

## REQUEST FOR QUOTATIONS

### APPOINTMENT OF A SUITABLE PROVIDER TO PROVIDE FOR PROVISION OF FACILITIES MAINTENANCE SERVICES

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites suitable service providers to submit quotations for facilities maintenance services.

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| <b>Closing date of submission</b>            | 02 July 2025   |
| <b>Closing time of submission</b>            | 11:00 a.m. (Telkom time)                                 |
| <b>Quotes to be e-mailed to</b>              | <a href="mailto:sam@foodbev.co.za">sam@foodbev.co.za</a> |
| <b>All quotes must be valid for at least</b> | 60 days  |
| <b>Delivery address for the goods</b>        | 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:

|   |  |
|---|--|
| <b>Queries address to</b>               | Siphelele Zondo  |
| <b>Telephone Number: Landline</b>       | 011 253 7300   |
| <b>e-mail address to send queries</b>   | <a href="mailto:Siphelelez@foodbev.co.za">Siphelelez@foodbev.co.za</a> |
| <b>Compulsory site inspection venue</b> | 7 Wessel Road, Rivonia Johannesburg<br>27 June 2025 at 12h00           |

## 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

The purpose of this TOR is to request provision of facilities management services for a period of 24 months

## 3. SPECIFICATION

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

The appointed service provider will be expected to deliver maintenance services as outlined below.

The service provider must supply all necessary tools, equipment, and materials required to perform repairs and maintenance, including but not limited to electrical and plumbing equipment, where applicable.

### **A. Electrical Services**

The appointed service provider will be required to provide the following services:

- Perform installation, maintenance, and repair of electrical systems and components.
- Diagnose and troubleshoot electrical faults.
- Ensure compliance with relevant electrical safety regulations and standards.
- Maintain and repair electrical wiring and equipment in accordance with approved practices.
- The electrician must be able to provide an electrical certificate of compliance for any electrical work performed upon request.
- Fixing malfunctioning electrical outlets and fittings.

### **B. Plumbing Services**

The appointed service provider will be expected to:

- Install, maintain, and repair plumbing systems, including water supply and drainage systems.
- Address plumbing issues such as leaks, blockages, and pressure problems.
- Ensure work is compliant with building codes and plumbing regulations.
- Maintain the durability and efficiency of plumbing infrastructure.
- The plumber must be able to provide an electrical certificate of compliance for any electrical work performed upon request.

### **C. Ad Hoc Maintenance Duties**

The service provider must also be able to respond to unplanned maintenance needs, including but not limited to:

- Repairing leaky faucets and water-related fixtures.
- Replacing broken windows or glass panels.

### **D. Site Inspection**

**The interested bidders are required to attend a compulsory site inspection, on the 27<sup>th</sup> of June 2025 at 7 Wessels Road, Rivonia**

#### 4. EVALUATION CRITERIA

- 4.1. **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.
- 4.2. **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.
- 4.3. **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.

#### 5. CRITERIA 1 - COMPLIANCE EVALUATION

- 5.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 5.2. Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1): completed and signed by the duly authorized person.
- 5.3. Tax clearance certificate and pin.

#### 6. CRITERIA 2 – FUNCTIONALITY EVALUATION

| Functional criteria  | Weight       |
|--|--------------|
| <b>1. Bidder Experience</b><br>The bidder must have extensive knowledge of technical facilities maintenance services.<br><br>Bidder must provide a minimum of Two (2) reference letters from contactable clients for similar services provided.<br><br>The reference letters must be on the bidder’s client’s letterhead, duly signed by the authorized person, reflecting the:<br><br>1.1. nature of the service provided,<br>1.2. level of satisfaction for the service and performance of the bidder; and<br>1.3. name of contact person. <ul style="list-style-type: none"> <li>▪ No relevant reference letters provided = <b>0.00 points</b></li> <li>▪ One (1) relevant reference letter = <b>20.00</b></li> <li>▪ Two (2) or more relevant reference letters = <b>40.00 points</b></li> </ul> | <b>40.00</b> |
| <b>2. Company Profile</b><br>The service provider must provide a company profile inclusive of the below:<br><br>2.1. Minimum of Five (5) years’ experience in technical facilities management<br>2.2. Company Structure and Background   | <b>30.00</b> |

|   |              |
|---|--------------|
| <p>2.3. Project Plan</p> <ul style="list-style-type: none"> <li>▪ The company profile does not cover the above requirements. = <b>0.00 points</b></li> <li>▪ Company profile covers One (1) of the above requirements. = <b>10.00 points</b></li> <li>▪ Company profile covers Two (2) of the above requirements. = <b>20.00 points.</b></li> <li>▪ Company profile covers all the requirements (2.1 to 2.3) = <b>30.00 points</b></li> </ul> |              |
| <b>3. Project Team</b>  |              |
| <p>The service provider must submit comprehensive CVs of the project team for the following required resources:</p> <ol style="list-style-type: none"> <li>a) Account/project manager</li> <li>b) Electrician</li> <li>c) Plumber</li> </ol> <p>The CVs must reflect a minimum of 5 years' experience in the respective technical field and relevant copies of qualifications must be submitted.</p>  |              |
| <p><b>3.1 Account Manager</b></p> <ul style="list-style-type: none"> <li>• Comprehensive CV reflecting experience in managing similar projects must be submitted and the CV must reflect a minimum of 5 years' experience.</li> <li>• An NQF level 6 qualification in any technical field.</li> </ul>   | <b>10.00</b> |
| <b>Experience</b>   |              |
| <ul style="list-style-type: none"> <li>• Project manager has less than 5 years' experience =<b>0.00</b></li> <li>• Project manager has 5 years or more experience =<b>5.00</b></li> </ul>   |              |
| <b>Qualifications</b>   |              |
| Project manager has the relevant qualification = <b>5.00</b>  |              |
| <p><b>3.2 Electrician</b></p> <ul style="list-style-type: none"> <li>• Comprehensive CV reflecting experience working as an electrician must be submitted and the CV must reflect a minimum of 5 years' experience.</li> <li>• N 3 certificate in electrical engineering <b>AND</b> a valid wireman's license.</li> </ul>   | <b>10.00</b> |
| <b>Experience</b>   |              |
| <ul style="list-style-type: none"> <li>• The electrician has less than 5 years' experience =<b>0.00</b></li> <li>• The electrician has 5 years or more experience =<b>5.00</b></li> </ul>   |              |
| <b>Qualifications</b>   |              |
| The electrician has the relevant qualification and a valid wireman's license = <b>5.00</b>  |              |
| <p><b>3.3 Plumber</b></p> <ul style="list-style-type: none"> <li>• Comprehensive CV reflecting experience working as a plumber must be submitted and the CV must reflect a minimum of 5 years' experience.</li> <li>• Relevant Plumbing Trade test .</li> </ul>   | <b>10.00</b> |
| <b>Experience</b>   |              |
| <ul style="list-style-type: none"> <li>• The plumber has less than 5 years' experience =<b>0.00</b></li> <li>• The plumber has 5 years or more experience =<b>5.00</b></li> </ul>   |              |

|  |               |
|--|---------------|
| <b>Qualifications</b>  |               |
| The plumber has the relevant plumbing Trade test = <b>5.00</b> |               |
| <b>Total</b>   | <b>100.00</b> |

**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.

## 7. CRITERIA 3 - PREFERENCE POINTS ALLOCATION

7.1. **80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2 000 and up to R50 million as follows:**

| CRITERIA            | MEANS OF VERIFICATION | POINTS        |
|---------------------|-----------------------|---------------|
| Price               | Proposed Bid Price    | 80,00         |
| Preference Points   | Specific Goals        | 20,00         |
| <b>Total Points</b> |                       | <b>100,00</b> |

7.1.1. 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             |
| <b>Total</b>           | <b>100%</b>                    | <b>20,00</b>     |

## 8. PRICING SCHEDULE:

The bidder must quote hourly rates or call out fee for the resources e.g electricians and plumber.

## 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.

## 10. IMPORTANT INFORMATION TO NOTE - GUIDELINES

### 10.1. Disclosures

- a) 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. Points scored will be rounded to 2 decimals.
- 11.9. 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.

## **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 RFQ is confidential and must not be disclosed without written authorisation from the FoodBev SETA.
- 12.3. The project lead will abide by FoodBev SETA Code of Conduct 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 into 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 with the exception of the Tax pin 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. 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.

## **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. 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.

## **18. UNSUCCESSFUL BIDDERS**

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

- 18.1. 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.

## 19. PROCEDURES FOR SUBMITTING QUOTATIONS

- 19.1. The closing date for proposals is **02 July 2025 @ 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](mailto:scm@foodbev.co.za).