

**08 July 2025**

## REQUEST FOR QUOTATIONS

### PROVISION OF ENTERPRISE PLUS LICENSING FOR AN AI-POWERED MEETING MINUTES TOOL FOR A PERIOD OF 12 MONTHS

The Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit quotations to supply and deliver Monitors

<b>Closing date of submission</b>	16 July 2025
<b>Closing time of submission</b>	16:00
<b>Quotes to be e-mailed to</b>	<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>
<b>All quotes must be valid for at least</b>	30 days
<b>Delivery address for the services</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>	Mr. Goitseona Mmope
<b>Telephone Number: Landline</b>	011 253 7300
<b>e-mail address to send queries</b>	<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>

## 1. BACKGROUND

FoodBev SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev is currently operating in Johannesburg at number 7 Wessels 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 a reputable service provider to supply licensing for an enterprise-grade AI meeting assistant tool capable of transcribing, summarizing, and organizing meeting content across virtual platforms. All service providers need to specify the turnaround times of delivery. The proposed turnaround times need to be within 14 (Five) days of the appointment.

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

### 3. SCOPE OF WORK

#### 3.1. The specifications for an ai-powered meeting minutes tool:

Criteria	MeetGeek.ai (Enterprise)	Read.ai (Enterprise Plus)
Access	Web + Mobile App	Web only
Transcription	Real-time with speaker ID	Real-time with summaries
Summaries	Basic summaries + highlights	Smart summaries + action items + decisions
Analytics	Basic usage stats	Detailed meeting engagement insights
Integrations	Zoom, Teams, Google Meet, Webex	Zoom, Teams, Google Meet, Slack
Collaboration	Shared notes + comments	Shareable summaries + tracking
Security & Compliance	SOC 2, GDPR, POPIA, SSO	SOC 2, GDPR, POPIA, SSO and DLP
Best For	Simple transcription & notes	Deeper insights & team follow-up
Support & Onboarding	Email, help docs, onboarding included	Live support, onboarding, knowledge base
Quantity	6	8

### 4. THE BID EVALUATION PROCESS:

#### 4.1. Criteria 1: Compliance evaluation

Suppliers are required:

- To be registered on the National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za)
- provide FoodBev SETA their CSD registration number; and
- provide the FoodBev SETA with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process

#### 4.2. Criteria 2: Price and Specific goals

Will be evaluated on an 80/20 preferential procurement principle for all bids above R30 000 but below R50 million.

### 5. PREFERENCE POINTS ALLOCATION

#### 5.1 This RFQ will be evaluated based on price and points as follows:

<b>Price and Points</b>	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
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5.2 The following allocation will determine the specific goals (20.00 points) for this tender

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>

process:

*\*Only representation is required from these categories, regardless of the percentage. Evidence of representation in ownership is required for eligibility to score points for specific goals.*

## 6. COSTING

No.	Item Description	Quantity	Cost
1.	Read AI Enterprise Plus Licenses	8	R
2.	Meet Geek AI Enterprise	6	R
<b>Sub-Total</b>			R
<b>VAT</b>			R
<b>Grand Total</b>			R

## 7. CONDITIONS OF CONTRACT

**The successful service provider undertakes:**

- 7.3. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- 7.4. 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;
- 7.5. Not to copy or duplicate any software or documentation for private use;
- 7.6. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 7.7. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 7.8. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 7.9. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 7.10. 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;
- 7.11. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
  - 7.12. 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.
  - 7.13. 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.
  - 7.14. 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.
  - 7.15. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## **8. IMPORTANT INFORMATION TO NOTE - GUIDELINES**

### **8.3. Disclosures**

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

## **9. DISCLAIMER**

- 9.3. FoodBev SETA reserves the right not to appoint a service provider
- 9.4. 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
- 9.5. Award the contract or any part thereof to one or more service providers
- 9.6. Reject all bids
- 9.7. Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 9.8. Request further information from any bidder after closing date for clarity purposes
- 9.9. Cancel this RFQ or any part thereof at any time
- 9.10. Require the shortlisted bidders to make presentations at the venue communicated with the bidder and this presentation will be made by bidder at their own cost
- 9.11. Points scored will be rounded to 2 decimals
- 9.12. 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.

## **10. CONFIDENTIALITY**

- 10.3. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality
- 10.4. All information pertaining to FoodBev SETA obtained by the bidder because of participation in this RFQ is confidential and must not be disclosed without written authorization from the FoodBev SETA
- 10.5. The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA

## 11. MISCELLANEOUS

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

## 12. NEGOTIATIONS

- 12.3. 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.

## 13. VALIDITY

- 13.3. 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 and B-BBEE certificates, which must still be valid at the time of the award.
- 13.4. 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.

## 14. CONDITIONS OF PAYMENT

- 14.3. 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.

## 15. COST OF TENDERING/ PROVIDING QUOTATIONS

- 15.3. 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.

## 16. UNSUCCESSFUL BIDDERS

- 16.3. 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.

## 17. PROCEDURES FOR SUBMITTING QUOTATIONS

- 17.3. **The closing date for proposals is 16 July 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](mailto:scm@foodbev.co.za).