

REQUEST FOR QUOTATION

Reference No: **Monitoring and Evaluation training.**

You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS					
Name of supplier					
Contact person					
Fax number					
Contact number					
BUSINESS CLASSIFICATION					
Turn over (TICK appropriate box below) Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance					
Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million
ENQUIRIES AND SUBMISSION DETAILS					
Contact person		Jane Kekana or Matome Mokala			
e-mail address		DSBDEExternalRFQ@dsbd.gov.za			
Telephone number		082 749 8356 or 082 896 9474			
Issue/Request date		14/09/2026			
Closing date and time		21/09/2026 @ 11:00			
Terms and Conditions					
#	REQUIREMENTS				COMMENTS
1	Quotations should be dated.				
2	Quotations should be valid for 30 days unless indicated otherwise.				
3	Does it comply with cost containment (Yes or No)				
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.				
4	Should you not be registered for VAT it should be clearly indicated on the quotation.				
5	Please indicate the delivery period and confirm whether the delivery period is firm.				
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.				
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.				
8	This quotation is subject to the Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.				
9	Quotations should be on the service provider's letter head.				
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate your quotation				

Please note: Quotations with an amount value of R2 000.00 and above but not exceeding R999 999.99 80/20 preference point system shall be applied where 80 points will be allocated towards price and 20 points allocated towards the suppliers contributing BEE level status, SMMEs, Spatial (rural/ Township/ City) and Youth.

ANNEXURE A

REQUIREMENTS LIST			
Item No	No of units	Item description	Value per item
1.		Quotation for a training course in Monitoring and Evaluation on interventions (e.g. projects, programmes and policies) for 20 delegates. Requirements The training must be delivered in person and should include: • Provision of parking for attendees. • Provision of refreshments and meals for the duration of the training. • Provision of training materials, projector/s, screens, hybrid capability (if required), and certificates of attendance. Learning areas that must be covered: Part 1: Legislatives Frameworks 1. Legislative framework underpinning Monitoring and Evaluation (M&E) in the South African public sector. 2. Monitoring and Evaluation concepts (results-based approach). 3. Planning tools for situational or diagnostic analysis (focus on problem and solution tree analysis). 4. Planning tools for developing programmes, projects and policies (focus on Theory of Change and the Logical Framework ("log frame"). 5. Levels of monitoring and their interrelation in the public sector context (system, organisational, policy, and programme/project levels). 6. Focus on measurement (indicators) applicable to developmental interventions, including the formulation of baseline data, indicator development, and KPI management. Part 2: Intervention, Planning, monitoring Reporting 7. Application of planning tools and measurement for the development of developmental interventions (programmes) – the service provider is required to make use of one of the DSBD programmes to co-	

		create, with participants, the elements listed above (items 3, 4 and 5). 8. Application of planning tools for the development of developmental interventions (policies) – the service provider is required to make use of one of the DSBD programmes to co-create, with participants, the elements listed above (items 3, 4 and 5). 9. Focus on data collection processes, methods and techniques, including verification and management (with differentiation of roles and responsibilities, e.g. data capturers and data quality assurance providers). The service provider must use outputs (items 6 and 7) to contextualise learning practically. 10. Quantitative and qualitative data analysis for monitoring, evaluation and reporting purposes. 11. Perspective on digital tools and M&E information systems (monitoring and tracking systems), including emerging trends and innovations in M&E. 12. Reporting on performance, data visualisation, and communication, explained and applied in the context of programmes and policies. Part 3: Evaluation 13. Evaluation concepts. 14. Types of evaluations and their timing. 15. Various evaluation approaches. 16. Roles and responsibilities of programme and policy managers in evaluation. 17. Contextual use of planning tools (Theory of Change and log frames) in evaluation.	
2.		The training should be conducted over three (3) days.	
3.		The training must be NQF Level 5 aligned. No Portfolio of Evidence (PoE) is required; understanding and application must be tested during the training (formative assessment).	
4.		The quotation must include study materials, Venue, parking, catering (Breakfast and Lunch) and all other materials and equipment for the provision of the training. NB! The Venue must be in Pretoria.	

5.		Mandatory Requirements 1. Accreditation Requirements - The service provider must be SAQA/SETA accredited to offer the training. MUST attached proof of accreditation. 2. Experience and Capacity of the Monitoring and Evaluation(M&E) specialist/trainer - Submission of a curriculum vitae of the main Monitoring and Evaluation specialist/facilitator. - Minimum of five (5) years' experience in Monitoring and Evaluation training. - Experience must include a minimum two (2) contactable reference letters that bears the name of a M&E specialist/trainer from previous clients for M&E training. Letters must be attached 3. Qualifications of the Monitoring and Evaluation specialist/trainer - Attach a formal qualification in Monitoring and Evaluation (NFQ 8, Postgraduate Diploma or higher qualification) 4. References letters - The bidder must attach a minimum of three (3) reference letters as evidence of previous experience in delivering similar training programmes(M&E) Each reference letter must: - Be on the client's official letterhead. - Be signed and dated. - Include contactable details (i.e. telephone number, and email address) - Confirm the nature, duration and dates of when services were rendered. 5. Training Plan and Costing - Attach a detailed work breakdown or activity-based plan of execution, with itemised costing aligned to Part 1,2 and 3 (learning areas), with clear timelines over the three (3) days.	
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		6. Attach a sample questionnaire in line with the training specification	
		7. Attach Summary presentations and training workbooks.	
Compulsory documents to be returned.		(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1 (b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth. To claim points following should be provided. i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit, ii. A Confirmation of SMMEs, take note of the above table (business classification) iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months	

SCHEDULE 1

The new National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial	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

Issue