

RFQ Number	NO-117/2024
Issue Date	29 July 2024
Closing Date	1 August 2024, by no later than 23:30 pm
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

Request for Proposal is to appoint a Service Provider to convert Seda Start Up 1 training material into Braille.

2. Background

Seda's Annual Performance Plan (APP) has identified a number of sectors in which the small businesses are operating that are required to be supported, including small businesses owned by those who have learning disabilities.

In response to this need it has been decided that the Seda Start Up 1 course be converted into Braille to benefit those small enterprises that are owned by the differently abled.

It is against this background that the Seda Learning Academy seeks to appoint a Service Provider with experience to convert the Seda Start Up 1 learning material which is in English into Braille to help participants whose sight is compromised to compensate for their learning disabilities.

Course Content:

The following modules are covered in the current learning material:

Module1: Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities

Module 2: Identify, analyse and select business opportunities.

Module 3: Write and present a simple Business Plan

The Learner Guide has 198 pages

The Facilitator Guide has 15 pages

The Training/Facilitation slides are 47 pages

Course Duration: 5 days

3. Scope of work

- Convert the two guides (Facilitator and Learner) of the Seda Start Up 1 into Braille (English version) to help participants to compensate for their learning disabilities
- Convert the Training/Facilitation slides, energizers
- Include/Develop the material that can be used to increase, maintain or improve the functional capabilities of a person with visual impairment.
- Print 100 learner guides and 10 facilitator guides of the converted material
- Continuously liaise with Seda Project Manager for input
- Submit hard and electronic copies of the final products (electronic copies to be in both PDF and Word formats).
- Write a report on the work done and present the material to Learning Academy

4. Project Deliverables and Time Frames

- Submit Seda Start Up 1 learning material in braille with the following:
 - Learner Guide
 - Facilitator Guide
 - Training/facilitation slides, energizers
- 1 Electronic copy of the final material in braille
- Present the material to Learning Academy
- Submit a written report on the assignment
- **Assignment to be completed by 30 August 2024.**

The Service Provider should arrange and secure own travelling and accommodation for the duration of the project. This should be included in the quotation.

5. Seda's Roles and Responsibilities

- Coordinate a briefing session with the appointed Service Provider in preparation for the commencement of the project
- Avail the Seda Start Up 1 course material to the Service Provider
- Manage and monitor the project
- Make inputs on the learning material
- Acceptance and sign-off of the project

6. Information required in the Proposal/Quotation

- Evidence of experience/Track Record of Service Provider.
- Technical Capability of Service Provider.
- BBBEE Certificate/Sworn Affidavit.
- Completed and signed SBD Forms.
- Quotation must be submitted VAT Inclusive if the company is VAT registered.

7. Evaluation of the Proposal

7.1 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.

7.2 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.	Experience/Track Record 1.1 For the purpose of this request the Service Provider will need to provide details of experience and expertise on three different learning materials developed/converted to Braille 3x projects delivered = 30 points 2x projects delivered = 20 points 1x project delivered = 10 points 1.2 Provide three (3) signed references with contactable details linked to the three projects mentioned above. X 3 References = 20 points X 2 References = 10 points X 1 Reference = 5 points	30 20
2.	Technical Capability 2.1 Curriculum Vitae (CV) of two key project personnel who will be responsible for the project, displaying their experience and knowledge in developing or converting learning material to Braille 1 X project personnel CV = 10 points 2 X project personnel CV = 20 points 2.2 Provide: Approach/ Methodology • Detailed approach/methodology on how the entire Project will be executed Project Plan • detailed Project Plan and Time frames Project plan with time frames =15 points Project plan without time frames = 7 points	20 15 15
Total Points (<i>A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION</i>)		100

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
Total Points		100

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

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

8. **TERMS AND CONDITIONS**

- a) Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- b) The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- c) Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
- d) No late price quotations will be accepted under any circumstances.
- e) Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- f) Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE) will result in no preference points being awarded for B-BBEE.
- g) Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- h) This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

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

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