7 Wessel Road Rivonia, 2128
Tel: +27 11 253 7300
E-mail: info@foodbev.co.za
Website: FoodBev.co.za

19 August 2026

REQUEST FOR QUOTATIONS

COMMMITMENT REGISTER ROLLOVER PERIOD OF ONE (1) MONTH

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit quotations for Commitment Register rollover for financial year **2026-2027**.

Closing date of submission	**27 August 2026**
Closing time of submission	**16:30**
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. BACKGROUND

FoodBev SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev is currently operating in Johannesburg at number 7 Wessels 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 AND OBJECTIVES

FoodBev SETA is seeking a reputable service provider to assist FoodBev will rollover of the commitment register for the 2026-2027 financial year.

3. SCOPE OF WORK

Rolling over a commitment register involves transferring commitments from one period to the next and creating a capability for the 2026-2027 financial year.

The service provider assists FBS to ensure that the rollover is done effectively, accurately and that it is complete. The service provider also assists FBS with:

- Identify outstanding commitments that need to be rolled over.
- Create new entries for these commitments in the new period, ensuring that all relevant details (amounts, dates, descriptions, etc.) are accurately transferred.
- Verify that the rolled-over commitments are accurately reflected in the new period.

4. RFQ EVALUATION PROCESS AND CRITERIA:

4.1. **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.

4.2. **Criteria 2: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids above R2000 but below R50 million.

5. CRITERIA 1 - COMPLIANCE EVALUATION

5.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.

5.2. Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1): completed and signed by the duly authorized person.

5.3. Tax clearance certificate and Pin.
Failure to submit the above documents will result in the bidder being disqualified.

6. PREFERENCE POINTS ALLOCATION

6.1. **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**

6.1.1. The following allocation will determine the specific goals (20.00 points) for this process:

Categories for Specific Goals	% of ownership of the main tendering entity	Preference Point System 20 Points (80/20)
Black People Ownership	**100%**	**5,00**
	75% - 99%	4,00
	51% - 74%	3,00
	0 - 50%	0,00
Women Ownership	**100%**	**5,00**
	75% - 99%	4,00
	51% - 74%	3,00
	30% - 50%	2,00
	0 - 29%	0,00
Black Youth Ownership	**100%**	**5,00**
	75% - 99%	4,00
	51% - 74%	3,00
	30% - 50%	2,00
	0 - 29%	0,00
People with Disability (PwD) Ownership	**100%**	**5,00**
	75% - 99%	4,00
	51% - 74%	3,00
	30% - 50%	2,00
	0 - 29%	0,00
Total		**20,00**

6.1 Bidders must submit the following documents (certified, not longer than six (6) months, as a means of verification for specific goals:

6.3.1. CIPC documents (company registration documents),
6.3.2. Bidders National Treasury CSD registration form,
6.3.3. Completed and signed SBD 6.1 form, (attached)
6.3.4. Shareholder certificates, and
6.3.5. Copy/ies of Identity document(s) for shareholder(s) and directors.

7. COSTING

The pricing should be a total figure for providing the rollover of the commitment register services and training of staff and the skills transfer.

No.	Item Description	Quantity	Annual Cost
1.			R
2.			R
3.			R

No.	Item Description	Quantity	Annual Cost
4.			R
5.			R
Sub-Total			R
VAT @15%			R
Grand Total			R

**Service provider to provide a fixed total cost for this project*

8. CONDITIONS OF CONTRACT

The successful service provider undertakes:

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

8.2. 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;

8.3. Not to copy or duplicate any software or documentation for private use;

8.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;

8.5. General conditions of tender, contracts and orders will be applicable in the execution of the contract;

8.6. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;

8.7. Failure to adhere to the above conditions will lead to the invalidation of the quotation;

8.8. 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;

8.9. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.

8.10. 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.

8.11. 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.

8.12. 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.

8.13. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots

9. IMPORTANT INFORMATION TO NOTE - GUIDELINES

9.1. Disclosures

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

10. DISCLAIMER

10.1. FoodBev SETA reserves the right not to appoint a service provider

10.2. 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

10.3. Award the contract or any part thereof to one or more service providers

10.4. Reject all bids

10.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements

10.6. Request further information from any bidder after closing date for clarity purposes

10.7. Cancel this RFQ or any part thereof at any time

10.8. 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

10.9. Points scored will be rounded to 2 decimals

10.10. 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. 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.

11. CONFIDENTIALITY

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

11.2. 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 authorisation from the FoodBev SETA

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

12. MISCELLANEOUS

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

13. NEGOTIATIONS

13.1. 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.

14. VALIDITY

14.1. 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 and B-BBEE certificates which must still be valid at the time of award.

14.2. 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.

15. CONDITIONS OF PAYMENT

15.1. 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.

16. COST OF TENDERING/ PROVIDING QUOTATIONS

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

17. UNSUCCESSFUL BIDDERS

17.1. 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.

18. PROCEDURES FOR SUBMITTING QUOTATIONS

18.1. **The closing date for proposals is 27 August 2026 @ 16h30.**
Quotations must reach the FoodBev SETA on or before the closing date and time. Bidders must email a soft copy of their proposal to: scm@foodbev.co.za.