FoodBev Manufacturing SETA

7 Wessel Road, Rivonia 2128
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E-mail: info@foodbev.co.za
Website: FoodBev.co.za

09 September 2026

REQUEST FOR QUOTATIONS

COMPREHENSIVE DATA CLEANSING AND VALIDATION OF THE FOODBEV SETA MANAGEMENT INFORMATION SYSTEM (MIS)

The Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites service providers to submit quotations for data cleansing services.

Closing date of submission	18 September 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 Wessels 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 Goitseona Mmope
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

FoodBev SETA requires a qualified service provider to cleanse, validate and reconcile the data held in the FoodBev SETA Management Information System (SIMS), the Customer Relationship Management system, Microsoft Dynamics 365 Business Central and the Commitment Register. This encompasses the full spectrum of SETA data, including learner details, learning programmes, grants management, contract and commitment records, and the stakeholder database. The objective is to place FoodBev SETA in a position to achieve and sustain an unqualified audit outcome with no material findings, and to establish a single source of truth to support strategic decision-making, statutory reporting and POPIA compliance.

3. SCOPE OF WORK

To ensure that the data used at FBS is accurate, complete, consistent and reconciled across all systems of record. The systems in scope are the Management Information System (SIMS),

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the Customer Relationship Management system, Microsoft Dynamics 365 Business Central (financial management system), the Commitment Register (excel), and the archived Microsoft Dynamics AX legacy dataset.

Phase 1: Data Audit and Profiling

- Conduct a high-level assessment of the current data quality within the FoodBev SETA systems (LMS, Financial Systems, and CRM) and re-perform each exception test described in the internal audit report to confirm, restate or refute the volume and value of each exception category
- Identify anomalies, gaps, and duplicates in key datasets: Employers (levy payers), Training Providers, Learner/Apprentice records, and Assessors/Moderators.
- Provide a detailed data audit report outlining the "current state."
- Confirm the recoverability of original budget amounts, original task order values, original transaction dates and endorsement information from the archived legacy dataset, and report where recovery is not possible.
- Deliver a confirmed exception baseline against which the remainder of the engagement is executed and accepted. Where the confirmed baseline differs materially from the internal audit report, submit a priced variation for FoodBev SETA's consideration before proceeding.
-

Phase 2: Data Cleansing and Standardization

- **De-duplication:** Identify and merge duplicate employer records (using Company Registration/Levy numbers) and learner records (using ID numbers).
- **Validation:** Cross-reference employer data with the CIPC and SARS databases to verify company status and levy-paying compliance.
- **Standardization:** Standardize address formats, company names, and occupational titles according to the OFO (Organising Framework for Occupations) codes used by FoodBev SETA.
- **Enrichment:** Populate missing fields where possible (e.g., contact details, physical addresses).
- **Correction:** Rectify misspelled names, incorrect ID numbers, and outdated contact information
- **Learner lifecycle completeness:** Recover and populate all missing registration, commencement, completion, endorsement and certificate dates from source contracts, learner agreements and provider records. Where a date cannot be recovered, flag and report the record rather than estimating it.
- **Date sequence integrity:** Identify and correct every record in which the recorded date sequence is logically invalid, including endorsement or certificate dates preceding registration dates, and any date falling outside the approved funding period for the project.
- **Completion and certification alignment**: Reconcile learner status against certification evidence in both directions, being records carrying endorsement or certificate details without a status of Completed, and records carrying a status of Completed without endorsement or certificate details. Source outstanding certification from the training provider; where it cannot be obtained, reclassify the record as an unsubstantiated completion and quantify the effect on learner numbers previously reported to DHET.

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- **Referential integrity:** Test and restore referential integrity across the learner, project, employer, provider and financial datasets, including learner records with no project, employer or provider linkage, learners linked to projects absent from the project master, and learners recorded as Completed or Achieved against projects carrying no financial transactions. Correct all learner quantity values recorded as fractional numbers. Where a linkage cannot be established from source records, report it as unresolvable with the financial value quantified.
- **Project and contract master data:** Assign a standardised status to every project from a defined value set (Open, Active, Suspended, Completed, Terminated, Expired), populate all missing project end dates from source contracts, and reconcile all contract amendments recorded outside the system against both Business Central and the Commitment Register.

Phase 3: POPIA Compliance and Data Deletion

- Identify records where consent to retain data has expired or was never obtained.
- Flag "data subjects" (learners) who have requested to opt-out.
- Securely quarantine or delete records as per the FoodBev SETA POPIA manual and retention schedules. No record may be deleted where it is the subject of an open audit finding, an unresolved reconciliation exception, a quantified recovery exposure, a ring-fencing designation under Phase 7, or a statutory retention obligation arising under the Public Finance Management Act or the National Archives and Record Service of South Africa Act. Such records must be restricted rather than deleted, and the restriction recorded in the POPIA Compliance Report.

Phase 4: Reconciliation of SIMS, Business Central and the Commitment Register

- Perform a full three-way reconciliation between the SIMS learner and project data, Business Central and the Commitment Register for the period under review.
- Resolve at minimum: purchase line amounts in Business Central differing from Commitment Register approved amounts; purchase lines carrying a project-employer code that does not exist in the Commitment Register; Commitment Register contracts with no corresponding Business Central transactions, arising both before and after migration; and Commitment Register contracts carrying no approved budget against which utilisation can be measured.
- For each exception establish the cause, correct the record in the system that is in error, and where correction is not possible quantify and document the residual variance with management sign-off.
- Retrospectively establish the linkage between payments, batches, claims, task orders, projects and individual learners, and populate the payment-to-learner linkage wherever supporting documentation exists.
- Identify and schedule every payment processed manually outside the standard Business Central workflow, every task order carrying payments without corresponding purchase lines, and every payment exceeding the authorised purchase order value.
- Calculate utilisation for every active contract and Blanket Order, assign a utilisation status to each, and identify contracts at zero utilisation, contracts materially under-utilised relative to elapsed duration, and orders that are over-committed or expired.

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- Deliver a reconciled commitment position supported by a variance schedule capable of supporting the disclosure of commitments, accruals and contingent liabilities required under GRAP 19 and of being re-performed by the Auditor-General.

Phase 5: Legacy System Migration Remediation

- Majority of the exceptions raised to the incomplete migration from Microsoft Dynamics AX to Business Central, in which closing balances were migrated in place of original budgeted amounts, and original transaction dates, task order values, endorsement information and historical payment records were not carried across. Cleansing that does not remediate this will not produce a defensible baseline.
- Obtain the archived legacy dataset and the original migration mapping, reconstruct original approved budget amounts, original task order values and original transaction dates, and re-migrate them into Business Central under the change control protocol.
- Where a value cannot be recovered from any source, document the gap, quantify the audit exposure it creates, and obtain written management sign-off on the residual limitation.
- Deliver migration metadata recording original versus migrated values for every remediated record.

Phase 6: Preventative Controls, Data Dictionary and Handover

- Deliver a specification of the preventative controls required, in sufficient detail for FoodBev SETA or its system vendor to implement, covering mandatory-field enforcement on registration date, project end date and certification fields; cross-field date validation; duplicate detection at the point of registration and pre-import de-duplication on batch loads; prevention of unauthorised concurrent enrolment; maximum programme duration and age validation; enforcement of a payment-to-learner linkage before payment authorisation; three-way matching; prevention of payments exceeding authorised purchase order values; and dual-system update protocols between Business Central and the Commitment Register.
- Specify the system-level audit trail required across the learner, project, contract and financial tables, including the fields to be logged, retention periods, and protection against deletion or modification.
- Deliver a System Data Dictionary covering all critical tables, recording for each field its authoritative definition, data type, mandatory status, permitted values, validation rules and system of record.
- Deliver the standing monthly data quality exception report suite required to detect recurrence, and terms of reference for a data governance committee.
- Re-run every exception test forming the confirmed baseline at Phase 1 and report the exception count and value by category before and after cleansing, with an explanation for every exception not cleared.

Phase 7: Exclusions and Ring-Fenced Records

- Any forensic investigation arising from this or a comparable matter will be procured separately.

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- Decisions to terminate contracts, release commitments or recover grants rest with FoodBev SETA. The service provider must produce the quantified evidence pack on which those decisions are taken but must not initiate or conduct recovery action.
- Configuration, development or implementation of system changes in SIMS or Business Central falls outside this appointment; the service provider specifies the controls required at Phase 7.
- FoodBev SETA may designate any record or class of records as ring-fenced at any time. Ring-fenced records must be preserved in their existing state, must not be altered in any respect, and must be reported separately. Alteration of a ring-fenced record constitutes a material breach of the contract.

The service provider must ensure that all data cleansing activities are performed in a controlled environment and must not compromise the integrity of the live MIS system. All data manipulation must be performed on replicated datasets unless otherwise approved by FoodBev SETA

No change may be applied to a live system except under an approved change request identifying the affected records, the source evidence relied upon, the before and after values, the record counts affected and the reversal procedure. Changes affecting financial records require the written approval of the Chief Financial Officer, and changes affecting learner records require the written approval of the responsible data owner. The service provider must maintain a complete and immutable change log for the duration of the engagement and hand it over on completion.

4. DELIVERABLES

The successful bidder must provide measurable outcomes, including but not limited to the following:

1. **Inception Report**
   - Detailing the project plan
   - Team composition
   - Data sources and datasets to be assessed
   - Risk management plan

2. **Data Audit Report**
   - A comprehensive report detailing the "dirty data" findings, including statistics on duplicates, error rates, and incomplete records.

3. **Cleansed Master Database**
   - A clean, de-duplicated database file (Excel/CSV) mapped to FoodBev SETA's data structure.
   - A log of all changes made (audit trail) for governance purposes.

4. **Validation Report**
   - Confirmation of verified levy-paying employers.
   - A report on invalid or fraudulent entity records flagged for legal review.

5. **POPIA Compliance Report**

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- A report detailing records removed or flagged for consent renewal.

6. **User Guide**
   - A "Data Standard Operating Procedure" document to help FoodBev staff maintain data quality going forward.

7. **Confirmed Exception Baseline Report**
   - Re-performance of each internal audit exception test, with confirmed, restated or refuted volumes and values, and confirmation of legacy data recoverability.

8. **DHA Identity Verification Report and Verified Baseline**
   - Verification outcome by classification; corrections applied; quarantined records with quantified grant and stipend exposure.
   - The verified learner baseline and handover pack for MIS Provider, including matching rules and exception taxonomy.

9. **Duplicate Funding and Unsubstantiated Completion Registers**
   - Quantified schedule of grant or stipend payments made more than once for the same learner, and of concurrent enrolments.
   - Restated completion dataset distinguishing substantiated from unsubstantiated completions, with the effect on learner numbers previously reported to DHET.

10. **Reconciled Project and Contract Register**
    - Confirmed status, approved value, amendments, end date and utilisation for every project, for management sign-off.

11. **Three-Way Reconciliation Report**
    - Reconciliation of SIMS, Business Central and the Commitment Register, with a reconciled commitment position and a variance schedule capable of supporting GRAP 19 disclosure and re-performance by the Auditor-General.

12. **Migration Remediation Report**
    - Reconstructed original budget amounts, task order values and transaction dates; migration metadata of original versus migrated values; schedule of unrecoverable gaps with quantified audit exposure and management sign-off.

13. **Unsubstantiated Transactions Evidence Pack**
    - Manual payments processed outside standard workflow, payments to projects without learner beneficiaries, task orders without purchase lines, and payments exceeding authorised values, identified by vendor, project, task order and value.

14. **Preventative Control Specification and System Data Dictionary**
    - Implementable specification of system validations, mandatory fields, audit trail requirements and dual-system update protocols.
    - Monthly data quality exception report suite and data governance committee terms of reference.
    - System Data Dictionary for all critical tables.

15. **Exception Re-Run and Close-Out Report**

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- Exception count and value by category before and after cleansing, measured against the confirmed baseline, with an explanation for every exception not cleared.
- Acceptance of this report by FoodBev SETA is a condition precedent to release of the final payment.
-

5. PROJECT DURATION

5.1. The expected duration of the project is three (3) months from the date of appointment.

5.2. The engagement is phase-gated. FoodBev SETA will conduct a formal review at the conclusion of Phase 1 and at the conclusion of Phase 5, and reserves the right at each gate to re-scope, re-price or discontinue the engagement in whole or in part, without liability beyond the value of work accepted to that date.

6. THE BID EVALUATION PROCESS

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

6.1. **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.

6.2. **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.

6.3. **Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids up toR50 million.

7. CRITERIA 1 - COMPLIANCE EVALUATION

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

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

7.3. Tax clearance certificate and pin.

7.4. B-BBEE certificate or signed affidavit

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

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8. CRITERIA 2 – FUNCTIONALITY EVALUATION

<table>
<tr><th colspan="2">DETAILED FUNCTIONALITY EVALUATION CRITERIA</th><th>WEIGHTING ALLOCATED</th></tr>
<tr><td colspan="3">1. Qualification and Experience of Project team</td></tr>
<tr><td colspan="2">1.1. Data Engineer
Bidder must submit CV and qualifications of a qualified data engineer.

Qualifications: Bachelor’s Degree in Computer Science or Information Technology, or Information Systems or related field.

Certifications (or equivalent industry certification):
Bidder must submit any one of the following certifications for the Data Engineer:
• Microsoft Azure Data Engineer Associate (DP 203),
• AWS Data Analysts Speciality,
• Databricks Data Engineer Associate,
• CompTIA Data+

Experience: CV must demonstrate a minimum of 5 years’ experience in:
• Data extraction, ingestion and transformation,
• Data cleansing and remediation process,
• ETL/ELT pipeline development,
• Database and data model design,
• Data migration and integration,
• Data quality management practices,
• Data privacy regulation and compliance practices.

Foreign qualifications must be accompanied by SAQA evaluation certificate. Foreign qualifications not endorsed by SAQA will not be considered.

NB: Points will only be awarded if the bidder submits both the CV demonstrating relevant experience, relevant qualifications and required certification. If CVs, qualification and certification are not submitted, no points will be allocated.</td><td rowspan="6">20.00</td></tr>
<tr><td>• Ten (10) years or more experience demonstrated in the CV, submission of a certified qualification(s) and certification.</td><td>20.00</td></tr>
<tr><td>• Seven (7) to Nine (9) years’ experience demonstrated in the CV, submission of a certified qualification(s) and certification</td><td>15.00</td></tr>
<tr><td>• Five (5) to Six (6) years’ experience demonstrated in the CV, submission of a certified qualification(s) and certification</td><td>10.00</td></tr>
<tr><td>• More than 3 years but less than 5 years’ experience demonstrated in the CV</td><td>5.00</td></tr>
<tr><td>• Less than three (3) years’ experience demonstrated in the CV</td><td>0,00</td></tr>
</table>

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DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
• No experience, no qualifications and no certification submitted	**0.00**	
1.2. Data Analyst The bidder must submit the **CV and qualifications of a qualified Data Analyst**. **Qualification** Bachelor's degree in Information Systems, Data Science, Statistics, Computer Science, or a related field. **Certifications (or equivalent industry certification)** Bidder must submit any one of the following certifications for the Data Analyst: • Microsoft Power BI Data Analyst Associate, • Tableau Desktop Specialist , • Google Data Analytics Certificate • CompTIA Data+ • Certified Data Management Professional (CDMP) **Experience** The CV must demonstrate a **minimum of five (5) years' experience** in: • Data analysis and reporting • Data quality analysis and validation • Data visualisation and dashboarding • Identification of inconsistencies, anomalies and data gaps • Stakeholder reporting and insight generation Foreign qualifications must be accompanied by **SAQA evaluation certificate**. Foreign qualifications not endorsed by SAQA will not be considered. **NB:** Points will only be awarded if the bidder submits both the CV demonstrating relevant experience, relevant qualifications and required certification. If CVs, qualification and certification are not submitted, no points will be allocated.		**20.00**
• Ten (10) years or more experience demonstrated in the CV, submission of a certified qualification(s) and certification.	**20.00**	
• Seven (7) to Nine (9) years' experience demonstrated in the CV, submission of a certified qualification(s) and certification	**15.00**	
• Five (5) to Six (6) years' experience demonstrated in the CV, submission of a certified qualification(s) and certification	**10.00**	
• More than 3 years but less than 5 years' experience demonstrated in the CV	**5.00**	
• Less than three (3) years' experience demonstrated in the CV	**0,00**	
• No experience, no qualifications and no certification submitted	**0.00**	
1.3. Project Manager The bidder must submit the **CV and qualifications of a qualified Project Manager**.		**20.00**

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<tr><th colspan="2">DETAILED FUNCTIONALITY EVALUATION CRITERIA</th><th>WEIGHTING ALLOCATED</th></tr>
<tr><td colspan="2">Qualification
Bachelor’s degree in Business Management, Project Management, Information Systems, or a related field.
Certification (or equivalent professional certification)
Bidder must submit any one of the following certifications for the Project Manager:
• Project Management Professional (PMP),
• PRINCE2 Practitioner,
• Certified Associate in Project Management (CAPM),
• AgilePM
• Scrum Master Certification
• Or Equivalent

Experience
The CV must demonstrate a minimum of five (5) years’ experience managing projects of similar nature, including:
• Data migration or system implementation projects
• Data management or data remediation initiatives
• Technology or data-related programme delivery

Foreign qualifications must be accompanied by a SAQA evaluation certificate.
Foreign qualifications not endorsed by SAQA will not be considered.

NB: Points will only be awarded if the bidder submits both the CV demonstrating relevant experience, relevant qualifications and required certification. If CVs, qualification and certification are not submitted, no points will be allocated.</td><td></td></tr>
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<tr><td colspan="3">2. Experience of the Bidder in Similar Work (Reference Letters)</td></tr>
</table>

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DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
The bidder must demonstrate **in-depth experience in data management practices**, including but not limited to: • Data migration • Data extraction • Data cleansing and remediation • Data quality improvement initiatives This must be supported by **written references or testimonials from public or private sector clients**. The reference letters must be on the client's official letterhead, dated and signed by authorised personnel.		**20.00**
• Three (3) written references	**20.00**	
• Two (2) written references	**15.00**	
• One (1) written reference	**10.00**	
• No reference letter	**0.00**	
3. Functional & Technical Solution		
The bidder must provide a detailed description of the proposed **functional and technical approach** for executing the data profiling and cleansing initiative. The response should include: • The tools or technologies proposed for **data profiling, cleansing and transformation** (e.g., ETL/ELT tools, SQL-based processing, data profiling platforms, or automated data quality solutions). • The approach for identifying and resolving **data inconsistencies, duplicates and anomalies**. • How the solution will ensure **referential integrity and data consistency across datasets**. • How **orphaned or incomplete records** will be identified and addressed. • The approach for performing data cleansing activities **without compromising the integrity of the live MIS environment**. • Measures to ensure **data security, compliance and auditability** throughout the process.		**20.00**
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**	

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DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
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**

8.1. 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.

8.2. Please note that the Evaluation Committee will use their own discretion to assess quality of all bid proposals received in relation to above functionality criteria and may further verify information submitted from relevant sources/your clients and use their own discretion to score the bidders proposal accordingly.

8.3. It is the responsibility of the bidder to seek clarity by enquiry before submission of the final bid, where the criteria are construed to be ambiguous or confusing. Should there be a difference of interpretation between the bidders and FoodBev SETA, the SETA reserves the right to make a final ruling on such interpretation.

8.4. FoodBev SETA may request clarification or additional information regarding any aspect of the tender document or proposal submitted. The bidders must supply the requested information within twenty-four (24) hours after receipt of a written request from supply chain office. Failure to submit such information may result in disqualification or non-award of functionality points.

9. PREFERENCE POINTS ALLOCATION

9.1. This RFQ will be evaluated based on price and points as follows:

Price and Points	80/20 preference point system for acquisition of goods or services for Rand value up to R50 million

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

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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**

10. COSTING

No.	Item Description	Quantity	Cost
1.	Data Audit and Assessment	1	R
2.	Data Cleansing: employer, provider, project and contract master data (Phase 3)	1	R
3.	Automation Tools	1	R
4.	Project Management and Reporting	1	R
5.	Learner data integrity cleansing (Phase 2)	1	R
7.	SIMS to Business Central to Commitment Register reconciliation (Phase 4)	1	R
8.	Legacy migration remediation (Phase 5)	1	R
9.	Preventative controls, System Data Dictionary and handover (Phase 6)	1	R
Sub-Total			R
VAT @15%			R
Grand Total			R

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11. CONDITIONS OF CONTRACT

The successful service provider undertakes:

11.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
11.2. 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;
11.3. Not to copy or duplicate any software or documentation for private use;
11.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project.
11.5. To conclude an operator agreement with the FoodBev SETA in terms of section 21 of the Protection of Personal Information Act before processing any personal information, and to vet all personnel with access to learner or employee personal information;
11.6. To perform all analysis and data manipulation on replicated datasets, and to apply changes to live systems only under the approved change control protocol;
11.7. To preserve ring-fenced records in their existing state, alteration of which constitutes a material breach of the contract;
11.8. To assign to the FoodBev SETA all intellectual property in the deliverables, including scripts, queries and change logs, and to securely destroy all copies of FoodBev SETA data in its possession on completion and certify that destruction in writing;
11.9. To acquire no right, by virtue of this appointment, to provide ongoing identity verification or data maintenance services to the FoodBev SETA;
11.10. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
11.11. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider.
11.12. Failure to adhere to the above conditions will lead to the invalidation of the quotation.
11.13. 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;
11.14. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
11.15. 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.
11.16. 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.
11.17. 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.
11.18. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

12. IMPORTANT INFORMATION TO NOTE - GUIDELINES

Disclosures

12.1. Bidder to disclose if they have been subject to proceedings or other arrangements relating to bankruptcy or insolvency
12.2. FoodBev SETA reserves the right not to appoint a service provider

FoodBev Manufacturing SETA

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12.3. 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
12.4. Award the contract or any part thereof to one or more service providers
12.5. Reject all bids
12.6. Decline to consider any bids that do not conform to any aspect of the bidding requirements
12.7. Request further information from any bidder after closing date for clarity purposes
12.8. Cancel this RFQ or any part thereof at any time
12.9. 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
12.10. Points scored will be rounded to 2 decimals
12.11. 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.

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 project lead will abide by FoodBev SETA Code of Conduct 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 into 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 with the exception of 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. 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.

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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. 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.

19. UNSUCCESSFUL BIDDERS

19.1. 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.

20. PROCEDURES FOR SUBMITTING QUOTATIONS

20.1. **The closing date for proposals is 18 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.