



small business
development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICES
PROVIDER TO FACILITATE A WORKSHOP ON THE DEVELOPMENT OF THE
SMALL BUSINESS DEVELOPMENT RESEARCH AGENDA**

DATE ISSUED: 26 NOVEMBER 2025
CLOSING DATE: 01 DECEMBER 2025
CLOSING TIME: 10H00

Submission of Proposals:

mail: dsbdtenders@dsbd.gov.za

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1. PURPOSE AND OBJECTIVES

The purpose of the proposal is to request to appointment of a suitably qualified, knowledgeable, and experienced service provider to facilitate a workshop on the development of the Small Business Development Research Agenda:

- 1.1. The workshop is a two-day session. The purpose of the workshop is to collectively shape a strategic, informed, and actionable agenda for future research that addresses both scientific and societal priorities for small enterprises. Furthermore, the workshop aims to determine which research areas are most urgent, feasible, and impactful. To achieve the latter, the following objectives will be considered:
 - 1.1.1. To identify research gaps and emerging issues affecting MSMEs.
 - 1.1.2. To engage stakeholders across government, academia, industry, and civil society to co-create a relevant and responsive agenda.
 - 1.1.3. To develop a national Small Business Development Research Agenda aligned with policy priorities, such as the NISED.
 - 1.1.4. Establish mechanisms for coordination, funding, dissemination, and uptake of research findings.
- 1.2. The workshop will be undertaken through consultation with internal and external stakeholders in the small business development ecosystem. The workshop will be interactive with group exercises aimed at gathering inputs that will inform the research agenda. This approach is needed to inculcate a shared sense of collectivism in advancing the developing small businesses. Additionally, consultative and interactive approaches seek to inform the development of the workplan activities for the research.
- 1.3. The Small Business Development Research Agenda workshop is scheduled to take place on 03-04 December 2025. The participants include the implementing agency (SEDFA), academia (universities, TVETs, research institutions), public sector entities (national and provincial departments, municipalities), MSME and Co-operative practitioners, private sector institutions, international development partners (e.g., EU), and MSME associations and chambers.
- 1.4. Upon the completion of the workshop, a report will be developed to inform the development of the draft Research Agenda, and will be presented at MANCO, EXCO, MINEXCO, and the Cabinet for approval.

2. SCOPE OF WORK

- 2.1. The service provider with the necessary expertise and capacity will be required to undertake the following activities:
 - 2.1.1 Facilitate the Small Business Development Research Agenda workshop (two days).
 - 2.1.2 Provide technical assistance and facilitation services in support of the development of the Small Business Development Research Agenda.
 - 2.1.3 Analyze internal and external environmental factors impacting the MSMEs' environmental performance using the root cause analysis, theory of change, and relevant planning tools.
 - 2.1.4 Design and prepare innovative participatory methodologies, including mind maps and matrix maps activities, emphasizing discussion and focusing on building the MSMEs' strengths.
 - 2.1.5 The workshop must be participatory and must be designed to provoke critical thinking and review among participants.
 - 2.1.6 Capture key points, consensus positions, proposals, and action items.
 - 2.1.7 Compilation of Small Business Development Research Agenda Workshop Outcome Report.

3. PROJECT OUTPUTS / KEY DELIVERABLES

- 3.1. The service provider will be expected to produce the following:
 - 3.1.1. Pre-workshop preparation and documentation.
 - 3.1.2. Methodology and make input to the existing draft Agenda / Programme.
 - 3.1.3. Project Plan and Activities.
 - 3.1.4. First draft of the Small Business Development Research Agenda Workshop Report, five days after the workshop.
 - 3.1.5. Final Small Business Development Research Agenda Workshop Report, seven days after the workshop.

4. PROJECT MANAGEMENT

- 4.1. The successful service provider is expected to adhere to the following expectations:
 - 4.1.1. Hold a meeting with the Project Manager representing the Department of Small Business Development to discuss the draft Project Plan and Activities prior to finalisation.
 - 4.1.2. Assign suitable, experienced and qualified personnel to assist with the facilitation and development of the Project Plan and Activities.
 - 4.1.3. Manage the overall project in consultation with the Project Manager.

5. REPORTING REQUIREMENT AND PROGRESS MEETINGS

5.1. Meetings will take the form of a plenary and syndicates, with feedback on discussions/progress provided. The service providers' Project Manager will be obliged to submit the report to the Chief Director: Business Intelligence, Economic Analysis and Econometrics. Any patents or copyrights developed from this project will belong to the Department of Small Business Development.

6. COMPLETION DATE

- 6.1. The duration of the contract will be two days.
- 6.2. The Department reserves the right to terminate the contract during the first day after work has commenced should the appointed service provider have misrepresented themselves and/or their product and will not be in a position to fulfil the requirements as contained in the contract, which might result in the Department failing to deliver on its mandate.

7. DSBD'S ROLES AND RESPONSIBILITIES

- 7.1. Communicate with the appointed Service Provider, through e-mails about all logistics.
- 7.2. Share all guidelines and documentation for the development and compilation of the Small Business Development Research Agenda Workshop.
- 7.3. Provide programme and planning tools.

8. DSBD: PRICE AND SPECIFIC GOALS

- 8.1. Please note that only service providers that has all the below-referred-to checklist on functionality will be evaluated on Price and Specific Goals.

The bid price must be inclusive of VAT and quoted in RSA currency.

	80/20 PRINCIPLE	POINTS
1	PRICE	80
2	SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTION	20
	MAXIMUM POINTS	100

Only qualifying quotations will be evaluated for 80/20 preference points, in terms of the preference point system described in the PPPFA.

	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8	
	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/ City)	4	
	Rural = 4 Township = 2,4 City = 0,8	
Youth and Non-Youth	6	

9. In responding to this request, the service provider needs to provide:

- SCM documents –SBD 3.3, SBD 4 and SBD 6.1 forms and CSD information
- Items listed in the checklists below:

MANDATORY REQUIREMENTS COMPLIANCE CHECKLIST

NO	COMPLIANCE REQUIREMENTS	YES	NO
1.	Understanding of the project scope		
2.	Relevant Experience – monitoring, log frames, root cause analysis, and ToC (CV of expert)		

3.	Relevant experience – Facilitation of workshops, group discussions (CV of expert)		
4.	Relevant experiences – Research (CV of expert/team)		
5.	Relevant experiences – Small businesses (CV of expert/team)		
6.	Relevant experiences – Inter-governmental collaboration and working with government and working with the private sector (CV of expert/team)		
7.	Relevant experiences – government policy development processes (CV of expert/team)		
8.	Costing – all inclusive		

9. ENQUIRIES

Below is the contact detail for all bid related enquiries.

QUERY	NAME	CONTACT DETAILS
Technical	Ms. Lesego Maruping	LMaruping@dsbd.gov.za 066 477 9777
Bid related	Mr. I Chabalala, Nhlakanipho Msane, Ms. Rudzani Matodzi and Ms. Jane Kekana	dsbdtenders@dsbd.gov.za DSBDExternalRFQ@dsbd.gov.za 012 394 3014

Please note this checklist must be completed and submitted together with the **Financial Proposal**

Document that must be submitted	Provided (Yes/No) <i>Non-submission may result in disqualification</i>	
Declaration of Interest – SBD 4	YES/NO	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES/NO	Non-declaration and non-submission of the Sworn Affidavit and a valid BEE Certificate issued by a SANAS Accredited supplier will lead to a zero (0) score on BBBEE
Registration on Central Supplier Database (CSD)	YES/NO	The Service Provider must be registered on the CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration
Functional Proposal including Mandatory documents	YES/NO	Submit a functional proposal in line with the Terms of Reference including the SBD documents above
Pricing Schedule	YES/NO	Submit full details of the pricing proposal

ToR Approved	YES <input style="width: 40px; height: 20px;" type="checkbox"/>	NO <input style="width: 40px; height: 20px;" type="checkbox"/>	
Dr. Aaron Ramodumo Aaron Ramodumo Chief Director: Business Intelligence, Economic Analysis and Econometrics			
Date: 21 November 2025			