



REQUEST FOR QUOTATIONS (RFQ) PROCUREMENT OF GOODS AND SERVICES

DESCRIPTION OF WORK

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
IMPLEMENTATION OF THE MASTER CRAFTERS PRODUCT
DEVELOPMENT PROGRAMME**

QUOTATION DETAILS

QUOTATION NUMBER : RFQ00477-25/26

CLOSING Date: 17 October 2025

Time: 12:00

Issued : 10 October 2025

Compulsory Briefing session:

Yes

☐

No

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DETAILS OF RESPONDENT

Name of bidder: CSD MAAA :.....

REQUEST FOR QUOTATIONS (RFQ)

SECTION 1: CONDITIONS OF BIDDING

1. GENERAL CONDITIONS:

- 1.1 The **80/20 evaluation criteria** for requirements with a Rand value of up to R50 000 000 (all applicable taxes included) will be used for this bid.
- 1.2 The value of this bid is estimated not to exceed R1 000 000.00 (all applicable taxes included).
- 1.3 Fully comply with the scope of work / service or **(Attached Scope of work / service)**.
- 1.4 Quotation must be valid for a period of 30 days.
- 1.5 The bidder's quotation to bear correct contact details and address.
- 1.6 Fully completed standard bidding documents **(SBD4 and SBD 6.1)**
- 1.7 The bidder must be registered on the **Central Supplier Database (CSD)**.
- 1.8 This bid will be evaluated on **functionality**.

2. SCOPE OF WORK / SERVICE OR ITEM(S) REQUIRED

No.	Scope of Work/ Services / Deliverables	Number of items
1.	APPOINTMENT OF A SERVICE PROVIDER FOR PROJECT MANAGEMENT, CURATION, MENTORSHIP, REPORTING, AND MARKETING OF THE MASTER CRAFTERS PRODUCT DEVELOPMENT PROGRAMME	1

*(See Section 3. **Detailed Scope of Work** for more detailed specifications)*

SECTION 2: TERMS OF REFERENCE

1. Background

- MEGA was established in terms of the MEGA Act 1 of 2010 as an amalgamation of the previous MEGA, the Mpumalanga Agricultural Development Corporation and the Mpumalanga Housing Finance Company.
- MEGA is Mpumalanga's development finance institution whose primary role is to foster the growth and development of the provincial economy in order to help reduce unemployment, poverty and inequality.
- MEGA supports economic development by investing in the development of Infrastructure, SMMEs, Property, Agriculture, Housing and Trade & investment Promotion.
- MEGA partners with local and international investors and communities to secure tangible investment in the province.

2. Deliverables

- Documentation of participant selection processes and criteria
- Workshop and lab schedules and materials
- Portfolio of completed market-ready craft products
- Marketing and social media campaign materials and outcomes reports
- Exhibition and event coordination plan and reports
- Archival records and commemorative publication
- Interim and final detailed narrative and financial reports

3. Detailed Scope of Work

3.1 Master Crafters Product Development Programme

- Develop and manage the selection process for 18 master crafters (six per district).
- Organize and facilitate a 10-day product development lab focusing on skills enhancement, design innovation, prototyping, and packaging.
- Provide individual mentorship and quality control for a minimum of 5 market-ready products per crafter.
- Coordinate product purchase and distribution by the provincial department.
- Implement a marketing strategy incorporating digital media and event-based promotions.
- Provide regular progress updates and final programme impact evaluation.

3.2 Mandatory Eligibility Criteria

Applicants must demonstrate the following minimum qualifications:

- **Master's degree or equivalent** in Visual Arts, Cultural Management, Indigenous Knowledge Systems, or related fields.
- **At least 20 years of relevant professional experience** in educational arts programmes, craft enterprise development, curatorship, and project management.
- **Proven track record** of working with master artisans and youth arts mentorship programmes.
- Strong knowledge of Mpumalanga's traditional crafts and cultural heritage.
- Excellent communication, organisational, and stakeholder engagement skills.

4. Project Timeline

Activity	Date
Master Crafters Selection	20 October 2025
Product Development Lab	24 October 2025 to 7 November 2025
Product Completion	10 November 2025
Youth Workshops	24 October 2025 to 7 November 2025
Final Reporting	December 2025

5. Evaluation Criteria

Evaluation will be carried out on the **Functionality and the Preferential Point System (Price and Specific Goals)**. The following preference point systems are applicable to all bids:

- a) The 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).
- b) The 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

5.1 Value of Bid

The value of this bid is estimated not to exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

5.2 Evaluation of Proposal

Table 1 – Evaluation of Submissions

EVALUATION OF CRITERIA		WEIGHTING
Relevant Experience: Recommendation letters from government departments or public entities for similar completed projects <i>(Attach Maximum of 3 completed projects – combined total weighing of 25%)</i>		25%
Professional Experience: Demonstrated experience in educational arts programmes, craft enterprise development, curatorship, and project management.		25%
Methodology and Approach: Clear and detailed proposal outlining the understanding of the assignment, implementation plan, training methodology, outcomes, timelines, and monitoring mechanisms.		50%
TOTAL		100%

*Bidders need to score **70 Points (70%)** and above in order to be considered for price and specific goals.*

5.3 PRICING STRUCTURE:

Bidders are to follow the below costing structure:

SCOPE OF WORK	TOTAL
Master Crafters Product Development Programme	R
VAT @ 15%	
Total	R

6. Submission Requirements

Respondents must submit:

- A detailed technical proposal and methodology.
- A financial quotation with a breakdown of costs.
- Curriculum vitae and supporting professional documentation.
- Contactable references from relevant projects.

7. Conditions of Quotation

- Late or incomplete submissions **will not be considered**.
- All submissions must be sent via email to: scm@mega.gov.za

8. ENQUIRIES

All Supply Chain Management enquiries must be directed to:

Supply Chain Management Unit:
scm@mega.gov.za