



## REQUEST FOR BIDS

### BID DETAILS

<b>BID NUMBER:</b>		<b>FB-SETA (23-24) T0004</b>
<b>CLOSING</b>	<b>Date:</b>	<b>31 January 2024</b>
	<b>Time:</b>	<b>12:00 pm</b>
<b>DESCRIPTION:</b>		<b>APPOINTMENT OF A PANEL OF AGENCIES (PUBLIC RELATIONS &amp; MARKETING) FOR A PERIOD OF 3 YEARS</b>
<b>TECHNICAL QUERIES</b>		Lunga Mokoena
<b>EMAIL ADDRESS:</b>		<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>
<b>COMPULSORY VIRTUAL BRIEFING SESSION:</b>		<b>Date:</b> 12 January 2024
<b>Time:</b>		<b>10:00 am – 11:00 am</b>
<b>Validity Period</b>		<b>120 Days</b>

### DETAILS OF BIDDER

**Organisation/individual:**

.....

**Contact person:**

.....

**Telephone/ Cell number:**

.....

**E-mail address:**

.....

.....

**ACRONYMS**

<b>Terms</b>	<b>Definitions</b>
<b>B-BBEE</b>	<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>
<b>BID</b>	<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>
<b>EME</b>	<b>Exempted Micro Enterprise in terms of the Codes of Good Practice</b>
<b>GCC</b>	<b>General Conditions of Contract</b>
<b>GRAP</b>	<b>A set of concepts that function as guidelines for the accounting processes in the public sector</b>
<b>IP</b>	<b>Intellectual Property e.g. original works, such as inventions, designs, logos, images, music, or texts</b>
<b>SCM</b>	<b>Supply Chain Management</b>
<b>SLA</b>	<b>Service Level Agreement</b>

**GLOSSARY**

<b>Terms</b>	<b>Definitions</b>
<b>AWARD</b>	<b>Conclusion of the procurement process and final notification to the effect to the successful bidder</b>
<b>CONTRACTOR</b>	<b>Organisation 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>
<b>ORIGINAL BID</b>	<b>Original document signed in ink, or Copy of original document signed in ink,</b>
<b>ORIGINALLY CERTIFIED</b>	<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>
<b>SCHEDULE 3A ENTITY</b>	<b>As per the classification by National Treasury these refer to other National public entities</b>

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**TENDER NUMBER: FB-SETA (23-24) T0004**

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**Appointment of a panel of agencies (Public Relations & Marketing) for a period of 3 years****SECTION A****1. INTRODUCTION**

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 Wessel Road, Sandton 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 deliver on the National Skills Development Plan (NSDP) goals and objectives.

This document serves as Terms of Reference (TOR) for a tender inviting qualified service providers to offer comprehensive public relations and marketing services. The primary objective of this tender is to secure a cost effective, efficient, reliable and risk mitigated Public Relations & Marketing services.

**2. PURPOSE**

- 2.1. FoodBev Manufacturing SETA seeks to establish a panel of prequalified service providers to provide Public Relations, Graphic design and Multimedia services, Media Relations, Media Training, Crisis Management, Content Generation and Events Management for a period of three (3) years on a rotational basis. Only Public Relations/Marketing/Creative Agencies that are registered with PRISA or ACASA will be considered to form part of the panel of service providers.

**3. OBJECTIVE**

- 3.1. To appoint service providers to develop Public Relations/Marketing Strategies that will positively improve and influence the perception of FoodBev Manufacturing SETA stakeholders and the public to increase brand awareness.
- 3.2. The successful service providers must:
- 3.2.1. Possess in-depth knowledge and experience in Public Relations, Marketing, Events Management and Management of Online Platforms (Social Networks, Blogs, and Websites, etc.)
  - 3.2.2. Demonstrate creativity in terms of design, planning and execution of public relations.
  - 3.2.3. Demonstrate ability to design corporate documents and marketing materials.

**4. SCOPE OF WORK AND DELIVERABLES**

The broad scope of work will include Public Relations, Graphic design and Multimedia services, Media Relations, Media Training, Crisis Management, Content Generation and Events Management:

- 4.1 The service providers must amongst others be able to provide and deliver the services listed below in accordance with instruction issued by FBS from time to time but not limited to the following:

No.	Area(s) of specialization	Requirements
1.	<b>Public Relations</b>	<ul style="list-style-type: none"> <li>a) Design, develop and implement Public Relations (PR) and corporate communication strategy for FBS.</li> <li>b) Development of an annual Public Relations strategy and plan for the FBS.</li> <li>c) Develop, implement, and maintain a positive reputation and image for the organization to internal and external stakeholders.</li> <li>d) Plan PR programmes, including the preparation of cost estimates and budgets.</li> <li>e) Write, edit, and arrange production of newsletters, annual reports, pamphlets and brochures, website, blogs.</li> <li>f) Prepare visual aids and assist with drafting of public presentations.</li> <li>g) Provide media monitoring and analysis on behalf of FBS and give insight into how media and other opinion leaders are responding to FBS's key messages.</li> <li>h) Monitor the media daily with the intention to respond as timeously as possible.</li> <li>i) Provide daily briefs on media coverage, both corporate and industry not later than 07H00 a.m. daily.</li> <li>j) Analyze and identify feasible, effective channels of communication for all FBS programmes/projects especially the most rural areas.</li> <li>k) Provide recommendations resulting out of the media monitoring review and detailed responses.</li> <li>l) Advise on the preferred and effective modes of communication where FBS events (exhibitions, open days etc.) will take place.</li> </ul>
2.	<b>Graphic Design and Multimedia Services</b>	<ul style="list-style-type: none"> <li>a) Concept design, design and production, project management, and editing.</li> <li>b) Complete both graphic art and design work, blending live 3D photos with 3D stock work. If materials and graphics utilized are not 100% original, the Contractor must certify images, illustrations or wording submitted are copyright free without violation of any applicable copyright law.</li> <li>c) Conceptualize, design, and deliver graphic design material in print and web-based formats not limited to include: <ul style="list-style-type: none"> <li>i. Billboards (poster and digital designs)</li> <li>ii. Banners (interior/exterior designs)</li> <li>iii. Posters</li> <li>iv. Exhibition stalls</li> <li>v. Invitations (mailing list)</li> <li>vi. Promotional flyers (varies)</li> <li>vii. Print advertisements (BW, colour, video embedded)</li> <li>viii. Email/newsletter templates (Outlook and Constant Contact)</li> <li>ix. Web page icons (landing page, headers on content pages)</li> <li>x. Event branding (not limited to invitations and programmes (for all events and including the Bi-Annual Stakeholders Gala Dinner)</li> </ul> </li> </ul>

No.	Area(s) of specialization	Requirements
		xi. Other graphic and visual projects, as needed by the FBS
3	<b>Media Relations</b>	<ul style="list-style-type: none"> <li>a) Develop the FBS Media management plan and assist with its implementation thereof.</li> <li>b) Have an existing and reliable media list and relationships</li> <li>c) Develop and maintain effective working relations with editors, journalists, and media outlets both nationally and provincially, locally particularly in areas with high FBS profile projects</li> <li>d) Develop and maintain a media database which must be updated on a quarterly basis and shared with FBS.</li> <li>e) Generate timely periodic press releases/statements for dissemination to the local and international media proactively and as guided by the FBS.</li> <li>f) Develop a media plan on how FBS will allocate budgets on advertising and other media buying initiatives such as but not limited to TV, outside broadcasting, radio adverts, newspaper advertorials and social media.</li> <li>g) Implement a media program to increase awareness of FBS service offerings and products.</li> <li>h) Interview stakeholders to gain knowledge in preparation for media publications.</li> <li>i) Generate articles for publications and publish with relevant media/bodies.</li> <li>j) Develop and maintain FBS presence in the media throughout the project and allow it to reach target audiences at the right time.</li> <li>k) Conduct an impact assessment and generate a report at the end of the intervention.</li> <li>l) Coverage of scheduled events related to the assignment.</li> <li>m) Organize television and radio interviews for FBS staff or stakeholders to provide more information on the new qualifications offered by FBS.</li> <li>n) Develop FBS multi-media releases and profile them accordingly on various platforms including traditional media, website, and other digital and social media platforms.</li> <li>o) Create and maintain the FBS national, regional, and local media list, including specialized publications related to the food and beverages sector, skills development, career guides etc.</li> <li>p) Compile and distribute relevant news clips relating to FBS's business and initiatives on a regular basis with recommendations where responses are deemed necessary.</li> <li>q) Initiate or assist in writing media advisories, media statements, press releases, good news stories and other documents for distribution to the media.</li> </ul>
4.	<b>Media Training and Interviews</b>	<ul style="list-style-type: none"> <li>a) Work with FBS to identify candidates (board, executives, managers, etc.) for media training, including advanced media training.</li> <li>b) Identify and coordinate media training session(s).</li> </ul>

No.	Area(s) of specialization	Requirements
		<ul style="list-style-type: none"> <li>c) Prepare detailed briefs for the relevant FBS Spokesperson and other personnel interacting with the media.</li> <li>d) Prepare briefing and follow up documents for every interview/debate session that FBS staff may be profiled/interviewed.</li> </ul>
5.	<b>Crisis Management</b>	<ul style="list-style-type: none"> <li>a) Review the current crisis management plan and establish a process to ensure that crisis is effectively anticipated, managed, and evaluated.</li> <li>b) Develop a crisis management strategy and implementation plan with monitoring tools and analysis thereof.</li> <li>c) Facilitate the process of development and implementation of an incident and crisis communication plan for the FBS action briefs as per guidelines from the FBS Crisis Communication team.</li> <li>d) Disseminate updates timeously.</li> </ul>
6.	<b>Content Generation</b>	<ul style="list-style-type: none"> <li>a) Generate content for internal and external publication, including FBS online platforms (Social and Website), with all the content approved by FBS.</li> <li>b) Source, write, edit, proofread, and prepare (where necessary research) all content for FBS publications (print and online) and other publications such as quarterly newsletters, leaflets, pamphlets and other printed material that will be made available to stakeholders and users.</li> <li>c) Edit and proofread all content for FBS publications including the Annual Report, digital platform publications and other publications that will be produced for the duration of the contract.</li> <li>d) Develop speeches when called upon for the FBS Management and Board.</li> <li>e) Translation of materials into any of the official languages as and when required.</li> <li>f) Oversee production of visual (film/ video/ photography), audio and electronic material, including preparation of information for intranet, social pages, and the FBS website.</li> <li>g) Cover milestone events (learner recruitment, graduations etc.) for publications.</li> <li>h) Attend related occasions and build a gallery of photos for media distribution.</li> </ul>
7.	<b>Events Management (Activations, Exhibitions etc.)</b>	<ul style="list-style-type: none"> <li>a) Manage complex events and provide logistical support including liaising with stakeholders, political heads, local media, hospitality, VIP, and guest's management etc.</li> <li>b) Manage special events, such as press conferences and manage all aspects including media relations, audio-visual support, staging, programme agenda and collateral material.</li> <li>c) Provide on-site brand activation (directional signage, merchandising, etc.).</li> </ul>

No.	Area(s) of specialization	Requirements

**Please note:**

- Considering that FoodBev SETA has its head office situated in Johannesburg, Public Relations/Marketing Agencies must prove their presence in Gauteng as no additional disbursements will be payable for any agency outside of Gauteng.
- **Bidders must expressly specify the area(s) of specialization that they are bidding for.**

**5. RULES OF ENGAGEMENT ONCE APPOINTED ON THE PANEL:**

- 5.1. The agencies will be listed on a panel to provide Public Relations, Graphic design and Multimedia services, Media Relations, Media Training, Crisis Management, Content Generation and Events Management to FoodBev SETA for a period of three (3) years.
- 5.2. The appointed agencies must enter into a Service Level Agreement (SLA) with FoodBev SETA.
- 5.3. Service provider(s) appointed into the panel are not guaranteed any work under this tender proposal. The basis of engaging the firms will be on an assignment (as and when required) basis.
- 5.4. FoodBev SETA will source and award assignments on a rotational basis to all panel members to ensure fairness and equitability.
- 5.5. FoodBev SETA may at its sole discretion under specific circumstances, award an assignment or any part thereof to more than one panel member.
- 5.6. FoodBev SETA may at its own discretion vary an instruction to include more work or exclude work areas. In the case of the latter, the agency will not be entitled to claim for any additional costs.
- 5.7. The panel members should not cede or assign any part of the SLA nor subcontract any part of the work assigned to them without the prior written authorisation of FoodBev SETA.
- 5.8. The panel members are required to keep the same profile of team members as per bid documentation throughout the contract period. Should there be any changes within the firm's structure or team profile, authorisation in writing should be sought from FoodBev SETA.
- 5.9. The appointed service providers(s) shall be measured by a performance management system, and they should always adhere to service levels.
- 5.10. The performance of successful Bidders shall be measured in terms of the SLA and service levels shall be always adhered to.
- 5.11. The Bidder(s) shall at all times maintain an operational IT and telephony capability, as required by FoodBev SETA, and shall inform FoodBev SETA within 24 hours of any breakdown or other issue that may impact communication between the agency and FoodBev SETA.

**6. DURATION**

- 6.1. The estimated timeframe for the Public Relations, Graphic design and Multimedia services, Media Relations, Media Training, Crisis Management, Content Generation and Events Management FoodBev Manufacturing SETA services shall be three (3) years.



## SECTION B

### 7. THE BID EVALUATION PROCESS

Bid submissions will be evaluated in accordance with the below tender evaluation stages:

#### 7.1.1 STAGE 1: MANDATORY CRITERIA:

Failure to comply with the mandatory requirements will result in the rejection of the bidder's submission.

No	DESCRIPTION OF THE CRITERIA	MEANS OF VERIFICATION
1.	Attendance of a compulsory briefing session. A virtual morning briefing session will be held <b>from (10:00) to (11:00) via Microsoft Teams</b> . Interested bidders must RSVP (with the bid reference number as the subject of the email) two days before the session to the email : <a href="mailto:scm@FoodBev.co.za">scm@FoodBev.co.za</a>	Name of bidder appears in the attendance register.
2.	<b>Certificate of good standing with PRISA or ACASA</b>	<b>Bidder must submit the following documents, if certified must not be older than six (6) months:</b> a. Certified copies of accreditation and letter of good standing with PRISA or ACASA

**NB. Bids that do not comply with the mandatory requirements will not be considered for stage 2 evaluation.**

#### 7.1.2 ADMINISTRATIVE REQUIREMENTS:

1.	<b>Submission format &amp; compliance documents</b>	The Potential bidder must submit three (3) bid proposals as follows: i. Two (2) Hard copies and one (1) electronic copy in PDF format saved on a memory stick, clearly marked, and indexed. ii. Bid proposals must be properly bonded, punched and numbered in line with the response format detailed in Section C of this bid document. iii. Submit fully completed and signed documents required in Section C of this bid document.
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**7.1. STAGE 2: FUNCTIONAL EVALUATION CRITERIA:**

- 7.1.1. Bidders must meet the minimum functionality of **75.00** points out of 100 points in order to be evaluated further in terms of stage 3. Any bid that does not meet the minimum threshold will be automatically disqualified. See detailed scoring criteria below.

1. CRITERIA: BIDDER’S RELEVANT EXPERIENCE		WEIGHTING ALLOCATED
Experience of the Bidder(s) in the areas of specialization (Public Relations, Graphic design and Multimedia services, Media Relations, Media Training, Crisis Management, Content Generation and Events Management)		
The bidder must provide written reference letters from contactable clients for similar services provided (excluding FoodBev SETA) in the last (5) years. 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. <b>The SETA will only consider reference letters for the area of specialization applied for.</b>		20.00
✓ No relevant reference letters submitted	0.00	
✓ Two (2) relevant reference letter	10.00	
✓ Three (3) relevant reference letters	15.00	
✓ Five (5) or more relevant reference letters	20.00	
REQUIRED SUPPORTING DOCUMENTATION: The bidder must submit duly signed reference letters or testimonials – which must be in the client’s letterheads entailing the details of the services, level of performance, and types of service rendered and the names, contacts details of the client’s representative. The reference letters must not be older than five (5) years.		
2. CRITERIA: EXPERIENCE OF THE PROJECT TEAM		WEIGHTING ALLOCATED
Experience of the Bidder(s) in the areas of specialization (Public Relations, Graphic design and Multimedia services, Media Relations, Media Training, Crisis Management, Content Generation and Events Management)		
2.1 ACCOUNTS MANAGER		20.00
• The Accounts Manager should have at least 5 years’ experience in managing similar projects. • Demonstration of practical knowledge and experience in a PR and Marketing environment. • Must possess a NQF level 7 (degree) or relevant qualification in Public Relation/Marketing Management and/or similar.		
✓ Less than five years’ Experience (4 Years and below)	0.00	
✓ Five (5) years’ experience with qualification	10.00	
✓ More than five (5) years’ experience with qualification	20.00	

<b>REQUIRED SUPPORTING DOCUMENTATION:</b> <ul style="list-style-type: none"> <li>• Abridged CV for the account's manager clearly indicating experience in managing similar projects and qualification.</li> <li>• Certified copies of NQF level 7 relevant qualification in Public Relations/Marketing Management and/or equivalent.</li> </ul>		
<b>2.2 TEAM MEMBERS EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>• The abridged CVs of the project team that will be allocated to this project clearly detailing their experience in working on similar projects and an NQF level 6 qualification in Public Relations/Marketing and/or equivalent.</li> <li>• Team members must have a minimum of three (3) years' experience of working on similar projects.</li> </ul> <p>The bidder must provide at least two (2) team members that will work on the account.</p>		
✓ Less than three years' experience (2 years and below)	0.00	20.00
✓ Three (3) years' experience with qualification	10.00	
✓ Five (5) or more years' experience with qualification	20.00	
<b>REQUIRED SUPPORTING DOCUMENTATION:</b> <ul style="list-style-type: none"> <li>• Abridged CV for at least two team members clearly indicating experience in managing similar projects and qualification.</li> <li>• Certified copies of NQF level 6 relevant qualification in Public Relations/Marketing Management and/or equivalent.</li> </ul>		
<b>3. METHODOLOGY AND APPROACH</b>		<b>WEIGHTING ALLOCATED</b>
<p>Bidder must provide a detailed plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition. The response must indicate how the scope of work as indicated in clause (4) above, will be implemented, and should include the following amongst others:</p> <ul style="list-style-type: none"> <li>• Public Relations</li> <li>• Graphic design and multimedia services</li> <li>• Digital Marketing Services</li> <li>• Media Relations</li> <li>• Media Training</li> <li>• Events Management (Activations and Promotions)</li> <li>• Crisis Management</li> <li>• Content Generation and editing services.</li> </ul> <p>Describe as to how they will respond to the request from the client for services to be rendered and the response time to process the requests as well as attending to queries from the client including reports and reconciliation method to be applied.</p>		
✓ <b>Excellent:</b> Satisfies the requirements. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.	40.00	

✓ <b>Very Good:</b> Satisfies the requirements. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.	<b>30.00</b>	
✓ <b>Acceptable/Good:</b> Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled.	<b>20.00</b>	<b>40.00</b>
✓ <b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient/no information provided.	<b>0.00</b>	<b>100.00</b>
✓ <b>TOTAL POINTS</b>		

## 7.2. STAGE 3: PREFERENCE POINTS SYSTEM

- a. 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	80.00
Preference Points	Specific Goals	20.00
<b>Total Points</b>		<b>100.00</b>

- b. The price component will not be applicable for this bid as the fee will be determined at specific assignment/s.

### Specific Goals

- a. 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 (> 51% blacks)	50%	10.00
Woman Ownership	30%	6.00
Black Youth Ownership	20%	4.00
<b>Total</b>	<b>100%</b>	<b>20.00</b>

- b. Bidders are required to score a minimum of 12 points out of the 20 points for specific goals in order to be considered for award.
- c. Bidders must submit the following documents as a means of verification for specific goals:
  - i. CIPC documents (company registration documents),
  - ii. A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status), and
  - iii. Submission of proof of the bidder's registration on the CSD (Full report)
- d. Bidders who fail to submit the mandatory documents will not qualify for points allocated for specific goals.

## SECTION C

### 8. TENDER SUBMISSION INSTRUCTIONS

- 8.1. Tenders should be submitted in triplicate consisting of Two hard copies (one original and one copy) and one electronic copy, all bound in a sealed envelope endorsed, BID No: FB-SETA (23-24) T0004: The appointment of a panel of agencies (public relations & marketing) for a period of 3 years. The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 7 Wessels, Rivonia, Sandton, 2128 no later than closing time and date.
- 8.2. Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
- 8.3. The closing date, company name and the return address must also be endorsed on the envelope.
- 8.4. 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.
- 8.5. **Courier Company should indicate on the submission register who they are submitting on behalf of.**
- 8.6. **No bids received by telegram, telex, email, facsimile, or similar medium will be considered.**
- 8.7. 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.
- 8.8. All the documentation submitted in response to this bid must be in English.
- 8.9. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 8.10. Bids submitted by bidders must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors (if applicable), a copy of which Resolution, duly certified be submitted with the Tender.
- 8.11. 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.
- 8.12. A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- 8.13. A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response.
- 8.14. FoodBev SETA reserves the right to call bidders for further presentation of their service or perform due diligence before awarding.
- 8.15. The FoodBev SETA reserves the right to conduct supply chain due diligence process, including site visits and inspections at any time during the bidding and contract period.

### 9. RESPONSE FORMAT

- 9.1. **Bidders are requested to note that this is a mandatory criteria and failure to comply with the requirements as set below will result in a bidder's submission being rejected. The soft and hard copy responses from all bidders must be prepared in line with the following section:**

9.2. Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked, indexed and /or numbered):

9.2.1. **Cover Page:** The cover page must clearly indicate the bid reference number, bid description and the bidder's name.

**9.2.2. 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 (Five pages maximum)
- c. List of relevant contracts completed within the past five years.
- d. References from each respective in relation to the above listed contracts.
- e. Qualifications and Experience – This section shall contain relevant information on qualifications and experience related to the relevant profession.
- f. List of Project Personnel – 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.
- g. Signature Requirements: All bids must be signed. A bid may be signed by an officer or other agent of a registered vendor, if authorised to sign contracts on its behalf; a member of a consortium or joint venture or other agent authorised 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.
- i. Section 5 of this tender document (duly completed and signed)

**9.2.3. Schedule 2:**

- a. Valid tax clearance certificate or confirmation of pin.
- b. Originally Certified copies of the bidders CIPC / or company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company.
- c. Original certified copy of the company's professional accreditation (not a copy of a certified copy)
- d. Certified ID copies of all directors.
- e. A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status)
- f. Submission of proof of the bidder's registration on the CSD (Full report)

***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 **Bid Adjudication Committee (BAC)** hereby confirms that the information included in this bid document is agreed upon by all members, compliant, accurate and complete.

### SIGNATORIES:

**Approval by the BAC Chairperson: Mr Magugu Maphiwa**

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

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

**Noted by the CEO: Ms Nokuthula Selamolela**

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

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



## **11. ANNEXURES**

**10.1. ANNEXURE A - COMPLIANCE DOCUMENTS AND CONDITIONS TO TENDER**

**10.2. ANNEXURE B – SBD FORMS**

**10.3. ANNEXURE C – GENERAL CONDITIONS OF CONTRACT (GCC)**