

29 September 2025

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE APPOINTMENT OF A DATA ANALYST: DATA INTEGRITY AND FINANCIAL RECONCILIATION PROJECT.

The Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites prospective service providers, to clean the data to correct prior period errors related to commitments, accruals, and contingent liabilities, as reflected in the audited financial statements.

Closing date of submission	06 October 2025
Closing time of submission	11h00am
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the services	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:

Queries address to	Mr. Lunga Mokoena
Telephone Number: Landline	011 253 7300
e-mail address to send queries	scm@foodbev.co.za

1. INTRODUCTION AND BACKGROUND

The Food and Beverage Manufacturing Education and Training Authority (FoodBev SETA) is a Schedule 3A public entity responsible for skills development in its sector. FoodBev SETA seeks to appoint a highly skilled and experienced Data Analyst to conduct a comprehensive review and cleansing of its learner data, which is housed in its Management Information System (MIS).

The current MIS data, dating back to 2015, contains significant inaccuracies that have resulted in inaccurate reporting at year end. These inaccuracies include, but are not limited to:

- Payments with no linked batch numbers.
- Learners with registration and/or completion status but no associated financial transactions (payments/accruals).
- Incorrect system dates.
- Learners with incorrect capture, registration or completion information

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The primary objective of this project is to clean the data to correct prior period errors related to commitments, accruals, and contingent liabilities, as reflected in the audited financial statements.

2. PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to obtain the services of a professional data analyst who will:

- 2.1. Conduct a full forensic analysis of all learner and related financial data from 2015 to present.
- 2.2. Reconcile the MIS data with the official Commitment Register.
- 2.3. Identify, categories, and quantify all data anomalies and inaccuracies.
- 2.4. Provide a clear, actionable plan and specific recommendations for data cleansing and remediation.
- 2.5. Provide recommendations on the validity of contracts within the commitment register and advise on necessary terminations and potential grant recoveries

3. OBJECTIVE

The key objectives to be achieved by the end of the assignment are:

- 3.1. **Data Reconciliation:** A complete and accurate balance between the MIS learner data and the Commitment Register has been achieved.
- 3.2. **Anomaly Classification:** All data discrepancies have been identified, classified by type (e.g., overpayment, invalid learners, invalid contracts), and quantified in financial terms where applicable.
- 3.3. **Cleansing Recommendations:** A detailed report with specific, step-by-step recommendations for cleansing each category of data inaccuracy has been submitted and accepted by management.
- 3.4. **Audit Remediation:** The findings and recommendations provide a clear pathway for the organization to resolve the AG's findings on commitments, accruals, and contingent liabilities.
- 3.5. **Grant Recovery Assessment:** For contracts recommended for termination, an assessment has been provided on the potential for grant recovery, based on evidence of learner attendance and stipend payments.

4. PROFILE OF THE REQUIRED RESOURCE

The successful candidate must be a senior-level professional with a unique blend of data analytics, forensic auditing, or public sector financial management skills.

4.1. Qualifications:

- A minimum of a bachelor's degree (NQF 7) in **Data Science, Finance, Accounting, Auditing, or Information Systems.**

- A postgraduate qualification (e.g., Honours, CIMA, CA(SA), CIA) or relevant certifications (e.g., Certified Fraud Examiner - CFE, Microsoft Certified: Data Analyst Associate) will be a strong advantage.

4.2. Experience:

The bidder/consultant must demonstrate a minimum of 7 years of relevant experience, specifically including:

- Proven experience in data analysis and large-scale data cleansing projects. Added advantage is if the bidder has experience in forensic data analysis.
- Extensive experience working with financial data reconciliation.
- Demonstrable experience in interrogating complex databases and extracting data for analysis (e.g., using SQL, Power Query, or similar tools).
- Experience with the Skills Development Sector and SETA environment is a significant advantage.
- Experience in preparing for and responding to audit inquiries.

4.3. Key Competencies and Skills:

- **Technical Skills:** Advanced proficiency in data analysis tools (e.g., SQL (**essential**), Power BI, Tableau, Advanced Excel including Power Pivot).
- **Analytical Skills:** Exceptional problem-solving skills with the ability to analyze complex datasets and identify root causes of discrepancies.
- **Financial Acumen:** Strong understanding of public sector accounting standards (GRAP), accrual accounting, and the concepts of commitments and contingent liabilities.
- **Attention to Detail:** Meticulous approach to data validation and reconciliation.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to present complex findings in a clear and understandable manner to non-technical stakeholders.

5. SCOPE OF WORK

The successful service provider will be required to perform the following tasks:

5.1. Phase 1: Data Extraction and Understanding (Week 1)

- Liaise with FoodBev SETA's IT and Finance departments to gain access to the MIS system and the Commitment Register.
- Extract all relevant learner, contractual, and financial data from 2015 to the present date.

- Develop a deep understanding of the data structure, definitions, and business rules.

5.2. Phase 2: Data Analysis and Reconciliation (Weeks 2-3)

- Perform a record-by-record reconciliation between the MIS data and the Commitment Register.
- Identify and categorise all anomalies based on the listed issues (and any new ones discovered).
- Quantify the financial impact of each anomaly category.
- Assess the validity of each contract in the commitment register, recommending termination for invalid contracts.
- For contracts recommended for termination, analyse supporting documentation (to be provided by FoodBev SETA) to assess the basis for grant recovery (e.g., evidence of attendance registers and stipend payments).

5.3. Phase 3: Reporting and Recommendations (Week 4)

- Compile a comprehensive draft report detailing:
 - Methodology used.
 - Findings, categorized by issue type, with quantitative and qualitative analysis.
 - Specific, actionable recommendations for cleansing each data anomaly.
 - A prioritized action plan for implementation by FoodBev SETA.
 - Recommendations on contract terminations and potential grant recoveries.
- Present the draft findings to the FoodBev SETA management team and audit and risk committee.
- Incorporate feedback and submit a final report.

6. PROJECT DURATION

The project is envisaged to be completed within **one (1) calendar month** from the date of commencement. The proposal should include a detailed work plan demonstrating how this timeframe will be met.

7. PRICING SCHEDULE

#	Task	Deliverables (ToR Reference)	Resource Allocation (Roles/Hours)	Unit price	Total Cost
1.				R	R
2.				R	R
3.				R	R
4.				R	R
5.				R	R
	Sub Total			R	R
	VAT			R	R
	TOTAL			R	R

7.1. Pricing Requirements

Bidders must further submit detailed pricing in their company letterhead:

- a) Excel (with formulas for totals).
- b) PDF (signed by authorised representative).
- c) Currency: All costs in Rands (incl. VAT).

8. BID EVALUATION

The bids submitted will be evaluated as per the following process:

- 8.1. 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 will not move on to the next stage of evaluations.
- 8.2. Criteria 2: Functional criteria** – Functionality points are equal to 100 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 Price. All bidders who do not score the minimum points will be disqualified.
- 8.3. Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids above R2000 and below R50 million.

9. CRITERIA 1 - COMPLIANCE EVALUATION

- 9.1.** Bidder must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 9.2.** Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1): completed and signed by the duly authorized person.
- 9.3.** Tax clearance certificate and pin.
- 9.4.** B-BBEE certificate or signed affidavit

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

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10. CRITERIA 2 – FUNCTIONALITY EVALUATION

DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED	
1. Experience and Competence of the Proposed Resource			
The bidder/consultant must submit a CV demonstrating a minimum of 7 years of relevant experience in data analysis and large-scale data cleansing projects as detailed on the terms of reference in section 4.2.			
• 7 years or more years' experience	30.00	30.00	
• 5 to 6 years' experience	15.00		
• Less than 5 years' experience	0.00		
2. Qualifications			
The bidder / consultant must have a minimum of a bachelor's degree (NQF 7) in Data Science, or Finance, or Accounting, or Auditing, or Information Systems. A postgraduate qualification (e.g., Honours, CIMA, CA(SA), CIA) or relevant certifications (e.g., Certified Fraud Examiner - CFE, Microsoft Certified: Data Analyst Associate) will be a strong advantage.			
• Honours, CIMA, CA(SA), CIA) or relevant certifications	20.00	20.00	
• Bachelor's degree (NQF 7) in Data Science, or Finance, or Accounting, or Auditing, or Information Systems.	10.00		
• Less than NQF level 7 and No qualification submitted	0.00		
3. Experience of the Bidder in Similar Work (Reference Letters)			
Proof of Data analysis and large-scale data cleansing projects done which must be supported by written references/testimonials from public or private sector. The reference letters must be on the client's letterhead, dated and signed by authorised personnel:			30.00
• Three (3) written references	30.00		
• Two (2) written references	20.00		
• One (1) written reference	10.00		
• No reference letter	0.00		
4. Methodology and approach			
The bidder must submit a methodology and approach, reflecting understanding of the TOR, detailed work plan with milestones, risk mitigation, comprehension of data issues, understanding of AG requirements, and alignment with financial objectives. The approach must not be generic or artificially intelligent created, it must be specific to FB SETA.			
Excellent: The proposal is unambiguous and demonstrates a thorough understanding of the requirements and provides full details of how each requirement will be met	20.00	20.00	
Good: The proposal meets most of the requirements and is sufficiently detailed to demonstrate a good understanding and provide details of how requirements will be met.	15.00		

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DETAILED FUNCTIONALITY EVALUATION CRITERIA	WEIGHTING ALLOCATED	
Acceptable: The proposal meets some of the requirements and shows an acceptable level of understanding of requirements and provides some satisfactory level of details on how the requirements will be met.	10.00	
Unacceptable: The proposal does not meet any of the above requirements or comply with and/or insufficient/no information provided.	0.00	
TOTAL POINTS	100.00	

Bidder must meet the minimum functionality of **70,00** points out of 100 points in order to be evaluated further. Any bid that does not meet the minimum threshold will not move to the next stage of evaluation.

11. Criteria 3 - PREFERENCE POINTS SYSTEM

- 11.1.** The 80/20 preference points system will be utilized for this bid. This preference points system is for the acquisition of goods or services with a Rand value up to R50 million.
- 11.2.** 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

- 11.3.** 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
Total	100%	20,00

**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*

- 11.4.** Bidders must submit the following documents as a means of verification for specific goals:
- CIPC documents (company registration documents),
 - A copy of a BBBEE verification certificate or signed affidavit indicating ownership levels,
 - Shareholder certificates,
 - Copy(ies) of Identity document(s) for shareholders(s).
 - Central Supplier Database (CSD) full report. *(Not a summary)*

12. CONDITIONS OF CONTRACT

The successful service provider 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. The onus is on the bidder to submit the SAQA certificate of evaluation for foreign qualifications.
- 12.3. 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;
- 12.4. Not to copy or duplicate any software or documentation for private use;
- 12.5. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 12.6. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 12.7. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 12.8. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 12.9. 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;
- 12.10. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 12.11. 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.
- 12.12. 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.
- 12.13. 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.
- 12.14. 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

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 service provider
- 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

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- 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. 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
- 14.9. Points scored 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. IMPORTANT INFORMATION TO NOTE - GUIDELINES

15.1. Disclosures

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

16. DISCLAIMER

- 16.1. FoodBev SETA reserves the right not to appoint a service provider.
- 16.2. 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.
- 16.3. Award the contract or any part thereof to one or more service providers.
- 16.4. Reject all bids.
- 16.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements.
- 16.6. Request further information from any bidder after closing date for clarity purposes.
- 16.7. Cancel this RFQ or any part thereof at any time.
- 16.8. The scored points will be rounded to 2 decimals.
- 16.9. 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.
- 16.10. 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.

17. CONFIDENTIALITY

- 17.1. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.

- 17.2. 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.
- 17.3. The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.

18. MISCELLANEOUS

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

19. NEGOTIATIONS

- 19.1. 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.

20. VALIDITY

- 20.1. 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.
- 20.2. 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.

21. CONDITIONS OF PAYMENT

- 21.1. 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.

22. COST OF TENDERING/ PROVIDING QUOTATIONS

- 22.1. The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal.
- 22.2. 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.

23. UNSUCCESSFUL BIDDERS

- 23.1. 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.

24. PROCEDURES FOR SUBMITTING QUOTATIONS

24.1. The closing date for proposals **06 October 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.