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|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RFQ Number                                                    | NO-112/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Issue Date                                                    | 25 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Closing Date                                                  | 31 July 2024, by no later than 23:30 pm                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 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> - <a href="mailto:mmokaila@seda.org.za">mmokaila@seda.org.za</a></p> <p>OR</p> <p><u>Hand delivered</u></p> <p>Small Enterprise Development Agency (Seda)<br/>The Fields Office Block A<br/>1066 Burnett Street<br/>Hatfield<br/>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

The request for proposals is to appoint a service provider to conduct assessments and make recommendations to our Eastern Cape Province General Dealers Support Programme. This Programme entails refurbishing and upgrading of several existing General Dealers across various provinces into new modern stores that are ready to trade with a view to improve customer experience and increase operating efficiency.

The Programme will be implemented in seven (7) Provinces: Eastern Cape, Free State, Limpopo, Mpumalanga, Northwest, KZN and Northern Cape. A total of one hundred and sixty-two (162) General Dealers are targeted to be part of the Programme.

### 2. 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.

### 3. Project Objectives

The programme is aimed at the following:

- Supporting initiatives for self-employment.
- Strengthening General Dealers as convenient places for access to basic goods and services.
- To create a more attractive and functional space for customers.
- Assisting in formalizing the largely informal Township and Rural economy.
- Capacitating General Dealers to support local small businesses through procurement of local products and produce.
- Capacitating General Dealers to support local Spaza Shops to complete the project within specified and agreed timeframes and budget.

### 4. Description of the General Dealer Programme

- This programme entails refurbishing existing General Dealers in various provinces into new modern stores that are ready to trade.

- The standard provisions of the programme include the following:
  - Assessment of the existing properties and recommendations
  - Manage the refurbishment and renovations of General Dealers where necessary.

Nb: Part of the assessment is for the Service Provider to provide a quote for refurbishment and renovations per General Dealer

  - Management of the delivery of the equipment
  - Management of the Branding per General Dealer
- 31 General Dealers are targeted to be part of the Programme for Eastern Cape Province.  
Annexure A: List of the General Dealers Identified

## 5. Scope of Work/Requirements

The scope includes but not limited to:

- Conducting assessments and recommendations determine requirements of following:
  - Equipment that is required per General Dealer.
  - Assess what is needed to refurbish and or renovated and cost per General Dealer.
  - Assess what type branding is required per General Dealer.
  - Assess what security requirements are required per General Dealers
- Providing monthly regular progress reports to the Seda Project Manager.
- **Project Team**

The must provide of the following team.

| Team Member(s)                 | Roles and Responsibility                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Manager(s) / Assessors | <p>Conducting assessments and recommendations</p> <ul style="list-style-type: none"><li>○ What equipment is required per General Dealer.</li><li>○ Assess what is needed to refurbish and or renovated and cost per General Dealer.</li><li>○ Assess what branding is required per General Dealer.</li><li>○ Assessing what security are required per General Dealer</li></ul> |

## 6. Project Deliverables

6.1. Assessment of all approved 31 General Dealer sites in Eastern Cape Province.

Table: Cost Sheet

| Description                            | Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Duration |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Cost for Assessment per General Dealer | <p>Assessment Report must cover, but not only limited to the following</p> <ul style="list-style-type: none"><li>- Site Visit with pictures</li><li>- Asses what equipment need.</li><li>- Assess what is needed to refurbish and or renovated and cost per general.</li><li>- Assess what branding is needed is required per general.</li><li>- Security features (e.g. fencings, CCTV cameras etc.)</li></ul> <p><b>The Assessment report must be detailed in terms of sizes, description, quantities required. This for both the refurbishment and equipment's.</b></p> | 1 months |

#### 6.2. Development of a project plan and project methodology

- ✓ Presentation of progress reports as per agreed timelines.
- ✓ Regular project reports including but not limited.

#### 7. 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.

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

- Seda will appoint the contractors for all activities of which the implementation schedules will be shared with the services provider.
- Review and sign off project implementation plan.
- Plan the Project together with the Service Provider.
- Make available all project related documents or material 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.

## 9. Contract Duration

This contract will be for a period of one (1) month from the date of the appointment of the Service Provider and issuing of a purchase order.

## 10. EVALUATION OF PRICE QUOTATIONS

### 10.1 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 documents.

### 10.2 Phase 2: Functionality Criteria

The following criteria will be used for evaluating all price quotations that met the assessment 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>Experience/Track Record Assessment</b></p> <p>Bidders must provide at least 3 references of having completed assessments and recommendations projects in the Wholesale &amp; Retail Sector.</p> <p>Bidder must provide proof three <u>(3) reference letters</u> (in details of the company letterhead, physical address, contactable person name, company contact number and email address).</p> <ul style="list-style-type: none"><li>- Proof of 3 projects with confirmation signed letter on the company letterhead and contact details = 35 points.</li><li>- Proof of 2 projects with confirmation signed letter on the company letterhead and contact details = 20 points</li><li>- Proof of 1 project with confirmation signed letter on the company letterhead and contact details = 10 points</li><li>- No projects and reference letters submitted = 0 points</li></ul> | 35                |

| Functionality Criteria                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Points Allocation                                                                                                 |           |                                                                                                                |          |                                                                                          |          |    |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------|----------|----|
| 2.1                                                                                                               | <p><b>Technical Capability/Capacity</b><br/><b>Staff Experience &amp; Qualifications</b><br/>Project Manager<br/>Provide CVs highlighting experience as outlined below.</p> <p>➤ Project Manager(s) with 5 years’ experience in Assessment Logistics, Fitting and Renovations. Certificate in Project Management (NQF Level 6 or higher)</p> <p><b>CV with the above certification and experience above = 25 points</b><br/><b>CV with no certification above and experience = 0 points</b><br/><b>Please provide certified copy of the qualification(s)</b></p>                                                                                                                                                                                                                                                                                                                                                                   | 25                                                                                                                |           |                                                                                                                |          |                                                                                          |          |    |
| 2.2                                                                                                               | <p><b>Project Methodology</b><br/><b>(NB: The project is only for One Month)</b><br/>As a minimum requirement describe in full detail the methodology/approach to be used in implementing the project in the Eastern Cape Province.<br/>Please include the following in the methodology:</p> <ul style="list-style-type: none"><li>• Approach in assessing all the thirty-one General Dealers for Eastern Cape Province</li><li>• Approach to managing a project in different geographical locations.</li></ul> <p>Detailed Methodology/Approach including 2 of the above-mentioned bullets = 30 points<br/>Detailed Methodology/Approach including 1 of the above-mentioned bullets = 15 points<br/>Detailed Methodology/Approach including less than 2 of the above-mentioned bullets = 0 points</p>                                                                                                                             | 30                                                                                                                |           |                                                                                                                |          |                                                                                          |          |    |
| 2.3                                                                                                               | <p><b>Project Plan (NB: The project is only for One Month )</b><br/>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 three (3) elements below amongst others as stated below:</p> <ul style="list-style-type: none"><li>- Detailed activities</li><li>- Timeline for activities</li><li>- Human resources allocated to the various activities</li></ul> <table><tr><td><b>Good (All 3 elements)</b><br/>Project plan provided aligns to the requirements stated in the Terms of Reference</td><td>10 Points</td></tr><tr><td><b>Average (2 Elements)</b><br/>Average (2 elements)<br/>Project plan presented does not fully meet requirements</td><td>5 Points</td></tr><tr><td><b>Less than (2 elements)</b><br/>Project plan presented does not fully meet requirements</td><td>0 Points</td></tr></table> | <b>Good (All 3 elements)</b><br>Project plan provided aligns to the requirements stated in the Terms of Reference | 10 Points | <b>Average (2 Elements)</b><br>Average (2 elements)<br>Project plan presented does not fully meet requirements | 5 Points | <b>Less than (2 elements)</b><br>Project plan presented does not fully meet requirements | 0 Points | 10 |
| <b>Good (All 3 elements)</b><br>Project plan provided aligns to the requirements stated in the Terms of Reference | 10 Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                   |           |                                                                                                                |          |                                                                                          |          |    |
| <b>Average (2 Elements)</b><br>Average (2 elements)<br>Project plan presented does not fully meet requirements    | 5 Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   |           |                                                                                                                |          |                                                                                          |          |    |
| <b>Less than (2 elements)</b><br>Project plan presented does not fully meet requirements                          | 0 Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   |           |                                                                                                                |          |                                                                                          |          |    |

| Functionality Criteria                                                                                                          | Points Allocation |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------|
|                                                                                                                                 |                   |
| <b>Total Points</b><br><i>A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION</i> | <b>100</b>        |

### 10.3 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.                  | BBBEE Status Level Contributor as per SBD 6.1 | 20                |
| <b>Total Points</b> |                                               | <b>100</b>        |

BEE Status Level and points claimed are indicated per table below:

| B-BBEE Status Level of Contributor | Number of points<br>(80/20 system) |
|------------------------------------|------------------------------------|
| 1                                  | 20                                 |
| 2                                  | 18                                 |
| 3                                  | 14                                 |
| 4                                  | 12                                 |
| 5                                  | 8                                  |
| 6                                  | 6                                  |
| 7                                  | 4                                  |
| 8                                  | 2                                  |
| Non-compliant contributor          | 0                                  |

## 11. 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.**