



 7 Wessels Road | Rivonia | 2128

 07 June 2024

## TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

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### APPOINTMENT OF A RECRUITMENT AGENCY TO FACILITATE THE RESPONSE HANDLING OF RECRUITMENT APPLICATIONS

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites all suitably qualified bidders to submit quotations to provide recruitment services for FoodBev SETA:

<b>Closing date of submission</b>	<b>14 June 2024</b>
<b>Closing time of submission</b>	16h00
<b>Quotes to be e-mailed to</b>	<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>
<b>All quotes must be valid for at least</b>	90 days
<b>Delivery address for the goods</b>	7 Wessel Rd, Rivonia, Johannesburg.

All queries/ clarifications can be sent in writing, citing the bid reference above to the under-mentioned person before the closing date for the quote:

<b>Queries address to</b>	Lunga Mokoena
<b>Telephone Number: Landline</b>	011 253 7375
<b>e-mail address to send queries</b>	<a href="mailto:LunqaM@foodbev.co.za">LunqaM@foodbev.co.za</a>

## 1. BACKGROUND

FoodBev SETA is a PFMA 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 Rd, 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 21 Sector Education and Training Authorities (SETAs) across the economy mandated to facilitate the delivery of skills development in the country in line with National Skills Development Plan (NSDP) outcomes.

## 2. PURPOSE

FoodBev SETA hereby invites reputable service providers who have extensive experience for the recruitment to facilitate the response handling of recruitment applications for its key vacant positions.

## 3. SPECIFICATION

### 3.1 Conduct Response handling for all externally advertised Recruitment Applications amongst others:

- 3.1.1 Oversee response handling.
- 3.1.2 Capture and screen all applications for the advertised positions based on the advert.
- 3.1.3 Prepare a Master List for each of the advertised positions indicating compliance to all requirements.
- 3.1.4 Provide three (3) types of schedules per position:
  - Candidates who fully comply with the selection criteria (competencies required).
  - Candidates who do not fully comply with the selection criteria.
  - Candidates who do not meet the selection criteria.
- 3.1.5 Prepare shortlist files and attend and assist the relevant HR department to prepare the interview shortlist of candidates.
- 3.1.6 Schedule interviews with the candidates and ensure follow-ups etc.
- 3.1.7 Prepare for and participation in interviews.
- 3.1.8 Assist with interview recommendation report and facilitation of verification and background checks.
- 3.1.9 Conduct background checks, reference checks and criminal checks
- 3.1.10 Draft and forward regret letters to unsuccessful applicants.
- 3.1.11 A comprehensive electronic file for all candidates received detailing the full process from start to end that must be submitted to FoodBev SETA at the conclusion of each position recruitment process.

FoodBev SETA HR Department will furnish the successful bidder with all relevant and necessary support upon commencement of the contract:

## 4. EVALUATION CRITERIA

**The following criteria will be adhered to:**

- 4.1 **Criteria 1:** Administrative evaluation – bidders will first be evaluated in terms of administrative requirements, where bidders are required to complete and sign SBD forms and provide supporting documents where.
- 4.2 **Criteria 2:** Functional criteria – Functionality points are equal to 100 points. Bidders are required to achieve a minimum score of 70 points on functionality evaluations in order to qualify to be evaluated on Price and specific goals. All bidders who do not score the minimum points will be disqualified.



**4.3 Criteria 3:** Price and specific goals and this will be evaluated on an 80/20 preferential procurement principle.

**5. CRITERIA 1 – ADMINISTRATIVE EVALUATION**

The Bidders must submit:

- 5.1** Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 5.2** Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1, SBD 8 & SBD9): completed and signed by the duly authorized person.
- 5.3** Tax clearance certificate and Pin.
- 5.4** Proof of accreditation with Services SETA.

**6. CRITERIA 2 - FUNCTIONALITY EVALUATION**

**7. FUNCTIONALITY EVALUATION**

Functional criteria	Weight	
<b>1. Capacity and Competency</b>	<b>30.00</b>	
The bidder to provide at least five (5) reference letters from contactable different clients (excluding FoodBev SETA) for similar services provided in the last five (5) years. The reference letters must be on the bidder’s client’s letterhead, duly signed by the authorized person, reflecting the: <ul style="list-style-type: none"> <li>i. nature of the service provided;</li> <li>ii. level of satisfaction for the service and performance of the bidder; and</li> <li>iii. name and contact details of contact person.</li> </ul>		
▪ No relevant reference letters provided		<b>0.00</b>
▪ At least one (1) relevant reference letter		<b>5.00</b>
▪ At least two (2) relevant reference letters		<b>10.00</b>
▪ At least three (3) relevant reference letters		<b>15.00</b>
▪ At least four (4) relevant reference letters = 20.00 points		<b>20.00</b>
▪ At least five (5) relevant reference letters = 30.00 points		<b>30.00</b>
<b>2. Project Lead Experience</b>	<b>30.00</b>	
The bidder must provide a short profile and CV clearly highlighting qualifications, skills, and experience in providing similar services. The CV must demonstrate a minimum of 5 years’ experience		
<b>3. Experience:</b>		
▪ No experience	<b>0.00</b>	
▪ 1- 2 years’ experience	<b>10.00</b>	
▪ 2-4 years’ experience	<b>20.00</b>	



<ul style="list-style-type: none"> <li>▪ Five (5) years or more experience</li> </ul>	<b>30.00</b>	<b>20.00</b>
<b>4. Company Profile</b>		
Bidder must submit a company profile indicating the core activities and number of years the bidder has been providing similar services. The company profile must include the company organogram which will clear indicate resources names, responsibilities, and years of experience		
<ul style="list-style-type: none"> <li>▪ Less than two years of company experience</li> </ul>	<b>0.00</b>	
<ul style="list-style-type: none"> <li>▪ Two to five years of company experience</li> </ul>	<b>10.00</b>	
<ul style="list-style-type: none"> <li>▪ More than five years of company experience</li> </ul>	<b>20.00</b>	
<b>5. Project Team Qualification</b>		<b>Weight</b>
The bidders must submit a valid certified qualification in human resource or other related fields. NB: Bidders must attach certified copies of qualifications that are not older than 6 months. Uncertified qualification certificates will not be accepted and will therefore not score any points. Foreign qualifications are required to be accompanied by a SAQA evaluation certificate.		<b>20.00</b>
<ul style="list-style-type: none"> <li>▪ Irrelevant/less qualification = 0 points</li> </ul>	<b>0.00</b>	
<ul style="list-style-type: none"> <li>▪ National Diploma = 10 points</li> </ul>	<b>10.00</b>	
<ul style="list-style-type: none"> <li>▪ BCom degree = 15 points</li> </ul>	<b>15.00</b>	
<ul style="list-style-type: none"> <li>▪ Honours degree = 20 points</li> </ul>	<b>20.00</b>	
<b>Total</b>		<b>100.00</b>

**Note: the minimum score for functionality is 70.00 points.**

- Please note that the Evaluation Committee will use their own discretion to assess quality of all bid proposals received in relation to above functionality criteria and may further verify information submitted from relevant sources/your clients and use their own discretion to score the bidders proposal accordingly.
- It is the responsibility of the bidder to seek clarity by enquiry before submission of the final bid, where the criteria are construed to be ambiguous or confusing. Should there be a difference of interpretation between the bidders and FoodBev SETA, the SETA reserves the right to make a final ruling on such interpretation.
- FoodBev SETA may request clarification or additional information regarding any aspect of the tender document or proposal submitted. The bidders must supply the requested information within forty-eight (48) hours after receipt of written request from supply chain office. Failure to submit such information may result in disqualification or non-award of functionality points.



## 8. PREFERENCE POINTS ALLOCATION

### 8.1. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2 000 and up to R50 million as follows:

CRITERIA	SUB-CRITERIA	POINTS
Price	Detailed budget breakdown	80
Specific goals	Specific goals	20
Total Points		<b>100</b>

### 8.2 Specific goals points allocations for this RFQ is as follows:

Category	% Allocation for each category	Points allocated
Black People Ownership	50%	10,00
Woman Ownership	*30%	6,00
Black Youth Ownership	*20%	4,00
<b>Total</b>	<b>100%</b>	<b>20,00</b>

\* only representation is required from these categories, regardless of the percentage. Evidence of representation in ownership is required for eligibility to score points for specific goals.

## 9. CONDITIONS OF CONTRACT

### The successful service provider undertakes:

- 9.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 9.2. Not to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the FoodBev SETA;
- 9.3. Not to copy or duplicate any software or documentation for private use;
- 9.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 9.5. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 9.6. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 9.7. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 9.8. The FoodBev SETA reserves the right to discontinue work on any element of the quotation at any given time in consultation with the Senior Manager: Human Resources of the FoodBev SETA, for example the quality of work delivered is poor or the service provider is unduly delaying delivery of service;
- 9.9. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.



- 9.10. The Contract/SLA may be finalized within a period of maximum of five (5) working days for signature before commencement of the work. Bidders must note that FoodBev SETA contracts are vetted by outsourced lawyers therefore it is important to note that it is the responsibility of the bidder to also vet their contract before signing it off.
- 9.11. If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- 9.12. If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for specific goals, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 9.13. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## 10. IMPORTANT INFORMATION TO NOTE - GUIDELINES

### 10.1. Disclosures

- a) Bidder to disclose if they have been subject to proceedings or other arrangements relating to bankruptcy or insolvency

## 11. DISCLAIMER

- 11.1. FoodBev SETA reserves the right not to appoint a service provider
- 11.2. Not to appoint a bid that scored the highest points i.e. award a bid, on reasonable and justifiable grounds, to a bidder that did not score the highest points
- 11.3. Award the contract or any part thereof to one or more service providers
- 11.4. Reject all bids
- 11.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 11.6. Request further information from any bidder after closing date for clarity purposes
- 11.7. Cancel this RFQ or any part thereof at any time
- 11.8. Require the shortlisted bidders to make presentations at the venue communicated with the bidder and this presentation will be made by bidder at their own cost
- 11.9. Points scored will be rounded to 2 decimals
- 11.10. FoodBev SETA does not communicate with any bidders telephonically indicating that the bidder will be assisted to receive the award in return of financial resources. FoodBev SETA does not request bribes from any of the bidders and should a bidder receive such request, please that bidder must immediately notify FoodBev SETA and the police.

## 12. CONFIDENTIALITY

- 12.1. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 12.2. All information pertaining to FoodBev SETA obtained by the bidder as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from the FoodBev SETA
- 12.3. The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.



### 13. MISCELLANEOUS

- 13.1. The service provider should include any additional information deemed useful to the FoodBev SETA in evaluating the proposal.

### 14. NEGOTIATIONS

- 14.1. FoodBev SETA will enter into negotiations to agree on fees, scope of work, scope of service, and other salient commercial terms with the preferred bidder.

### 15. VALIDITY

- 15.1. The proposal provided to FoodBev SETA in terms of this request for quotations will be valid for a period of 90 days from the date of submission with the exception of the Tax and B-BBEE certificates which must still be valid at the time of award.
- 15.2. Should there be a need to request extension of the finalization of the award of the bid, the bidders will be duly informed, and the tender/proposal will remain valid except for items mentioned above.

### 15. CONDITIONS OF PAYMENT

- 15.1. No service should be provided to FoodBev SETA before an official purchase order has been issued to the supplier. An invoice supported by all relevant documentation must be submitted to FoodBev SETA for certification and authorization before payment can be made. Invoices will be payable 30 days after receipt of the invoice and statement.

### 16. COST OF TENDERING/ PROVIDING QUOTATIONS

- 16.1. The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal. FoodBev SETA shall under no circumstances be responsible and/or liable for any such costs, regardless of, and without limitation to the conduct or outcome of the tendering, evaluation and selection process. The bidder will have no claim against FoodBev SETA where bids are cancelled for whatever reason.

### 17. UNSUCCESSFUL BIDDERS

- 17.1. Please note FoodBev SETA decision on the selection of the successful bidder is final and FoodBev will not enter any further correspondence and/or negotiations with any unsuccessful bidder.

### 18. PROCEDURES FOR SUBMITTING QUOTATIONS

- 18.1. **The closing date for proposals submission is 14 June 2024 @ 16h00.**  
Suppliers must reach the FoodBev SETA before or on the closing date and time. Bidders must email a soft copy of their proposal to: [scm@foodbev.co.za](mailto:scm@foodbev.co.za).

