

RFQ Number	NO-48/2023
Issue Date	30 May 2023
Closing Date	5 June 2023, by no 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> - bmasingi@seda.org.za OR <u>Hand delivered</u> Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833 Contact Details Ms B Masingi at Tel: (012) 441-1000 or (012) 441- 1226

TERMS OF REFERENCE

1. Purpose

Training of Seda Practitioners on Export Orientation and Export Advance. The objective of this project is to deliver Two (2) X physical or face to face, Export Orientation and Advanced Export Development Programme to ensure Seda Practitioners are able to understand and advise smmes on Export activities within their entities.

The Unit seeks to appoint an accredited Service Provider, who has proven experience, knowledge, capacity and expertise to deliver Export Orientation skills and knowledge to **fifty (25 x2) Seda Practitioners** on the latest and modern Exporting skills. The project must be delivered over a period of ten(5x2) working days.

2. Background

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. It is therefore crucial that Seda practitioners be capacitated in the Small Enterprise field so that they could be better equipped to deliver professional and relevant services to small enterprises.

3. Scope of Work

- Plan and prepare the delivery one (1) Export Orientation and one (1) Advanced Export Development Programme with a Seda Project Manager.
- Deliver a 2 x five (5) days physical trainings.
- Provide on-line and technical ongoing support to Practitioners 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 training evaluation report with recommendations.
- Submit a project completion report to Seda.

4. Project Deliverables & Time Frames

- Conduct the training programmes with a leaning towards a participatory training methodology and provide materials in soft copy to participants.
- Seda will coordinate the participants for the workshops and also advise the Service Provider of the suitable dates and venue for the training.
- Provide individual counselling sessions for the participants during the courses and as and when the need arises for such.
- The training will be held at the Seda National Office, Hatfield in Pretoria.
- Suggested dates: 10 - 14 & 17 - 21 Jyly 2023.
- **Requirements including:**
 - Proven training and facilitation experience in the subject matter of Export Orientation and related activities
- **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
 - Monitoring and Evaluation template.
 - Attendance register.

5. Seda's Roles and Responsibilities

- Briefing of Service Providers for clarity on ToR requirements.
- Allocate relevant Training Specialist/s as subject matter expert/s to provide guidance and advise to the Service Provider on the actual deliverables
- 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 (Seda National Office, Pretoria)
- Provide catering
- Monitor the project timelines and plan for feedback sessions with relevant internal stakeholders

6. Information required in the Proposal/Quotations

- The Company Profile highlighting the experience of training on export
- Two (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
- Description of the Unit Standard and Credits
- Three (3) contactable references.

7. Evaluation of the Proposal/Quotation

7.1 Phase 1: SCM Document Assessment Criteria

The following pre-qualification 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 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 For the purpose of this request, the Training Service Provider will need to provide details of the following,	
1.1	Proven experience in conducting either Export Orientation or Advanced Export Development Programme Training - No Proof of experience of training = 0 points - Proof of experience of training = 20 points	20
1.2	A track record three (3) successfully completed training projects - Zero (0) project = 0 points - One (1) project = 5 points - Two (2) projects = 10 points - Three (3) projects = 15 points	15
1.3	Provide three (3) references linked to the above with contact details - Zero (0) references linked to the above = 0 points - One (1) reference linked to the above = 5 points - Two (2) references linked to the above = 10 points - Three (3) references linked to the above = 15 points	15
2.	Technical Capability	
2.1	Two (2)x Facilitators with experience in delivering Export Orientation or Advanced Export Development Training - Zero (0) CV = 0 points - One (1) CV = 10 points - Two (2) CVs = 20 points	20

2.2	Describe in detail the training methodology and time frames that will be applied during the training. - No methodology = 0 points - Methodology = 15 points	15
2.3	Describe in detail the training plan with time frames that will be applied during the training. - Zero (0) training plan = 0 points - One (1) training plan = 15 points	15
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		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.	Broad-Based Black Economic Empowerment Status Level of Contribution	20
Total Points		100

8 TERMS AND CONDITIONS

- ✓ Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- ✓ The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).

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