

Date: 11 March 2025

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE APPOINTMENT OF EISA PRACTICAL SUBJECT MATTER EXPERTS

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites all suitably qualified bidders to submit quotations for conducting of Practical Assessments component of the External integrated Summative Assessments (EISA).

Closing date of submission	18 March 2025
Closing time of submission	16h00
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	90 days
Delivery address for the goods	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:

Queries address to	Kimberley Rowan
Telephone Number: Landline	011 253 7300
e-mail address to send queries	KimberleyR@foodbev.co.za

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 incentivise 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 looking for qualified Subject Matter Experts to provide services for the marking of the practical assessment components of the EISA.

3. SPECIFICATION

3.1. The Subject Matter Experts will assist FoodBev SETA's Quality Assurance (QA) department to mark the EISA practical assessments using observation checklists which include one practical activity per qualification. The qualifications below required marking of the practical assessments:

- Occupational Certificate: Fresh Dairy Products Maker (102918)
- Occupational Certificate: Processed Cheese Maker (103097)
- Occupational Certificate: Ripened Cheesemaker (103129)
- Occupational Certificate: Fermented Dairy Products Maker (102917)

4. DETAILS OF THE PROJECT

The project consists of marking practical assessments for the EISA in line with both FoodBev SETA policies and QCTO (Quality Council for Trades and Occupations) approved QAS (Qualification Assessment Specification) addendum. The practical assessments include tasks covering practical skill and work experience modules of the four qualifications.

The Subject Matter Expert that will be appointed will need to take responsibility for ensuring that they are in possession of relevant qualifications that are at least at the same NQF level or above. Additionally, they also need to demonstrate understanding of practical assessments.

Timelines

- a) The Subject Matter Expert will be expected to complete the marking of the practical assessments within the prescribed timeframes agreed upon by the SETA, Assessment centres and the QCTO.

5. SCOPE OF WORK

The Subject Matter Expert will be responsible for ensuring that EISA practical assessments are assessed in line with the QCTO approved addendum and marking guide which will be provided by FoodBev SETA.

6. ROLE PLAYERS

The QA Senior Manager will be the FoodBev SETA project lead who will be responsible for providing the appointed Service Provider with all the required information.

7. EVALUATION CRITERIA

7.1. **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 not move on to the next stage of evaluations.

7.2. **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 to qualify to be evaluated on specific goals and Price. All bidders who do not score the

minimum points will be disqualified. Mr A Campbell: Chief Executive Officer, Ms N. Selamolela: Chief Executive Officer

7.3. **Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids up to R50 million.

8. CRITERIA 1 - COMPLIANCE EVALUATION

- 8.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 8.2. Standard Bidding Documents (SBD) forms: (SBD 1, SBD 3.3, SBD 4, SBD 6.1, & SBD 7.2): completed and signed by the duly authorized person.
- 8.3. Tax clearance certificate and Pin.

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

9. FUNCTIONALITY EVALUATION

1. Subject Matter Expert CV	Subject Matter Expert C.V. The Subject Matter Expert must have at least 3-5 years of work experience within the Food Technology environment.	
a) CV:		
• 5 + Years	40 Points	40,00
• 4 Years	30 points	
• 3 Years	20 points	
• Less than 3 Years	0 Points	
2. Qualifications	Required qualifications, Food Science or Dairy Science or Food Technology at a minimum of a diploma level (NQF 6)	
b) CV with relevant qualifications detailed above:		
• Relevant Qualification – NQF 8 +	60,00 points	60,00
• Relevant Qualification – NQF 7	40,00 points	
• Relevant Qualification – NQF 6	30,00 points	
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.

10. PREFERENCE POINTS ALLOCATION

10.1 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2000.00 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

10.2 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	50%	10,00
Total	100%	20,00

11 PRICING SCHEDULE:

11.1 There is no price schedule that bidders need to comply with.

12 CONDITIONS OF CONTRACT

The successful Subject Matter Expert undertakes:

- 12.1** To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- 12.2** Not to discuss or make any information available to any member of the public, press or other Service Provider/consultant or any other unauthorised person(s) except as authorised by the FoodBev SETA.
- 12.3** Not to copy or duplicate any software or documentation for private use.
- 12.4** To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project.

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- 12.5 General conditions of tender, contracts and orders will be applicable in the execution of the contract.
- 12.6 Parking and travel between the prospective Subject Matter Expert's home/office and the FoodBev SETA will be borne by the Subject Matter Expert.
- 12.7 Failure to adhere to the above conditions will lead to the invalidation of the quotation.
- 12.8 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.
- 12.9 Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 12.10 The Contract/SLA may be finalised 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.
- 12.11 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.
- 12.12 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.
- 12.13 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

13. IMPORTANT INFORMATION TO NOTE - GUIDELINES

13.1 Disclosures

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

14. DISCLAIMER

- 14.1. FoodBev SETA reserves the right not to appoint a Subject Matter Expert.
- 14.2. 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.
- 14.3. Award the contract or any part thereof to one or more service providers.
- 14.4. Reject all bids.
- 14.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements.

- 14.6. Request further information from any bidder after closing date for clarity purposes.
- 14.7. Cancel this RFQ or any part thereof at any time.
- 14.8. Request the shortlisted bidders to make presentations at the venue communicated with the bidder and this presentation will be made by the bidder at their own cost.
- 14.9. The scored points will be rounded to 2 decimals.
- 14.10. 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.

15. CONFIDENTIALITY

- 15.1 Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 15.2 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
- 15.3 The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.

16 MISCELLANEOUS

- 16.1 The Subject Matter Expert should include any additional information deemed useful to the FoodBev SETA in evaluating the proposal.

17 NEGOTIATIONS

- 17.1 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.

18 VALIDITY

- 18.1 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.
- 18.2 Should there be a need to request extension of the finalisation of the award of the bid, the bidders will be duly informed, and the tender/proposal will remain valid except for items mentioned above.

19 CONDITIONS OF PAYMENT

- 19.1 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.

20 COST OF TENDERING/ PROVIDING QUOTATIONS

- 20.1 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.

21 UNSUCCESSFUL BIDDERS

- 21.1 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.

22 PROCEDURES FOR SUBMITTING QUOTATIONS

- 22.1 **The closing date for proposals is 18 March 2025 @ 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.

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