



**REQUEST FOR BIDS**

**BID DETAILS**

<b>BID NUMBER:</b>		FB-SETA (23-24) T0009	
<b>CLOSING</b>	<b>Date:</b>	07 March 2024	
	<b>Time:</b>	12:00 pm	
<b>DESCRIPTION:</b>		THE APPOINTMENT OF A PANEL OF SKILLS DEVELOPMENT FACILITATORS (SDFs) TO ASSIST NON-PARTICIPATING LEVY PAYERS WITH THE COMPLETION AND SUBMISSION OF ANNEXURE 2 APPLICATIONS	
<b>TECHNICAL QUERIES</b>		Lunga Mokoena	
<b>EMAIL ADDRESS:</b>		<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>	
<b>COMPULSORY BRIEFING SESSION:</b>	<b>Date:</b>	22 February 2024	
	<b>Time:</b>	10am via Microsoft teams	
<b>Validity Period</b>		120 Days	

**DETAILS OF BIDDER**

**Organisation/individual:** .....

**Contact person:** .....

**Telephone/ Cell number:** .....

**E-mail address:** .....

**TOTAL BID PRICE (inclusive of VAT)** .....

**GLOSSARY**

<b>AWARD</b>	<b>Conclusion of the procurement process and final notification to the effect to the successful bidder</b>
<b>B-BBEE</b>	<b>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</b>
<b>BID</b>	<b>Written offer in a prescribed or stipulated form in response to an invitation by FOODBEV SETA for the provision of goods, works or services</b>
<b>CONTRACTOR</b>	<b>Organisation or individual 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</b>
<b>DTI</b>	<b>Department of Trade and Industry</b>
<b>EME</b>	<b>Exempted Micro Enterprise in terms of the Codes of Good Practice</b>
<b>GCC</b>	<b>General Conditions of Contract</b>
<b>IP</b>	<b>Intellectual Property</b>
<b>FOODBEV SETA (FBS)</b>	<b>Food and Beverage Manufacturing Sector Education and Training Authority</b>
<b>PANEL</b>	<b>A group or pool of Skills Development Facilitators who will be assigned non-participating levy paying companies in order to assist them with the submission of Annexure 2 (WSP/ATR) applications</b>
<b>SDF</b>	<b>Skills Development Facilitator</b>
<b>WSP</b>	<b>Workplace Skills Plan</b>
<b>ATR</b>	<b>Annual Training Report</b>
<b>Annexure 2</b>	<b>Means The Workplace Skills Plan (WSP), Annual Training Report (ATR), PIVOTAL Plan (PP) and PIVOTAL Report (PR).</b>
<b>ORIGINAL BID</b>	<b>Original document signed in ink, or Copy of original document signed in ink,</b>
<b>ORIGINALLY CERTIFIED</b>	<b>To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.</b>
<b>SCM</b>	<b>Supply Chain Management</b>
<b>SLA</b>	<b>Service Level Agreement</b>
<b>SCHEDULE 3A ENTITY</b>	<b>As per the classification by National Treasury these refer to other National public entities</b>
<b>THE PROJECT</b>	<b>Appointment of SDFs to assist non-participating levy paying companies with the submission of Annexure 2 (WSP/ATR) applications</b>

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## **SECTION A**

### **1. INTRODUCTION**

FoodBev SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev is currently operating in Johannesburg at number 7 Wessel Street, Rivonia, Sandton. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector. FoodBev SETA is one of 21 sector education and training authorities (SETAs) across the economy mandated to deliver on the National Skills Development Plan (NSDP) goals and objectives.

This document serves as Terms of Reference (TOR) for a bid to appoint a panel of Skills Development Facilitators (SDFs) nationally that will provide assistance to non-participating levy paying and eligible entities to complete and submit compliant Annexure 2 applications. The panel will be representing the SETA in ensuring participation and compliance of qualifying levy paying entities to complete and submit Annexure 2 applications when the funding window opens annually on a rotational basis for a period not exceeding 36 months from the date of appointment. FoodBev SETA has entities across all provinces and the selection of SDF will be according to the province in which the SDF is based, and the entity allocation will be proportional to the number of non-participating entities per province.

### **2. SCOPE OF WORK**

The service provider will be expected to render the following services:

- Contact all non-participating and eligible levy paying entities on the database provided by FoodBev SETA or from SARS database and assist them with applying for mandatory and discretionary grants.
- Assist them with the registration on the MIS system.
- Capacitate non-participating levy paying entities on FoodBev SETA requirements and MIS system and ensure that their application is compliant and successfully submitted and approved.
- Perform due diligence and/or workplace evaluation visits, as and when required by FoodBev SETA
- Provide monthly status and progress reports.

### **3. DURATION OF THE SERVICES**

The contract period will be for three (3) years, starting from signature date of the Service Level Agreement. The contract period will however be reviewed when necessary and may be terminated based on any of the following factors, amongst others:

- 3.1. Poor or sub-standard performance.
- 3.2. Gross irregularity.
- 3.3. Lack of need for the service for whatever reason.
- 3.4. Lack of funds.

3.5. Any type of misconduct by the service provider.

#### 4. Pricing Schedule for completed and approved Annexure 2 applications

4.1. The FoodBev SETA will pay a standard service fee for compliant and approved applications:

Standard Fee	
Compliant and Approved applications	R5 000.00 including vat per application

4.2. There will be no price proposals accepted for this bid as the above rates/fees will be offered to all appointed SDFs.

### SECTION B

#### 5. THE BID EVALUATION PROCESS

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

##### 5.1. STAGE 1: Administrative Criteria:

<b>Description of the criteria</b>	<p>a) Bid Submission Format</p> <p>i) The Potential bidder must submit three (3) bid proposals as follows: <b>Two (2)</b> Hard copies and <b>one (1)</b> electronic copy in PDF format saved on a memory stick, clearly marked, and indexed.</p> <p>ii) Bid proposals must be properly bonded, punched and numbered in line with the response format detailed in section 4 of this bid document.</p>
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##### 5.2. STAGE 2: Mandatory Criteria:

<b>Description of the criteria</b>	<p>a. Attendance of compulsory briefing session. A virtual briefing session will be held <b>from (10:00) to (11:00) via Microsoft Teams</b>. Interested bidders must RSVP (with the bid reference number as the subject of the email) two days before the session to the email: <a href="mailto:scm@FoodBev.co.za">scm@FoodBev.co.za</a></p>
<b>Means of verification</b>	<p>a. This will be verified by the bidder signing the online attendance register at compulsory briefing session.</p>

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

### 5.3 MINIMUM REQUIREMENTS FOR APPOINTMENT

Minimum requirements to be considered for appointment, this information must be included in the abridged CV:

- 1) Bidder must have completed an SDF or human resources management qualification at NQF level 5 or above or equivalent.
- 2) Bidder must have at least 3 years' experience conducting SDF services.
- 3) Bidder must have reliable transport and valid driver's licence.
- 4) Bidder must possess a valid certified South African ID
- 5) Bidder must be willing to sign a non-disclosure agreement.
- 6) Bidder must submit proof of residence not older than three (3) months (lease document, rental agreement, municipality bill, bank letter with residential address etc).

Bidder that fails to submit proof for **all** the above minimum requirements will be disqualified and will not proceed to the next stage of evaluation.

### 5.4. STAGE 3: PREFERENCE POINTS SYSTEM

#### 5.4.1 Specific Goals

- a. The following allocation will determine the specific goals **(20.00)** points for this tender process: bidders must score a minimum of **(12.00)** points for specific goals.

Category	% Allocation for each category	Points allocated
Black Individual	50%	10.00
Woman	30%	6.00
Black Youth	15%	3.00
Person with Disability (PwD)	5%	1.00
<b>Total</b>	<b>100%</b>	<b>20.00</b>

- b. Bidders must submit the following documents as a means of verification for specific goals:
  - i. Individual certified ID copy
  - ii. Medical certificate confirming disability status (where applicable).

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

## **SECTION C**

### **6. TENDER SUBMISSION INSTRUCTIONS**

- 6.1 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) T0009: THE APPOINTMENT OF A PANEL OF SKILLS DEVELOPMENT FACILITATORS (SDFs) TO ASSIST NON-PARTICIPATING LEVY PAYERS WITH THE COMPLETION AND SUBMISSION OF ANNEXURE 2 APPLICATIONS**
- 6.2 Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
- 6.3 The closing date, company name and the return address must also be endorsed on the envelope.
- 6.4 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.
- 6.5 Courier Company should indicate on the submission register who they are submitting on behalf of.
- 6.6 No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
- 6.7 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.
- 6.8 All the documentation submitted in response to this bid must be in English.
- 6.9 The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 6.10 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.
- 6.11 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.
- 6.12 A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- 6.13 A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response.
- 6.14 FoodBev SETA reserves the right to call bidders for further presentation of their service or perform due diligence before awarding.
- 6.15 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.

### **7 RESPONSE FORMAT**

- 7.1 **Bidders are requested to note that this is a mandatory criteria and failure to comply with the requirements as set below will result in a bidder's**

**submission being rejected. The soft and hard copy responses from all bidders must be prepared in line with the following section:**

7.2 Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked, indexed and /or numbered):

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

7.2.2 **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)

7.2.3 **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.***

**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: \_\_\_\_\_

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**Noted by the CEO: Ms Nokuthula Selamolela**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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