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19 September 2024

REQUEST FOR QUOTATIONS

APPOINTMENT OF A SUITABLE PROVIDER TO FACILITATE AN ETHICS MANAGEMENT STRATEGY AND IMPLEMENTATION PLAN WORKSHOP

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit quotations to facilitate an ethics management strategy and implementation plan workshop as follows:

Closing date of submission	01 October 2024
Closing time of submission	11:00 a.m. (Telkom time)
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the goods	7 Wessel Road, 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:

Queries address to	Lerato Phaka-Nkabinde
Telephone Number: Landline	011 253 7300
e-mail address to send queries	LeratoN@FoodBev.co.za

1. BACKGROUND

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 Road, Rivonia. 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 seeks to appoint a suitably qualified and experienced service provider to facilitate an ethics management strategy and implementation plan workshop. The services required include assisting management in drafting the strategy and plan.

3. SCOPE OF WORK

3.1. The scope of work is as follows:

3.1.1. facilitate a customised workshop to FoodBev SETA management on developing an Ethics Management Strategy and Plan.

3.1.2. Provide a documented draft Ethics Management Strategy and Plan customised for the FoodBev SETA, and informed by the FoodBev SETA risk profile.

3.1.2.1. The strategy should assist the FoodBev SETA to build on the opportunities and mitigate the ethics risks, to thus enable the organisation to enhance its ethical culture.

3.1.2.2. The plan should comprise of SMART interventions aligned to the strategy for FoodBev SETA to implement.

4. AGREEMENT FOR DELIVERABLES

4.1. The service provider must have a good understanding of the SETA environment to ensure that the workshop is carried out with ease.

4.2. The service provider must a detailed project plan incorporating schedule/timelines and breakdown for the workshop and drafting of the strategy and plan.

5. EVALUATION CRITERIA

5.1. **Criteria 1: Compliance evaluation**– bidders will first be evaluated in terms of compliance, that is, meeting minimum requirements. Bidders who do not fulfil all the requirements or do not submit required documents using the required format, will be disqualified and will not move onto the next stage of evaluations.

5.2. **Criteria 2: Functional criteria –** Functionality points are equal to **100.00** points. Bidders are required to achieve a minimum score of **70.00** points on functionality evaluations to qualify to be evaluated on Price & Specific Goals. All bidders who do not score the minimum points will be disqualified.

5.3. **Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids above R2000 but below R50 million.

6. CRITERIA 1 – COMPLIANCE EVALUATION

The Bidders must submit:

6.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
6.2. Standard Bidding Documents (SBD) forms: (SBD 1, 4, SBD 6.1): completed and signed by the duly authorized person.
6.3. Tax clearance certificate and Pin.
6.4. BBBEE Certificate or affidavit

Failure to submit the above documents will result in the bidder being disqualified.

7. CRITERIA 2 - FUNCTIONALITY EVALUATION

Functional criteria		Weight
1. Capacity and Competency		
The bidder must provide a minimum of 5 (five) relevant reference letters or testimonials for similar work done in a private or public sector environment in the last 3 (three) years. The reference letters must be on the bidder's client's letterhead, duly signed by the authorized person, reflecting the level of service and performance provided by the bidder:		**50.00**
▪ No relevant reference letters provided	**0.00**	
▪ Less than five (5) reference letters	**0.00**	
▪ Five (5) or more reference letters	**50.00**	
2. Project Team experience		**Weight**
The bidder must be a member or supporter of The Ethics Institute (TEI) and provide evidence thereof. The project team must comprise of a certified ethics officer / professional, experienced in conducting similar services. The bidder must provide a short profile(s) of the facilitator(s) and CV(s) clearly highlighting qualifications (minimum NQF level 7), skills, and experience in providing the required services. (bidder to provide certified certificate(s)). **Foreign qualifications must be accompanied by SAQA evaluation certificate. Foreign qualifications not accompanied by SAQA evaluation proof will not be considered.*		**50.00**
2.1. Experience:		
▪ No experience and qualification submitted	**0.00**	
▪ Less than five (5) years' experience demonstrated in the CV and submission of a certified qualification(s)	**0.00**	
▪ Five (5) years or more experience demonstrated in the CV and submission of a certified qualification(s)	**50.00**	
Total		**100.00**

Note: the minimum score for functionality is 70 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 twenty-four (24) hours after receipt of a 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 R2000 and 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**

8.1.1. 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	50%	10,00
Woman Ownership	*30%	6,00
Black Youth Ownership	*20%	4,00
Total	**100%**	**20,00**

**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:

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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. To comply with the provisions of the Protection of Personal Information Act (POPIA), as well as all applicable legislation as amended or substituted from time to time

9.6. To secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organizational measures to prevent loss, damage, unauthorized destruction, access, use, disclosure, or any other unlawful processing of Personal Information;

9.7. General conditions of tender, contracts and orders will be applicable in the execution of the contract;

9.8. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;

9.9. Failure to adhere to the above conditions will lead to the invalidation of the quotation;

9.10. 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;

9.11. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.

9.12. 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.

9.13. 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.

9.14. 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.

9.15. 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**

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 RFP is confidential and must not be disclosed without written authorization from the FoodBev SETA.

12.3. The bidder must adhere to FoodBev SETAs Code of Conduct, Corruption and Anti-Fraud policy 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 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 except for 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.

16. CONDITIONS OF PAYMENT

16.1. No service should be provided to FoodBev SETA before an official purchase order has been issued to the supplier.

16.2. An invoice supported by all relevant documentation must be submitted to FoodBev SETA for certification and authorization before payment can be made.

16.3. Invoices will be payable 30 days after receipt of the invoice and statement.

17. COST OF TENDERING/ PROVIDING QUOTATIONS

17.1. The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal.

17.2. 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.

17.3. The bidder will have no claim against FoodBev SETA where bids are cancelled for whatever reason.

18. UNSUCCESSFUL BIDDERS

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

19. COMPULSORY BRIEFING SESSION

19.1. Not Applicable