

REQUEST FOR BIDS

BID DETAILS

BID NUMBER:	FB SETA (24-25) T0003	
CLOSING	Date:	14 FEBRUARY 2025
	Time:	12:00 P.M.
DESCRIPTION:	THE APPOINTMENT OF A SERVICE PROVIDER TO EVALUATE GRANTS OVER A THREE (3) YEAR PERIOD.	
TECHNICAL QUERIES:	Vuyolwethu Madyaka/Lunga Mokoena	
EMAIL ADDRESS:	<u>scm@foodbev.co.za</u>	
COMPULSORY BRIEFING SESSION:	Date: 31 January 2025	
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:

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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.
DUE DILIGENCE	A verification of information that has been received during application to assess the applicant's operational capacity.
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.
SCHEDULE 3A ENTITY	As per the classification by National Treasury these refer to other National public entities
SCM	Supply Chain Management
SLA	Service Level Agreement

TERMS OF REFERENCE
REFERENCE NUMBER: FB SETA (24-25) T0003

THE APPOINTMENT OF A SERVICE PROVIDER TO EVALUATE GRANTS OVER A THREE (3) YEAR PERIOD.

SECTION A

1. INTRODUCTION

The Food and Beverages Manufacturing SETA (“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 Sandton. FoodBev SETA’s function is to promote, facilitate and incentivise skills development in the Food and Beverages Manufacturing Sector. FoodBev SETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to implement the National Skills Development Plan (NSDP) outcomes.

2. PURPOSE

FoodBev SETA seeks to appoint a qualified and experienced service provider to conduct an evaluation of grant applications, ensuring compliance and adherence to prescribed evaluation criteria. The appointed service provider will evaluate both online and manual applications and/or proposals for a period of three (3) years.

The objective of this project is to ensure a fair, transparent, and efficient evaluation processes for grant applications and/or proposals submitted to FoodBev SETA, enabling the identification and recommendation of eligible applications and/or proposals for consideration and subsequent approval by the various internal committees.

3. SCOPE OF WORK

The appointed service provider will, inter alia:

- a) **Evaluate applications and/or proposals for compliance:**
 - Review grant applications or proposals for compliance with submission requirements and eligibility criteria.
 - Verify the completeness and accuracy of submitted documentation.
- b) **Assess compliant applications and/or proposals:**
 - Evaluate compliant applications or proposals using the pre-defined evaluation criteria set by FoodBev SETA.
- c) **Recommend eligible applications and/or proposals:**
 - Develop comprehensive evaluation reporting mechanisms for applications or proposals reviewed.
 - Make clear, justified recommendations on eligible applications or proposals for presentation to the internal committees.
 - Quality assure evaluated application or proposal.
 - Communicate with all applicants on the success or failure of their applications, including sending letters of award and contracts to successful applicants.
- d) **Provide Progress Reports and Feedback:**
 - Provide evaluation reports and a final comprehensive report summarizing the evaluation process, results, and recommendations.
 - Compile committee reports after presentation to the various committees.
 - Provide secretariat services, including compiling minutes, reports and submissions for FoodBev SETA decision-making committees.

4. DURATION

The contract will be for a period of three (3) years from effective date of the contract.

5. VALIDITY PERIOD

The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without change the personnel proposed for the services together with their proposed rates.

6. PRICE SPECIFICATION REQUIREMENTS

Please provide prices broken down as per table below: Bidders must submit a detailed pricing schedule as part of the proposal. On average the SETA receives a total of about 3,500 applications from the discretionary grants and about 200 proposals on special projects.

Resources	No of resources required	Hourly rate per resource (Year 1)
Project Leader	1	
Project Manager	1	
Evaluators	3	
Administrators	6	

*The rate of the outer years may be adjusted based on the average CPI.

SECTION B

1. BID EVALUATION PROCESS

1.1. 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 Regulation using the 80:20 points system.

1.1.1. Stage 1: Administrative Requirements

Stage	Criteria	Requirements
Stage 1	Administrative requirements	<p>(a) Submission of fully completed and duly signed SBD forms (declarations must be answered truthfully to the best of bidder's knowledge).</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 copies and one (1) electronic copy in PDF format saved on a memory stick, clearly marked, and indexed.</p> <p><i>(Bidder to ensure both hard copies and a soft copy are submitted, failure to submit all copies may lead to non-evaluation of the bid document)</i></p>

1.1.2. Stage 2: Mandatory Requirement

Stage	Criteria	Requirement
Stage 2	Mandatory Requirement	<p>(a) Attendance of a compulsory briefing session. A virtual briefing session will be held from (11:00am) to (12:00pm) via Microsoft Teams. The teams meeting link is provided on the FoodBev SETA website under this tender advert. Bidders can also request the meeting link by emailing: scm@foodbev.co.za</p> <p><i>(Failure to adhere to the above mandatory requirement will lead to the disqualification of the bidders bid)</i></p>

1.1.3. Stage 3: Functionality Evaluation Criteria

1. EXPERIENCE		WEIGHTING ALLOCATED
The bidder must prove their abilities as service provider who has evaluated grants in a professional capacity by attaching reference letters and detailed CVs for the project team.		
1.1 Reference letters		
The bidder must submit reference letters not older than 5 years indicating their relevant experience in evaluating grants.		20,00
• Three (3) reference letters / testimonials submitted	20,00	
• Two (2) reference letters / testimonials submitted	15,00	
• One (1) reference letters / testimonials submitted	10,00	
• No reference letters / testimonials submitted	0,00	
<p>REQUIRED SUPPORTING DOCUMENTATION: The reference letters must include the following:</p> <ul style="list-style-type: none"> • Specify the period of the evaluation of the grants, summary of scope of work and value of the contract. • The authorised person must indicate the level of satisfaction with the performance of the service provider. • Client contact information for further verification or inquiries. • Signed and dated on the client's letterhead by an authorised representative of the client. <p>Reference checks may be conducted on the above criteria. It is, therefore, the responsibility of the bidder to ensure that the reference letters/ testimonials submitted contains all relevant information and contact details.</p>		
2. CAPACITY TO DELIVER		
2.1.1 Project Lead		
The project leader must have at least six (6) years' experiences as a project leader in the strategic execution of similar projects AND possess at least an NQF level 8 qualification. Please Note: Points will only be allocated if the proposed project leader is in possession of the required years of experience and the necessary qualifications.		10,00
• Six (6) Years' or above experience and relevant qualifications	10,00	
• Above 3 years but less than 6 years' experience and relevant qualification	5,00	
• Less than 3 years' experience and relevant qualification	0,00	
<p>REQUIRED SUPPORTING DOCUMENTATION: Certified copy of the required NQF level 8 relevant qualification(s). Note that foreign qualifications must be evaluated and approved by SAQA for the bidder to be eligible for points. An Abridged CV of the project lead clearly showing relevant experience evaluating of Grants Reference checks may be conducted on the above criteria. It is, therefore, the responsibility of the bidder to ensure that the CV and qualifications submitted contains all relevant information and contact details</p>		

2.1.2 Project Manager		
<p>The project manager must have at least five (5) years' experiences as a project manager in the day-to-day execution/ implementation of similar projects AND possess at least an NQF level 7 qualification.</p> <p>Please Note: Points will only be allocated if the proposed project manager is in possession of the required years of experience and the necessary qualifications.</p>		15,00
<ul style="list-style-type: none"> • Five (5) Years' or above experience and relevant qualifications 	15,00	
<ul style="list-style-type: none"> • Above 3 years but less than 5 years' experience and relevant qualification 	10,00	
<ul style="list-style-type: none"> • 1- 3 years' experience and relevant qualification 	5,00	
<p>REQUIRED SUPPORTING DOCUMENTATION: Certified copy of the required NQF level 7 relevant qualification(s). Note that foreign qualifications must be evaluated and approved by SAQA for the bidder to be eligible for points. An Abridged CV of the project manager clearly showing relevant experience in evaluating of grants. Reference checks may be conducted on the above criteria. It is, therefore, the responsibility of the bidder to ensure that the CV and qualifications submitted contains all relevant information and contact details</p>		
2.1.3 Project Team		
<p>Evaluators – team of three (3) members with three (3) years' experience for each member in evaluating applications or proposals and NQF level 6 qualifications.</p>		
<ul style="list-style-type: none"> • Three (3) members with three (3) years' experience and NQF level 6 qualification 	15,00	15,00
<ul style="list-style-type: none"> • Three (3) members with two (2) years' experience and NQF level 6 qualification 	10,00	
<ul style="list-style-type: none"> • Three (3) members with one (1) year experience and NQF level 6 qualification 	5,00	
<ul style="list-style-type: none"> • Less than three (3) members with less than (one) 1 year experience and NQF level 6 qualification 	0,00	
<p>Administrators – team of six (6) members with two (2) years' experience for each member in administration and NQF level 5 qualification</p>		
<ul style="list-style-type: none"> ▪ Six (6) members with two (2) years' administrative experience and NQF level 5 qualification 	5,00	5,00
<ul style="list-style-type: none"> ▪ Six (6) members with 1- 2 years' administrative experience and NQF level 5 qualification 	2,00	
<ul style="list-style-type: none"> ▪ Less than six (6) members with no administrative experience and no NQF level 5 qualification 	0,00	
<p>REQUIRED SUPPORTING DOCUMENTATION:</p>		

<p>Certified copies of the required NQF level 5 and 6 qualifications. Note that foreign qualifications must be evaluated and approved by SAQA for the bidder to be eligible for points.</p> <p>The bidder must also submit abridged CVs for each proposed team member clearly showing their allocated role in the project and their respective relevant experience.</p> <p>Reference checks may be conducted on the above criteria. It is, therefore, the responsibility of the bidder to ensure that the CV and qualifications submitted contains all relevant information and contact details.</p>		
<p>2. PROJECT TECHNICAL APPROACH AND METHODOLOGY</p>		<p>WEIGHTING ALLOCATED</p>
<p>The bidder must submit a proposal with a clear technical approach and methodology on how they intend to implement the evaluation of grant applications and/or proposals.</p>		
<p>Methodology</p>		
<p>As part of the proposal the bidder must provide a comprehensive methodology detailing collaboration and engagement, streamlining processes, quality assurance, personnel management, tools and technology management (FBS systems), compliance and governance, risk management and delivery on the scope of work as indicated in section A clause 3 above.</p>		
<p>Excellent: Satisfies all 8 methodology requirements in line with the scope of work. The proposal is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides details of how requirements and the scope of work will be met in full.</p>	<p>20,00</p>	<p>20,00</p>
<p>Good: Satisfies 6-7 of the methodology requirements in line with the scope of work. The proposal is sufficiently detailed to demonstrate a good understanding and provides details how requirements and the scope of work will be fulfilled.</p>	<p>15,00</p>	
<p>Acceptable: Satisfies 3-5 of the methodology requirements in line with the scope. The proposal shows an acceptable level of understanding of the requirements and provides some satisfactory level of details on how the requirements will be fulfilled.</p>	<p>10,00</p>	
<p>Unacceptable: Satisfies less than 3 of the methodology requirements in line with the scope. Does not comply and/or insufficient/no information provided.</p>	<p>0,00</p>	
<p>SETA Experience</p>		
<p>Experience in evaluating SETA grants (discretionary and/or mandatory and/or special projects)</p>		<p>15,00</p>
<p>Total</p>		<p>100,00</p>

Bidder must meet the minimum functionality of **75,00** points out of 100 points in order to be evaluated further. Any bid that does not meet the minimum threshold will not move to the next stage of evaluation.

1.1.4. Stage 4: Preference Points system

8.1.4.1 Preferential Points System

The 80/20 preference points system will be utilized for this bid. This preference points system is for the acquisition of goods or services with a Rand value 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

8.1.4.2 Specific Goals

The following allocation will determine the specific goals for this tender process

Criteria	% Allocation for each category	Points
Black People Ownership (> 51% blacks)	60%	12.00
Women Ownership	30%	6.00
Black Youth Ownership	10%	2.00
Total Points	100%	20.00

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

- 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*)

SECTION C

3.1. TENDER SUBMISSION INSTRUCTIONS

- 3.1.1. Tenders should be submitted in triplicate consisting of two hard copies and one electronic copy, all bound in a sealed envelope endorsed, **BID NO: FB SETA (24-25) T0003: THE APPOINTMENT OF A SERVICE PROVIDER TO EVALUATE GRANTS**. The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 7 Wessel St, Rivonia, Sandton, 2128 no later than closing time and date.
- 3.1.2. Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
- 3.1.3. The closing date, company name and the return address must also be endorsed on the envelope.
- 3.1.4. 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.
- 3.1.5. No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
- 3.1.6. 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.
- 3.1.7. All the documentation submitted in response to this bid must be in English.
- 3.1.8. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 3.1.9. 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.
- 3.1.10. 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.
- 3.1.11. A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- 3.1.12. A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response.

- 3.1.13.** FoodBev SETA reserves the right to call bidders for further presentations before awarding.
- 3.1.14.** The onus is on the bidder to provide FB SETA with SAQA evaluation for foreign qualifications. Foreign qualification/s not accompanied by SAQA evaluation will not be considered.

4.1. RESPONSE FORMAT

Bidders are requested to note that this is a guidance to responding to the evaluation criteria as detailed above. The soft and hard copy responses from all bidders must be prepared in line with the following section (each schedule must be clearly marked, indexed and /or numbered):

- 4.1.1. Cover Page:** The cover page must clearly indicate the bid reference number, bid description and the bidder's name.
- 4.1.2. Schedule 1:**
- 4.1.2.1. 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
 - 4.1.2.2. Brief company profile**
 - 4.1.2.3. Qualifications and Experience** – This section shall contain relevant information on qualifications and experience related to the relevant profession.
 - 4.1.2.4. List of Project team** – 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.
 - 4.1.2.5. 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.

- 4.1.2.6. **Rejection of bids:** FoodBev SETA reserves the right not to proceed with the award of the proposal.

4.1.3. Schedule 2:

- 4.1.3.1. Valid tax clearance certificate or confirmation of pin.
- 4.1.3.2. 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.
- 4.1.3.3. Original certified copy of the company's professional accreditation (not a copy of a certified copy)
- 4.1.3.4. Certified ID copies of all directors.
- 4.1.3.5. A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status)
- 4.1.3.6. Submission of proof of the bidder's registration on the CSD (Full report)
- 4.1.3.7. All tender submissions must include standard bidding documents (SBD documents) duly completed and signed.

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.

4.2. 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:

Recommended by the BAC Chairperson: Mr Sinaye Mgidi

Signature:  _____

Date: 22/01/2025

Approved by the CEO: Ms Nokuthula Selamolela

Signature: _____

Date: _____

4.3. ANNEXURES

4.3.1. ANNEXURE A - COMPLIANCE DOCUMENTS AND CONDITIONS TO TENDER

4.3.2. ANNEXURE B – SBD FORMS

4.3.3. ANNEXURE C- GENERAL CONDITIONS OF CONTRACT (GCC)