

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE PROCUREMENT OF A RECRUITMENT AGENCY TO ADMINISTER THE RECRUITMENT PROCESS FOR CHIEF FINANCIAL OFFICER (CFO) AND CHIEF EXECUTIVE OFFICER (CEO).

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites all suitably qualified bidders to submit quotations to provide recruitment services for FoodBev SETA:

Closing date of submission	29 July 2025
Closing time of submission	12h00
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	Lunga Mokoena
Telephone Number: Landline	011 253 7375
e-mail address to send queries	LunqaM@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 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 FoodBev SETA is looking to appoint a recruitment agency to manage the end-to-end process for sourcing two key positions:

2.1 Chief Financial Officer (CFO) - Permanent basis in line with SETA License

2.2 Chief Executive Officer (CEO) - 5-year contract

The selected agency will handle the entire recruitment process, ensuring the best candidates are identified and presented for these critical roles.

3. SPECIFICATION

3.1 The service provider is required to:

- (i) Administer the response handling of all applications from Human Resources.
- (ii) Prepare a detailed report of all applications received.
- (iii) Prepare a detailed summary report (long and short) of potential shortlisted candidates for FoodBev SETA and submit it to the Board and Human Resources.
- (iv) Discuss final shortlist with the Board.
- (v) Arrange, coordinate interviews (including interview logistics of candidates and panel members) and serve as secretariat during interviews.
- (vi) Assisting with conducting interviews based on the minimum requirements to screen applicants.
- (vii) Record proceedings at the final shortlisting and interview session with the Board.
- (viii) Arrange, coordinate and facilitate the psychometric assessment and background checks for the shortlisted candidates and present the outcome of the assessments.
- (ix) Prepare the final report for the Board.
- (x) In consultation with the FoodBev SETA coordinate the extension of the offer of employment to successful candidate.
- (xi) Prepare and communicate offers of employment to the successful candidate.
- (xii) Issue regret letters to unsuccessful candidates.
- (xiii) Prepare a hand over the project file upon completion of the project

3.2 Turnaround Times

- (i) The turnaround times to conclude this project is two months from the date of the P.O being issued to the appointment stage.

4. KEY DELIVERABLES

This includes the end-to-end administration and facilitation of the recruitment process, with documented evidence of the following:

Application Management

- Record and report on all applications received.

Shortlisting Process

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- Summary reports (longlist and shortlist).
- Final shortlist discussion with the Board.

Interview Coordination

- Logistics and secretariat duties during interviews.
- Records of interview proceedings.
- Support in screening applicants against minimum requirements.

Assessment and Vetting

- Psychometric assessments and background checks.
- Report on assessment outcomes.

Appointment Process

- Final report for the Board with recommendations.
- Coordination of offer extension and communication to selected candidate.
- Regret letters to unsuccessful candidates.

Project Closure

Submission of a complete, structured project file containing all reports, records, correspondence, and documentation related to the recruitment process.

5. ROLE PLAYERS

The Senior Manager: Corporate Services will be the FoodBev SETA liaison person who will be responsible for providing the service provider with all the required information.

6. EVALUATION CRITERIA

- 6.1 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.
- 6.2 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 Price and Specific Goals. All bidders who do not score the minimum points will be disqualified
- 6.3 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.

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

7. CRITERIA 1 - COMPLIANCE EVALUATION

- 7.1 Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 7.2 Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1): completed and signed by the duly authorized person.
- 7.3 Tax clearance certificate and Pin.
- Failure to submit the above documents will result in the bidder being disqualified.*

8. CRITERIA 2 - FUNCTIONALITY EVALUATION

Functional criteria	Weight
<p>1. Bidder experience</p> <p>The bidder must have extensive experience of recruiting Executive roles.</p> <p>Bidder to provide clear reference letters from contactable <u>different</u> clients for the recruitment of executive roles provided in the last <u>five (5) years</u>. The reference letters must be on the bidder's client's letterhead, duly signed by the authorized person, reflecting the:</p> <ol style="list-style-type: none"> I. The type of position and level recruited. II. The level of satisfaction for the service and performance of the bidder; and III. Name and contact details of contact person. <ul style="list-style-type: none"> ▪ No relevant reference letters provided = 0.00 points ▪ At least one (1) relevant reference letter = 5.00 points ▪ At least two (2) relevant reference letters = 10.00 points ▪ At least three (3) relevant reference letters = 15.00 points ▪ At least four (4) relevant reference letters = 20.00 points ▪ At least five (5) relevant reference letters = 30.00 points 	30.00
<p>2. Proposed Lead Experience</p> <p>The bidder must provide a short profile <u>and</u> CV clearly highlighting qualifications, skills, and experience in providing similar services. The CV must demonstrate a minimum of 3 years' experience</p> <ol style="list-style-type: none"> I. No experience = 0.00 points II. 1-2 years or more experience = 5.00 points III. More than 2 years' experience = 10.00 points 	10.00
<p>3. Project lead Qualifications</p>	10.00

<p>Bidders must submit a valid certified NQF 6 qualification in human resource or other related fields certifications. NB: Bidders must attach certified copies of qualifications that are not older than 6 months. Uncertified qualification certificates will not be accepted and will therefore not score any points. Foreign qualifications are required to be accompanied by a SAQA evaluation certificate</p> <ol style="list-style-type: none"> I. Irrelevant/less qualification = 0.00 points II. National Diploma = 5.00 points III. BCom degree (NQF 7 or higher) = 10.00 points 	
<p>4. Project Implementation Plan</p>	<p>50.00</p>
<p>The Bidder must submit a detailed Project Plan outlining:</p> <ol style="list-style-type: none"> I. Approach and methodology II. Timelines III. Deliverables IV. Reporting <p>The project plan will be scored based on its comprehensiveness, clarity, and effectiveness in addressing the following project's requirements:</p> <ol style="list-style-type: none"> I. The project plan covers does not cover the above requirements = 0.00 b) The project plan covers one (1) of the above requirements = 20.00 c) The project plan covers two (2) of the above requirements = 30.00 d) The project plan covers three (3) of the above requirements = 40.00 c) The project plan covers all of the above requirements = 50.00 	
<p>Total</p>	<p>100.00</p>

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.

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The bidders must supply the requested information within forty-eight (48) hours after receipt of written request from supply chain office. Failure to submit such information may result in disqualification or non-award of functionality points.

9. PREFERENCE POINTS ALLOCATION

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
Preference Points	Specific Goals	20,00
Total Points		100,00

7.1 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	50%	10,00
Total	100%	20,00

Pricing Schedule

Cost Item	Description	Amount
Consultancy/Service Fee	Fixed fee for the full recruitment process, including sourcing, shortlisting, assessments, reference checks, and recommendations.	
Advertising and Sourcing Costs	Expenses related to job advertisements, headhunting, or third-party sourcing services.	
Candidate Assessment Costs	Costs associated with assessment tools, tests, or interviews (if applicable).	
Reference and Background Checks	Fees for conducting reference and background verification for final candidates.	
Travel and Accommodation	If applicable, costs for traveling or hosting candidates during the interview process.	
Miscellaneous Expenses	Any other costs related to the recruitment process not covered above.	
VAT / Taxes (if applicable)	Applicable taxes based on local regulations.	
Total Cost	Total estimated cost for the recruitment process.	

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

10. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 10.1 To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 10.2 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;
- 10.3 Not to copy or duplicate any software or documentation for private use;
- 10.4 To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 10.5 General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 10.6 Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 10.7 Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 10.8 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;
- 10.9 Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 10.10 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.
- 10.11 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.
- 10.12 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.
- 10.13 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11. IMPORTANT INFORMATION TO NOTE - GUIDELINES

11.1 Disclosures

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

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

- 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 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
- 12.9 Points scored will be rounded to 2 decimals
- 12.10 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.

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 and B-BBEE certificates 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.
- 17.2 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.

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

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.
- 18.2 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 any further correspondence and/or negotiations with any unsuccessful bidder.

20. PROCEDURES FOR SUBMITTING QUOTATIONS

- 20.1 The **closing date** for proposals is **29 July 2025 @ 12h00**. 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.