FoodBev Manufacturing SETA

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Website: FoodBev.co.za

REQUEST FOR QUOTATIONS

APPOINTMENT OF A SUITABLE PROVIDER TO PROVIDE SUBSCRIPTION SERVICES FOR AN ONLINE DECLARATION OF INTEREST SOLUTION FOR A PERIOD OF (12) MONTHS

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit quotations to provide subscription services for an online declaration of interest solution:

Closing date of submission	16 September 2026
Closing time of submission	16:30 p.m. (Telkom time)
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	90 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 addressed 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 Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. 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.

2. PURPOSE

2.1. FoodBev SETA hereby seeks to appoint an experienced and reputable service provider to provide subscription services for an online declaration of interest, vetting and conduct probity checks solution for a period of twelve (12) Months.

3. SCOPE OF WORK

The successful service provider will be required to provide an online real time platform solution that has the following capabilities

3.1. User-friendly interface for employees, Board members and Board Committee members, accommodating an estimated 100 users, including 10 super-users, to submit, update and manage their declarations.

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3.2. Automated notifications for reminders and initial submission requests.
3.3. Compliance checks, including integration with CIPC, National Treasury CSD and/or other supplier databases.
3.4. Two-factor/multi-factor authentication and AD/LDAP integration.
3.5. Document analytics, data analysis and management information reporting.
3.6. Reporting at different intervals.
3.7. Data security for sensitive information.
3.8. Compliance trend analysis and status reporting.
3.9. Integration with existing FOODBEV SETA systems and third-party applications such as digital signatures, Microsoft Active Directory and Office 365.
3.10. Secure document uploading.
3.11. A real time web-based solution with standard workflows and mobile compatibility.
3.12. Compatibility with major web browsers.
3.13. Ability to upload multiple documents such as PDFs, Office Packages
3.14. A dynamic administrative site allowing administrators to make changes to the system/templates.
3.15. FOODBEV SETA branding as per the FoodBev Corporate Identity Manual on the landing page and email notifications.

4. DELIVERABLES

4.1. Implemented and operational online Declaration of Interest, vetting and probity solution.
4.2. Configured Declaration of Interest, Declaration of Interest, vetting and probity workflows and templates.
4.3. Completed integration and configuration with the required FOODBEV SETA systems/databases.
4.4. User and administrator access established and configured.
4.5. Declaration of Interest reports and compliance reports generated as required.
4.6. Training completed for end users, system administrators and support personnel.
4.7. User manuals/support documentation provided.
4.8. Ongoing technical support, maintenance and system updates provided throughout the contract period.
4.9. Secure audit records and declaration data maintained throughout the contract.
4.10. Complete FoodBev SETA data extracted and handed over in an agreed usable format at contract termination.

5. PRICING SCHEDULE

No.	Item Description	Quantity	Cost excl vat	Vat	Total cost incl Vat
1.	Software licence/s or subscription				
2.	Training for system administrators				

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3.	Training for end users				
4.	Maintenance and technical support				
5.	Other, please specify				
Sub-Total					
VAT					
Grand Total					

Pricing Requirements

1. All prices must be quoted in South African Rand (ZAR) and include VAT.
2. Prices must remain fixed for the contract period.
3. The quoted price must include **all costs** necessary to deliver a fully functional solution including all relevant licences.
4. No additional charges will be accepted for items not specifically priced.
5. Bidders must also submit detailed pricing in their company letterhead.

6. EVALUATION CRITERIA

6.1. **Criteria 1: Compliance evaluation**– Bidders will first be evaluated in terms of compliance with the minimum and mandatory requirements of the RFQ. Bidders who fail to fulfil all mandatory requirements or fail to submit the required documents in the prescribed format will be disqualified and will not proceed to the next stage of evaluation.

6.2. **Criteria 2: Functional criteria –** Functionality will be evaluated out of a maximum of **100 points**. Bidders are required to achieve a minimum score of **70 points** on the functionality evaluation to qualify for evaluation on Price and Specific Goals. Bidders who do not achieve the minimum functionality threshold of 70 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 up to R50 million.

7. CRITERIA 1 – COMPLIANCE EVALUATION

The Bidders must submit:

7.1. Completed and signed Standard Bidding Documents (SBD 1, SBD 4 and SBD 6.1) by a duly authorised representative.

7.2. Valid B-BBEE certificate or sworn affidavit, where applicable.

7.3. Valid Tax Compliance Status (TCS) PIN.

7.4. CIPC registration documents.

7.5. Certified copies of identity documents of directors/shareholders, where required.

7.6. Proof of registration on the Central Supplier Database (CSD)

7.7. Proof of ownership of the proposed Declaration of Interest solution or valid Original Equipment Manufacturer (OEM) accreditation/certification, where applicable.

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

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8. CRITERIA 2 - FUNCTIONALITY EVALUATION

Functional criteria	Weight
8.1. Solution Proposal	
The bidder must submit a comprehensive tested and trialled solution proposal, including a detailed implementation plan and methodology. The proposal must clearly demonstrate how the proposed online Declaration of Interest solution will meet the requirements of FoodBev SETA and how the solution will be implemented, configured, and supported. The proposal must address the following components: **A. Solution Proposal** i. Technical and functional requirements. ii. Non-functional requirements iii. System security standards. iv. Training plan for users and administrators. v. Value-added products and services. vi. End-of-contract processes **B. Implementation Plan and Methodology** i. Project activities and clearly defined timelines ii. Resources to be allocated to the project. iii. Processes for onboarding users. **Points will be allocated as follows:** • **10 points:** Proposal meets or exceeds all solution proposal components and provides a detailed implementation plan addressing all implementation requirements. • **05 points:** Proposal meets some of the solution proposal components and provides an implementation plan addressing some implementation requirement. • **0 points:** Proposal does not meet the solution proposal components or does not provide sufficient detail on the implementation plan.	**10.00**
8.2. Company experience	**30.00**

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The bidder must provide relevant reference letters or testimonials for similar work undertaken within the last five (5) years. The experience must relate to the implementation, support, maintenance, or provision of Declaration/Disclosure of Interest software or similar solutions in either the public or private sector. 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: ***Award letters and purchase orders will not be accepted as substitutes for reference letters***. Points will be allocated as follows: • **30 points:** Four (4) or more relevant signed reference letters; • **20 points:** Three (3) relevant signed reference letters; • **10 points:** Two (2) relevant signed reference letters; • **0 points:** Less than two (2) signed relevant reference letters; FoodBev SETA reserves the right to verify references before making an award.	
8.3. Team experience	
The bidder must provide the Curriculum Vitae (CV/profile) and certified copies of qualifications for the proposed Project Manager and Support Services Lead. The submissions must clearly demonstrate each proposed team member's relevant experience, qualifications and professional certification in relation to the requirements of this RFQ. The team experience will be evaluated on the provision of CVs and certified qualifications confirming the below: 8.3.1. **Project Manager (10 points):** should have a minimum NQF 7 and minimum of five (5) years' relevant experience in managing the implementation, support and maintenance of Declaration/Disclosure of Interest software solutions or similar ICT projects (CV and certified copies of qualifications must be submitted). • Five (5) or more years of relevant experience AND a minimum NQF7 qualification = **10.00 points** • Four (4) years of relevant experience AND a minimum NQF7 qualification = **05 points** • Less than four (4) years' relevant experience and less than NQF7 = **0.00 points** 8.3.2. **Support Services Lead (10 points):** should have a minimum NQF 6 and minimum 3 years' experience in the support and/or maintenance of ICT systems or similar software solutions (CV and certified copies of qualifications must be submitted). • three (3) years' or more years of relevant experience AND a minimum NQF6 qualification = **10.00** points	**30**

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• two years of relevant experience AND a minimum NQF6 qualification = **05 points** • Less than two (2) years' relevant experience and less than NQF6 = **0.00 points** 8.3.3. **Project Management Certification (10 Points)** The bidder must provide a valid, recognized project management certification for either the Project Manager or the Support Services Lead. Acceptable certifications include PRINCE2 Foundation/Practitioner; or CAPM (Certified Associate in Project Management); PMP (Project Management Professional); or an equivalent recognized project management certification. • Valid certification is provided = 1**0.00** points • No valid certification is provided = **0.00** points	
8.4. System Demonstration and Functionality	
Bidder will be invited to practically demonstrate their proposed online Declaration of Interest solution to the evaluation team. The proposed solution must meet the requirement as stated in the scope of work above. The demonstration will be evaluated based on the criteria below: • **Excellent**: Fully demonstrates the required functionality with no material gaps =**30.00** points • **Good**: Demonstrates most of the required functionality with only minor shortcomings= **20.00** points • **Fair:** Demonstrates the minimum acceptable functionality but with notable limitations= **10.00** points • **Poor**: Demonstrates limited functionality that does not adequately meet the requirement = **5.00** points • **Unsatisfactory:** Requirement not demonstrated or does not meet the requirements=**0.00** points	**30.00**

Note: the minimum score for functionality is 70 points.

- The Evaluation Committee will assess the quality of proposals against the functionality criteria and may verify information submitted by bidders, including information obtained from references and clients.
- It is the responsibility of the bidder to seek clarification before submission where any criterion is considered ambiguous or unclear. Where there is a difference in interpretation between a bidder and FoodBev SETA, FoodBev SETA reserves the right to make the final determination on the interpretation.
- FoodBev SETA may request clarification or additional information regarding any aspect of the tender document or proposal submitted. Where such clarification is requested, the bidder must provide the requested information within **24 hours** of receiving a written request from the Supply Chain Management office. Failure to provide the

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requested information may result in disqualification or the non-allocation of functionality points.

9. PREFERENCE POINTS ALLOCATION

9.1. 80/20 preference point system for acquisition of goods or services for Rand value 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**

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

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

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

9.3. 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 (if applicable),
d) Copy(ies) of Identity document(s) for director(s)/shareholders(s).
e) Medical confirmation letter issued and signed by a registered medical practitioner (for people with disabilities)
f) Central Supplier Database (CSD) full report. (Not a summary)

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;

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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 thirty (30) 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

The bidder must disclose whether they have been subject to any proceedings, arrangements, or other measures relating to bankruptcy, insolvency, liquidation, business rescue, or similar financial distress.

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.

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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 RFQ is confidential and must not be disclosed without written authorisation 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.

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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

21.1. The closing date for proposals is **16 September 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.