

REQUEST FOR QUOTATIONS

APPOINTMENT OF A SUITABLE PROVIDER TO PROVIDE FOR SALARY BENCHMARKING, SALARY SCALES, AND PAY PROGRESSION SERVICES

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites suitable service providers to submit quotations to provide Salary Benchmarking, Salary Scales, and Pay Progression services.

Closing date of submission	22 November 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	60 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	Lunga Mokoena
Telephone Number: Landline	011 253 7300
e-mail address to send queries	LungaM@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 is seeking proposals from qualified service providers to conduct a comprehensive salary benchmarking, salary scales, and pay progression exercise for 80 positions within the organization. The benchmarking should focus on Schedule 3A entities and the 21 Sector Education and Training Authorities (SETAs). This exercise aims to align our remuneration framework with industry standards to ensure competitive, equitable, and compliant pay structures.

Mr A Campbell: Independent Board Chairperson, Ms N. Selamolela: Chief Executive Officer

3. SCOPE OF WORK

The appointed service provider will be responsible for the following:

Salary Benchmarking:

- a) Conduct salary benchmarking for 80 positions using relevant data from Schedule 3A entities and the 21 SETAs.
- b) Benchmark salaries, including total compensation packages, against comparable roles in these entities.

Development of Salary Scales:

- a) Design salary scales for each benchmarked position, aligned with the internal pay structure and external market standards.
- b) Ensure the scales accommodate changes in the market and performance factors.

Pay Progression Recommendations:

- a) Provide recommendations on a pay progression model that rewards experience, performance, and longevity.
- b) Ensure that all recommendations are compliant with local labor laws and regulations, as well as industry standards.

4. DELIVERABLES

1. A comprehensive salary benchmarking report, including comparisons with Schedule 3A entities and the 21 SETAs.
2. A proposed salary scale structure for all 80 positions.
3. A pay progression plan, detailing how employees can advance within the salary scales over time based on performance and experience.
4. Presentation of findings and recommendations to Foodbev SETA's leadership and Board.

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 fulfill all the requirements or do not submit required documents using the required format, will be disqualified and not move on to 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 Specific goals & Prices. 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 R2 000 but below R50 million.

6. CRITERIA 1 - COMPLIANCE EVALUATION

- 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, SBD 4, SBD 6.1): completed and signed by the duly authorized person.
- 6.3. Tax clearance certificate and Pin.

7. CRITERIA 2 – FUNCTIONALITY EVALUATION

Functional criteria	Weight
1. Company Experience	
<p>The bidder must provide at least five (5) reference letters from contactable clients for similar services provided in the last (5) years.</p> <p>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.</p> <ul style="list-style-type: none"> ▪ Less than 2 reference letters = 0.00 points ▪ At least two (2) reference letters = 10.00 points ▪ At least three (3) reference letters = 30.00 points ▪ Five (5) or more reference letters = 50.00 points 	50.00
2.Experience of Project Team	
Project Team Leader	
<p>The Project Team Leader should have at least 5 years' experience in conducting similar projects and possess at least an NQF level 8 relevant qualification.</p> <p>CV of the Project Team Leader clearly detailing experience in conducting employee satisfaction surveys must be submitted. Certified copy of academic qualification(s) must also be submitted.</p> <ul style="list-style-type: none"> ▪ No experience = 0.00 points ▪ CV showing one (1) to four (4) years' experience = 10.00 points ▪ CV showing five (5) years' experience or more = 20.00 points 	20.00
Project Team	
<p>The Project Team to be allocated to this project, must clearly detail their experience in conducting similar projects. The project team members should possess an NQF level 7 qualification.</p> <p>At least two (2) technical resources with a minimum of three (3) years relevant experience in the services required.</p>	

CVs of the Project Team clearly detailing experience in conducting employee satisfaction surveys must be submitted. Certified copies of academic qualification(s) must also be submitted.	20.00
<ul style="list-style-type: none"> ▪ No experience = 0.00 points ▪ One (1) member with experience illustrated in the CV and relevant qualifications = 10.00 points ▪ Two (2) members with experience illustrated in the CVs and relevant qualifications = 20.00 points 	
3. Methodology	
A detailed implementation plan in response to the terms of reference and Company profile including detailed methodology	
<ul style="list-style-type: none"> ▪ No project plan and company profile submitted = 0.00 points ▪ Submission of project plan and company profile= 10.00 points 	10.00
Total	100.00

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 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. CRITERIA 3 - PREFERENCE POINTS ALLOCATION

8.1. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million as follows:

CRITERIA	MEANS OF VERIFICATION	POINTS
Price	Proposed Bid Price	80,00

Mr A Campbell: Independent Board Chairperson, Ms N. Selamolela: Chief Executive Officer

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

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: Corporate Services 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.

11. IMPORTANT INFORMATION TO NOTE - GUIDELINES

11.1. Disclosures

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

12. DISCLAIMER

- 12.1. FoodBev SETA reserves the right not to appoint a service provider.
- 12.2. 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.

- 12.3. Award the contract or any part thereof to one or more service providers.
- 12.4. Reject all bids.
- 12.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements.
- 12.6. Request further information from any bidder after closing date for clarity purposes.
- 12.7. Cancel this RFQ or any part thereof at any time.
- 12.8. Points scored will be rounded to 2 decimals.
- 12.9. 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.

13. CONFIDENTIALITY

- 13.1. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 13.2. 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 authorisation from the FoodBev SETA.
- 13.3. The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.

14. MISCELLANEOUS

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

15. NEGOTIATIONS

- 15.1. 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.

16. VALIDITY

- 16.1. 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 pin which must still be valid at the time of award.
- 16.2. 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.

17. CONDITIONS OF PAYMENT

- 17.1. 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.

18. COST OF TENDERING/ PROVIDING QUOTATIONS

- 18.1. 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.

19. UNSUCCESSFUL BIDDERS

- 19.1. Please note FoodBev SETA 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.

20. PROCEDURES FOR SUBMITTING QUOTATIONS

- 20.1. **The closing date for proposals is 22 November 2024 @ 11h00.**
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.