

REQUEST FOR PROPOSAL/TENDER (RFP/T)



TENDER NUMBER:	RFP/T: T01/03/11
CLOSING:	DATE : 12 th April 2011 TIME : 12h00 Noon
DESCRIPTION:	To appoint a suitably qualified company with the relevant competence, expertise and experience to produce the 2010/2011; 2011/2012 and 2012/2013 Annual Reports for the Small Enterprise Development Agency (Seda).

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Tenderers are to ensure that they have received all pages of this document, which consist of the following documents:

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Request for Proposal/Tender (RFP/T)

1. INVITATION TO TENDER

TENDER NUMBER: T01/03/11 CLOSING DATE: 12th April 2011 CLOSING TIME: 12:00 Noon

DESCRIPTION To appoint a suitably qualified company with the relevant competence, expertise and experience to produce the 2010/2011; 2011/2012 and 2012/2013 Annual Reports for the Small Enterprise Development Agency (Seda).

VALIDITY 90 days from the closing date of the tender

TENDER DOCUMENTS MUST BE PLACED IN THE TENDER BOX AS PER DETAILS BELOW:

Small Enterprise Development Agency
 The DTI Campus
 77 Meintjes Street, Block G
 Ground Floor
 Sunnyside Pretoria

Faxed or E-mailed tenders will NOT be accepted and will be disqualified

Tenderers should ensure that their tender document is placed in the tender box before the closing date and time at the correct address.

If the tender is late, it will not be accepted for consideration.

All Tenderers must furnish the following particulars and include it in their submission (Failure to do so may result in your bid being disqualified)

Name of Tenderer:

In case of a consortium/joint venture, full details on consortium/joint venture members:

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
.....

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
.....

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
.....

Name of contracting entity in case of a consortium/joint venture

Entity name:

Postal address:

Street address:

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture

Name and Surname

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

2. PRICE DECLARATION BY THE TENDERER

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. We confirm the availability of the proposed team members. We confirm that this tender will remain binding upon us and may be accepted by you at any time before the expiry date.

Name and Surname

Signature:

Date:

YES / NO

Are you duly authorized to commit the tender:

Capacity under which this tender is signed

The **TOTAL TENDER PRICE** is the all inclusive price taking the various pricing elements of the pricing schedule and adding them all together.

TOTAL TENDER PRICE

[Total Cost of Ownership (TCO) to Seda inclusive of VAT, Disbursements, Travel, etc.]

R _____

3. GENERAL CONDITIONS OF TENDER

1. It is an absolute condition of the tender that the taxes of the tenderer **must be in order**, or that suitable arrangements have been made with the Receiver of Revenue to satisfy them.
2. An **Original, Valid, Tax Clearance Certificate must be submitted** as an original with the tender proposal on or before the closing date and time of the tender. Failure to submit an original and valid Tax Clearance Certificate may invalidate your tender.
3. Each party to a consortium/ sub-contractors submits a separate original and valid Tax Clearance Certificate. Copies of the Application for a Tax Clearance Certificate are available at any Receiver's Office.
4. Tender forms contained within Part A of the Tender Document requesting information have been drawn up so that certain essential information is to be furnished in a specific manner and format. Any additional particulars shall be furnished in a separate annexure.
5. The tender forms **must not** be retyped or re-drafted but photocopies may be prepared and used.
6. Tender forms **should not** be filled in by means of mechanical devices, for example typewriters. Black ink must be used to fill in tenders.
7. Tenderers shall check the numbers of the pages 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.
8. Tenderers shall clearly state whether or not prices will remain firm for the duration of the contract. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange of variations) will not be considered. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
9. All prices shall be quoted in South African currency and be **VAT inclusive**.

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- 10. Unless specifically provided for in the tender document, no tenders submitted may be transmitted by telegram, telex, facsimile, e-mail or similar apparatus and will not be considered.

- 11. Seda reserves the right to withdraw this tender.

- 12. These conditions form part of the tender general conditions and failure to comply therewith will invalidate your tender.

- 13. The service provider's **company letterhead** must be used for the proposal's cover letter and reflect the company's name and address.

- 14. The correct Tender Reference Number (See the front page of this RFP for the Tender Number) and service provider's company name must appear on **all pages** including the proposal.

- 15. All pages of the proposal must be **initialed** by the responsible person.

16. Validity of tenders for the period of acceptance:

- a. The tender price shall be open for **acceptance for a period of at least 90 calendar days after the closing date of the tender**. It should be noted that Tenderers may offer a shorter validity period, but their bid may in that event, be disregarded for this reason.

b. The tender holds good until: _____
 (State alternative period)

Print name : _____

Signature of Tenderer: _____

Name of Company : _____

Date : _____

18. Late submissions will not be accepted. A submission will be considered late if it arrives only a second after 12:00 or any time thereafter. The tender shall be locked at exactly 12:00 and tenders arriving late **will not** be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that their tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.

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**APPLICATION FOR TAX CLEARANCE CERTIFICATE
(IN RESPECT OF TENDERS)**

1. Name of taxpayer/tenderer:

2. Trade name:

3. Identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Company/Close corporation registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Income tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. PAYE employer's registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of contact person requiring Tax Clearance Certificate:

Name:

Telephone number: Code _____ Number _____

Address:

.....

.....

Date: 20...../...../.....

4. PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2001

The preference point system will be applied in the adjudication of all bids/tenders.

NB: TENDERERS SHOULD STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIONS APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI's), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.

4.1 GENERAL CONDITIONS

4.1.1 The following preference point systems is applicable to all tender bids:

4.1.1.1 The 80/20 system for requirements with a Rand value up to R500,000

4.1.1.2 The 90/10 system for requirements with a Rand value above R500,000

4.2 ADJUDICATION USING A POINT SYSTEM

4.2.1 Tenders will be evaluated on **Functionality** and **Price** as well as **HDI**.

4.2.2 A specified minimum number of points must be scored for functionality to qualify for further adjudication, and points for qualifying bids will be combined with the points scored for price which will not exceed 80 or 90 points dependant on which point system is applicable.

4.2.3 Preference points shall be calculated after prices have been brought to a comparative basis.

4.2.4 Points scored will be rounded off to 2 decimal places.

4.2.5 The tender obtaining the highest number of points will be awarded the contract.

4.3 POINTS AWARDED FOR FUNCTIONALITY AND PRICE

4.3.1 The 80/20 or 90/10 preference point system will be applied in the adjudication of all bids/tenders. A specified minimum number of points for functionality must be scored to qualify for further adjudication. Points for functionality and price will be established separately for each individual tender and calculated in accordance with the provisions stated within the regulations. The functionality points for qualifying bids/tenders will be combined with the points scored for price which will not exceed 80 or 90 points.

4.3.2 The 80/20 or 90/10 preference point allocation systems

A maximum of 80 or 90 points is allocated for functionality and price where the total combined points allowed for functionality and price, may not exceed 80 or 90 points:

$$\begin{array}{cc}
 \mathbf{80/20} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

4.4. POINTS AWARDED FOR HISTORICALLY DISADVANTAGED INDIVIDUALS

In terms of Regulation 13(2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. Preferences for being an HDI and/or subcontracting with an HDI and/or achieving specified goals will be calculated separately where the maximum of 20 or 10 preference points for HDI will apply.

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Points scored for HDI will be calculated separately and will be added to the points scored for functionality and price. The following formula is prescribed in Regulation 13(5)(c).

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's

Equity claims for a Trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the Trust.

Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

Listed/public companies and tertiary institutions do not qualify for HDI preference points.

A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI members, be entitled to equity ownership in respect of an HDI.

A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the

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value of the contract to a person who is not an HDI or does not qualify for such preference.

5. TENDER BID DECLARATION

Tenderers who claim points in respect of equity ownership must complete the service providers declaration form (Service Provider Declaration Form) below.

SERVICE PROVIDER DECLARATION FORM

NB: Should your FORM not be completed in full your TENDER/PROPOSAL will be rejected. Information in this questionnaire received will be treated as confidential.

COMPLETED BY:

Full Name and Surname

DESIGNATION:

DATE:

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6. IMPORTANT NOTES: PLEASE READ CAREFULLY

- 6.1 To be completed by **all Service Providers** responding to a tender/proposal or upon registration as an approved service provider on the procurement data base;
- 6.2 The application must be completed in **full, be signed and commissioned by a Commissioner of Oaths** where required;
- 6.3 A **company profile** must accompany the registration form but will **not be accepted** as a substitute for the application form - all fields on the application form **MUST** be completed by the tenderer;
- 6.4 Seda reserves the right to only accept part of the submitted by a supplier.
- 6.5 It should be noted that the Small Enterprise Development Agency (Seda) reserves the right to accept, reject or cancel any tender/proposal **without being obliged to give any reasons** in this respect;
- 6.6 Service providers will **not be notified** whether tender/proposal was accepted or not, but will be advised of the outcome if telephonically requested;
- 6.7 Service providers must comply with all the information - **failure** to do so will result in the tender/proposal being rejected.

Attach the following:

- 6.8 Valid Original Tax Clearance Certificate
- 6.9 Copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement
- 6.10 Company PROFILE
- 6.11 An overall organization structure of your group of companies depicting all sub-divisions
- 6.12 A copy of the last five audited/signed-off financial statements
- 6.13 Copies of SABS or any other rating or accreditation certificates where applicable.

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SERVICE PROVIDER DETAILS		
Registered Name of the Company:		
Trading Name of the Company:		
Company/ Close Corporation Registration Number:	VAT Registration Number:	Income Tax Reference Number:
Telephone Number:	Fax Number:	
Web Address:	E-mail Address:	
Name of Contact Person:	Contact Numbers Cell:	
Business Physical Address:	Postal Address:	
Web Address:	E-mail Address:	
TYPE OF FIRM (Please <input type="checkbox"/> the relevant box or boxes)		
<input type="checkbox"/> Public Company (Ltd)		
<input type="checkbox"/> Private Company (Pty) Ltd		
<input type="checkbox"/> Closed Corporation (CC)		
<input type="checkbox"/> Sole Proprietor		
<input type="checkbox"/> Partnership		
<input type="checkbox"/> Trust		
<input type="checkbox"/> Section 21 Company		
<input type="checkbox"/> Government/ Parastatals		
<input type="checkbox"/> Joint Venture		
<input type="checkbox"/> Consortium		
<input type="checkbox"/> Other, (Specify)		
PARTICIPATION CAPACITY (Please <input type="checkbox"/> the relevant box or boxes)		
<input type="checkbox"/> Prime Contractor		
<input type="checkbox"/> Sub-Contractor		
<input type="checkbox"/> Supplier		
<input type="checkbox"/> Services including Professional		
<input type="checkbox"/> Manufacturer		
<input type="checkbox"/> Repairer		

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- ISO Listed
- Importer
- Exporter
- Distributor
- Sales

BUSINESS SECTOR (Please the relevant box or boxes)

- Agriculture
- Mining and Quarrying
- Manufacturing
- Electricity, Gas and Water
- Construction
- Retail and Motor trade
- Wholesale trade, commercial and other trade
- Catering, accommodation and other
- Transport, storage and other trade
- Communications
- Finance and Business Services
- Repair/Allied Services
- Commercial Agents
- Community and Social Services
- Personal Services
- Other, (Specify).....

SMALL, MEDIUM, MICRO ENTERPRISE (SMME) STATUS (Please the relevant box)

- Micro
- Very Small
- Small
- Medium
- Large

TOTAL NUMBER OF EMPLOYEES (Please the relevant box and state the number)

- Full Time Number:
- Part Time Number:

LIST ALL PARTNERS, PROPRIETORS & SHAREHOLDERS AS INDICATED BELOW (COMPULSORY) AND PROVIDE COMPANY REGISTRATION DOCUMENTS AND/OR SHARE CERTIFICATES FOR VERIFICATION PURPOSES

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN, OR DISABLED	% VOTING

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LIST AND IDENTIFY ANY OWNER OR MANAGEMENT OFFICE BEARER WHO HAS AN OWNERSHIP INTEREST IN ANOTHER FIRM						
NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% VOTING

IDENTIFY ANY OWNER OR MANAGEMENT OFFICER WHO IS AN EMPLOYEE OR HAS DUTIES IN ANOTHER BUSINESS ENTERPRISE						
NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OCCUPATION	DESIGNATION	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% TIME DEVOTED

LIST THE MAJOR ITEMS OF EQUIPMENT, PLANT AND VEHICLES OWNED BY THE FIRM		
ITEM DESCRIPTION	QUANTITY	ESTIMATED VALUE

INDICATE BY NAME AND STATUS, THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON-OWNERS) RESPONSIBLE FOR THE DAY TO DAY MANAGEMENT AND BUSINESS DECISIONS				
ACTIVITY	NAME AND SURNAME	RACE	GENDER (MALE/FEMALE)	DISABLED (YES/ NO)
FINANCIAL DECISIONS				
Cheque Signing				
Acquisition of lines of credit				
Sureties				
Major Purchase or Acquisition				
Signing of Contract				

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MANAGEMENT DECISIONS (PROVIDE COMPANY ORGANOGRAM)				
Estimating				
Marketing and Sales Operation				
Hiring & Firing of Management				
Supervision of Office Personnel				
Supervision of Field/ Production Activities				
BUSINESS REFERENCES FOR PREVIOUS PROJECTS IN THE LAST THREE (3) YEARS				
Company/ Institution Name				
Address				
Contact Person			Telephone:	
Value of contract		R	Date:	
Description of Work				
Company/ Institution Name				
Address				
Contact Person			Telephone:	
Value of contract		R	Date:	
Description of Work				
Company/ Institution Name				
Address				
Contact Person			Telephone:	
Value of contract		R	Date:	
Description of Work				
Company/ Institution Name				
Address				
Contact Person			Telephone:	
Value of contract		R	Date:	
Description of Work				
Company/ Institution Name				
Address				
Contact Person			Telephone:	
Value of contract		R	Date:	
Description of Work				
Company/ Institution Name				
Address				
Contact Person			Telephone:	
Value of contract		R	Date:	
Description of Work				
LIST YOUR MAIN CLIENTS BELOW				
Client				
Rand Value P.A.		R	% Turnover	
Contact Person			Telephone	
Client				
Rand Value P.A.		R	% Turnover	

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Contact Person		Telephone	
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Clients			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
GENERAL			
1. Did the firm exist under a previous name?		YES/ NO	
If YES, what was its previous name?			
2. Does your company/any of its employees have a vested interest in SEDA? (If YES, state which Department within SEDA the said employee/s have such vested interest)			
3. Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of SEDA and/or the DTI, or has been in the service of SEDA and/or the DTI in the previous twelve months?			
4. At what % of full capacity are you operating?			
5. What percentage of work, directly/indirectly, is for SEDA/DTI?			
6. What was your average turnover (excluding VAT) during the previous three financial years?			
7. Have you previously been on an approved supplier list with SEDA or the DTI? (If YES, specify)			
8. Who are your present material / equipment suppliers?			
9. Does your company have an after hours service policy? (If YES, specify)			
10. Are warranties offered on new items / repairs etc.? (If YES, state particulars)			
11. Does your company have an overdraft facility and when was it last adjusted?			
(YES / NO)			
(IF YES, complete the following)			
R			
Last Adjusted date:		Used: R	

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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

(Certified as correct by: The Bank and Details thereof)

DATE STAMP OF BANK

Name and Surname : _____

Signature : _____

Designation : _____

Tel number : (_____) _____

Fax number : (_____) _____

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I/We the undersigned, acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest should be declared in writing
- An official Seda Purchase Order will be accepted
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of invoice.

NAME AND SURNAME

SIGNATURE

(DULY AUTHORISED TO SIGN)

ON BEHALF OF

(Name of Organization)

ADDRESS

TELEPHONE NUMBER

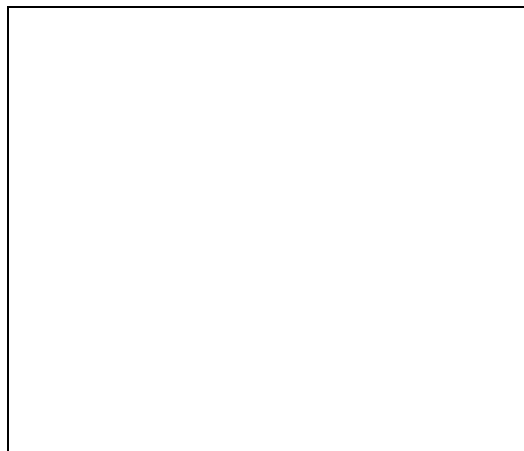
DATE

COMMISSIONER OF OATH:

SIGNATURE

DATE

STAMP:
(Certified by a Commissioner of Oaths)



Note: Unsuccessful companies may be considered for registration on the Seda Supplier Database.

PART B

8. TERMS OF REFERENCE

TO APPOINT A SUITABLY QUALIFIED COMPANY WITH THE RELEVANT COMPETENCE, EXPERTISE AND EXPERIENCE TO PRODUCE THE 2010/2011; 2011/2012 AND 2012/2013 ANNUAL REPORTS FOR THE SMALL ENTERPRISE DEVELOPMENT AGENCY (SEDA)

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Request for Proposal

1. INTRODUCTION

Seda, an agency of the Department of Trade and Industry was established in December 2004. Its mandate is to develop and support small enterprises in South Africa to ensure growth and sustainability as well as to encourage a culture of entrepreneurship.

To this end Seda provides information, counseling and business support services targeting in particular, micro and small enterprises from all sectors throughout the country.

The Seda Vision - to be the centre of excellence for small enterprise development in South Africa;

The Seda Mission - to develop, support and promote small enterprises to ensure their growth and sustainability.

Seda's Strategic objectives are linked to the three pillars of the dti revised SMME Development Strategy and are as follows:

- Enhance the competitiveness and capabilities of small enterprises through co-ordinated services, programmes and products;
- Enhance equitable access to business support services; and
- Strengthen the organization to deliver on its mandate.

The business model of Seda is based on delivery points located throughout the country, supported by a National Office (NO) located in Pretoria. Whilst the NO is responsible for overall coordination of activities and provision of support to the provincial network, the various delivery points are the interface with the target market. The delivery points are therefore responsible for the provision of the products and services to the clients. These delivery points currently take the form of 42 Seda branches and 58 Enterprise Information Centres (EICs) in all nine provinces, as well as 30 Seda Technology Programme (Stp) supported business incubators.

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2. LEGISLATIVE ENVIRONMENT

The basis of these terms of reference is to give effect to the provisions of:

2.1 The Constitution of the Republic of South Africa

Chapter 10, Section 195(1) and (2) of the constitution states that:

“Democratic values and principles that include, amongst others, a high standard of professional ethics; efficient, economic and effective use of resources; accountability and transparency must govern public administration. The principles apply to administration in every sphere of government, organs of state, as well as public enterprises.”

2.2 According to section 40 (1) (d) and 55 (1) (d) of the Public Finance Management Act (PFMA) government departments and entities must submit their Annual Reports, Audited Financial Statements and the Auditor-General’s Report before 31 August after the end of a financial year. As required by legal statute, Seda submits an Annual Report to the Department of Trade and Industry, as well as to Parliament. The PFMA also requires CEOs to table their Annual Reports in Parliament before the Portfolio and Select Committees.

Apart from the mentioned statutory requirement, Seda also showcases its successes; its impact on the economy in terms of growth, as well as its contribution to job creation and broadening economic participation in its Annual Report.

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3. PROJECT OBJECTIVE

The objective of this RFP is to appoint a suitably qualified service provider/company with the relevant competence, expertise and experience to produce the Seda Annual Report which will include design layout, typesetting, editing, writing, re-writing (if applicable), proof reading, interviewing (content generation), photography and printing.

Seda wishes to enter into a three (3) year agreement with the successful service provider for the production of the 2010/11-13 Annual Reports.

4. SCOPE OF WORK

The service provider will be required to collate information from existing documents that will be facilitated through the Strategy and Organizational Performance Management unit. This information will form the basis for the development of the content. The successful service provider may be required to conduct one-on-one interviews with the Minister and/or Deputy Minister of the dti, Seda Board Chairperson, Seda CEO and Seda Executive Managers.

It will be required of the service provider to collate, write, re-write where applicable and organize the information for the Annual Report according to pre-determined formats and themes which will be communicated.

Seda will provide its corporate identity (CI) manual to the successful service provider, which will specify the corporate colours, font, size, paper quality, etc. to be used for the Annual Report.

The successful service provider will be required to make provision for a maximum of eight (8) mock-ups for the Annual Report approval process.

5. LAYOUT OF THE ANNUAL REPORT CONTENT

5.1 Part 1 - Introduction

The successful service provider will be required to write and re-write where applicable, the following content:

- 5.1.1 Foreword by Minister (dti)
- 5.1.2 Foreword by Deputy Minister (dti)
- 5.1.3 Overview by the Chairperson of the Seda Board
- 5.1.4 Seda Chief Executive Officer's Review
- 5.1.5 Overview by the Seda Board of Directors
- 5.1.6 The Seda Executive Management Committee
- 5.1.7 Performance Highlights

5.2 Part 2 - Overview

- 5.2.1 The Seda Provincial Management Team
- 5.2.2 Seda's Service Delivery Model
- 5.2.3 Seda's People
- 5.2.4 Seda Corporate Governance and Risk Management Report

5.3 Part 3 - Financial Statements

- 5.3.1 Seda Annual Financial Statements
- 5.3.2 Report of the Audit Committee
- 5.3.3 Report of the Auditor General
- 5.3.4 Report of the Accounting Authority
- 5.3.5 Statement of Financial Position
- 5.3.6 Statement of Financial Performance
- 5.3.7 Statement of Changes in Net Assets
- 5.3.8 Cash Flow Statement
- 5.3.9 Notes to the Annual Financial Statements

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5.4 Acronyms (Example)

EDD - Enterprise Development division

SABS - South African Bureau of Standards

SAMAF -The South African Micro Finance Apex Fund

SAQA - South African Qualification Authority

SAWEN - South African Women Entrepreneur Network

SBC- Small Business Corporation, South Korea

SCOPA - Standing Committee on Public Accounts

SEBRAE - Small Enterprise Agency Brazil

Seda - Small Enterprise Development Agency

Seta - Sector Education and Training Authority

SIRA - Security Industry Regulatory Authority

SMME - Small Medium and Micro Enterprise

Stp - Seda Technology Programme

TIPA -Technology Innovation for Poverty Alleviation

TUT- Tshwane University of Technology

UNCTAD - United Nations Council on Trade Development

UNDP - United Nations Development Programme

UNIZO - Union of Independent Business, Belgium

WC - Western Cape

WRSeta - Wholesale and Retailing Sector Training Authority

6. CONTENT

The content of Parts 1, 2 and 3 mentioned above, will be supplied by the different divisions (HR, Finance, Enterprise Development Division (EDD), Seda Technology Programme (STP) and Office of the CEO) via the Strategy and Organizational Performance Management unit. However, the service provider will ensure that there is consistency in terms of writing style, grammar, and related issues.

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Once generated, the service provider will be responsible for delivering a draft copy to Seda for approval from the relevant divisions. Approval will be facilitated through the Strategy and Organizational Performance Management unit, at which point it will be returned again to the supplier so that typesetting may be done according to the APPROVED design until final approval is given.

7. DESIGN, TYPESETTING AND PRINTING

Design and typesetting will be done on edited and approved text of the accepted and approved concept. For the purpose of this tender, the following options are presented, but service providers are not restricted to the below mentioned concept:

7.1 Format of the publication -

- **Option 1:** Special size - 210mm by 210mm- landscape
- **Option 2:** A4 -landscape

7.2 **Extent** - 95-120 pages with a minimum word count of $\pm 160\,000$ words applicable to both options in 7.1.

7.3 **Illustrative material** - approximately ± 40 photographs, to be taken by service provider.

7.4 **Logos** - all Logos to be supplied by Seda.

7.5 Paper, Print and Binding Specifications -

- **Paper:** 150 Triple Green
- **Cover Board:** 350 Triple Green
- **Binding:** Wiro Bound or Perfect Binding
- **Colour:** Full colour throughout
- **Quantity to be printed:** 2000 copies
- **Size:**
 - **Option 1:** 210mm width and 210mm height
 - **Option 2:** A4 landscape

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- **Finishing:** Logo emboss if necessary, die cut may be applied. Annual Report to be packaged in a branded customized box.

7.6 Compact Disc

The service provider will be required to produce 2000 compact discs of the Annual Report. The cd's to be labeled (design) and packaged inside the Annual Report. The content/information on the cd should be saved in PDF format.

7.7 ISBN

The service provider must provide an ISBN number on behalf of Seda which should appear on the inside of the cover page of the Annual Report.

8. PRE-QUALIFICATION OF TENDERS

The following pre-qualification criteria will form the basis of evaluating all tenders and failure to comply will result in the elimination of the tender:

- 8.1 Standard Tender Document to be **fully** completed and signed
- 8.2 Original, Valid Tax Clearance Certificate must be provided
- 8.3 Attendance at Compulsory Briefing Session

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9. KEY EVALUATION CRITERIA

Tender proposals will be evaluated in accordance with the **90/10 preference point system**, as contemplated in the Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act (Act 5 of 2000) and will be apportioned and weighted as follows:

Preference Points	Weighting (%)	Description
90 Points	54%	Functionality
	36%	Price
10 Points	10%	HDI Equity Ownership
100 Points	100%	Total

In order to facilitate fair comparison between Service Providers, all tenders will be converted into a common basis on the comparative list, taking the following, *inter-alia*, into account:

9.1 Functionality Criteria

The following criteria will be used for the basis of evaluating the tender where the proposal must score a **minimum of 80% for functionality** to qualify for further adjudication.

9.1.1 Profile of Company Experience and Expertise

For the purpose of this assignment the service provider must have a minimum of five (5) years experience and expertise in the production of Annual Reports. Service Providers are required to provide the following as proof of their experience and expertise:

- Five (5) years audited financial statements
- No less than six (6) client references with contact details for verification purposes, for whom Annual Reports have been produced.
- No less than three (3) **recent** Annual Report samples of work done for the above clients, must be provided.

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9.1.2 Company infrastructure and human resource capability and experience

The Service Provider should have adequate organizational infrastructure, technical and human resource capability to deliver the required services as described in the Scope of Work contained within the Terms of Reference. The Service Provider is required to provide the following information which will stand up to verification:

- Company Profile, Company Structure and Staff Organogram.
- State whether the company has its own printing facility on site, and if not, provide the name of the printing company used where a printing sample may be requested to verify their quality of work.
- Provide profiles and CV's of the below-mentioned Key staff as part of the proposal:
 - A **Project Manager** nominated to manage this project should have a minimum of three (3) years experience in project management;
 - A **Designer/s** nominated to this project should have a minimum of three (3) years experience;
 - A **Copywriter/Editor** nominated to this project should have a minimum of three (3) years experience; and
 - A **Photographer** nominated to this project should have a minimum of three (3) years experience.

Note: Anything less than the minimum requirement offered, will not be considered. A site visit may be conducted to verify all of the above information and relevant key staff may be interviewed.

9.1.3 Innovation and Creativity

Three (3) concept samples is required to be provided which are eye-catching and in line with Seda's Corporate Identity (CI). The rationale behind each concept reflecting innovation and creativity must be provided.

9.1.4 Project Plan

Service Providers are required to provide a **detailed** project plan with **timelines** for this project, taking the full scope of work and **activities** into account. A **contingency plan** for possible milestones must also be provided. The timeframe for completion of the project is mid August on an annual basis.

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9.2 Price

Price is an important factor as it ensures optimum value for money and Total Cost of Ownership to Seda. To enable Seda to evaluate parts of the bid, bidders are requested to provide separate pricing schedules for the three years which includes the various pricing elements making up the total proposal price

- For the purpose of this tender proposal, provide a **total pricing summary** consisting of the three yearly price schedules which includes the full range of Seda requirements for the production of the Annual report over a period of three years.

10. HDI EQUITY OWNERSHIP

HDI Equity Ownership seeks to promote, develop and support businesses from previously disadvantaged communities (Equity, Women, Youth and the Disabled, small, medium and micro enterprises as well as established business within those communities). In order to support the claim for HDI Equity Ownership points, Service Providers are requested to provide the following:

The Ownership/Share Holding of the company must be provided:-

- Provide CIPRO Verification of company registration and ownership.
- Provide full and detailed information on the “Service Provider Declaration Form”, contained within the tender document which specifically applies to ownership of the organisation.

Valid BEE/BBBEE Certificates may be provided if available.

11. PRESENTATION

Short listed candidates may be required to deliver a presentation for clarity on their proposal.

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12. ASSISTANCE TO SERVICE PROVIDERS

A Compulsory Briefing Session will be held at the Seda offices on:

Thursday, 24th March 2011 at 12h00.

Address: Small Enterprise Development Agency (Seda)
The dti Campus
2nd Floor, Block G (Learning Centre)
77 Meintjes Street
Sunnyside
Pretoria

For more information about the tender, please contact Ms. Sandy Wright on Tel: (012) 441-1218, E-mail: swright@seda.org.za or obtain tender information from the Seda website: www.seda.org.za.

13. PROCEDURES FOR SUBMITTING PROPOSAL

13.1 Format of the Proposal:

- 13.1.1 Provide a covering letter on the service provider's letterhead reflecting the company's name and address;
- 13.1.2 Provide an Original Valid Tax Clearance Certificate
- 13.1.3 Submit an original and a copy of the RFP/T (Tender) document together with the Tender Proposal
- 13.1.4 Ensure that all the document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well marked format
- 13.1.5 Provide a quality proposal which is indexed for ease of reference for evaluation purposes;
- 13.1.6 Provide all documentation requested together with relevant references, samples and examples and document proofs;

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14. CLOSING DATE FOR SUBMISSION

Completed proposals/tender documents must be submitted in a sealed envelope clearly marked with the tender reference number, and placed in the Seda Tender Box at the dti Campus located at the address below. No late or electronic tenders will be accepted:

Date : **Tuesday, 12th April 2011**

Time : **12:00 Noon**

Address : **The Seda Tender Box**
Small Enterprise Development Agency (Seda)
The dti Campus
Ground Floor, Block G
77 Meintjes Street
Sunnyside
Pretoria
0007

Telephone : (012) 441 1000

All couriered/posted tenders must reach Seda by the closing date and time.