



REQUEST FOR BIDS

BID DETAILS

BID NUMBER:		FB-SETA (23-24) T0008	
CLOSING	Date:	04 March 2024	
	Time:	12:00 pm	
DESCRIPTION:		Appointment of a service provider to assist FoodBev SETA with closing out the legacy discretionary grant projects.	
TECHNICAL QUERIES			
EMAIL ADDRESS:		scm@foodbev.co.za	
COMPULSORY BRIEFING SESSION:	Date:	15 February 2024	
	Time:	10am via Microsoft Teams	
Validity Period		120 Days	

DETAILS OF BIDDER

Organisation/individual:

Contact person:

Telephone/ Cell number:

E-mail address:

TOTAL BID PRICE (inclusive of VAT)

GLOSSARY

AWARD	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
BID	Written offer in a prescribed or stipulated form in response to an invitation by FOODBEV SETA for the provision of goods, works or services
CONTRACTOR	Organisation with whom FOODBEV SETA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
CORE TEAM	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
GRAP	A set of concepts that function as guidelines for the accounting processes in the public sector
IP	Intellectual Property
ACCA	The Association of Chartered Certified Accountants
AGA	Associate General Accountant AGA(SA)
AGSA	The Auditor-General of South Africa
CGMA	Chartered Global Management Accountant
SAICA	The South African Institute of Chartered Accountants (SAICA)
SAIPA	The South African Institute of Professional Accountants (SAIPA)
FOODBEV SETA (FBS)	Food and Beverage Manufacturing Sector Education and Training Authority
ORIGINAL BID	Original document signed in ink, or Copy of original document signed in ink,
ORIGINALLY CERTIFIED	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement
SCHEDULE 3A ENTITY	As per the classification by National Treasury these refer to other National public entities

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SECTION A

1. INTRODUCTION

1.1. Background

Food and Beverages Manufacturing SETA (“FoodBev SETA”) is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev SETA is currently operating in Johannesburg at Number 7 Wessel Street, Rivonia Sandton, 2128. FoodBev SETA’s function is to promote, facilitate and incentivize skills development in the Food and Beverages Manufacturing Sector. FoodBev SETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to deliver on the National Skills Development Strategy III (NSDS) and Plan (NSDP) outcomes. FoodBev SETA awards grants and incentives through discretionary funding for skills development initiatives. The funding is obtained through the compulsory skills development levy (SDL) contributions made by employers in the food and beverage manufacturing industry.

Discretionary funding is managed and must comply with the following:

- The Skills Development Act 97 of 2008 as amended by the Skills Development Amendment Act 37 of 2008 and as amended by the Skills Development Amendment Act 26 of 2011
- The Skills Development Levies Act 9 of 1999 as amended by the Skills Development Levies Amendment Act 24 of 2010
- The Public Finance Management Act 1 of 1999 and its associated regulations and instructions
- The SETA Grant Regulations published 3 December 2012 (Government Gazette 35940)
- The FoodBev SETA Discretionary Grant Funding Policy as reviewed and published annually.

In terms of the SETA Grant Regulations describes that ‘commitments in this context mean that contractual obligations exist at the end of the financial year that will oblige the SETA to make a payment or payments in the ensuing year. A contractual obligation means there is an express agreement with specific terms between a SETA and a third party whereby the third party undertakes to perform something in relation to a discretionary project for which a SETA will be obligated to make a payment against the discretionary grant’. Generally Recognised Accounting Practices (GRAP) regards a commitment ‘to be a contractual obligation that does not fit within the definition of a payable, accrual or provision’. SETAs are required to adhere to both the SETA Grant Regulations and GRAP in declaring commitments.

FoodBev SETA awards discretionary grants as per its annual discretionary funding policy. Additionally, special projects and partnerships are initiated on a case-by-case basis. All discretionary grants, including special projects and partnerships, are approved by the FoodBev SETA Accounting Authority or its delegate. Prior to 2015/16, FoodBev SETA did not enter into formal contracts with discretionary grant recipients. Formal contracts were instituted in 2015/16 to ensure compliance with the SETA Grant Regulations. Commitments contained in the current register dated prior to 2015/16 requires special attention, but the scope of work includes all financial years.

1.2. Purpose

FoodBev SETA seeks to appoint a suitably qualified and experienced service provider to review, validate, re-calculate, and substantiate all commitments with records (existing and valid contracts), and where necessary conduct site visits to validate that training is still in progress and submit a report. This process should culminate to processing of first, second or final tranche payments, and/or where applicable, termination of projects and recovery of grants.

1.3. Objective

The objective of the project is to have a complete, accurate, valid commitment register and with accurate classifications as at the end of the financial year 2024/25. The FoodBev SETA financial year ends on 31 March, and a final commitment register must be completed by 31 May annually for submission to the auditors. The appointed service provider will be expected to continue to provide evidence, support and reports associated with the final commitment register up until a fully substantiated commitment register is ready for audit free of material misstatements.

1.4. Scope of Work

The FoodBev SETA seeks to appoint a suitably qualified and experienced service provider to conduct amongst others the following:

- 1.4.1. Validate that all commitments as per the register are supported by a valid contract or offer letter, commitment letter, and learner agreements.
- 1.4.2. Confirm all commitments are included in the register based on approvals awarded by the FoodBev SETA Accounting Authority or delegate.
- 1.4.3. Engage with some of the grant recipients and learners included in the commitment register on the status of programmes and projects and verify this against required supporting evidence.
- 1.4.4. Recommend cancellations or terminations of legacy projects without any movement and recalculate and/or reclassify the commitment register and initiate grant recovery processes. based on findings from 1.4.1 to 1.4.3.
- 1.4.5. Facilitate the payment of first, second and third tranche payments.
- 1.4.6. Reconcile payments from the financial system with the commitment register.
- 1.4.7. Reconcile records per the grant admin/performance information system (SIMs) and the information contained in the commitment register, in order to ensure the two databases are complete and reconcile.
- 1.4.8. Complete knowledge transfer to SETA employees for the duration of the project.
- 1.4.9. Produce reports on work completed and include recommendations for process amendments and improvements including automation improvements.
- 1.4.10. Provide audit support in relation to the commitment register.

1.5. Delivery of The Project

The appointed service provider will be responsible and expected amongst others to:

- 1.5.1. Develop a project plan with clear milestones, relevant resources, and contingency planning in partnership with FoodBev SETA.
- 1.5.2. Provide FoodBev SETA with an updated, complete, valid, and accurate commitment register on or before the 24th of May 2024
- 1.5.3. Provide audit support, evidence, and responses to queries by auditors, as it relates to the finalised and submitted commitment register.

1.5.4. Assist FoodBev SETA with automating the commitment register by recommending project management (contract) tools that will ensure the ease of managing the commitment register automatically.

1.6. Project Duration

It is expected that the project will be for a duration of 6 months, the objective is for the bidder to submit an accurate, complete and valid commitment register by 31 May 2024 and assist with audit support and providing of evidence and responses to queries from auditors up until the audit is finalised on the 31st July 2024.

SECTION B

3. THE BID EVALUATION PROCESS

Bid submissions will be evaluated in accordance with the below tender evaluation stages:

3.1 Administrative Requirements:

Description of the criteria	<ul style="list-style-type: none"> a) Bid Submission Format i) The Potential bidder must submit three (3) bid proposals as follows: Two (2) Hard copies and one (1) electronic copy in PDF format saved on a memory stick, clearly marked, and indexed. ii) Bid proposals must be properly bonded, punched and numbered in line with the response format detailed in section 4 of this bid document.
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3.2 STAGE 1: Mandatory Criteria:

Description of the criteria	<ul style="list-style-type: none"> a) Attendance of compulsory briefing session. A virtual briefing session will be held from (10:00) to (11:00) via Microsoft Teams. Interested bidders must RSVP (with the bid reference number as the subject of the email) two days before the session to the email: scm@FoodBev.co.za b) Proof or evidence of registration with the relevant professional body (SAICA, IRBA, AGSA, IIASA, SAIPA) or CTA
Means of verification	<ul style="list-style-type: none"> a) This will be verified by the bidder signing the online attendance register at compulsory briefing session. b) Original certified copies of the company's professional accreditation and/or those of directors (certified within the last 6 months) or CTA

Failure to comply with the mandatory requirements will result in the rejection of the bidder's submission.

3.3 STAGE 2: FUNCTIONAL EVALUATION CRITERIA:

3.3.1 Bidders must meet the minimum functionality of **75.00** points out of 100 points in order to be evaluated further in terms of stage 3. Any bid that does not meet the minimum threshold will be automatically disqualified. See detailed scoring criteria below.

1. CRITERIA: BIDDER'S RELEVANT EXPERIENCE		WEIGHTING ALLOCATED
<p>The bidder must provide reference letters from contactable clients (excluding FoodBev SETA) for providing commitment register review or similar services.</p> <p>The reference letters must be on the bidder's client's letterhead, duly signed by the authorized person, reflecting the (i) nature of the service provided, (ii) level of satisfaction for the service and performance of the bidder and (iii) number of years that the service was rendered.</p>		20.00
✓ No relevant reference letter	0.00	
✓ One relevant reference letter	5.00	
✓ Two relevant reference letters	10.00	
✓ Three (3) or more relevant reference letters	15.00	
<p>REQUIRED SUPPORTING DOCUMENTATION:</p> <p>i. Relevant references should refer to the experience and level of service provided by the bidder in the review and update of a commitment register or similar assignments.</p>		
<p>Bonus points: Experience in preparation of valid, accurate and complete SETA commitment register without any material adjustments. Bidder to provide confirmation letter from the relevant SETA signed by the Chief Financial Officer, indicating that the commitment register that was prepared by the bidder was complete, valid and accurate, and did not result in any material adjustments from the auditors.</p>		5.00
2. METHODOLOGY, APPROPRIATENESS, AND IMPLEMENTATION		WEIGHTING ALLOCATED
<p>The bidder must present a draft project plan reflecting milestones, timeframes and resources. Proposed methodology statement and approach to conduct this project, including but not limited to:</p> <ul style="list-style-type: none"> i. A demonstration of understanding of the project scope and how this project will be fully implemented. ii. Demonstrate familiarity with SETA grant regulations and compliance requirements including how the bidder will ensure that the SETA submits a final commitment register in line with regulated dates. iii. Experience in conducting site visits for project verification. iv. Detail on what activities will need to be carried out to achieve the desired objectives of the project. v. Identifying possible challenges and/or risks that may deter delivery of the project, and how these will be mitigated. 		40.00
✓ Unacceptable: Does not meet the requirements. Bidder did not sufficiently demonstrate understanding of the scope of work and how the scope will be implemented	0.00	
✓ Acceptable: Satisfies the requirements. The response shows an acceptable level of detail on how the requirements will be fulfilled however it lacks detail.	10.00	
✓ Good: Satisfies the requirements. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.	30.00	
✓ Excellent: Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. The response is not generic but is organisation specific, properly detailing how the bidder will submit a complete, valid and accurate commitment register and how the bidder will ensure that all audit queries are adequately and efficiently addressed.	40.00	

3. Project Manager		WEIGHTING ALLOCATED
Submit an abridged CV for the dedicated Project Manager reflecting relevant qualifications, professional affiliation and experience in preparation or audit of financial statements with a focus on preparation or audit of commitments, and copies of qualifications. The project manager must possess a BCom Honours in accounting or equivalent (NQF Level 8) with a minimum of five (5) years' experience as a senior accountant or finance manager or equivalent, who has experience in the preparation or review or audit of financial statements.		20.00
✓ Project Manager no professional affiliation and no experience	0.00	
✓ Project Manager no professional affiliation but with relevant experience	5.00	
✓ Project Manager is an accountant general (AGA / SAIPA / ACCA/ possesses CTA) with senior level experience of less than 3 (three) years	10.00	
✓ Project Manager is an accountant general (AGA / SAIPA / ACCA/ possesses CTA) with senior level experience of 3 (three) to 4 (four) years	15.00	
✓ Project Manager is a Chartered Accountant (CA) / Registered Auditor (RA) / has a Master's in finance/accounting with senior level experience of five (5) years and above	20.00	
REQUIRED SUPPORTING DOCUMENTATION: Abridged CV for the dedicated Project Manager reflecting relevant qualifications, professional affiliation and experience in preparation, review or audit of financial statements, and include certified copies of qualifications or certificates.		
4. Project Team		WEIGHTING ALLOCATED
Provide an abridged CV for each member of the Project Team reflecting relevant qualifications, professional affiliation (as member or student) and experience in preparation or audit of financial statements. The CV must include the copy of certified qualification and proof of professional body affiliation.		20.00
✓ No CVs and qualifications submitted for project team	0.00	
✓ Two team members with minimum 2 years relevant experience each and relevant professional affiliation (CA / RA / CIA/ CGMA / AGA / SAIPA / ACCA / must have completed CTA)	10.00	
✓ Three team members with minimum 2 years relevant experience each and relevant professional affiliation (CA / RA / CIA/ CGMA / AGA / SAIPA / ACCA / must have completed CTA)	15.00	
✓ Four or more team members with minimum 3 years relevant experience each and relevant professional affiliation (CA / RA / CIA/ CGMA / AGA / SAIPA / ACCA / must have completed CTA)	20.00	
REQUIRED SUPPORTING DOCUMENTATION: Provide an abridged CV for each member of the Project Team reflecting relevant qualifications, professional affiliation (as member or student) or certification, and experience in preparation or audit of financial statements.. The CV must include the copy of certified qualification and proof of professional body affiliation or certification.		
Total		100.00

3.4 STAGE 3: PREFERENCE POINTS SYSTEM

The 80/20 preference points system will be utilized for this bid. This preference points system is for the acquisition of goods or services with a Rand value up to R50 million as follows:

Criteria	Means of Verification	Points
Price	Proposed Bid Price	80.00
Preference Points	Specific Goals	20.00
Total Points		100.00

3.4.1 The following allocation will determine the specific goals (20.00 points) for this tender process:

Category	% Allocation for each category	Points allocated
Black People Ownership (> 51% blacks)	50%	10.00
Woman Ownership	45%	9.00
People with Disabilities (PwD)	5%	1.00
Total	100%	20.00

3.4.2 Bidders must submit the following documents as a means of verification for specific goals, certified where document is a copy:

- a)** CIPC documents (company registration documents),
- b)** Shareholder certificates, and
- c)** Copy(s) of Identity document(s) for shareholder(s).
- d)** Central Supplier Database full report. (Not Summary)

3.4.3 Bidders who fail to submit the mandatory documents will not qualify for points allocated for specific goals.

SECTION C

TENDER SUBMISSION INSTRUCTIONS

- 1.1. Tenders should be submitted in triplicate consisting of Two hard copies (one original and one copy) and one electronic copy, all bound in a sealed envelope endorsed,
BID No: FB-SETA (23-24) T0008: Appointment of a service provider to assist FoodBev SETA with closing out the legacy discretionary grant projects. The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 7 Wessels, Rivonia, Sandton, 2128 no later than closing time and date.
- 1.2. Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
- 1.3. The closing date, company name and the return address must also be endorsed on the envelope.
- 1.4. If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the tender box. FoodBev SETA will not be held responsible for any delays where tender documents are handed to the FoodBev SETA Receptionist and/or arrives late.
- 1.5. Courier Company should indicate on the submission register who they are submitting on behalf of.
- 1.6. No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
- 1.7. Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. FoodBev SETA reserves the right not to consider/evaluate any late tender response.
- 1.8. All the documentation submitted in response to this bid must be in English.
- 1.9. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 1.10. Bids submitted by bidders must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors (if applicable), a copy of which Resolution, duly certified be submitted with the Tender.
- 1.11. Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by FoodBev SETA regarding anything arising from the fact that pages are missing or duplicated.
- 1.12. A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- 1.13. A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response.
- 1.14. FoodBev SETA reserves the right to call bidders for further presentation of their service or perform due diligence before awarding.
- 1.15. The FoodBev SETA reserves the right to conduct supply chain due diligence process, including site visits and inspections at any time during the bidding and contract period.

2. RESPONSE FORMAT

- 2.1. The soft and hard copy responses from all bidders must be prepared in line with the following section:
- 2.2. Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked, indexed and /or numbered):

2.2.1. Cover Page: The cover page must clearly indicate the bid reference number, bid description and the bidder's name.

2.2.2. Schedule 1:

- a. Executive Summary/Cover Letter – The cover letter should be brief (not more than two pages maximum). Describe why your company/consortium considers it to be best qualified to achieve any of the services listed in scope of work.
- b. Brief company profile (Five pages maximum)
- c. List of relevant contracts completed within the past five years.
- d. References from each respective in relation to the above listed contracts.
- e. Qualifications and Experience – This section shall contain relevant information on qualifications and experience related to the relevant profession.
- f. List of Project Personnel – This list should include the identification of the contact person who will have primary responsibility for the FoodBev SETA contracts, other personnel to be used for project planning, documentation, and supervision, including partners and/or sub-consultants.
- g. Signature Requirements: All bids must be signed. A bid may be signed by an officer or other agent of a registered vendor, if authorised to sign contracts on its behalf; a member of a consortium or joint venture or other agent authorised by a Power of Attorney. The name and title of the individual(s) signing the bid must be clearly shown immediately below the signature.
- h. Rejection of bids: FoodBev SETA reserves the right not to proceed with the award of the proposal.
- i. Section 5 of this tender document (duly completed and signed)

2.2.3. Schedule 2:

- a. Valid tax clearance certificate or confirmation of pin.
- b. Originally Certified copies of the bidders CIPC / or company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company.
- c. Original certified copy of the company's professional accreditation (not a copy of a certified copy)
- d. Certified ID copies of all directors.
- e. A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status)
- f. Submission of proof of the bidder's registration on the CSD (Full report)

Note: If a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/ JV member or subcontractor. A consolidated B-BBEE certificate is required for Joint Venture bidders.

7. AUTHORISATION

The BAC committee hereby confirms that the information included in this bid document is agreed upon by all members, compliant, accurate and complete.

SIGNATORIES:

Approval by the BAC Chairperson: Mr Magugu Maphiwa

Signature: _____ Date: _____

Noted by the CEO: Ms Nokuthula Selamolela

Signature: _____ Date: _____
