



**small business  
development**

Department:  
Small Business Development  
**REPUBLIC OF SOUTH AFRICA**

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**REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE  
AND WRITE A CONSOLIDATED REPORT FOR THE ONE NATIONAL PLAN FOR THE MSME ECOSYSTEM  
– PROVINCIAL CONSULTATION WORKSHOPS TO BE HELD IN KWAZULU-NATAL (KZN) AND FREESTATE  
(FS) PROVINCES**

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DATE ISSUED: 06 MARCH 2026

CLOSING DATE: 11 MARCH 2026

CLOSING TIME: 11H00

mail: [DSBDEternalRFQ@dsbd.gov.za](mailto:DSBDEternalRFQ@dsbd.gov.za)

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## **1. PURPOSE**

The purpose of this Request for Quotation (RFQ) is to invite suitably qualified and experienced service providers to submit quotations for the appointment of a professional facilitator to facilitate and write a consolidated report for two provincial consultation workshops for the One National Plan for the MSME Ecosystem to be held in KwaZulu-Natal and Free State provinces.

The appointed service provider will be responsible for facilitating structured and outcome-oriented workshops aimed at gathering stakeholder inputs to inform the development of the One National Plan, which seeks to accelerate job creation and economic growth through the MSME sector. Furthermore the service provider will be expected to write a consolidated report inclusive of sectors prioritised within the various provinces.

## **2. BACKGROUND AND CONTEXT**

The Department of Small Business Development (DSBD) is mandated to coordinate and strengthen the Micro, Small and Medium Enterprises (MSME) ecosystem in South Africa. This ecosystem comprises MSMEs, national, provincial and local government departments, Development Finance Institutions, the private sector and civil society organisations. In line with the National Development Plan (NDP), which envisages that 90% of new jobs by 2030 will be created by the MSME sector, the DSBD has initiated the development of a One National Plan for the MSME Ecosystem.

In response to this challenge, the DSBD has initiated the development of the One National Plan for the MSME Ecosystem. This plan seeks to bring coherence and coordination to the MSME landscape by aligning the efforts of government, the private sector, development finance institutions, research bodies, civil society and MSMEs themselves into one integrated strategic framework. The objective is to create a unified roadmap that clearly defines national priorities, sector-specific interventions, measurable targets, and shared responsibilities.

The Plan aims to integrate planning across sectors and spheres of government, establish measurable job creation targets, identify catalytic projects in priority sectors and introduce effective coordination and monitoring mechanisms. To ensure inclusivity, consensus-building and stakeholder ownership, the Department will convene provincial consultation workshops in KZN and FS provinces. These workshops form a critical part of the participatory process required to develop a credible and implementable national plan.

### **3. OBJECTIVES OF THE WORKSHOPS**

The primary aim of the workshops which will be held in two provinces (i.e. KZN &FS) will incorporate prioritised sectors in all 9 provinces. It is envisaged that the engagements will be inclusive of public and private sector institutions on key themes such as situational analysis, identification of priority sectors, job creation targets, catalytic projects and coordination models. The process will further allow provinces to highlight sector specific opportunities, constraints and implementation considerations relevant to their economic contexts. Ultimately, the workshops seek to build consensus, enhance accountability and strengthen collaborative action towards achieving the NDP targets.

### **4. WORKSHOP DETAILS**

The writing of the report will entail a consolidated report of all 9 provinces of which the engagements which require facilitation will be held in two provinces and indicated below:

- KwaZulu Natal, Durban: 17-18 March 2026
- Freestate, Bloemfontein: 19-20 March 2026

Each workshop is expected to be two-day engagement involving representatives from government, private sector institutions, development finance institutions, organised business, civil society and with the capacity of **300 participants for each workshop**.

### **5. SCOPE OF WORK**

- 5.1. The service provider will be required to undertake the following activities:
  - 5.1.1. Pre-workshop preparation. During the preparation phase, the facilitator will engage with the DSBD project team to fully understand the objectives and expected outcomes of the workshops.
  - 5.1.2. Review all relevant documentation, including the Concept Document for the One National Plan, and assist in refining the workshop agenda. Appropriate facilitation methodologies and tools must be developed to ensure inclusive and meaningful participation.
  - 5.1.3. Workshop facilitation (professionally guide discussions, manage time effectively and ensure that all stakeholders are given an opportunity to contribute. The facilitator will be required to steer deliberations towards practical and implementable recommendations while maintaining neutrality and fostering consensus where differences arise).

5.1.4. Post-workshop reporting. Following each workshop, the facilitator will compile a comprehensive provincial workshop report detailing key discussions, thematic issues, recommendations and action points. In addition, a consolidated synthesis report highlighting cross-cutting themes and provincial variations must be submitted after the final workshop.

## **6. DELIVERABLES**

- 6.1. Two individual provincial workshop reports.
- 6.2. A consolidated report capturing overall findings and strategic recommendations from the two workshops must also be submitted no later 7 days (i.e. 27 March 2026) after the last workshop is held.
- 6.3. Presentation slides and any facilitation materials used during the workshops must be provided to the DSBD.

## **7. REQUIRED EXPERTISE AND EXPERIENCE**

Prospective service providers must demonstrate a minimum of five to ten years' experience in facilitating high-level policy, strategy or stakeholder engagement workshops. Proven knowledge of MSMEs development, economic policy and the South African job creation landscape is essential. The facilitator must have experience engaging diverse stakeholders across government and the private sector and must possess strong analytical, conflict management, communication and report-writing skills. Detailed CVs of the proposed facilitator(s) must be submitted as part of the quotation.

## **8. DURATION OF THE ASSIGNMENT**

The assignment will commence upon formal appointment and will conclude upon submission and approval of the final consolidated workshops report. The anticipated duration of the assignment is March 2026.

## **9. FINANCIAL IMPLICATIONS**

Service providers are required to submit a detailed and itemised cost breakdown covering professional fees per workshop, preparation time, facilitation, report writing, travel and accommodation where applicable, and VAT if registered. All pricing must be inclusive of all costs associated with the assignment. No additional costs will be accepted unless approved in writing by the Department prior to incurrence.

## 10. EVALUATION CRITERIA

Quotations will be evaluated in accordance with applicable Supply Chain Management (SCM) prescripts.

## 11. ORGANISATIONAL IMPLICATIONS

The facilitation and report writing process will be overseen by the Sector Policy and Research Branch within the DSBD. The appointed facilitator will work closely with the internal Writing Team and Steering Committee responsible for guiding the development of the One National Plan. Coordination and communication with the Department will be essential to ensure alignment and quality assurance throughout the process.

## 12. DSBD: PRICE AND SPECIFIC GOALS

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.

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

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

### Preference Points

Only bidders that score at least 80 points on the above out of 100 points on Functionality will be considered to the next phase, which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the formula below to calculate the price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Where,

$P_s$  = Points scored for the comparative price of a bid under consideration

$P_t$  = Comparative price of a bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the Specific goals status level of contribution by the table as set out in the Preference Points Claim Form (SBD 6.1).

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>OWNERSHIP</b>	<b>2</b>	
	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	
	<b>8</b>	

<b>Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES</b>	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
<b>Spatial (Rural/ Township/ City)</b>	<b>4</b> Rural = 4 Township = 2,4 City = 0,8	
<b>Youth and Non-Youth</b>	<b>6</b>	

**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:

### **13. MANDATORY REQUIREMENTS COMPLIANCE CHECKLIST**

<b>NO</b>	<b>COMPLIANCE REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
1.	Understanding of the project scope		
2.	Relevant Experience – primary, secondary and tertiary sectors (CV of expert)		
3.	Relevant experience – MSME and Co-operatives policies, strategies and programmes (financial and non-financial support). (CV of expert)		
4.	Relevant experiences – Facilitation of workshops, group discussions (CV of expert/team)		
5.	Relevant experiences – Public and private sector facilitation, inter-governmental collaboration and working with government and the private sector, (CV of expert/team)		
6.	Costing – all inclusive		

## 14. ENQUIRIES

Below is the contact detail for all bid related enquiries.

QUERY	NAME	CONTACT DETAILS
Technical	Mr Phemelo Mokumo	Email: <a href="mailto:PMokumo@dsbd.gov.za">PMokumo@dsbd.gov.za</a> Telephone: 066 472 3773
	Mr Maphuti Kgare	<a href="mailto:MKgare@dsbd.gov.za">MKgare@dsbd.gov.za</a> 063 645 6761
	Ms. Khomotso Ramaifo	<a href="mailto:KRamaifo@dsbd.gov.za">KRamaifo@dsbd.gov.za</a> 072 194 6677
Direct all supply chain questions <a href="mailto:DSBDExternalRFQ@dsbd.gov.za">DSBDExternalRFQ@dsbd.gov.za</a>	Mr. I Chabalala	012 394 3014
	Ms. Rudzani Matodzi,	012 394 3014
	Mr. Nhlakanipho Msane	<a href="mailto:NMsane@dsbd.gov.za">NMsane@dsbd.gov.za</a> 012 394 3014
	Ms. Jane Kekana	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>	
<b>Declaration of Interest – SBD 4</b>	YES/NO	Complete and sign the supplied pro forma document
<b>Preference Point Claim Form – SBD 6.1</b>	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 BBEE
<b>Registration on Central Supplier Database (CSD)</b>	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 <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number.  Submit proof of registration.
<b>Functional Proposal including Mandatory documents</b>	YES/NO	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.

Document that must be submitted	Provided (Yes/No) <i>Non-submission may result in disqualification</i>	
<b>Pricing Schedule</b>	YES/NO	Submit full details of the pricing proposal

<b>ToR Approved</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
Mr. Vuyisa Dayile		
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Deputy Director-General: Sector Policy and Research		
Date:		