

16 February 2026

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO PROVIDE CASEWARE SYSTEM LICENSING AND TECHNICAL SUPPORT

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites prospective service providers to submit quotations for the provision of CaseWare software licenses and technical support services for a period of 3 years.

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| Closing date of submission | 04 March 2026 |
| Closing time of submission | 16h30 |
| 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 utilises the CaseWare system for the preparation of interim and annual financial statements in compliance with Generally Recognised Accounting Practice (GRAP) and public sector reporting requirements.

To ensure continuity, audit readiness, and optimal system performance, FoodBev SETA seeks to appoint a suitably qualified and experienced service provider to provide annual CaseWare software licences and render technical support and system maintenance services for a period of 3 years.

2. PURPOSE OF THE ASSIGNMENT

2.1. The purpose of this assignment is to appoint a service provider for a period of 3 years, for the provision, configuration, maintenance, and technical support of CaseWare software licences to enable accurate, compliant, and efficient preparation of financial statements.

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

3. OBJECTIVE

The objectives of the assignment are to:

- 3.1. Provide valid and up-to-date CaseWare software licenses.
- 3.2. Ensure system availability and functionality throughout the contract period.
- 3.3. Provide technical support and troubleshooting.
- 3.4. Ensure alignment of the CaseWare templates with GRAP and public sector reporting requirements.
- 3.5. Provide system updates and version upgrades.
- 3.6. Provide user support and technical guidance where required.

4. SCOPE OF WORK

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

4.1. Software Licensing

- Supply CaseWare software licences for the required number of users
- Ensure licence activation and configuration
- Maintain licence validity for the duration of the contract.

4.2. System Configuration and Updates

- Configure and update the GRAP-compliant financial reporting templates
- Perform version upgrades and system patches
- Ensure compatibility with the organisation's IT environment.

4.3. Technical Support

- Provide remote and/or on-site technical support
- Troubleshoot system errors and performance issues
- Assist with data migration where required
- Provide user access and profile management.

4.4. User Assistance and Advisory Support

- Provide guidance on system functionality
- Assist with report generation and template adjustments
- Provide ad hoc support during interim and annual financial statement preparation.

5. KEY DELIVERABLES

- 5.1. Valid CaseWare software licences
- 5.2. System configuration and installation report
- 5.3. Updated GRAP-compliant templates
- 5.4. Technical support service reports
- 5.5. System upgrade and maintenance reports.

6. PROJECT DURATION

The contract will be for a period of 3 years.

7. PRICING SCHEDULE

| # | Task | Unit price | Year 1 | Year 2 | Year 3 | Total Cost |
|----|-----------------------------------|------------|--------|--------|--------|------------|
| 1. | Licensing | R | R | R | R | R |
| 2. | GRAP template for public entities | R | R | R | R | R |
| 3. | Working papers | R | R | R | R | R |
| 4. | Technical Support | R | R | R | R | R |
| | Sub Total | | R | R | R | R |
| | VAT | | R | R | R | R |
| | TOTAL | | R | R | R | R |

7.1. Pricing Requirements

Bidders must further submit detailed pricing in their company letterhead:

- a) 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 criteria** –Bidders are required to provide the authorised reseller / accreditation documentation. Failure to submit the above proof will result in the bidder being disqualified.
- 8.3. 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.

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 EVALUATION

| DETAILED FUNCTIONALITY EVALUATION CRITERIA | |
|--|--|
| 1. Accreditation/ authorised reseller proof | |
| Bidders must submit verifiable proof that they are an authorised reseller or distributor of CaseWare. Such proof must be in the form of a valid and current accreditation letter or certificate issued by CaseWare International or its officially recognised distributor. | |
| Accreditation or authorised reseller proof provided | |
| Accreditation or authorised reseller proof not provided | |

Failure to submit this proof will result in the bid being deemed non-responsive and disqualified, and the bidder will not be considered for further evaluation. No award will be made to any bidder who is not duly authorised to supply the licences.

11. Criteria 3 - PREFERENCE POINTS SYSTEM

- 11.1.** 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.
- 11.2.** 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 |

- 11.3.** 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*

- 11.4.** 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*)

12. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 12.1.** To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 12.2.** The onus is on the bidder to submit the SAQA certificate of evaluation for foreign qualifications.
- 12.3.** 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;
- 12.4.** Not to copy or duplicate any software or documentation for private use;
- 12.5.** To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 12.6.** General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 12.7.** Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 12.8.** Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 12.9.** 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;
- 12.10.** Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 12.11.** 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.
- 12.12.** 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.
- 12.13.** 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.
- 12.14.** If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots

13. IMPORTANT INFORMATION TO NOTE - GUIDELINES

13.1. Disclosures

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

14. DISCLAIMER

- 14.1.** FoodBev SETA reserves the right not to appoint a service provider
- 14.2.** 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
- 14.3.** Award the contract or any part thereof to one or more service providers
- 14.4.** Reject all bids
- 14.5.** Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 14.6.** Request further information from any bidder after closing date for clarity purposes
- 14.7.** Cancel this RFQ or any part thereof at any time
- 14.8.** 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
- 14.9.** Points scored will be rounded to 2 decimals
- 14.10.** 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.

15. CONFIDENTIALITY

- 15.1.** Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 15.2.** 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.
- 15.3.** The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.

16. MISCELLANEOUS

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

17. NEGOTIATIONS

- 17.1.** 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.

18. VALIDITY

- 18.1. Proposals must remain valid for a period of ninety (90) days from the closing date.
- 18.2. 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.

19. CONDITIONS OF PAYMENT

- 19.1. 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.

20. COST OF TENDERING/ PROVIDING QUOTATIONS

- 20.1. The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal.
- 20.2. 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.

21. UNSUCCESSFUL BIDDERS

- 21.1. 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.

22. PROCEDURES FOR SUBMITTING QUOTATIONS

- 22.1. **The closing date for proposals 04 March 2026 @ 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.