

12 January 2026

REQUEST FOR QUOTATIONS

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO FACILITATE FOODBEV SETA RISK ASSESSMENT WORKSHOPS

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit quotations to facilitate focused risk assessment workshops and associated documentation review as follows:

Closing date of submission	21 January 2026
Closing time of submission	16:00 p.m. (Telkom time)
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the goods	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	Lerato Phaka
Telephone Number: Landline	011 253 7300
e-mail address to send queries	LeratoN@FoodBev.co.za

1. BACKGROUND

FoodBev SETA is a Public Finance Management Act No. 1 of 1999, (PFMA) Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998 (SDA). 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.

As part of its annual governance cycle, FoodBev SETA is required to review and update its Strategic Risk Register and ensure the associated Control Improvement Plans (CIPs) are accurate, realistic, and actionable.

2. PURPOSE

FoodBev SETA seeks to appoint a suitably qualified and experienced **workshop facilitator** (not a generic training provider) to guide management and the board through a structured process to:

- i. Critically review and update the existing Strategic Risk Register.

- ii. Assess the accuracy, relevance, and realism of the CIPs and timelines against each identified risk.
- iii. Ensure the final outputs are aligned with the organisation's 2025-2030 Strategic Plan and the 2026/27 Annual Performance Plan.

This initiative supports FoodBev SETA's commitment to effective and implementable risk management practices.

3. OBJECTIVES

The primary objectives of the assignment are:

- i. To facilitate a focused workshop with management to review, challenge, and update the Strategic and Fraud Risk Registers.
- ii. To guide management in a detailed review of the CIP for each risk, ensuring actions are accurate, owners are clear, and timelines are realistic and achievable.
- iii. To present the updated register and reviewed CIPs to the board for validation and endorsement.
- iv. To consolidate the final risk registers for presentation to the Audit and Risk Committee (ARC) and the Board for approval.

4. SCOPE OF WORK

The scope of work shall include, but not be limited to, the following:

4.1. Pre-Workshop Preparation & Planning

- i. Work closely with the Manager: Risk and Compliance to understand the current Strategic and Fraud Risk Registers, CIP structure, and specific challenges.
- ii. Develop a detailed, time-bound workshop agenda and facilitation plan focused on review, analysis, and refinement (not general risk training).

4.2. Facilitation of Management Workshop (Core Activity)

4.2.1. Facilitate a **2-day** hybrid workshop with relevant officials to:

- i. Review and update risk descriptions, likelihood, impact, and inherent ratings.
- ii. Evaluate and update risk response strategies.
- iii. Critically review the Control Improvement Plans (CIP) for each risk: Facilitate discussions to ensure CIP actions are specific, measurable, assigned to correct owners, and have realistic completion dates. Identify and document any gaps or unrealistic timelines.
- iv. Identify any new strategic or operational risks aligned with current strategic objectives.

4.2.2. Dedicate a **3rd day** to assist management develop departmental operational risk registers.

4.3. Facilitation of Board Engagement Session

4.3.1. Present the outputs of the management workshop to the Board and Audit and Risk committee members.

- i. Facilitate a 1-day session (hybrid) with the Board to:
 - a. Validate the updated Strategic and Fraud Risk Register.
 - b. Review and endorse the revised, realistic CIP timelines.
 - c. Incorporate Board feedback and finalise the documents.

4.4. Documentation & Finalisation

- 4.4.1. Update and consolidate the outcomes from the workshops with all agreed changes.
- 4.4.2. Revise the CIPs to reflect accurate actions, responsible persons, and realistic timelines
- 4.4.3. Produce the following outputs for the 2026/27 financial year (1 April to 31 March), and present these to the Audit and Risk Committee (in March 2026) for endorsement:
 - i. Strategic risk register
 - ii. Fraud risk register and fraud prevention plan
 - iii. Operational Risk Registers
- 4.4.4. Prepare a concise **Process and Risk Overview Report** summarising the workshop outcomes, key changes to risks and CIPs, and recommendations.
- 4.4.5. Present these outputs to the Audit and Risk Committee (in March 2026) for recommendation to the board.

5. DELIVERABLES AND TIMELINES

- 5.1. The facilitator will be required to deliver the following:
 - i. Work closely with Manager: Risk and Compliance.
 - ii. Develop the agenda, provide material and presentations for the successful implementation of the session
 - iii. All sessions will be hybrid during the below timelines (exact dates to be provided). The physical venue will be the FoodBev SETA offices, and the online platform will be Microsoft teams.

Deliverable	Timeline
Risk assessment session with management (2 days)	(TBC) February 2026
Assist management with developing realistic departmental operational risk registers (1 Day)	(TBC) February 2026
Risk assessment session with the board (1 day)	4 March 2026
Provide finalized documentation to management	5 March 2026
Presentation to ARC (1 hour online)	12 March 2026

- iv. The facilitator will report to the Senior Manager: Corporate Services. Regular updates will be required throughout the assignment.

6. EVALUATION CRITERIA

- 6.1. **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 onto the next stage of evaluations.
- 6.2. **Criteria 2: Functional criteria** – Functionality points are equal to **100.00** points. Bidders are required to achieve a minimum score of **75.00** points on functionality evaluations to

qualify to be evaluated on Price & Specific Goals. All bidders who do not score the minimum points will be disqualified.

- 6.3. **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.

7. CRITERIA 1 – COMPLIANCE EVALUATION (MANDATORY)

The Bidders must submit:

- 7.1. 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. Valid Tax Clearance Certificate and Pin.
- 7.4. BBBEE Certificate or Swon BBBEE affidavit

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

8. CRITERIA 2 - FUNCTIONALITY EVALUATION

Functional criteria	Weight	
1. Relevant Facilitation Experience & References	40.00	
The bidder must provide three (3) or more relevant reference letters or testimonials for similar work done in a public or private sector environment in the last 5 (five) years. 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:		
<ul style="list-style-type: none"> ▪ No relevant reference letters provided 		0.00
<ul style="list-style-type: none"> ▪ Two (2) reference letters provided 		15.00
<ul style="list-style-type: none"> ▪ Three (3) or more reference letters 	40.00	
2. Lead Facilitator Profile & Competence	35.00	
The bidder must provide a short profile(s) of the facilitator(s) <u>and</u> CV(s) clearly highlighting relevant qualifications, skills, and experience in providing similar services. The facilitator must have at least five (5) years of experience in providing similar services. The CV must demonstrate a minimum of 5 years' experience and NQF level 7 qualification (<u>bidder to provide certified certificate(s)</u>). Certification in risk management – IRMSA Certification will be an added advantage. <i>*Foreign qualifications must be accompanied by SAQA evaluation certificate. Foreign qualifications not accompanied by SAQA evaluation proof will not be considered.</i>		
<ul style="list-style-type: none"> ▪ Less than five (5) years' experience demonstrated in the CV and submission of a certified NQF Level 7 qualification(s) or no CV submitted 		0.00
<ul style="list-style-type: none"> ▪ Five (5) years or more experience demonstrated in the CV <u>and</u> submission of a certified NQF Level 7 qualification(s) 		25.00
<ul style="list-style-type: none"> ▪ Five (5) years or more experience demonstrated in the CV <u>and</u> submission of a certified NQF Level 7 qualification(s) and IRMSA 	35.00	

(Institute of Risk Management South Africa) Certification in risk management.		
3. Proposed Workshop Methodology & Approach		Weight
Bidder must provide a clear methodology explaining how they will: a) Facilitate the review and update of the risk registers. b) Guide the critical review of CIP actions and timelines for realism. c) Ensure constructive engagement and actionable outcomes		25.00
Unacceptable: Does not meet the requirement. Does not comply and/or insufficient/no information provided.	0	
Acceptable: Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled.	5	
Good: Satisfies the requirements. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled	15	
Excellent: Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full	25	
Total		100.00

Note: the minimum score for functionality is 75 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 twenty-four (24) hours after receipt of a written request from supply chain office. Failure to submit such information may result in disqualification or non-award of functionality points.

9. 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 >51%	50%	10,00
Woman Ownership	30%	6,00
Black Youth Ownership	20%	4,00
Total	100%	20,00

10. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 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. To comply with the provisions of the Protection of Personal Information Act (POPIA), as well as all applicable legislation as amended or substituted from time to time
- 10.6. To secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure, or any other unlawful processing of Personal Information;
- 10.7. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 10.8. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 10.9. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 10.10. 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;
- 10.11. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 10.12. 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.
- 10.13. 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.
- 10.14. 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.

- 10.15. 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

Bidder must 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 RFP is confidential and must not be disclosed without written authorization from the FoodBev SETA.
- 13.3. The bidder must adhere to FoodBev SETAs Code of Conduct, Corruption and Anti-Fraud policy 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 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 except for 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.
- 17.2. An invoice supported by all relevant documentation must be submitted to FoodBev SETA for certification and authorization before payment can be made.
- 17.3. 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.
- 18.2. 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.
- 18.3. The bidder will have no claim against FoodBev SETA where bids are cancelled for whatever reason.

19. UNSUCCESSFUL BIDDERS

- 19.1. Please note FoodBev SETAs 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. COMPULSORY BRIEFING SESSION

- 20.1. Not Applicable

21. PROCEDURES FOR SUBMITTING QUOTATIONS

- 20.1. The closing date for proposals is **21 January 2026 @ 16h00 pm**.
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.

