

18 August 2025

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE PROCUREMENT OF A SERVICE PROVIDER FOR EMPLOYEE WELLNESS PROGRAMME

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

Closing date of submission	26 August 2025
Closing time of submission	11h00
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	LungaM@foodbev.co.za

1. BACKGROUND

- 1.1.** 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.
- 1.2.** 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

- 2.1.** FoodBev SETA seeks to appoint a qualified and experienced service provider to offer Employee Wellness Services to enhance staff engagement and drive organisational effectiveness for approximately 107 employees to be offered at FBS's offices at 7 Wessels Street, Rivonia.

3. SCOPE OF WORK

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

- 3.1. FBS cares about the health and wellness of its employees by introducing initiatives to keep staff in good health, engaged and productive as part of the organizational culture.
- 3.2. The purpose of employee health and wellness services is to enhance organizational effectiveness by engaging employees in reducing and managing work related stress, anxiety, depression and any other identifiable issues of mental health.
- 3.3. To provide assistance with a broad range of personal concerns, including, but not limited to:
 - 3.3.1. Marital, family, relationship and domestic violence problems.
 - 3.3.2. Substance abuse and addiction (alcohol, drugs, prescription medication) and other addictive behavior (e.g. gambling, smoking).
 - 3.3.3. Medical and health problems (HIV & AIDS, cancer, etc.).
 - 3.3.4. Personal debt and financial management problems.
 - 3.3.5. Stress (family, social, work).
- 3.4. The appointed service provider is expected to design the services in a manner aimed at enhancing people dynamics, team cohesion, and organizational culture within FBS.

4. DELIVERABLES

- 4.1 The appointed Employee Wellness Service provider will be required to provide:
 - 4.1.1. Face to face, virtual or telephonic counselling services to employees as and when required.
 - 4.1.2. Confidential, appropriate, and timely problem identification and assessment services for employees' personal concerns that may affect work performance.
 - 4.1.3. Host an employee wellness day event, once annually.
 - 4.1.4. Appropriate referrals of employees for diagnosis, treatment, and assistance, case monitoring and follow-up services.
 - 4.1.5. Information sessions and communication to educate and share information on health and wellness in the workplace as and when required.
 - 4.1.6. Assist with Ad hoc employee wellness interventions in line with the employee wellness plan.

5. DURATION

- 5.1 The Employee Wellness Programme services are required for a period of thirty-six (36) months.

6. KEY REQUIREMENTS

- 6.1. The prospective service providers must demonstrate capability of the following key requirements:

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

- 6.2. The service provider must be able to deliver an effective and efficient Employee Wellness Programme for a period of **36 months**.
- 6.3. The service provider must provide a detailed pricing for all services to be provided and cost each service. Further a monthly pricing must be provided and total cost for the wellness programme services.

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 into the next stage of evaluations.
- 7.2. **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 and Prices. All bidders who do not score the minimum points will be disqualified.
- 7.3. **Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids above R2000 but below 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 4, SBD 6.1): 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. CRITERIA 2 - FUNCTIONALITY EVALUATION

Functional criteria	Weight
1. Reference Letters	
<p>The bidder must provide at least three (5) reference letters from contactable clients for similar services provided in the last three (3) years.</p> <p>The reference letters must be on the bidder’s client’s letterhead, duly signed by the authorized person, reflecting the level of service and performance provided by the bidder. The letter must be dated not older than five years.</p> <ul style="list-style-type: none"> ▪ Less than 2 reference letters = 0.00 points ▪ Three (3) reference letters = 10.00 points ▪ Four (4) reference letters = 20.00 points ▪ Five (5) or more reference letters = 30.00 points 	30.00
2. Company Profile	Weight
<p>The bidder must provide a company profile indicating the company’s experience of at least five (5) years or more in providing Employee Wellness services at a private or public entity.</p> <ul style="list-style-type: none"> ▪ Less than one (1) year of experience = 0.00 points 	20.00

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

Functional criteria	Weight
1. Reference Letters	
<ul style="list-style-type: none"> ▪ One (1) to two (2) years' experience = 5.00 points ▪ Three (3) to four (4) years' experience = 10.00 points ▪ Five (5) years or more experience = 20.00 points 	
3. Project Lead Team	Weight
<p>The bidder must demonstrate that the project team leader has a minimum of five (5) years relevant experience in conducting or managing Employee Wellness Programme services. The project team leader should possess an NQF level 8 qualification in Human Resources/ Business Management/ Business Administration or equivalent. CV of the Project Lead clearly detailed experience in conducting Employee Wellness Programme services must be submitted. Certified copies of academic qualification(s) must also be submitted.</p> <ul style="list-style-type: none"> ▪ No experience = 0.00 points ▪ One (1) to two (2) years' experience illustrated in the CV and relevant qualification(s) = 5.00 points ▪ Two (2) to four (4) years' experience illustrated in the CV and relevant qualification(s) = 10.00 points ▪ Five (5) years or more experience illustrated in the CV and relevant qualification(s) = 20.00 points 	20.00
a. Project Team	10.00
<p>The Project Team to be allocated to this project, must clearly detail their experience in conducting similar projects. The project team members should possess an NQF level 6 qualification in Human Resources/ Business Management/ Business Administration or equivalent.</p> <p>At least two (2) of technical team members must have a minimum of three (3) years relevant experience in the services required.</p> <p>CVs of the Project Team clearly detailing experience in conducting Employee Wellness Programme services must be submitted. Certified copies of academic qualification(s) must also be submitted.</p> <ul style="list-style-type: none"> ▪ No experience = 0.00 points ▪ One (1) member with experience illustrated in the CV and relevant qualifications = 5.00 points ▪ Two (2) members with experience illustrated in the CVs and relevant qualifications = 10.00 points 	
4. Project Plan	
<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 = 5.00 c) The project plan covers two (2) of the above requirements = 10.00 	20.00

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

Functional criteria	Weight
1. Reference Letters	
d) The project plan covers three (3) of the above requirements = 15.00	
c) The project plan covers all of the above requirements = 20.00	
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 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.

4. PREFERENCE POINTS ALLOCATION

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
Total Points		100,00

10.1 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

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

5. CONDITIONS OF CONTRACT

The successful service provider undertakes:

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

6. IMPORTANT INFORMATION TO NOTE - GUIDELINES

12.1 Disclosures

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

7. DISCLAIMER

13.1 FoodBev SETA reserves the right not to appoint a service provider

13.2 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

13.3 Award the contract or any part thereof to one or more service providers

13.4 Reject all bids

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

- 13.5 Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 13.6 Request further information from any bidder after closing date for clarity purposes
- 13.7 Cancel this RFQ or any part thereof at any time
- 13.8 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
- 13.9 Points scored will be rounded to 2 decimals
- 13.10 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.

8. CONFIDENTIALITY

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

9. MISCELLANEOUS

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

10. NEGOTIATIONS

- 16.1 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.

11. VALIDITY

- 17.1 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.
- 17.2 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.

12. CONDITIONS OF PAYMENT

- 18.1 No service should be provided to FoodBev SETA before an official purchase order has been issued to the supplier.
- 18.2 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

13. COST OF TENDERING/ PROVIDING QUOTATIONS

- 19.1 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.
- 19.2 The bidder will have no claim against FoodBev SETA where bids are cancelled for whatever reason

14. UNSUCCESSFUL BIDDERS

- 20.1 Please note FoodBev SETA decision on the selection of the successful bidder is final and FoodBev SETA will not enter any further correspondence and/or negotiations with any unsuccessful bidder.

15. PROCEDURES FOR SUBMITTING QUOTATIONS

- 21.1 The **closing date for proposals is 26 August 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.