



REQUEST FOR QUOTATIONS

RFQ SPECIFICATION FOR A LICENSE RENEWAL TO APPOINT A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE A BOARDPAC SYSTEM FOR THE BOARD.

The Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBevSETA) hereby invites you to submit quotations for the provision of a Board Pack system:

Closing date of submission	22 February 2022
Closing time of submission	11:00 a.m. (Telkom time)
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the goods	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	Katleho Mashego
Telephone Number: Landline	011 253 7300
e-mail address to send queries	Katlehom@foodbev.co.za

1. BACKGROUND

1.1. Food and Beverages Manufacturing SETA ("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 Wessels Road, Rivonia Sandton. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector. FoodBev SETA is one of the 21 Sector

1.2. PURPOSE

The FoodBev SETA seeks to appoint a service provider who will provide a license renewal of a "BoardPac" system for a period of twelve (12) months.

2. SCOPE OF WORK

2.1. FoodBev SETA requires a system that will be able to manage its Board and committee meetings and provide tools to encourage better collaboration, communication and effective meetings and electronic distribution of meeting packs for Board and sub-Committees. Whiles maintaining confidentiality of documents distributed via board member tablets.

3. SPECIFICATION

3.1. The system should be able to do the following amongst others:



- 3.1.1. Meeting Module
 - 3.1.2. Knowledge Module
 - 3.1.3. Round Robin module
 - 3.1.4. Digital signature module
 - 3.1.5. Capable of branding the app with FoodBev SETA logo
 - 3.1.6. Must be able to run on IOS, Android and Windows apps
 - 3.1.7. For twenty two (22) users
- 3.2. Service Provider is requested to quote as follows and costing must be a “cloud” based solution
- 3.2.1. Indicate license per user (monthly and annually license fee)
 - 3.2.2. Indicate support and maintenance fee
 - 3.2.3. Setup training costs – (please indicate how many sessions of training will be conducted and cost of training if new member joins)
 - 3.2.4. Any other costs
 - 3.2.5. Provider to indicate and include all costs related to the system and any other relevant and required system uses (provider can recommend and cost for this separately).2

4. COMPLIANCE EVALUATION

The Bidders must submit:

- 4.1. Must be registered on the National Treasury CSD (Central Supplier database) A full report must be submitted.
 - 4.2. Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1, SBD 8 & SBD9): completed and signed by the duly authorized person
 - 4.3. Tax clearance certificate and Pin.
- Failure to submit the above documents will result in the bidder being disqualified.

5. PREFERENCE POINTS ALLOCATION

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2017, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/10-point system will be as follows

Price Assessment	80 Points
TOTAL	80
Preferential Elements	20 Points
B-BBEE Status Level of Contributor	Number of Points (80/10 system)
1	20
2	18
3	16
4	12



5	8
6	6
7	4
8	2
Non-compliant contributor	0

7. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 7.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 7.2. 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;
- 7.3. Not to copy or duplicate any software or documentation for private use;
- 7.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 7.5. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 7.6. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 7.7. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 7.8. 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;
- 7.9. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 7.10. The Contract/SLA may be finalized within of one (1) month from for the signature date or 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. IMPORTANT INFORMATION TO NOTE - GUIDELINES

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

9. Disclaimer

- 9.1. FBS reserves the right not to appoint a service provider
- 9.2. 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
- 9.3. Award the contract or any part thereof to one or more service providers



- 9.4. Reject all bids
- 9.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 9.6. Request further information from any bidder after closing date for clarity purposes
- 9.7. Cancel this RFQ or any part thereof at any time
- 9.8. 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
- 9.9. Points scored will be rounded to 2 decimals

10. Confidentiality

- 10.1. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality
- 10.2. All information pertaining to FBS obtained by the bidder as a result of participation in this RFP is confidential and must not be disclosed without written authorisation from the FBS

11. Miscellaneous

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

12. Validity

- 12.1. 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.
- 12.2. 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.

13. Conditions of payment

- 13.1. 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.

14. Cost of tendering/ providing quotations

- 14.1. 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.

15. Unsuccessful bidders

- 15.1. Please note FoodBev SETA decision on the selection of the successful bidder is final and FoodBev will not enter into any further correspondence

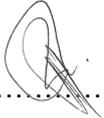


and/or negotiations with any unsuccessful bidder.

PREPARED BY:

Name: Lerato Nkabinde

Date 17 February 2022

Signature


APPROVED BY:

Name: Nokuthula Selamolela

Date 17 February 2022

Signature