



**REQUEST FOR BIDS**

**BID DETAILS**

<b>BID NUMBER:</b>		<b>FB-SETA (25-26) T0003</b>
<b>CLOSING</b>	<b>Date:</b>	<b>12 March 2026</b>
	<b>Time:</b>	<b>12:00 pm</b>
<b>DESCRIPTION:</b>		<b>APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE AN INTEGRATED MANAGEMENT INFORMATION SYSTEM (MIS) WITH ENTERPRISE RESOURCE PLANNING (ERP) CAPABILITIES FOR THE PERIOD OF FOUR (4) YEARS.</b>
<b>NON-COMPULSORY BRIEFING SESSION:</b>		<b>Virtual Briefing Session (via Microsoft teams)</b>
		<b>DATE: 25 February 2025</b>
		<b>TIME: 11:00am to 12:00pm via Microsoft Teams, link will be provided on eTenders and website under the tender.</b>
<b>TECHNICAL QUERIES EMAIL ADDRESS:</b>		<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>
<b>CONTACT:</b>		<b>011 253 7300</b>
<b>LOCATION:</b>		<b>7 Wessel Road Rivonia, 2128</b>
<b>VALIDITY PERIOD:</b>		<b>120 Days</b>

**DETAILS OF BIDDER**

**Organisation/individual:**

.....

**Contact person:**

.....

**Telephone/Cell number:**

.....

**E-mail address:**

.....

## TERMS AND DEFINITIONS

<b>AWARD</b>	Conclusion of the procurement process and final notification to the effect to the successful bidder
<b>AC</b>	Assessment Centre, accredited to host learners for EISA
<b>AWS</b>	Amazon Web Services
<b>APP</b>	Annual Performance Plan
<b>AI</b>	Artificial Intelligence
<b>B-BBEE</b>	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
<b>BID</b>	Written offer in a prescribed or stipulated form in response to an invitation by FOODBEV SETA for the provision of goods, works or services
<b>BI</b>	Business Intelligence
<b>CONTRACTOR</b>	Organization 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
<b>CORE TEAM</b>	The core team are those members who fill the non-administrative positions against which the experience will be measured.
<b>CSD</b>	Central Supplier Database
<b>DUE DILIGENCE</b>	A verification of information that has been received during application to assess the applicant’s operational capacity.
<b>DG</b>	Discretionary Grant
<b>EISA</b>	External Integrated Summative Assessment
<b>FOODBEV SETA (“FBS”)</b>	Food and Beverage Manufacturing Sector Education and Training Authority
<b>LEISA</b>	Learner External Integrated Summative Assessment
<b>LPSP</b>	Learning Programs and Strategic Projects
<b>ML</b>	Machine Learning
<b>MG</b>	Mandatory Grant
<b>RFQ</b>	Request for Quotation
<b>ORIGINAL BID</b>	Original document signed in ink, or copy of original document signed in ink,
<b>ORIGINALLY CERTIFIED</b>	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.

<b>SCHEDULE 3A ENTITY</b>	As per the classification by the National Treasury these refer to other National public entities
<b>SCM</b>	Supply Chain Management
<b>SLA</b>	Service Level Agreement
<b>TOGAF</b>	The Open Group Architecture Framework
<b>UAT</b>	User Acceptance Training
<b>QA</b>	Quality Assurance
<b>QCTO</b>	Quality Council for Trades and Occupations
<b>WSP</b>	Work Skills Plan
<b>P1 - P4</b>	Priority 1 to Priority 4
<b>API</b>	Application Programming Interface
<b>CRM</b>	Customer Relations Management
<b>DHET</b>	Department of Higher Education

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## **TERMS OF REFERENCE NUMBER: FB SETA (25-26) T0003**

### **APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE AN INTEGRATED MANAGEMENT INFORMATION SYSTEM (MIS) WITH ENTERPRISE RESOURCE PLANNING (ERP) CAPABILITIES FOR THE PERIOD OF FOUR (4) YEARS.**

#### **SECTION A**

##### **1. INTRODUCTION**

The Food and Beverages Manufacturing SETA (“FoodBev SETA”) is a Schedule 3A Public Entity established under the Skills Development Act 97 of 1998. FoodBev SETA is currently operating in Johannesburg at Number 7 Wessel Road, Rivonia Sandton. FoodBev SETA’s mandate is to promote, facilitate and incentivize skills development in the Food and Beverages Manufacturing Sector. FoodBev SETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to implement the National Skills Development Plan (NSDP) outcomes.

##### **2. CURRENT STATE AND STRATEGIC INTENT**

FoodBev SETA current MIS/ERP environment is nearing the end of its lifecycle and is largely manual and fragmented. The strategic objective of this bid is to select a service provider to implement, host, and support a scalable, modern, cloud-based, and fully integrated MIS/ERP system. The solution must replace current manual and semi-automated processes, enabling digital transformation, end-to-end process automation, data-driven decision-making, and enhanced compliance

##### **3. CORE OBJECTIVES OF THE PROJECT**

The new system must:

- a) **Integrate Core Functions:** Seamlessly integrate Learner/Grant Management, (LPSP), Assessments and learner close off (QA), Finance, Supply Chain Management (SCM), Human Capital Management (HCM), Corporate Services and Stakeholder Management.
- b) **Automate & Digitise:** Eliminate paper-based workflows, automate approvals, and enable digital document management.
- c) **Enhance Data & Reporting:** Provide robust Business Intelligence (BI), analytics, and real-time dashboards for all organisational levels.
- d) **Ensure Compliance & Security:** Adhere to all relevant legislation (PFMA, SD Act, B-BBEE, POPIA, GRAP) and implement enterprise-grade security.
- e) **Improve User & Stakeholder Experience:** Offer intuitive interfaces for internal users and a secure external portal for stakeholders (employers, training providers, learners).

##### **4. SCOPE OF WORK AND REQUIREMENTS**

All functional, technical, security, performance, and compliance requirements are fully detailed in **Annexure A: Detailed Requirement Specification** and form an integral part of this ToR.

In addition, bidders must complete the Mandatory Compliance Matrix provided in Annexure B as part of their submission.

**A summary of the key modules is presented below.**

#### **4.1 Core Functional Modules**

- a) **Learner & Grants Management (QA and LPSP):** End-to-end management of mandatory/discretionary grants, learner registration, provider accreditation, assessments (EISA), moderation, certification, and SETMIS, DHET, QCTO, SAQA reporting.
- b) **Financial Management:** GRAP-compliant General Ledger, Accounts Payable/Receivable, Asset Register, Budgeting, Commitment Register, and automated financial reporting.
- c) **Supply Chain Management (SCM):** Full procurement lifecycle management, integrated with National Treasury's Central Supplier Database (CSD), contract management, and BBEE spend reporting.
- d) **Human Capital Management (HCM):** Integrated HR, payroll, leave, performance management, recruitment, and talent management.
- e) **Corporate Services & Stakeholder Management:** Document management, workflow, CRM functionality, stakeholder portals, and communication tools.

#### **4.2 Technical service requirements**

- a) **Solution Architecture:** system diagrams, infrastructure details, software versions, APIs, workflows, data flows, and security maps.
- b) **System Availability:** target of 99.9% uptime SLA with robust DR/BCP. All performance, security and disaster recovery standards must comply with detailed requirements in Annexure A.
- c) **Integration:** Must integrate with external systems (DHET, QCTO, CSD, Banks, CRM, DHA) and internal tools (Microsoft 365, Active Directory). Full integration requirements are as per Annexure A.
- d) **Security:** POPIA compliant, role-based access control, audit trails, and regular security testing.
- e) **Support & Maintenance:** Defined SLA for support tiers (P1-P4), included enhancement hours, and a clear change management process.
- f) **Implementation & Migration:** The provider must supply a detailed project plan for design, configuration, data migration, testing, training, and go-live.

### **5. DURATION OF ENGAGEMENT**

This engagement will be for a period of four (4) years, with annual review based on SLA performance. The contract period will, however, be reviewed every 12 months and may be terminated based on any of the following factors:

- Poor or sub-standard performance, including negligence.
- Gross irregularity.
- Failure to declare a conflict of interest.
- Lack of need for the service for whatever reason.
- Lack of funds.

### **6. VALIDITY PERIOD**

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

### 7. BID EVALUATION PROCESS

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

<b>Stage 1:</b>	Administrative requirements
<b>Stage 2:</b>	Functionality Evaluation Criteria
<b>Stage 3:</b>	Technical Evaluation Criteria
<b>Stage 4:</b>	The Preferential Procurement Policy Framework Regulation using the 80:20 points system.

#### 7.1 Stage 1: Administrative Requirements

Stage	Criteria	Requirements
Stage 1	Administrative requirements	<p>The potential bidder must submit <b>three (3) copies</b> of the bid proposal as follows</p> <ul style="list-style-type: none"> <li>(a) One (1) electronic copy in PDF format saved on a USB memory stick</li> <li>(b) Two (2) hard copies</li> </ul> <p><b>Requirements for Hard Copies:</b></p> <ul style="list-style-type: none"> <li>(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.</li> </ul> <p><b>Requirements for Electronic Copy:</b></p> <ul style="list-style-type: none"> <li>(d) The electronic copy must be saved in PDF format on a USB memory stick.</li> <li>(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.</li> </ul> <p><b>Standard bidding documents:</b></p> <ul style="list-style-type: none"> <li>(f) Submission of fully completed and duly signed SBD forms (declarations must be answered truthfully to the best of bidder's knowledge). Provided as Annexure D.</li> <li>(g) A valid tax clearance certificate or confirmation of pin.</li> <li>(h) A valid B-BBEE certificate or affidavit</li> </ul> <p><b>Foreign Qualifications:</b></p> <ul style="list-style-type: none"> <li>(i) <i>Bidders must ensure that foreign qualifications are accompanied by SAQA evaluation. Foreign qualifications not accompanied by</i></li> </ul>

		<p><i>the SAQA evaluation will not be evaluated and will be disqualified.</i></p> <p><b>Important Note:</b> FBS will not be responsible for any misinterpretation or misplaced information resulting from a proposal that is not properly labelled, paginated, and indexed</p>
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**7.2 Stage 2: Functionality Evaluation Criteria**

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.

1. DETAILED FUNCTIONALITY EVALUATION CRITERIA:	WEIGHTING ALLOCATED	
<p><b>1. Project Team composition and experience</b></p> <p>This illustrates the minimum expected resources to be utilized in the project. The bidder must provide an organogram for the team members in the project with a comprehensive CV for each project member, qualifications and relevant certifications.</p> <p><b>Important notes for bidders:</b></p> <ol style="list-style-type: none"> <li>1) Please note that points will only be awarded if the bidder submits both the CV demonstrating relevant experience, relevant qualifications and all required certifications. If CVs, qualification and certification are not submitted, no points will be allocated.</li> <li>2) Foreign qualifications must be accompanied by SAQA evaluation. If foreign qualifications are not accompanied by the SAQA evaluation, no points will be allocated.</li> <li>3) The certification/s must be valid at the time of bid submission.</li> </ol>	<p><b>30.00</b></p>	
<p><b>Lead: Project Manager</b></p> <p><b>Experience:</b> Must have a minimum of 5 years Project implementation, development, and support of MIS and ERP systems. Must have experience in managing cross-functional project teams and overseeing service delivery functions within technical environments.</p> <p><b>Minimum Requirements:</b></p> <ol style="list-style-type: none"> <li>1) NQF level 7 qualification in Commercial Business or Project Management.</li> </ol>		

1. DETAILED FUNCTIONALITY EVALUATION CRITERIA:	WEIGHTING ALLOCATED	
2) Certification in Project Management Professional Certification (PMP) <b>or</b> PRINCE2 (Practitioner) <b>or</b> Scrum Master Certification. 3) An abridged CV indicating a minimum of 5 years' experience in leading ERP implementation projects, with a strong focus on strategic planning, project management, and stakeholder engagement.		
CV submitted demonstrating more than 5 years of Project Management including: implementation, migration and support of MIS/ERP solutions, qualifications (NQFL 7) and Project management certification.	<b>7.50</b>	
CV submitted demonstrating 5 years' experience in leading ERP implementation projects, qualification (NQFL 7) and a certification	<b>5.00</b>	
CV submitted demonstrating less than 5 years' experience in leading ERP implementation projects, qualifications (NQFL 7) and a certification	<b>0.00</b>	
No CVs, qualification and certification submitted	<b>0.00</b>	
<p><b>Solutions Architect</b></p> <p><b>Experience:</b>                      Must have a minimum of 5 years Solutions Architecture in designing, architecting, implementation, development, and support of MIS and ERP systems.                      Managing architecture artifacts required for delivering project functions within technical environments.</p> <p><b>Minimum Requirements:</b></p> <ol style="list-style-type: none"> <li>1) NQF level 7 qualification in Computer Science <b>or</b> Information Technology.</li> <li>2) Certification in Architecture TOGAF (Practitioner) <b>or</b> AZURE <b>or</b> AWS.</li> <li>3) An abridged CV indicating a minimum of 5 years' experience in designing, architecting, implementation, development, and support of MIS and ERP systems.</li> </ol>		
CV submitted demonstrating more than 5 years' experience in Solutions Architecture in designing, architecting, implementation, development, and support of MIS and ERP systems. and have the required qualifications and certification.	<b>7.50</b>	
CV submitted demonstrating 5 years' experience in Solutions Architecture for ERP projects, qualification and a certification	<b>5.00</b>	
CV submitted demonstrating less than 5 years' experience in Solutions Architecture in designing, architecting,	<b>0.00</b>	

1. DETAILED FUNCTIONALITY EVALUATION CRITERIA:	WEIGHTING ALLOCATED	
implementation, development, and support of MIS and ERP systems., qualifications (NQFL 7) and a certification		
No CVS, qualification and certification submitted	0.00	
<b>Senior Business Analyst</b>		
<p><b>Experience:</b></p>		
<p>Must have a minimum of 5 years' experience in implementing, supporting (and / or developing) MIS systems/ERP solutions.</p>		
<p><b>Minimum Requirements:</b></p>		
<p>1) NQF 7 in Computer Science, or Information Technology.</p>		
<p>2) Certification in Business Analysis <b>and</b> Business Process Mapping (CBAP, PMI-PBA)</p>		
<p>3) An abridged CV clearly indicating a minimum of 5 years in technical analysis and management experience in MIS/ ERP field.</p>		
CV submitted demonstrating more than 5 years' experience in Business Analysis and Business Process Mapping in ERP projects and have the required qualification and certifications.	7.50	
CV submitted demonstrating 5 years' experience in Business Analysis and Business Process Mapping in ERP projects and have the required qualification and certifications.	5.00	
CV submitted demonstrating less than 5 years' experience in Business Analysis Business Process Mapping and in ERP or related projects and have the required qualification and certifications.	0.00	
No CVS, qualification and certifications submitted	0.00	
<b>Business Process Engineer</b>		
<p><b>Experience:</b></p>		
<p>Must have a minimum of 5 years' experience in Business Process Improvement/Automation, Expert Process modelling methods and standards. Advanced Knowledge of software development life-cycle methodologies for MIS/ERP solutions.</p>		
<p><b>Minimum Requirements:</b></p>		
<p>1) NQF 7 in Computer Science, or Information and Communication Technology related qualification</p>		
<p>2) Certified Business Process Professional (CBPE) <b>or</b> TOGAF <b>and</b> Microsoft Certified.</p>		
<p>3) An abridged CV indicating at least 5 years' experience in designing, implementing, and integrating in enterprise environments.</p>		

1. DETAILED FUNCTIONALITY EVALUATION CRITERIA:		WEIGHTING ALLOCATED
CV submitted demonstrating more than 5 years' experience analyzing, designing, optimizing, and improving business processes projects and have the required qualification and certifications.	7.50	
CV submitted demonstrating 5 years' experience in analyzing, designing, optimizing, and improving business processes related projects and have the required qualification and certifications.	5.00	
CV submitted demonstrating less than 5 years' experience in designing, implementing, integrating, and configuring cybersecurity solutions in enterprise environments ERP related projects and have the required qualification and certifications.	0.00	
No CVS, qualification and certification submitted	0.00	
2. Experience of the Bidder in Similar Work		
The bidders (company that is bidding) must provide written reference letters (dated not older than five (5) years) on the bidder's client letterhead, to whom ERP services are/were provided. The reference letters must include: 1) Contact people and contact details. 2) Confirmation of ERP system deployed; and whether the client/s were satisfied with the service rendered 3) The reference letter must be signed and dated.		40.00
• Five (5) reference letters with at least two (2) reference letters from any of the SETAs	40.00	
• Five (5) reference letters	30.00	
• Three (3) reference letters	20.00	
• Two (2) reference letters	10.00	
• One (1) reference letter	5.00	
• No reference letter	0.00	
3. Methodology and approach		
The approach should focus on pragmatic implementation of controls to achieve the target maturity levels, demonstrating a defense-in-depth set of best practices. The proposal must be of quality, clear and appropriate with risk management strategies and change management approach.		10.00
<b>Excellent:</b> The proposal is unambiguous and demonstrates a thorough understanding of the requirements and provides full details of how each requirement will be met	10.00	
<b>Good:</b> The proposal meets most of the requirements and is sufficiently detailed to demonstrate a good	5.00	

1. DETAILED FUNCTIONALITY EVALUATION CRITERIA:	WEIGHTING ALLOCATED	
understanding and provide details of how requirements will be met.		
<b>Acceptable:</b> 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.	<b>2.50</b>	
<b>Unacceptable:</b> The proposal does not meet any of the above requirements or comply with and/or insufficient/no information provided.	<b>0.00</b>	
4. Mandatory Compliance Matrix (Annexure B)		
Bidders must complete and submit the provided Annexure B for mandatory compliance matrix.		
<b>Excellent:</b> 100% Compliance	<b>20.00</b>	<b>20.00</b>
<b>Good:</b> 80% - 99% Compliance	<b>10.00</b>	
<b>Acceptable:</b> 70% - 79% Compliance	<b>5.00</b>	
TOTAL POINTS	<b>100.00</b>	

**7.3 Stage 3: Technical Evaluation Criteria**

**Presentations and due diligence evaluation criteria**

The bidders will be invited to deliver a coherent, well-organized, and clear presentation aligned with the content of their submitted proposal.

The presentation must not exceed one (1) hour, and bidders will be notified at least three (3) days in advance to allow adequate preparation time.

This presentation is strictly intended to clarify and expand upon the original submission. It is not an opportunity to submit a new or revised proposal, but rather a fact-finding session based solely on the already submitted bid.

**The presentations will be scored as per below evaluation criteria:**

Category	Criteria	Weight
<b>Bid proposal &amp; content</b>	The proposed solution must demonstrate its fitness for FoodBev SETAs business requirements in terms of the detailed scope work detailed in <b>section A point 4</b> of the bid document.	<b>10.00</b>
<b>Methodology</b>	Methodology and approach	2.00
	Data management	3.00
	Risk Management	2.00
	Compliance with SETA standards	3.00
		<b>10.00</b>

<b>System Design</b>	System Design – Full architecture view	5.00
	System performance and throughput	5.00
	System usability - Hosting	3.00
	Software and tools	2.00
	Security	3.00
	Hardware	2.00
		<b>20.00</b>
<b>Implementation</b>	Scope and requirements	5.00
	Resource and controlling (Quality, Risk, Budget)	5.00
	Resource management (Cost, Skills, budget, schedule)	5.00
	Reporting	2.50
	Closure	2.50
		<b>20.00</b>
<b>System Support and Operation</b>	User reporting	5.00
	User analysis	5.00
	System administration and management	5.00
	Office interface	2.50
	Mail interface	2.50
		<b>20.00</b>
<b>Financial</b>	System development	1.00
	Software licenses	1.00
	Support and maintenance	1.00
	Hardware costs	1.00
	Upgrade costs	1.00
	Migration and conversion	3.00
	Overall costs	2.00
	<b>10.00</b>	
<b>Efficiency, effectiveness</b>	Growth in data volumes	1.00
	Growth in users	1.00
	Additional reports (and/or customization)	1.00
	System Performance Analysis (Speed, Accuracy, Reliability, Scalability, Usability)	1.00
	System Assessment (Workflow efficiency, Process alignment)	1.00
	Risk Assessment (Operational, Security threats)	1.00
	Gap Analysis (Current state vs. desired state,	2.00
	Recommendations (Improvements, Optimization strategies, Policy updates, Technology upgrades)	2.00
		<b>10.00</b>
<b>Total Points</b>	<b>100.00</b>	

The minimum threshold for this technical evaluation is **70** points for this category. Bidders that do not meet this minimum threshold for this category will not proceed to the next stage of evaluation of the tender.

#### 7.4 Stage 4: Preference Points system

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 as follows:

Criteria	Means of verification	Points
Price	Proposed Bid Price	<b>80.00</b>
Preference points	Specific Goals	<b>20.00</b>
<b>Total Points</b>		<b>100.00</b>

#### 7.5 Specific Goals

The following allocation will determine the specific goals for this tender process

Criteria	% Allocation for each category	Points
Black People Ownership (> 50% blacks)	50%	<b>10.00</b>
Women Ownership	30%	<b>6.00</b>
Black Youth Ownership	10%	<b>2.00</b>
People with Disability (PWD)	5%	<b>1.00</b>
Military Veterans	5%	<b>1.00</b>
<b>Total Points</b>	<b>100%</b>	<b>20.00</b>

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) Medical confirmation letter from a registered medical practitioner indicating the disability.
- f) Central Supplier Database (CSD) full report. (*Not a summary*)

#### 7.6 Pricing

- a) The pricing schedule is provided in **Annexure C**, bidders are required to complete and submit all the schedules as provided on the Annexure.

- b) **Submission Format**

Bidders must submit pricing in:

- i. Excel (as provided in Annexure C).
- ii. PDF version of Annexure C (signed by authorised representative).
- iii. Currency: All costs in R (incl. VAT).

## SECTION C

### 8. TENDER SUBMISSION INSTRUCTIONS

- c) Tenders should be submitted in triplicate consisting of two hard copies and one electronic copy, all bound in a sealed envelope endorsed, **FB SETA (25-26) T0003: Appointment of a suitable service provider to provide an integrated Management Information System (MIS) with Enterprise Resource Planning (ERP) capabilities for the period of four (4) years.** The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 7 Wessel St, Rivonia, Sandton, 2128 no later than closing time and date.
- d) Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
- e) The closing date, company name and the return address must also be endorsed on the envelope.
- f) 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.
- g) No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
- h) 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.
- i) All the documentation submitted in response to this bid must be in English.
- j) The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- k) 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
- l) 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.
- m) A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- n) A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated with must be included in the bid response.
- o) FoodBev SETA reserves the right to call bidders for further presentations before awarding.
- p) The onus is on the bidder to provide FB SETA with SAQA evaluation for foreign qualifications. Foreign qualifications not accompanied by SAQA evaluation will not be considered.

### 9. RESPONSE FORMAT

Bidders are requested to note that this is a guide to responding to the evaluation criteria as detailed above. The soft and hard-copy responses from all bidders must be prepared in line with the following section (each schedule must be clearly marked, indexed and /or numbered):  
Cover Page: The cover page must clearly indicate the bid reference number, bid description, and the bidder's name.

## 9.1 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) Brief company profile
- c) Qualifications and Experience – This section shall contain relevant information on qualifications and experience related to the relevant profession. This includes CVs, qualifications, and valid certifications. Foreign qualifications must be accompanied by SAQA evaluation to be considered.
- d) List of Project team – This list should include the identification of the contact person who will have primary responsibility for the FoodBev SETA contracts, other personnel to be used for project planning, documentation, and supervision, including partners and/or sub-consultants. This must include the organogram.
- e) Reference letters in previous client's letterhead, detailing the services provided, signed and dated by authorized personnel.
- f) Methodology and approach include an implementation plan that demonstrates the bidder's capacity to deliver the project within the stipulated time frame and budget
- g) Signature Requirements: All bids must be signed. A bid may be signed by an officer or other agent of a registered vendor, if authorized to sign contracts on its behalf; a member of a consortium or joint venture or other agent authorized 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.

## 9.2 Schedule 2:

- a) Valid tax clearance certificate or tax confirmation pin
- b) Certified copies of the bidders CIPC / or company registration documents listing all members with percentages, in case of a CC. Or the latest certified copies of all share certificates in the case of a company.
- c) Certified ID copies of all directors.
- d) A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status)
- e) Submission of proof of the bidder's registration on the CSD (Full report)
- f) All tender submissions must include standard bidding documents (SBD documents) duly completed and signed.

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.

## 10. 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. Tshenolo Lefutswe**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Approved by the CEO: Ms. Nokuthula Selamolela**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **11. ANNEXURES**

ANNEXURE A – DETAILED REQUIREMENT SPECIFICATION

ANNEXURE B –MANDATORY COMPLIANCE MATRIX

ANNEXURE C- PRICING SCHEDULE

ANNEXURE D - STANDARD BIDDING DOCUMENTS (SBDs)

ANNEXURE E-COMPLIANCE DOCUMENTS AND CONDITIONS TO TENDER

ANNEXURE F- GENERAL CONDITIONS OF CONTRACT (GCC)