

REQUEST FOR BIDS

BID DETAILS

BID NUMBER:		FB SETA (25-26) T0002
CLOSING	Date:	24 October 2025
	Time:	12:00 p.m.
DESCRIPTION:		THE APPOINTMENT OF A PANEL OF SUBJECT MATTER EXPERTS FOR A PERIOD OF THREE (3) YEARS.
TECHNICAL QUERIES:		Llewelin Van Zyl
EMAIL ADDRESS:		scm@foodbev.co.za
COMPULSORY BRIEFING SESSION:		Virtual Briefing Session (via Microsoft teams)
	DATE:	10 October 2025
	TIME:	11:00am to 12:00pm via Microsoft Teams
CONTACT:		011 253 7300
BIDS DELIVERY LOCATION		7 Wessel Road, Rivonia, 2128
VALIDITY PERIOD		120 Days

DETAILS OF BIDDER

Organisation/individual:

Contact person:

Telephone/ Cell number:

E-mail address:

TERMS AND DEFINITIONS

AWARD	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
BID	Written offer in a prescribed or stipulated form in response to an invitation by FOODBEV SETA for the provision of goods, works or services
CONTRACTOR	Organisation with whom FOODBEV SETA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
CORE TEAM	The core team are those members who fill the non-administrative positions against which the experience will be measured.
CONTENT SUBJECT MATTER EXPERTS	Individuals that possess subject matter expertise in the food and beverages manufacturing verifiable through experience and qualifications
TEACHING AND LEARNING SUBJECT MATTER EXPERTS	Individuals that possess subject matter expertise in education and training through verifiable qualifications and experience.
EISA	External integrated summative assessment. A final assessment conducted by an independent body to determine if a learner is competent for an occupational qualification.
SKILLS DEVELOPMENT PROVIDER	An organisation accredited by the QCTO or a SETA to deliver occupational learning programs
ASSESSMENT CENTRES	A site accredited by the QCTO to conduct the EISA for specific occupational qualification
TRADE TEST CENTRE	A site accredited to conduct trade tests for artisanal qualifications
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
FOODBEV SETA (FBS)	Food and Beverage Manufacturing Sector Education and Training Authority

ORIGINAL BID	Original document signed in ink, or Copy of original document signed in ink,
ORIGINALLY CERTIFIED	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement
SCHEDULE 3A ENTITY	As per the classification by National Treasury these refer to other National public entities
QCTO	Quality Council for Trades and Occupations
QA	Quality Assurance

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TERMS OF REFERENCE
REFERENCE NUMBER: FB SETA (25-26) T0002

THE APPOINTMENT OF A PANEL OF SUBJECT MATTER EXPERTS FOR A PERIOD OF THREE (3) YEARS.

SECTION A

1. INTRODUCTION

The Food and Beverages Manufacturing Sector Education and Training Authority (hereafter referred to as FoodBev SETA) is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev SETA's purpose is to promote, facilitate and incentivise 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 deliver on the National Skills Development Plan (NSDP) goals and objectives.

2. OBJECTIVE

The objective of this tender is to establish a pre-qualified panel of Subject Matter Experts (SMEs) across two distinct categories:

1. **Content SMEs:** To ensure the quality, validity, and industry-relevance of assessment instruments and accreditation processes for occupational qualifications.
2. **Teaching and Learning SMEs:** To monitor, evaluate, and enhance the quality of teaching and learning delivery within funded programmes.

The panel will provide specialised services on an as needed basis for a period of three (3) years, supporting FoodBev SETA in fulfilling its quality assurance mandate.

3. SCOPE OF WORK

The scope of work is divided into content as well as teaching and learning categories as follows:

3.1. CATEGORY 1: CONTENT SUBJECT MATTER EXPERTS:

The primary role of Content SMEs is to develop high-quality assessment tools and conduct rigorous accreditation site visits to ensure standards are met. Key responsibilities include:

3.1.1. EISA instrument Development and Review

- 3.1.1.1. Develop comprehensive EISA instruments, including question papers, backup question papers, practical assessment tasks, exemplars and detailed marking memoranda.

- 3.1.1.2. Review and validate existing EISA content (Questions and learner instructions) to ensure alignment with the latest curriculum standards, unit standards, and QCTO Qualification Assessment Specification (QAS)
- 3.1.1.3. Ensure all assessment instruments are technically accurate, grammatically correct, and use terminology standard within the Food and Beverage Manufacturing Sector.

3.1.2. Accreditation site visits:

- 3.1.2.1. Conduct accreditation site visits to potential Skills Development Providers (SDPs), Assessment Centres, and Trade Test Centres on behalf of FoodBev SETA.
- 3.1.2.2. Evaluate the applicant's capacity, resources, personnel, and systems against the stringent requirements for accreditation.
- 3.1.2.3. Populate official report templates and provide final recommendations on accreditation eligibility.

3.1.3. Reporting:

- 3.1.3.1. Prepare and submit reports, objective reports (using prescribed templates) for all allocated development, review and site visits activities.

3.2. CATEGORY 2- TEACHING AND LEARNING SUBJECT MATTER EXPERTS (MONITORING AND CAPACITATION):

The primary role of Teaching and Learning SMEs is to act as quality assurance inspectors, verifying the effectiveness of training delivery and building the capacity of providers. Key responsibilities include:

3.2.1. Teaching and learning progress verification

- 3.2.1.1. Conduct unannounced or scheduled site visits to SDP's delivering FoodBev SETA funded programmes (occupational learnerships and skills programmes)
- 3.2.1.2. Observe facilitator teaching sessions in real time to assess methodology, learner engagement, and content mastery.
- 3.2.1.3. Verify facilitator reports and records against actual modules delivered and credits achieved
- 3.2.1.4. Peruse learning materials, learner protocols, homework, and activities to gauge depth and appropriateness of training.

3.2.2. Capacity Building

3.2.2.1. Identify gaps and weaknesses in teaching methodologies, curriculum implementation, and administrative processes.

3.2.2.2. Provide immediate, constructive feedback and mentorship to SDP's and facilitators on areas requiring improvement.

3.2.3. Recommend and, where agreed, facilitate targeted training interventions to uplift the quality of teaching and learning outcomes

3.2.4. Reporting

3.2.4.1. Compile and submit comprehensive progress verification reports to FoodBev SETA, detailing finding, observations, and recommendations for each visit.

NB: Bidders can apply for one or both categories. The chosen category/categories must be explicitly stated on the bid cover page and within the project methodology. Failure to specify will lead to disqualification.

4. DURATION OF THE CONTRACT

4.1. The services of the panel will be required for a period of three (3) years.

5. VALIDITY PERIOD

5.1. The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without changing the personnel proposed for the services together with their proposed rates.

SECTION B

6. BID EVALUATION PROCESS

6.1. The bid evaluation process will be undertaken in accordance with the following staged approach:

Stage 1:	Administrative Requirements
Stage 2:	Mandatory Criteria;
Stage 3:	Functionality Criteria;
Stage 4:	The Preferential Procurement Policy Framework Regulations using the 80:20 points system

6.2. Stage 1: Administrative Requirements

Stage	Criteria	Requirements
<p>Stage 1</p>	<p>Administrative Requirements</p>	<p>The potential bidder must submit three (3) copies of the bid proposal as follows:</p> <ul style="list-style-type: none"> (a) Two (2) hard copies (b) One (1) electronic copy in PDF format saved on a USB memory stick <p>Requirements for Hard Copies:</p> <ul style="list-style-type: none"> (c) The bid proposal must be securely bound, hole-punched, and sequentially numbered in accordance with the response format outlined in Section C of this bid document. <p>Requirements for Electronic Copy:</p> <ul style="list-style-type: none"> (d) The electronic copy must be saved in PDF format on a USB memory stick. (e) The files must be organized into clearly labelled, paginated, and indexed folders in accordance with the response format outlined in Section C of this bid document. <p>Standard bidding documents:</p> <ul style="list-style-type: none"> (f) Submission of fully completed and duly signed SBD forms (declarations must be answered truthfully to the best of bidder’s knowledge). (g) A valid tax clearance certificate or confirmation of pin. (h) A valid B-BBEE certificate or affidavit <p>Foreign Qualifications:</p> <ul style="list-style-type: none"> (i) Bidders must ensure that foreign qualifications are accompanied by SAQA evaluation. Foreign qualifications not accompanied by the SAQA evaluation will not be evaluated and will be disqualified. <p>Important Note:</p> <ul style="list-style-type: none"> (j) FBS will not be responsible for any misinterpretation or misplaced information resulting from a proposal that is not properly labelled, paginated, and indexed

6.3. Stage 2: Mandatory Requirements

Stage	Criteria	Requirements
Stage 2	Mandatory Requirements	<p>(a) Attendance of a compulsory briefing session. A virtual briefing session will be held on 10 October 2025 from (11:00am) to (12:00pm) via Microsoft Teams. The team’s meeting link is provided on the FoodBev SETA website under this tender advert. Bidders can also request the meeting link by emailing: scm@foodbev.co.za</p> <p>(b) Proof of residence of the individual or company applicant. (Means of verification will be either lease agreement or municipal statement and should not be dated later than 6 months). Submit the proof of residence according to the areas where the bidder has footprint.</p> <p>(c) A brief introduction indicating the category applied for.</p> <p><i>(Failure to submit any of the above mandatory requirements will lead to the bid to be disqualified from further evaluation)</i></p>

6.4. Stage 3: FUNCTIONALITY EVALUATION CRITERIA

6.4.1. FUNCTIONALITY EVALUATION CRITERIA FOR CATERGORY ONE

1. BIDDER’S RELEVANT EXPERIENCE	WEIGHTING ALLOCATED	
Content Subject Matter Expert must have knowledge and expertise in the Food and Beverage Manufacturing Sector. The Subject Matter Expert (SME) must have a minimum of 3 years of work experience working in the occupation linked to the qualification where they are applying to be a subject matter expert. Preference for experience as an operator or practitioner in the field.		
Five (5) and more years’ experience	20.00	20.00
Four (4) year’s experience	10.00	
Three (3) year’s experience	05.00	
Less than three (3) year’s experience	0.00	
<p>Please note: For Individuals (SMEs applying in their personal capacity):</p> <ul style="list-style-type: none"> The CV must clearly highlight the number of years of relevant work experience working in the occupation linked to the qualification where you are applying to be a subject matter expert. 		

For Companies (Bidders applying through a business):

- The CV of the SME must clearly highlight the number of years of relevant work experience working in the occupation linked to the qualification where you are applying to be a subject matter expert.
- If the bidder (company director) is **not** the SME, the CV must be accompanied by either:
 - A signed Memorandum of Agreement (MoA) between the company and the SME, **or**
 - Proof of employment (e.g., employment contract).
- CVs not supported by an (MoA) or employment contract will not score any points for companies.
- If the bidder (company director) is the SME, no MoA is required.

2. QUALIFICATIONS		WEIGHTING ALLOCATED
Content Subject Matter Expert must have a minimum of NQF Level 6 in the related qualification within the food and beverage manufacturing sector (for example: food technology, Food Science, and Food Engineering)		40.00
Relevant NQF Level 6	40.00	
Irrelevant or below NQF level 6	0.00	

REQUIRED SUPPORTING DOCUMENTATION:

Note: Please ensure that copies of relevant qualifications are clear and legible. It is the bidder's responsibility to submit SAQA evaluation for foreign qualifications. Foreign qualification/s without SAQA evaluation will not be considered

3. REFERENCE LETTERS		WEIGHTING ALLOCATED
The Subject matter expert must submit letter/s from employer/s confirming employment and highlighting their work experience within the occupation they are applying for. OR reference letters from clients where subject matter expert services were rendered. The letters should include: <ul style="list-style-type: none"> • Contact information of employer /client • Duration of their employment/ service • Description of their key responsibilities • Signed and dated by the relevant employer or client. 		
One letter from employer / one reference letter	20.00	20.00
No reference letters submitted	0.00	

REQUIRED SUPPORTING DOCUMENTATION:

Note: Only signed and dated letters will be accepted.

4. METHODOLOGY AND APPROACH		WEIGHTING ALLOCATED
The subject matter expert is required to submit a detailed project methodology that clearly demonstrates how they will develop content for EISA, review the EISA content and conduct accreditation site visits as per scope of work detailed above. The methodology should outline the approach, processes, and resources that will be utilised to ensure successful achievement of the project objectives.		20.00
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	

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.	10.00	
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.	05.00	
Unacceptable: The proposal does not meet any of the above requirements or comply with and/or insufficient/no information provided.	0.00	
REQUIRED SUPPORTING DOCUMENTATION: Note: activities and tasks on the methodology section must be tabulated.		
TOTAL POINTS		100

6.4.2. FUNCTIONALITY EVALUATION CRITERIA FOR CATERGORY TWO

1. BIDDER'S RELEVANT EXPERIENCE:		WEIGHTING ALLOCATED
Teaching and learning Subject Matter Expert must have knowledge and expertise in teaching, training, or education quality assurance. Subject matter expert to be appointed must have a minimum of 3 years' experience of teaching, training or education quality assurance within the education and training environment.		
Five (5) and more years	20.00	20.00
Four (4) years	10.00	
Three (3) years	05.00	
Less than three (3) years	0.00	
<p>PLEASE NOTE:</p> <p>For Individuals (SMEs applying in their personal capacity):</p> <ul style="list-style-type: none"> The CV must clearly highlight the number of years of relevant experience for the category applied for. <p>For Companies (Bidders applying through a business):</p> <ul style="list-style-type: none"> The CV of the Subject Matter Expert (SME) must highlight the number of years of relevant experience for teaching. If the bidder (company director) is not the SME, the CV must be accompanied by either: <ul style="list-style-type: none"> A signed Memorandum of Agreement (MoA) between the company and the SME, or Proof of employment (e.g., employment contract). CVs not supported by an (MoA) or employment contract will not score any points. If the bidder (company director) is the SME, no MoA is required. 		
2. QUALIFICATIONS		WEIGHTING ALLOCATED
Teaching and Learning Subject Matter Expert must have a minimum of NQF Level 6 Qualification in education.		40.00
Relevant NQF Level 6	40.00	

Irrelevant or below NQF level 6	0.00	
REQUIRED SUPPORTING DOCUMENTATION: Note: Please ensure that copies of relevant qualifications are clear and legible. It is the bidder's responsibility to submit SAQA evaluation for foreign qualifications. Foreign qualification/s without SAQA evaluation will not be considered		
3. REFERENCE LETTERS		WEIGHTING ALLOCATED
The Subject matter expert must submit letter/s from employer/s confirming employment and highlighting their work experience within the occupation they are applying for. OR reference letters from clients where subject matter expert services were rendered. The letters should include: <ul style="list-style-type: none"> • Contact information of employer /client • Duration of their employment/ service • Description of their key responsibilities • Signed and dated by the relevant employer or client. 		
One letter from employer / one reference letter	20.00	20.00
No reference letters submitted	0.00	
REQUIRED SUPPORTING DOCUMENTATION: Note: Only signed and dated reference letters will be accepted.		
4. METHODOLOGY AND APPROACH		WEIGHTING ALLOCATED
The bidder is required to submit a detailed project methodology that clearly demonstrates how they will conduct progress on teaching and learning and capacitate SDPs and facilitators as per scope of work detailed above. The methodology should outline the approach, processes, and resources that will be utilised to ensure successful achievement of the project objectives.		
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.	10.00	
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.	05.00	
Unacceptable: The proposal does not meet any of the above requirements or comply with and/or insufficient/no information provided.	0.00	
REQUIRED SUPPORTING DOCUMENTATION: Note: activities and tasks on the methodology section must be tabulated.		

Bidders 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 be not move to the next stage of evaluation.

6.5. Stage 4: PREFERENCE POINTS SYSTEM

6.5.1. The 80/20 preference points system will be utilised for this bid.

6.5.2. The FoodBev SETA will pay a standard fee per EISA phase delegated to the SME as follows:

Standard Task Fee			
Task	Year 1	Year 2	Year 3
EISA instruments Development and Review Per Qualification	R 10,000.00 (VAT inclusive)	Fee may or may not be adjusted	Fee may or may not be adjusted
EISA instruments Development and Review Per Part Qualification or Skills Programme.	R 7,000.00 (VAT inclusive)	Fee may or may not be adjusted	Fee may or may not be adjusted
QCTO Accreditation/Assessment Centre Site Visit and Reporting Per site allocated.	R 6,000.00 + Travel per Km at SARS Rates (VAT inclusive)	Fee may or may not be adjusted	Fee may or may not be adjusted
Conducting of teaching and learning progress verification visits	R 6,000.00 + Travel per Km at SARS Rates (VAT inclusive)	Fee may or may not be adjusted	Fee may or may not be adjusted

6.5.3. 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 (> 51% blacks)	60%	12.00
Woman Ownership	20%	4.00
Youth Ownership	20%	4.00
Total	100%	20.00

Bidder will need to score a minimum of 4.00 Points to be considered for the panel.

6.5.4. Bidders must submit the following documents as a means of verification for specific goals:

For Companies:

- a) CIPC documents (company registration documents),

- b) A copy of a BBEE verification certificate or signed affidavit indicating ownership levels.
- c) Shareholder certificates, and
- d) Copy(ies) of Identity document(s) for shareholder(s).
- e) Central Supplier Database (CSD) full report. (*Not a summary*)

For Individuals:

- a) Copy of Identity document
- b) Central Supplier Database (CSD) full report. (*Not a summary*)

6.5.5. Bidders who fail to submit the supporting documents will not qualify for points allocated for specific goals.

SECTION C

7. TENDER SUBMISSION INSTRUCTIONS

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- 7.1. Tenders should be submitted in triplicate consisting of two hard copies (one original and one copy) and one electronic copy, all bound in a sealed envelope endorsed **FB-SETA (25-26) T0002: The appointment of a panel of Subject Matter Experts for a period of 3 years for the FoodBev SETA**. The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 07 Wessel St, Rivonia, Sandton, 2128 no later than closing time and date.
 - 7.2. Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
 - 7.3. The closing date, company name and the return address must also be endorsed on the envelope.
 - 7.4. If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the tender box. FoodBev SETA will not be held responsible for any delays where tender documents are handed to the FoodBev SETA Receptionist and/or arrives late.
 - 7.5. No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
 - 7.6. Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. FoodBev SETA reserves the right not to consider/evaluate any late tender response.
 - 7.7. All the documentation submitted in response to this bid must be in English.
 - 7.8. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
 - 7.9. Bids submitted by bidders must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors (if applicable), a copy of which Resolution, duly certified be submitted with the Tender.
 - 7.10. Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by FoodBev SETA regarding anything arising from the fact that pages are missing or duplicated.

- 7.11. A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- 7.12. It is the bidder's responsibility to submit SAQA evaluation for foreign qualifications, foreign qualification/s without SAQA evaluation will not be considered.

8. RESPONSE FORMAT

- 8.1. The soft and hard copy responses from all bidders must be prepared in line with the following section:
- 8.2. Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked, indexed and /or numbered):
- 8.3. Cover Page: The cover page must clearly indicate the bid reference number, bid description and the bidder's name.
- 8.4. **Schedule 1:**
- a. Executive Summary/Cover Letter – The cover letter should be brief (not more than two pages maximum). Describe why your company/consortium considers it to be best qualified to achieve any of the services listed in scope of work.
 - b. Specify the category applied for.
 - c. List of Project team – This list should include the identification of the contact person who will have primary responsibility for the FoodBev SETA contracts
 - d. References from each respective in relation to the Subject Matter Expertise.
 - e. Qualifications and Experience – This section shall contain relevant information on qualifications and experience related to the relevant profession
 - f. The onus is on the bidder to provide FB SETA with SAQA evaluation for foreign qualifications.
 - g. Signature Requirements: All bids must be signed. A bid may be signed by an officer or other agent of a registered vendor, if authorised to sign contracts on its behalf; a member of a consortium or joint venture or other agent authorised by a Power of Attorney. The name and title of the individual(s) signing the bid must be clearly shown immediately below the signature.
 - h. Rejection of bids: FoodBev SETA reserves the right not to proceed with the award of the proposal.

8.5. **Schedule 2:**

For Companies:

- a. CIPC documents (company registration documents),
- b. A copy of a BBBEE verification certificate or signed affidavit indicating ownership levels.
- c. Shareholder certificates,
- d. Copy(ies) of Identity document(s) for shareholder(s).
- e. Central Supplier Database (CSD) full report. (*Not a summary*)
- f. All tender submissions must include standard bidding documents (SBD documents) duly completed and signed.

For Individuals:

- a. Copy of Identity document
- b. Central Supplier Database (CSD) full report. (*Not a summary*)
- c. All tender submissions must include standard bidding documents (SBD documents) duly completed and signed.

Please Note: If a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/ JV member or subcontractor. A consolidated B-BBEE certificate is required for Joint Venture bidders.

9. AUTHORISATION

*The **BAC** committee hereby confirms that the information included in this bid document is agreed upon by all members, compliant, accurate and complete.*

Recommended by the BAC Chairperson: Mr. Sinaye Mgidi

Signature: _____ Date: _____

Approved by the CEO: Ms. Nokuthula Selamolela

Signature: _____ Date: _____

10. ANNEXURES

- 10.1.** ANNEXURE A - COMPLIANCE DOCUMENTS AND CONDITIONS TO TENDER
- 10.2.** ANNEXURE B – SBD FORMS
- 10.3.** ANNEXURE C- GENERAL CONDITIONS OF CONTRACT (GCC)
- 10.4.** ANNEXURE D- QUALIFICATIONS AND SKILLS PROGRAMMES UNDER FBS SCOPE