

22 January 2026

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PROVIDE TECHNICAL ACCOUNTING OPINION AND QUALITY REVIEW OF THE 2025/26 ANNUAL FINANCIAL STATEMENTS

The Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites prospective service providers, to provide technical accounting opinion and quality review of the 2025/26 annual financial statements

Closing date of submission	29 January 2026
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

The Food and Beverage Manufacturing Sector Education and Training Authority (FoodBev SETA) is a Schedule 3A public entity established in terms of the Skills Development Act and responsible for skills development within the food and beverages manufacturing sector.

FoodBev SETA received a qualified audit opinion for the 2024/25 financial year. Management has developed an audit action plan informed by a detailed root cause analysis of the audit findings. In order to address the prior-year audit findings and emerging audit risks, FoodBev SETA seeks to appoint a suitably qualified and experienced service provider to provide a technical accounting opinion and quality review of the 2025/26 Annual Financial Statements (AFS).

2. PURPOSE OF THE ASSIGNMENT

2.1. The purpose of this assignment is to appoint a service provider to provide independent technical accounting advice and perform a quality review of FoodBev SETA's 2025/26 interim and annual financial statements, related policies, and audit file, in accordance with Generally Recognised Accounting Practice (GRAP) and public sector audit requirements.

Mr S. Ngcukana: Independent Board Chairperson, Ms N. Selamolela: Chief Executive Officer

3. OBJECTIVE

The objectives of the assignment are to:

- 3.1.** Review and assess the alignment of the finance and discretionary grant funding policies with GRAP standards.
- 3.2.** Provide a written technical accounting opinion on key accounting areas, including discretionary grant recoveries, treatment of tranche payments, accruals, provisions, commitments, project grant expenditure and contingent liabilities.
- 3.3.** Review the existing accounting policies and recommend improvements where necessary
- 3.4.** Perform a quality review of the 2025/26 interim and annual financial statements and supporting audit file.
- 3.5.** Provide practical, auditable recommendations to address identified gaps and mitigate audit risks.

4. SCOPE OF WORK

The successful service provider will be required to undertake the following:

4.1. Policy Review

- Review finance and discretionary grant funding policies for compliance with GRAP.
- Recommend policy and process improvements relating to grant recoveries and payments.

4.2. Technical Accounting Opinion

Provide a written technical accounting opinion on:

- Discretionary grant recoveries where funds were not utilised for intended purposes.
- Recognition and measurement of discretionary grant tranche payments.
- Accounting treatment of accruals and provisions linked to project milestones.
- Other areas as identified during the review.

4.3. Quality Review of Financial Statements and Audit File

- Conduct a quality review of the 2025/26 interim and annual financial statements.
- Review the AFS audit file for completeness, accuracy, and audit readiness.
- Compile a detailed report outlining findings, audit risk classification, and actionable recommendations.

5. KEY DELIVERABLES

- 5.1.** Signed technical accounting opinion.
- 5.2.** Policy review report with recommended amendments.
- 5.3.** AFS quality review report with audit risk classification and recommendations.
- 5.4.** Audit file readiness and compliance confirmation report

6. PROFILE OF THE REQUIRED RESOURCE

The successful service provider must provide a senior-level expert or leader (e.g., Director, Partner, or Principal) with a proven track record in public sector financial turnaround, audit remediation, and technical accounting leadership. This individual must possess the authority, experience, and practical skills to provide strategic guidance and executable solutions

6.1. Qualifications

PATHWAY A (Professional Designation):

- Chartered Accountant (SA) **AND** Registered auditor
- Active membership with a recognized professional body

PATHWAY B (Advanced Academic & Experiential Equivalence):

- A relevant postgraduate degree (e.g., Masters in Accounting or Finance)

6.2. Essential Experience & Demonstrable Competence

- Minimum of **10** years' total experience in senior financial management, technical accounting, or audit roles, with at least **5** years focused on the public sector working with AGSA, GRAP, Treasury regulations or public sector audits).
- Proven track record in audit remediation: Direct experience in addressing qualified/adverse audit opinions, implementing audit action plans, and successfully guiding entities toward unqualified audits. Case studies or references must substantiate this.
- Deep expertise in GRAP and AGSA requirements: Hands-on experience in preparing, reviewing, or auditing GRAP-compliant financial statements and navigating AGSA processes.
- Experience with SETA or similar public entity financial environment is a strong advantage

6.3. Key Competencies and Skills:

- **Strategic & Remediation Focus:** Ability to diagnose root causes of audit failures and design practical, sustainable corrective actions.
- **Authoritative Expertise:** Strong technical accounting knowledge with the ability to formulate defensible opinions on complex transactions (grants, provisions, accruals, contingent liabilities, commitments).
- **Leadership & Influence:** Excellent communication and stakeholder management skills to guide and mentor FoodBev SETA's finance team and engage with auditors effectively.
- **Analytical & Reporting Skills:** Ability to produce clear, actionable, and auditable reports for management and audit committees.

7. PROJECT DURATION

The assignment is expected to be completed within four (4) months from the date of commencement, based on an agreed work plan.

8. PRICING SCHEDULE

#	Task	Deliverables (ToR Reference)	Resource Allocation (Roles/Hours)	Unit price	Total Cost
1.	Policy review	5.2		R	R
2.	Technical accounting opinion	5.1		R	R
3.	Quality review of AFS	5.3		R	R
4.	Quality review of audit file	5.4		R	R
5.	Reporting and recommendations	5.4		R	R
	Sub Total			R	R
	VAT			R	R
	TOTAL			R	R

8.1. 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).

9. BID EVALUATION

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

- 9.1. 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.
- 9.2. 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.
- 9.3. 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.

10. CRITERIA 1 - COMPLIANCE EVALUATION

- 10.1.** Bidder must be registered on the National Treasury CSD (Central Supplier database):
A full report must be submitted.
 - 10.2.** Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1): completed and signed by the duly authorized person.
 - 10.3.** Tax clearance certificate and pin.
 - 10.4.** B-BBEE certificate or signed affidavit
- Failure to submit the above documents will result in the bidder being disqualified.**

11. CRITERIA 2 – FUNCTIONALITY EVALUATION

DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED	
1. Qualification and Experience of proposed resource			
Qualifications			
• Pathway A: (CA) SA, IRBA and active membership	30.00	30.00	
• Pathway B: Postgraduate degree	20.00		
• Does not meet any pathway	0.00		
Experience			
• 15+ years total, 8+ years in public sector	30.00	30.00	
• 12 – 14 years total, 6-7 years in public sector	25.00		
• 10-11 years total, 5 years in public sector	20.00		
• Less than 10 years' experience or below 5 years public sector	0.00		
2. Experience of the Bidder in Similar Work (Reference Letters)			
Proof of providing technical accounting opinions and AFS quality review 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:		20.00	
• Three (3) written references with 2 of these references detailing specific audit remediation in public sector	20.00		
• Two (2) written references 1 of these references detailing specific audit remediation in public sector	15.00		
• Two (2) written references with no audit remediation experience	10.00		
• One (1) written reference	5.00		
• No reference letter	0.00		
3. 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 audit issues, understanding of AG requirements, and alignment with financial objectives.			
The methodology must be tailored, specific, and demonstrate clear understanding of FoodBev SETA's audit context.			
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		
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 **75,00** 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. CONFIDENTIALITY

- 16.1. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 16.2. 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.
- 16.3. The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.

17. MISCELLANEOUS

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

18. NEGOTIATIONS

- 18.1. 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.

19. VALIDITY

- 19.1. Proposals must remain valid for a period of ninety (90) days from the closing date.
- 19.2. 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.

20. CONDITIONS OF PAYMENT

- 20.1. 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 within 30 days after receipt of the invoice and statement.

21. COST OF TENDERING/ PROVIDING QUOTATIONS

- 21.1. The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal.
- 21.2. 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.

22. UNSUCCESSFUL BIDDERS

- 22.1. 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.

23. PROCEDURES FOR SUBMITTING QUOTATIONS

- 23.1. **The closing date for proposals 29 January 2026 @ 16h00.**
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.