



REQUEST FOR BIDS

BID DETAILS

BID NUMBER:	FB SETA (24-25) T0001
CLOSING	Date: 03 October 2024
	Time: 12:00 p.m.
DESCRIPTION:	THE APPOINTMENT OF A PANEL OF EXTERNAL MODERATORS FOR A PERIOD OF THREE (3) YEARS
TECHNICAL QUERIES:	Llewelin Van Zyl/Lunga Mokoena
EMAIL ADDRESS:	scm@foodbev.co.za
COMPULSORY BRIEFING SESSION:	Date: 18 September 2024
TIME:	Virtual Briefing Session (via Microsoft teams)
CONTACT:	11:00 am
LOCATION	011 253 7300
VALIDITY PERIOD	7 Wessel Road Rivonia, 2128
	120 Days

DETAILS OF BIDDER

Organisation/individual:

Contact person:

Telephone/ Cell number:

E-mail address:

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.
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
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
QCTO	Quality Council for Trades and Occupations
QA	Quality Assurance

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TERMS OF REFERENCE
REFERENCE NUMBER: FB SETA (24-25) T0001

THE APPOINTMENT OF A PANEL OF EXTERNAL MODERATORS FOR A PERIOD OF THREE (3) YEARS.

SECTION A

1. INTRODUCTION

The Food & Beverages Manufacturing Sector Education and Training Authority, (hereafter referred to as FoodBev SETA) is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev SETA's purpose 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.

2. OBJECTIVE

This document details the terms of reference (TOR) to appoint a panel of external moderators responsible for conducting induction, interval and exit moderations for all legacy qualifications and skills programmes for learners registered on or before 30 June 2024. The moderators will conduct site visits to ensure effective implementation and continuous improvement of training programmes, as and when required. The moderators will conduct due diligence site visits, as and when required.

External Moderation consists of the following phases:

External moderation forms a key component of FoodBev SETA's monitoring and evaluation processes. FoodBev SETA uses a 3-phase moderation approach for learning programmes as follows:

• **Induction Moderation (Phase 1)**

This phase, known as "programme roll out readiness moderation," ensures the training provider and host employer meet criteria for implementing learning programmes, with all necessary preparations completed.

• **Interval Moderation (Phase 2)**

Interval external moderation validates that the skills development provider (SDP) has implemented the learning and assessment processes as planned, addresses any concerns proactively, and evaluates assessment quality at the halfway point of a learnership, when 50% of credits are achieved.

• **Exit Moderation (Phase 3)**

Exit moderation confirms the SDP has delivered the learning and assessment process according to design, ensuring quality and meeting SETA expectations, and is required for learner certification when 100% of credits are completed.

- **Site Visits**

The site visits ensure the effective implementation and continuous improvement of training programmes by systematically tracking the progress and performance of SDP's and host employers.

3. SCOPE OF WORK

The scope of work includes the following per phase of External Moderation and site visits but not limited to:

3.1. Induction Moderation

- Verify learner recruitment and enrollment
- Confirm that the SDP possesses required accreditations
- Ensure that all learning and assessment instruments are appropriate and meet required standards
- Verify the structure and organisation of the learner's portfolio of evidence.
- Assess readiness of host employer and SDP to deliver the training programme
- Prepare and submit a comprehensive report detailing findings and any recommendations

3.2. Interval Moderation

- Ensure the learning and assessment processes are being implemented as planned
- Evaluate the effectiveness of any corrective actions taken
- Assess the quality of assessment being conducted
- Track progress and achievements of learners at the halfway point (50% of credits achieved)
- Address any concerns proactively to ensure continuous improvement
- Check progress of training against other SETAs programme to ensure the outcome of at least 50% has been assessed.
- Prepare and submit a comprehensive report detailing findings and any recommendations

3.3. Exit Moderation

- Confirm that the training program has been delivered according to design
- Conduct quality assurance of any adjustments
- Verify the achievements of learners and their readiness for certification
- Ensure that all programme requirements have been met
- Confirm that learners are ready for certification and endorsements
- Prepare and submit a comprehensive report detailing findings and any recommendations

3.4. Site Visits

- Visit employers to ensure they are effectively implementing grant-funded learning programmes
- Monitor the progress and performance of SDPs and host employers
- Identify areas of improvement and ensure continuous enhancement of training programs
- Collect relevant data that will be used for conducting analysis
- Prepare and submit a comprehensive report detailing findings and any recommendations

4. DURATION OF THE CONTRACT

- 4.1. The services of the panel will be required for a period of three (3) years.

SECTION B

5. BID EVALUATION PROCESS

- 5.1. The bid evaluation process will be undertaken in accordance with the following staged approach:

Stage 1:	Administrative Requirements
Stage 2:	Mandatory Criteria;
Stage 3:	Functionality Criteria;
Stage 4:	The Preferential Procurement Policy Framework Regulations using the 80:20 points system

5.2. Administrative Requirements

Stage	Criteria	Requirements
Stage 1	Administrative Requirements	<p>(a) Submission of fully completed and duly signed SBD forms (<i>declarations must be answered truthfully to the best of bidder's knowledge</i>).</p> <p>(b) A valid tax clearance certificate or confirmation of pin.</p> <p>(c) The Potential bidder must submit three (3) bid proposals as follows: two (2) original hard copy and one (1) electronic copy in PDF format saved on a memory stick, clearly marked, and indexed.</p>

5.3. Mandatory Requirements

Stage	Criteria	Requirements
Stage 2	Mandatory Requirements	<p>(a) Attendance of a compulsory briefing session. A virtual briefing session will be held from (11:00am) to (12:00pm) 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</p> <p>(b) Proof of residence of the individual or company applicant. (Means of verification will be either lease agreement or municipal statement and should not be dated later than 6 months)</p> <p>(c) An affidavit confirming that the bidder or its direct employees do not have contract as internal moderators/assessors/facilitators with Foodbev SETA accredited Skills Development Providers. (Means of verification will be an affidavit signed and stamped by the commissioner of oath)</p> <p>(d) The bidder must submit their ETDP statement of results for Unit Standard Title: Conduct moderation of outcomes-based assessments, Unit Standard ID: 115759. (Failure to submit any of the above mandatory requirements will lead to the bid to be disqualified from further evaluation)</p>

5.4. STAGE 3: FUNCTIONALITY EVALUATION CRITERIA

CRITERIA:		WEIGHTING ALLOCATED
1. BIDDER’S RELEVANT EXPERIENCE AND QUALIFICATIONS:		
The moderator(s) must demonstrate their experience working as an external moderator. The bidder must submit their updated abridged CV clearly indicating their years of experience in conducting external moderation. The following must be submitted: CV demonstrating years of experience as an external moderator.		
No experience demonstrated in the CV	0.00	30.00
Less than 3 years’ experience working as an external moderator	10.00	
Above 3 years but less than 5 years’ experience working as an external moderator	20.00	
Above 5 years’ experience working as an external moderator	30.00	
REQUIRED SUPPORTING DOCUMENTATION: Updated CV must highlight the specific number of years of experience related to external moderation,		

2. REFERENCE LETTERS		WEIGHTING ALLOCATED
The bidder must demonstrate their abilities as an external moderator in a professional capacity through reference letters. The bidder must submit reference letters from previous appointments as an external moderator. These reference letters should validate the bidder's competence, quality of work, and adherence to standards.		
No reference letter	0.00	20.00
One reference letter	5.00	
Two reference letters	10.00	
Three reference letters	20.00	
REQUIRED SUPPORTING DOCUMENTATION: The reference letters must include the following:		
<ul style="list-style-type: none"> a. Specify the period of the moderator's engagement and scope of work conducted by the moderator as it relates to legacy qualifications and/or skills programmes. b. The authorised person must indicate level of satisfaction with the performance of the moderator. c. Client contact information for further verification or inquiries. d. Signed and dated on the client’s letterhead by an authorised representative of the client. 		

3. METHODOLOGY AND APPROACH		WEIGHTING ALLOCATED
The bidder must submit a detailed methodology and approach outlining how they will effectively manage and execute the three phases of moderation and site visits as per scope of work.		50.00
Unacceptable: Does not meet the requirement. Does not comply and/or insufficient/no information provided.	0.00	
Acceptable: Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled.	20.00	
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	50.00	
REQUIRED SUPPORTING DOCUMENTATION: This methodology and approach should provide a clear and systematic document that demonstrates the bidder's understanding of the responsibilities, challenges, and strategies for ensuring effective moderation and evaluation of training programmes.		
Total		100.00

Bidders must meet the minimum functionality of 70.00 points out of 100 points in order to be evaluated further. Any bid that does not meet the minimum threshold will be not move to the next stage of evaluation.

5.5. STAGE 4: PREFERENCE POINTS SYSTEM

5.5.1 The 80/20 preference points system will be utilized for this bid.

5.5.2 The FoodBev SETA will pay the following standard fees per External Moderation and Monitoring Site Visits conducted:

Standard Moderation Fee			
Moderation Type	Year 1	Year 2	Year 3
External Moderation	R 9,516.25 + Travel per Km at SARS Rates (VAT inclusive)	Fee may or may not be adjusted	Fee may or may not be adjusted
Monitoring Site Visits	Year 1	Year 2	Year 3
	R 4,200.00 + Travel per Km at SARS Rates (VAT inclusive)	Fee may or may not be adjusted	Fee may or may not be adjusted

5.5.3 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)	70%	14.00
Woman Ownership	20%	4.00
Black Youth Ownership	10%	2.00
Total	100%	20.00

Bidder will need to score a minimum of 4.00 Points to be considered for the panel.

5.5.4 Bidders must submit the following documents as a means of verification for specific goals:

For Companies:

- a) CIPC documents (company registration documents),
- b) A copy of a BBEE verification certificate or signed affidavit indicating ownership levels.
- c) Shareholder certificates, and
- d) Copy(ies) of Identity document(s) for shareholder(s).
- e) Central Supplier Database (CSD) full report. *(Not a summary)*

For Individuals:

- a) Copy of Identity document
- b) Central Supplier Database (CSD) full report. *(Not a summary)*

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

SECTION C

6. TENDER SUBMISSION INSTRUCTIONS

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- 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 **FB-SETA (24-25) T0001: The appointment of a panel of external moderators for a period of 3 years for the FoodBev SETA.** The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 07 Wessel St, Rivonia, Sandton, 2128 no later than closing time and date.

- 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. No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
- 6.6. 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.
- 6.7. All the documentation submitted in response to this bid must be in English.
- 6.8. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 6.9. Bids submitted by bidders must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors (if applicable), a copy of which Resolution, duly certified be submitted with the Tender.
- 6.10. 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.
- 6.11. A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- 6.12. It is the bidder's responsibility to submit SAQA evaluation for foreign qualifications, foreign qualification/s without SAQA evaluation will not be considered.

7. RESPONSE FORMAT

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

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

- 7.3. **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. References from each respective in relation to the External moderations conducted.

- c. Qualifications and Experience – This section shall contain relevant information on qualifications and experience related to the relevant profession
- d. The onus is on the bidder to provide FB SETA with SAQA evaluation for foreign qualifications.
- e. 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.
- f. Rejection of bids: FoodBev SETA reserves the right not to proceed with the award of the proposal.
- g. Standard Bidding Documents (duly completed and signed)

7.4. Schedule 2:

Submission of what is relevant as a company or an Individual.

- a. Valid tax clearance certificate or confirmation of pin.
- b. Copies of the bidders CIPC / or company registration documents listing all members with percentages.
- c. Latest certified copies of all share certificates in case of a company.
- d. Certified ID copies of all directors.
- e. Submission of proof of the bidder's registration on the CSD (Full report)
- f. Submission of BBBEE verification certificate or signed affidavit.

Please 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.

8. AUTHORISATION

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

9. ANNEXURES

- 9.1. ANNEXURE A - COMPLIANCE DOCUMENTS AND CONDITIONS TO TENDER**
- 9.2. ANNEXURE B – SBD FORMS**
- 9.3. ANNEXURE C- GENERAL CONDITIONS OF CONTRACT (GCC)**