

16 October 2025

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

**THE PROVISION OF FOOD AND BEVERAGE PRODUCTS FOR THE FOODBEV
SETA ANNUAL GENERAL MEETING (AGM)**

The Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites prospective service providers to submit quotations for the provision of food and beverages products for distribution at the Annual General Meeting (AGM) in November 2025.

Closing date of submission	30 October 2025
Closing time of submission	16h30
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	Makatseng Mokome
Telephone Number: Landline	011 2537300
e-mail address to send queries	scm@foodbev.co.za

1. BACKGROUND AND INTRODUCTION

The Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) is a statutory body established in terms of the Skills Development Act (No. 97 of 1998). Our mandate is to facilitate skills development and implement learning programmes within the food and beverages manufacturing sector.

FoodBev SETA will host its Annual General Meeting (AGM) on Thursday, 27 November 2025, in Johannesburg. As part of our commitment to promoting and supporting Small, Medium, and Micro Enterprises (SMMEs) within our sector, we intend to procure a variety of food and beverage products for distribution to our AGM attendees. This initiative aims to showcase the diversity and quality of products from the sub-sectors we represent while providing a tangible market opportunity for local SMMEs.

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

2. OBJECTIVES OF THE SERVICE

FoodBev SETA invites quotations from qualified and experienced SMMEs based in the Gauteng area to supply, package, and deliver pre-packaged, ready-to-consume food and beverage products. These products will be assembled into "goodie bags" for distribution to approximately **250** delegates at the AGM.

The primary objectives are:

- 2.1. To provide high-quality, safe, and delicious samples representing the South African food and beverage manufacturing industry.
- 2.2. To specifically support and procure from SMMEs within the FoodBev SETA's jurisdiction.
- 2.3. To ensure the products align with the five (5) Chambers/sub-sectors represented by the SETA.
- 2.4. To appoint a maximum of five (5) service providers, aiming for one provider from each of the five Chambers/sub-sectors. The appointment will be based on service providers meeting the minimum requirements.

3. SCOPE OF WORK AND REQUIREMENTS

Successful service providers will be required to:

3.1. Product Supply:

- Supply a minimum of **250** for a single, pre-packaged food or beverage product. Each unit must be individually wrapped and ready for direct inclusion into a delegate's goodie bag.
- Products may be aligned with one of the following FoodBev SETA Sub-Sectors:
 1. **Grain Milling and Baking:** e.g., Scones, biscuits, rusks, muffins, pre-packaged breadsticks, muesli bars.
 2. **Sugar Confectionery, Snacks and Convenience Foods:** e.g., Biltong, droëwors, nuts, chips, sweets, chocolates, popcorn, pre-packaged savoury snacks.
 3. **Dairy, Beverages and Fruit Processing:** e.g., Fruit juices, iced teas, soft drinks, flavoured milk (long-life/UHT recommended), yoghurts (long-life/spoonable), pre-packaged fruit cups.
 4. **Meat, Fish and Poultry:** e.g., Pre-packaged dried meats (biltong, droëwors, jerky), pâtés, canned fish spreads (e.g., salmon or tuna spread with crackers).
 5. **Food Preparation and Preservation (Includes Oils, Sauces, Spices):** e.g., Small bottles of chilli sauce, mayonnaise, mustard, cooking oil (small bottles), pre-packaged spice rubs, marinades, chutneys, atchar.

3.2. Product Specifications:

- **Safety:** All products must be certified safe for human consumption. Proof of compliance with all relevant health and safety standards is mandatory (e.g., Certificate of Acceptability from the local municipality, HACCP certification if available).
- **Quality:** Products must be of high quality, with a reasonable remaining shelf life (minimum 3 months from the date of the AGM).
- **Packaging:** Each unit must be professionally packaged, sealed, and labelled. Labels must be clear and include, where available, Product Name, Ingredients, Allergen Information, Net Weight, and Best Before Date.

3.3. Delivery:

- Deliver all products to a designated address in Johannesburg, Gauteng, on **Monday, 24 November 2025**, between 09:00 and 16:00. The exact address will be provided to successful bidders.
- The service provider is responsible for all logistics and costs associated with delivery.

4. ELIGIBILITY CRITERIA

Prospective service providers must meet ALL the following mandatory criteria to be considered:

- Be registered as a Small, Medium, or Micro Enterprise (SMME) in South Africa.
- Be based within the Gauteng area preferably. If based outside of Gauteng, bidder must be able to deliver their products to one address in Johannesburg.
- Be able to provide a valid Certificate of Acceptability (or equivalent proof of compliance with the Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food).
- Submit a valid SARS Tax Clearance pin.
- Be registered on the Central Supplier Database (CSD).
- Submit a B-BBEE Status Level Verification Certificate/Certificate from a Registered Verification Agency (Sworn Affidavit is acceptable for Exempted Micro Enterprises - EMEs).

5. SUBMISSION REQUIREMENTS

The quotation must be submitted on email with subject: **QUOTATION: AGM FOOD PRODUCTS** and must include the following:

1. **Cover Letter:** Introducing the company and the product being offered.

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

2. **Product Description:** Detailed description, high-quality photo, and specification of the product offered. Clearly state which Chamber/Sub-Sector it represents.
3. **Pricing Quotation:** All-inclusive price per unit and total price for 250 units. Prices must be quoted in South African Rands (ZAR) and include 15% VAT. Delivery to the specified Johannesburg address must be included in the price.
4. **Certification and Documentation:**
 - Certified copy of Company Registration Certificate (CIPC).
 - Valid Tax Clearance pin.
 - Valid Certificate of Acceptability, where applicable.
 - B-BBEE Certificate/Sworn Affidavit.
 - CSD Summary Report.

6. EVALUATION CRITERIA

- 5.1 **Criteria 1: Administrative evaluation**– bidders will first be evaluated in terms of administrative compliance, that is, meeting minimum requirements. Bidders must submit required documents.
- 5.2 **Criteria 2: Functional criteria (minimum requirements)** – Bidders must meet the minimum functionality of 70.00 points out of 100 points in order to be evaluated further in terms of criteria 3. Any bid that does not meet the minimum threshold will be automatically disqualified.
- 5.3 **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.

7. CRITERIA 1-ADMINISTRATIVE EVALUATION

- 7.1. Bidder 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. Bidders must submit a valid tax clearance certificate and Pin.

8. CRITERIA 2: FUNCTIONALITY EVALUATION (MINIMUM REQUIREMENTS)

- 8.1. Bidders must meet the minimum functionality of **70.00** points out of 100 points in order to be evaluated further in terms of criteria 3. Any bid that does not meet the minimum threshold will be automatically disqualified. See detailed scoring criteria below.

1. CRITERIA: BIDDER'S RELEVANT EXPERIENCE		WEIGHTING ALLOCATED
<p>The bidder must submit a detailed company profile that includes the following information:</p> <ol style="list-style-type: none"> 1. The nature of the products the bidder is providing. 2. The number of years of experience in manufacturing or processing food and beverages products. 		50.00

<p>3. Product Relevance and Quality: This must address alignment with the designated Chamber, uniqueness, appeal, and perceived quality.</p> <p>4. Capacity and Reliability: Proof of ability to produce and deliver the required quantity on time, this must include company experience, and previous clients.</p> <p>5. Product Packaging and Presentation: Professionalism, clarity of labelling (including allergens), and suitability for the goodie bag.</p>		
<ul style="list-style-type: none"> Submitted detailed company profile with 3 (three) of the requirements provided (product relevance and quality, capacity and reliability, and product packaging and presentation) 	30.00	
<ul style="list-style-type: none"> Submitted detailed company profile with only 4 (four) of the requirements provided (any two for product relevance and quality, capacity and reliability, and product packaging and presentation) 	40.00	
<ul style="list-style-type: none"> Submitted detailed company profile with all 5 (five) of the requirements provided (product relevance and quality, capacity and reliability, and product packaging and presentation) 	50.00	
<p>REQUIRED SUPPORTING DOCUMENTATION: The company profile must be on the bidder's letterhead, reflecting 1.the nature of the products the bidder is providing, 2. number of years of experience in manufacturing or processing food and beverages products, 3. product relevance and quality, 4. capacity and reliability, and 5. product packaging and presentation.</p>		
<p>2. SMME DEVELOPMENT AND B-BBEE STATUS</p>		
<p>The bidder must be a Small Medium and Micro Enterprise (SMME) that is operating within the Food and Beverage industry.</p>		
<ul style="list-style-type: none"> Generic business 	0.00	50.00
<ul style="list-style-type: none"> Qualifying Small Enterprise (QSE) 	20.00	
<ul style="list-style-type: none"> Small Medium and Micro Enterprise (SMME) 	50.00	
<p>REQUIRED SUPPORTING DOCUMENTATION:</p> <ul style="list-style-type: none"> CIPC documents (company registration documents), A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status), and Submission of proof of the bidder's registration on the CSD. 		
Total		100.00

Note: Bidder must submit ALL the above requirements to proceed to next stage of evaluation.

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

- A maximum of five (5) service providers will be selected, aiming for one provider from each of the five Chambers/sub-sectors
- Please note that the Evaluation Committee will use their own discretion to assess the quality of all bid proposals received in relation to the 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 twenty-four (24) hours after receipt of a written request from the supply chain office. Failure to submit such information may result in disqualification or non-award of functionality points.

9. CRITERIA 3 - PREFERENCE POINTS ALLOCATION

- 9.1. **80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2000 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

- 9.1.1. 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	60%	12,00
Woman Ownership	30%	6,00
Black Youth ownership	10%	2,00
Total	100%	20,00

10. CONDITIONS OF CONTRACT

The successful service provider undertakes:

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

- 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

- a) 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
- 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. 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.

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. 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 into any further correspondence and/or negotiations with any unsuccessful bidder.

20. PROCEDURES FOR SUBMITTING QUOTATIONS

20.1. **The closing date for proposals is 30 October 2025 @16h30.**

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.