inclusive of VAT	

*A detailed price breakdown of the TCO as declared, to be provided.

5 SCM/DOI003: DECLARATION OF INTEREST (SBD4)

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- a. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3 SCM/DOI004: PREFERENCE POINTS CLAIM FORM (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value from R250 000 up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

The applicable preference point system for this RFQ/tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for **specific goals** with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this RFQ/tender									Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the Tenderer/Bidder)
Micro Enterprise									8	
Small Enterprise									6	
Medium Enterprise									3	
Large Enterprise									1	
BBBEE Level Ownership - Women/Youth/Persons with Disabilities									6	
L1	L2	L3	L4	L5	L6	L7	L8	L9		
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	

NB: Provide valid BBBEE certificate/Sworn Affidavit, Copy of Utility Bill/Lease agreement/title deed (spatial) to be able to claim the points above.

The National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies as gazette 15 March 2019

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial Classification	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 - 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 - 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 - 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 - 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 - 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 - 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 - 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 - 10	≤ 5,0 million

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Proprietary) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

WITNESSES

1.

2.

.....
 SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

4 SCM/SPBD007: BANKING DETAILS

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **Seda** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

Bank Account Name : _____

Name of Bank : _____

Branch Code & Name : _____

Account Number : _____

Type of Account: Cheque ☐ Savings ☐ Transmission ☐

Bank details to be certified as correct by DATE STAMP of BANK OR BANK LETTER (NOT OLDER THAN SIX (6) MONTHS:

DATE STAMP OF BANK

Name and Surname : _____

Signature : _____

Designation : _____

Tel number : (_____) _____

Fax number : (_____) _____

NAME AND SURNAME :
 (Bank Official)

SIGNATURE :
 (Duly Authorised to Sign)

ON BEHALF OF :
 (Name of Organization)

DATE :

SECTION C: TERMS OF REFERENCE

8. PURPOSE

Request For Proposal/Tender is to appoint a suitable Service Provider that has Accredited New Venture Creation NQF Level 4 (SAQA ID Number: 66249) and has capacity and experience to implement a national skills program for a duration of six (6) months. The programme seeks to empower small enterprises in the automotive industry with business management skills. The Service Provider must demonstrate proven experience in delivering skills development programme in all nine (9) provinces. The focus of the project is on the following: -

- Conducting Basic Business Management Skills programme training to 135 small enterprises in all nine (9) provinces (15 per province) and,
- Conducting Seda Start Up 1 training course to 840 small enterprises in all nine (9) provinces (93 per province, except for Northern Cape with 96).

9. BACKGROUND

The Small Enterprise Development Agency (Seda) is an agency of the Department of Small Business Development (dsbd). Seda was established in December 2004, through the National Small Business 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 the network of branches and service providers.

The Small Enterprise Development Agency (Seda) has received Discretionary Grant to: -

- Recruit and Train 135 small enterprises in the automotive industry on the Basic Business Management Skills programme.
- Recruit and Train 840 small enterprises in the automotive industry on the Seda Start Up 1 Course.

10. SCOPE OF WORK/REQUIREMENTS

- Recruitment of the 135 small enterprises in the automotive industry in the nine (9) provinces to be trained on credit bearing skills programme with 26 credits.
- Recruitment of the 840 small enterprises in the automotive industry in the nine (9) provinces to be trained on non-credit bearing skills programme.
- Register Learners entering and completing the programme in accordance with Seda's requirements.
- Conduct assessments and moderation where applicable.

- Conduct credit bearing Basic Business Management Skills Programme to 135 small enterprises in the automotive and related sector and should not exceed 26 credits.
- Conduct five (5) days Skills Programme, non- credit bearing to 840 small enterprises in the automotive and related sector.
- Present and seek approval on selected Unit Standard from Seda before the implementation.
- Print and distribute the training material.
- Identify and provide the training venue.
- Issue out certificates to competent Learners for the credit bearing skills programme.
- Issue certificate of Attendance to non-credit bearing skills programme.
- Conduct a one-day induction of all the candidates in the presence of Seda Representative/s.
- Provide catering on both trainings (lunch).
- Submit monthly reports and project completion report.
- Plan the project together with the Seda Project Manager.
- Service Provider to avail themselves for all Seda briefings and presentations to Management and other structures as and when required to do so; and
- Attend the project-closure meeting with Seda at the National Office.

11. PROJECT DELIVERABLES

- Small enterprises recruited including people living with disabilities.
- Training venue identified and secured by the Service Provider .
- Learning material printed and distributed.
- 135 small enterprises trained on Basic Business Management Skills Programme.
- 840 small enterprises trained on Seda Start Up 1.
- Assessment and moderation of learners conducted.
- Catering for attendees provided during the trainings.
- Submitted Project completion report including but not limited to the following aspects:
 - Training and Assessment methodology used.
 - An attendance registers with signatures of learners outlining the number of participants, gender, age, identity number and ability status.
 - An evaluation of the training and assessment by participants
 - An evaluation of the training and assessment by the Facilitator and Assessor
 - Successes of the training and assessment
 - Observations by the Facilitator and Assessor
 - Recommendations

12. TRAVELLING

The travelling and accommodation costs should be included in the total declared price and indicated in the detailed pricing schedule as per the Scope of Work/Requirements and Project Deliverables.

13. SEDA'S ROLES AND RESPONSIBILITIES

- Review and sign off project charter and plan.
- Plan the Project together with the Service Provider.
- Make available all project related documents to the awarded service provider.
- Provide training master copy for reproduction to the awarded service provider.
- Provide oversight.
- Manage the project budget.
- Manage the performance of the Service Provider in line with SLA.
- Monitor and evaluate the project implementation.
- Pay the Service Provider according to the agreed payment schedule; and
- Acceptance and sign-off of the project closure report.
-

14. CONTRACT DURATION

This contract will be for a period of six (6) months from date of the appointment of the Service Provider and issuing of a purchase order.

15. EVALUATIONS OF THE TENDER PROPOSAL

The proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the minimum requirements.

Phase 1 SCM Assessment of Compliance Documents	Phase 2 Pre-Qualification Criteria	Phase 3 Functionality Criteria	Phase 4 Price and B-BBEE
Bidders to submit all the required SCM compulsory bidding documents must be completed and returned	Bidders that do not meet the criteria will be disqualified and not considered for further evaluation.	Bidders(s) are required to achieve a minimum threshold of 70% to proceed to Phase 4.	Only the Bidder(s) that met the 70% or more for Phase 4 will be evaluated on the 80/20 preference points system.

15.1 PHASE 1: SCM ASSESMENT OF COMPLIANCE DOCUMENTS

The following criteria will form the basis of assessing all bids received and failure to comply with the following supply chain management documents in the disqualification of the bid:

1.	A fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission that includes the National Treasury General Conditions of Contract (GCC) and the National Industrial Participation Programme (NPP) Standard Bidding Documents (SBD) 5
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15.2 PHASE 2: PRE-QUALIFICATION CRITERIA

The following criteria will form the basis of evaluating all bids received and failure to comply with the following pre-qualification will result in the disqualification of the bid:

1.	The Service Provider must provide a valid Services SETA/QCTO New Venture Creation NQF Level 4 (SAQA ID Number: 66249) Accreditation Certificate/Letter. Provide certified copy thereof.
2.	The Service Provider to provide proof of having implemented a New Venture Creation (SAQA ID Number: 62249) project(s) of not less than R500,000.00 single or cumulatively . Proof of signed confirmation letter on the company letterhead with contact details from the client and the value of the project. The proof provided should not be older than three (3) years.

Only bids meeting the above Pre-Qualification Criteria will qualify to be further evaluated for Phase 3: Functionality Criteria.

15.3 PHASE 3: FUNCTIONALITY CRITERIA

The following criteria will be used to evaluate all bids that qualified at Phase 1: Pre-Qualification stage. Bids must score a minimum of seventy percent (70%), seventy points (70 points) on Phase 3 being the stipulated minimum threshold for Functionality Criteria.

Functionality Criteria		Weighting of Importance	Points Allocation
1.	Experience/Track Record (25 points)	15%	15
1.1	The Service Provider is to provide proof of three (3) projects and references of having completed the New Venture Creation. - Proof of project with confirmation signed letter on the company letterhead with contact details from the client, = 15 points for three (3) Letters - Proof of project with confirmation signed letter on the company letterhead with contact details from the client, = 10 points for two (2) Letters - Proof of project with confirmation signed letter on the company letterhead with contact details from the client, = 5 points for one (1) Letter - Proof of project without confirmation signed letter on the company letterhead and contact details = 0 points Please note references given should not be older than three (3) years. Older than three (3) years will result in points no allocated.		
2.	Technical Capability/Capacity Staff Experience & Qualifications The CVs of the staff listed below must be clearly marked for each of the roles below. The staff members CVS cannot be submitted in more than one (1) role.		
2.1	Project Manager/ Team Leader (5 points) 		

Functionality Criteria		Weighting of Importance	Points Allocation						
	Project Manager/ Team leader should have at least 5 years' or more relevant Project Management experience in managing similar projects. The individuals should have one (1) of the following qualifications at NQF Level 7 or above: <table><tr><td>Project Management</td><td>Education</td></tr><tr><td>Monitoring and Evaluation</td><td>Finance</td></tr><tr><td>Business Management</td><td>Administration</td></tr></table> • NQF Level 7 or above = 5 points • NQF Level 6 = 4 points • NQf Level 5 = 3 points Lower than NQF Level5 = 0 points NB: 5 years experience is mandatory across all qualifications	Project Management	Education	Monitoring and Evaluation	Finance	Business Management	Administration		
Project Management	Education								
Monitoring and Evaluation	Finance								
Business Management	Administration								
2.2	Project Administrators (5 points) Provide five (2) CVs of Coordinators displaying their experience and knowledge, at least three (3) years' in coordinating similar or SMME training and development projects should be submitted. The individuals should have one (1) of the following qualifications at NQF Level 6 or above : <table><tr><td>Project Management</td><td>Education</td></tr><tr><td>Monitoring and Evaluation</td><td>Finance</td></tr><tr><td>Business Management</td><td>Administration</td></tr></table> • NQF Level 6 or above = 5 points • Nqf Level 5 = 4 points • Lower than NQF Level 5 = 0 points NB: 3 years experience is mandatory across all qualifications	Project Management	Education	Monitoring and Evaluation	Finance	Business Management	Administration	5%	5
Project Management	Education								
Monitoring and Evaluation	Finance								
Business Management	Administration								

Functionality Criteria		Weighting of Importance	Points Allocation
2.3	Certified certificates of competence and proof of accreditation (Assessor & Moderator) must be provided with the CVs which may be verified. Failure to attach certified copies will result in points being forfeited. <u>Seda requires at least three (3) Facilitators, three (3) Assessors & three (3) Moderators detailed CVs to be submitted for this project. Team members CVs cannot be submitted in more than one (1) role.</u> • Facilitators (4 points) Three (3) years' experience in providing accredited programme, (provide evidence) New Venture Creation NQF Level 4 as stated under the project deliverable: - Three (3) Facilitators CVs highlighting experience in providing the New Venture Creation and evidence = 4 points - Less than three (3) Facilitators CVs = 0 points • Assessors (9 points) Registered Constituent Assessors with the Services SETA or QCTO. The assessor must be accredited for New Venture Creation Level 4 with three (3) years' experience. - Three (3) CVs of Assessors = 9 points - Less than three (3) CVs of Assessors = 0 points • Moderators (9 points) Registered Constituent Moderator with the Services SETA or QCTO. The moderator must be accredited for New Venture Creation Level 4 with three (3) years' experience. - Three (3) CVs of Moderators = 9 points - Less than three (3) CVs of Moderators = 0 points.	22%	22

Functionality Criteria		Weighting of Importance	Points Allocation
3.	Project Methodology/Approach Describe in full detail the methodology/approach aligned to the Scope of Work/Requirements and with further details on the following: • Training of 135 small enterprises in the automotive sector on Basic Business Management Skills programme not exceeding 26 credits. • Training of 840 small enterprises in the automotive sector on the non- credit bearing Seda Start Up 1 • Approach to managing a project in different geographical locations in a standard format. Detailed Methodology/Approach including all (3) of the above-mentioned bullet point in 3 = 20 points Methodology/Approach with less than three (3) of the above-mentioned bullet points in 3 = 10 points Methodology/Approach not meeting the requirements = 0 points	20%	20
4.	Action Learning The Service provide should demonstrate detailed knowledge and understanding of experiential learning as a method of delivering training. One (1) example of a training conducted using experiential learning approach is required. (Service provider to provide a written example that they have implemented) - Detailed knowledge and understanding of experiential learning and an example of training conducted = 8 points - Lack of knowledge and understanding of experiential learning approach and without an example of training conducted = 0 points	8%	8
5.	Collaboration Service provider should provide a detailed plan on how it will collaborate with organisations that are providing non-financial support in delivering Seda Start Up 1	10%	10

Functionality Criteria		Weighting of Importance	Points Allocation						
	- Detailed Plan outlining how it will collaborate with organizations that provide non- financial support for Small Enterprises = 10 points - No collaboration plan provided = 0 points								
6.	Project Plan A Project Implementation Plan is required, which will cover all the activities as per the phases outlined in the Terms of Reference. The Project Plan must reflect all four (4) elements below amongst others as stated below: - Detailed activities - Timeline for Activities - Possible Milestones - Human Resources allocated to the various Activities <table><tr><td>Good (All 4 elements) Project plan provided aligns to the requirements stated in the Terms of Reference</td><td>15 Points</td></tr><tr><td>Average (3 elements) Project plan presented does not fully meet requirements</td><td>10 Points</td></tr><tr><td>Poor (less than 3 elements) Project plan presented does not meet any requirements.</td><td>0 Points</td></tr></table>	Good (All 4 elements) Project plan provided aligns to the requirements stated in the Terms of Reference	15 Points	Average (3 elements) Project plan presented does not fully meet requirements	10 Points	Poor (less than 3 elements) Project plan presented does not meet any requirements.	0 Points	15%	15
Good (All 4 elements) Project plan provided aligns to the requirements stated in the Terms of Reference	15 Points								
Average (3 elements) Project plan presented does not fully meet requirements	10 Points								
Poor (less than 3 elements) Project plan presented does not meet any requirements.	0 Points								
Total		100%	100						
Stipulated Minimum Threshold (SMT) to be met		70%	70						

15.4 PHASE 4: PREFERENCE POINTS SYSTEM

Awarding of Preference Points in terms of the Preferential Procurement Regulations of 2022

In respect to the awarding of preference points for Price and Specific Goals, a Bidder who submits the lowest acceptable bid will score 80 points for price. Bidders quoting higher prices will score lower points for price on a pro rata basis. A maximum of 20 points for Specific Goals will be awarded to a bidder for their status level of contributor.

Depicted in the table below, both the points allocated for Price (80) and the Specific Goals points (20) are combined or calculated to a total out of 100, and the tender must be awarded to the Bidder who scores the highest number of total points.

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

SECTION D: SUBMISSION QUALITY CHECKLIST

16. CHECKLIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED WITH BID

A checklist below, which is not mutually exclusive, has been provided to highlight some of the important documents amongst other which is not all inclusive, which must be included/ submitted with the Request for Proposal/ Tender (RFPT 02-2022/23):

1.	Covering letter from the bidding company. Bidder Information must be provided.
2.	Tax clearance status pin. In case of bids where a Consortia/Joint ventures/Sub contractors are involved each party must submit separate proof of TCC/Pin.
3.	Company registration certificate with director/s name and shareholding %.
4.	Company Profile.
5.	Valid B-BBEE status level certificate/ affidavit.
6.	Proof of registration on NT central supplier database.
7.	SBD 4 - Declaration of Interest duly completed.
8.	SBD 6.1 - Preference points claim duly completed.
9.	Any disclosure with reference to completed SBD forms, by bidder (If any - if none indicate n/a)
10.	Initialed general conditions of contract (GCC).
11.	The Price declared by the Bidder must be signed by the bidder/authorized person and the total amount must be stated in ZAR, VAT Incl. and must include any discounts offered.
12.	Validity period of tender price for 90 days must be signed for as acceptable to the bidder (Price Declaration).
13.	The fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted as part of the bidder's tender submission.
14.	Provide a valid Services SETA/QCTO New Venture Creation NQF Level 4 (SAQA ID Number: 66249) Accreditation Certificate/Letter. Provide certified copy thereof.
15.	Provide proof of having implemented a New Venture Creation (SAQA ID Number: 62249) project of not less than R500,000.00. Proof of signed confirmation letter on the company letterhead with contact details from the client and the value of the project. The proof provided should not be older than three (3) years.
16.	Provide detailed Project Methodology/ Approach.
17.	Provide detailed Action Learning knowledge and understanding with the one (1) example conducted.
18.	Provide detailed Collaboration Plan how the service provider will collaborate with non-financial organizations.
19.	Provide detailed Project Plan outlining all the activities that will be undertaken as per the Scope of Work/Requirements and Project Deliverables.
20.	Provide three (3) reference letters and the three (3) projects implemented.
21.	Provide detailed CVs of the Key Project Team with qualification proof of accreditation and certification.
22.	Detailed cost breakdown with all the related cost including travel and/or disbursement must be provided.

NOTE:

- Ensure that all document attachments are clearly marked, and the tender proposal is submitted in a clear, logical and well-marked sequence together with an index of documents.
- Bidders are required to submit one (1) original bid document and copy of the bid document on USB.

SECTION E: ANNEXURES

ANNEXURE A:

- NATIONAL TREASURY'S GENERAL CONDITIONS OF CONTRACT

ANNEXURE B:

- NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME (SBD 5)