

18 November 2025

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

APPOINTMENT OF A SUITABLE PROVIDER TO PROVIDE OFFSITE STORAGE SERVICES FOR PERIOD OF FIVE (5) YEARS.

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites suitable service providers to submit quotations to provide Off-side storage and Records Archiving services:

Closing date of submission	27 November 2025
Closing time of submission	16h00
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

FoodBev SETA is a 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 Road, Rivonia. 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 OF THE ASSIGNMENT

The Foodbev SETA seeks to appoint a suitable service provider to provide Off-site storage service for the Archiving and Storage of its Records.

3. SCOPE OF WORK

- 3.1.** The successful service provider is expected to provide comprehensive and reliable off-site record storage services that will enable the FoodBev SETA to access and retrieve its records easily and efficiently. The scope of work includes the following:
- 3.1.1 Provide a secure and safe records storage facility suitable for records archiving with appropriate security and risk measures to ensure the safety of records.
 - 3.1.2 Provide retrieval and delivery services for records at the off-site storage to FoodBev SETA.
 - 3.1.3 Supply of records management-related stationery such as boxes, leads, tracking labels, and input sheets/books to FoodBev SETA as and when required.
 - 3.1.4 Collection of boxes from the FoodBev SETA premises to the off-site storage facility.
 - 3.1.5 The destruction and disposal of FoodBev SETA records as and when required.
 - 3.1.6 Provide the following services on a service need basis:
 - 3.1.6.1. Records Appraisal – assist in assessing physical records to determine retention, archival, or disposal requirements in line with approved schedules and compliance frameworks.
 - 3.1.6.2. Indexing of Records – assist in the capture and updating metadata, assign unique identifiers, and maintain searchable registers for easy retrieval of physical records at the head office.
 - 3.1.6.3. Sorting and organizing – assist in arranging records by department, function, date, or subject to ensure consistency before off-site transfer.
 - 3.1.6.4. Packing and Labelling – Prepare records for secure storage by boxing, labelling, and recording details for inventory management.

4. SPECIFICATION

- 4.1.** Currently FoodBev SETA has 1795 boxes stored at an off-site storage facility, the prospective bidder is expected to provide the following:
- 4.1.1. Provide an off-site storage facility that is suitable for the storage of the current and future FoodBev SETA records in physical format.
 - 4.1.2. For retrieval purposes the service provider is expected to furnish FoodBev SETA with a records inventory upon a request indicating records in their facility and records that are due for disposal/destruction.

- 4.1.3. The service provider must be able to carry out disposal/destruction activities on behalf of FoodBev SETA as and when requested and furnish FoodBev SETA with a destruction report or certificate.
- 4.1.4. At any given time, FoodBev SETA may request records that are kept in the off-site storage facility. The service provider must be able to deliver the records either on a normal basis or in emergencies on the agreed timelines.
- 4.1.5. The National Archives and Records Services of South Africa (NARRSSA) require that records of a public body are kept in an off-site storage facility that has been evaluated by the National Archives and Records Services of South Africa. Service providers must submit evidence of a NARSSA inspection conducted within the last three years, confirming their approval to manage records of governmental bodies in compliance with the Act. The service provider must indicate the take-on cost of 1795 boxes in their proposal.
- 4.1.6. The estimated number of boxes to be collected for archiving is Three Hundred (300) per year.
- 4.1.7. The duration of the contract is Five (5) years valid from the day of appointment and subject to the Service Level Agreement (SLA) being concluded and agreed upon between the FoodBev SETA and the Service Provider within one (1) month of the contract being awarded. Failure to conclude the SLA within the stipulated period FoodBev SETA reserves the right to cancel the contract.
- 4.1.8. Due to the confidentiality nature of the information that FoodBev SETA deals with the successful service provider will be required to sign a data processing and confidentiality agreement.

5. MANDATORY REQUIREMENTS

The National Archives and Records Services of South Africa (NARSSA) require that records of a public body are stored in an off-site storage facility that has been evaluated by the National Archives and Records Services of South Africa. The service provider is required to provide proof/evidence of such evaluation in the past 3 years. Failure to provide proof/evidence of NARSSA inspection in the last three years will result in automatic disqualification.

6. PROJECT DURATION

The duration of the contract is Five (5) years valid from the day of appointment and subject to the Service Level Agreement (SLA) being concluded and agreed upon between the FoodBev SETA and the Service Provider within one (1) month of the contract being awarded. Failure to conclude the SLA within the stipulated period.

7. PRICING SCHEDULE

7.1. The Service Provider is requested to submit firm pricing inclusive of all the costs relating to the project in line to the table below

Table: Take over and Storage year 1 – 5

Description	Current quantity	Year 1: Storage Cost (Incl Vat) take over and estimated additional 300 boxes	Year 2: Storage cost (Incl vat) and estimated additional 200 boxes	Year 3: Storage cost (Incl vat) and estimated additional 100 boxes	Year 4: Storage cost (Incl vat) and estimated additional 100 boxes	Year 5: Storage cost (Incl vat) and estimated additional 100 boxes
Archived Boxes	1795 boxes at off-site storage					

Table: Retrieval year 1 -5

Description	Retrieval requirement	Year 1: Retrieval Cost (Incl Vat) per 50 boxes	Year 2: Retrieval Cost (Incl Vat) per 50 boxes	Year 3: Retrieval Cost (Incl Vat) per 50 boxes	Year 4: Retrieval Cost (Incl Vat) per 50 boxes	Year 5: Retrieval Cost (Incl Vat) per 50boxes
Archived Boxes	50 boxes per year					

Table: Destruction year 1- 5

Description	Destruction	Year 1: Destruction Cost (Incl Vat) per 100 boxes	Year 2: Destruction Cost (Incl Vat) per 100 boxes	Year 3: Destruction Cost (Incl Vat) per 100 boxes	Year 4: Destruction Cost (Incl Vat) per 100 boxes	Year 5: Destruction Cost (Incl Vat) per 100 boxes
Archived Boxes	100 boxes per year					

7.2. 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: Mandatory** - The National Archives and Records Services of South Africa (NARSSA) require that records of a public body are stored in an off-site storage facility that has been evaluated by the National Archives and Records Services of South Africa. The service provider is required to provide proof/evidence of such evaluation in the past 3 years.
- 8.3. Criteria 3: 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.
- 8.4. 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

10. CRITERIA 2 – MANDATORY REQUIREMENT

- 10.1.** The bidder must submit proof of inspection from the National Archives and Records Services of South Africa (NARSSA).

Failure to submit the above document will result in the bidder being disqualified as this is mandatory.

11. CRITERIA 2 – FUNCTIONALITY EVALUATION

Functional criteria	Weight
<p>2. Bidder Experience</p> <p>The bidder must have extensive knowledge of handling records and dealing with off-site/archiving services.</p> <p>Bidder must provide a minimum of Five (5) reference letters from contactable clients (excluding FoodBev SETA) for similar services provided.</p> <p>The reference letters must be on the client’s letterhead, duly signed by the authorized person, reflecting the:</p> <p>2.1. Nature of the service provided,</p> <p>2.2. Level of satisfaction for the service and performance of the bidder; and</p> <p>2.3. person Contact information of the designated reference person.</p> <ul style="list-style-type: none"> ▪ No relevant reference letters provided = 0.00 points ▪ One (1) relevant reference letter = 10.00 points ▪ Two (2) relevant reference letters = 20.00 points ▪ Three (3) relevant reference letters = 30.00 points ▪ Four (4) relevant reference letters = 40.00 points ▪ Five (5) or more relevant reference letters = 50.00 points 	<p>50.00</p>
<p>3. Company Profile</p> <p>The service provider must provide a company profile inclusive of the following:</p> <p>3.1. Minimum of Five (5) years experience in providing records management services.</p> <p>3.2. Company Structure and Background</p> <p>3.3. Project Plan</p> <p>3.4. Location of the warehouse.</p> <p>3.5. Clear Costing plan is inclusive of all costs as per the pricing schedule below.</p> <ul style="list-style-type: none"> ▪ The company profile does not cover the above requirements. = 0.00 points ▪ Company profile covers One (1) of the above requirements. = 10.00 points ▪ Company profile covers Two (2) of the above requirements. = 20.00 points. ▪ Company profile covers Three (3) of the above requirements. = 30.00 points. ▪ Company profile covers all the requirements (3.1 to 3.5) = 50.00 points 	<p>50.00</p>
<p>Total</p>	<p>100.00</p>

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.

12. Criteria 3 - PREFERENCE POINTS SYSTEM

12.1. 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.

12.2. 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

12.3. 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*

- 12.4. Bidders must submit the following documents as a means of verification for specific goals:
- 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 shareholders(s).
 - e) Central Supplier Database (CSD) full report. (Not a summary)

13. CONDITIONS OF CONTRACT

The successful service provider undertakes:

13.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.

13.2. The onus is on the bidder to submit the SAQA certificate of evaluation for foreign qualifications.

- 13.3. 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.
- 13.4. Not to copy or duplicate any software or documentation for private use;
- 13.5. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project.
- 13.6. General conditions of tender, contracts and orders will be applicable in the execution of the contract.
- 13.7. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider.
- 13.8. Failure to adhere to the above conditions will lead to the invalidation of the quotation.
- 13.9. 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.
- 13.10. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 13.11. 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.
- 13.12. 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.
- 13.13. 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.
- 13.14. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots

14. IMPORTANT INFORMATION TO NOTE - GUIDELINES

14.1. Disclosures

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

15. DISCLAIMER

- 15.1. FoodBev SETA reserves the right not to appoint a service provider
- 15.2. 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
- 15.3. Award the contract or any part thereof to one or more service providers
- 15.4. Reject all bids

- 15.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 15.6. Request further information from any bidder after closing date for clarity purposes
- 15.7. Cancel this RFQ or any part thereof at any time
- 15.8. 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
- 15.9. Points scored will be rounded to 2 decimals
- 15.10. 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.

16. IMPORTANT INFORMATION TO NOTE - GUIDELINES

16.1. Disclosures

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

17. DISCLAIMER

- 17.1. FoodBev SETA reserves the right not to appoint a service provider.
- 17.2. 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.
- 17.3. Award the contract or any part thereof to one or more service providers.
- 17.4. Reject all bids.
- 17.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements.
- 17.6. Request further information from any bidder after closing date for clarity purposes.
- 17.7. Cancel this RFQ or any part thereof at any time.
- 17.8. The scored points will be rounded to 2 decimals.
- 17.9. FoodBev SETA does not communicate with any bidders telephonically indicating that the bidder will be assisted to receive the award in return for financial resources.
- 17.10. 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.

18. CONFIDENTIALITY

- 18.1. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 18.2. 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.

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

19. MISCELLANEOUS

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

20. NEGOTIATIONS

- 20.1.** 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.

21. VALIDITY

- 21.1.** 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.
- 21.2.** 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.

22. CONDITIONS OF PAYMENT

- 22.1.** 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.

23. COST OF TENDERING/ PROVIDING QUOTATIONS

- 23.1.** The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal.
- 23.2.** 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.

24. UNSUCCESSFUL BIDDERS

- 24.1.** 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.

25. PROCEDURES FOR SUBMITTING QUOTATIONS

- 25.1. The closing date for proposals 27 November 2025 @ 16h00.**
Suppliers must reach the FoodBev SETA before or at the closing date and time.
Bidders must email a soft copy of their proposal to: scm@foodbev.co.za.