



 13 Autumn Street | Rivonia | 2128  
 30 June 2022

## REQUEST FOR QUOTATIONS

### APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY FOODBEBV WITH OHS PROCUREMENT NEEDS

The Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit quotations to assist in the procurement of OHS items.

<b>Closing date of submission</b>	05 July 2022
<b>The closing time of submission</b>	Noon (Telkom time)
<b>Quotes to be e-mailed to</b>	<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>
<b>All quotes must be valid for at least</b>	30 days
<b>Delivery address for the goods</b>	07 Wessels Street, 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:

<b>Queries address to</b>	Katleho Mashego
<b>Telephone Number: Landline</b>	011 253 7300
<b>e-mail address to send queries</b>	<a href="mailto:Katlehom@foodbev.co.za">Katlehom@foodbev.co.za</a>

## 1. BACKGROUND

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 07 Wessels Street, 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 Education and Training Authorities (SETAs) across the economy mandated to deliver on the National Skills Development Plan (NSDP) outcomes.

## 2. PURPOSE

FoodBev SETA seeks to appoint an experienced and reputable service provider to provide and deliver the Occupational Health and safety equipment.

## 3. SCOPE OF WORK

**3.1** The successful service provider will be required to provide and deliver the following safety equipment in line with Occupational Health and Safety act:

- |   |       |
|---|-------|
| 1) Regulation 7 First Aid Kit in White Metal Box(Fully filled)  | (x 2) |
| 2) Burn Kit   | (x2)  |
| 3) Emergency Air Horn with Mounted Cabinet                      | (x4)  |
| 4) Reflective Vests   | (x12) |
| 5) First Aid box sign   | (x2)  |
| 6) Hand held emergency alarm sign                               | (x4)  |
| 7) Emergency Assembly Point Safety Sign                         | (x2)  |
| 8) Disabled Persons Vehicle Parking Reservation Road Floor Sign | (x2)  |
| 9) Pole Stretcher - Double Fold                                 | (x1)  |
| 10) Disabled seated stair lift/ramp                             | (x1)  |

## 4. DETAILS

**4.1** The Service provider who will be supplying the SETA with the above goods will also be required to install the items at the allocated areas, as instructed.

## **5. EVALUATION CRITERIA**

**The following criteria will be adhered to:**

**5.1 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 not move onto the next stage of evaluation.

**5.2 Criteria 2:** Functional criteria – Functionality points are equal to 100 points. Bidders are required to achieve a minimum score of 70 points on functionality evaluations in order to qualify to be evaluated on BBEE & Price. All bidders who do not score the minimum points will be disqualified.

**5.3 Criteria 3:** The price and BBEE status level of the contributor will be evaluated on an 80/20 preferential procurement principle.

## **6. CRITERIA 1 – COMPLIANCE EVALUATION**

The Bidders must submit:

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

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

**6.3** Tax clearance certificate and Pin.

**6.4** Proof of accreditation

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

- + Please note that the Evaluation Committee will use their own discretion to assess the quality of all bid proposals received in relation to the 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.

- + 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.
- + 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 forty-eight (48) hours after receipt of the written request from the supply chain office. Failure to submit such information may result in disqualification or non-award of functionality points.

## 8. PREFERENCE POINTS ALLOCATION

### 8.1. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million as follows:

CRITERIA	SUB-CRITERIA	POINTS
Price	Detailed budget breakdown	80
BBBEE Status Level Verification certificate from accredited verification agencies	BBBEE Level Contributor	20
Total Points		<b>100</b>

## 9. CONDITIONS OF CONTRACT

### The successful service provider undertakes:

- 9.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 9.2. Not to discuss or make any information available to any member of the public, press or another service provider/consultant or any other unauthorized person(s) except as authorized by the FoodBev SETA;
- 9.3. Not to copy or duplicate any software or documentation for private use;
- 9.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 9.5. General conditions of tender, contracts and orders will be applicable in the execution of the contract;

- 9.6.** Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 9.7.** Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 9.8.** 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;
- 9.9.** Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 9.10.** The Contract/SLA may be finalized within a period of maximum of five (5) working days for signature before commencement of the work. Bidders must note that FoodBev SETA contracts are vetted by outsourced lawyers therefore it is important to note that it is the responsibility of the bidder to also vet their contract before signing it off.

## **IMPORTANT INFORMATION TO NOTE - GUIDELINES**

### **10. Disclosures**

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

### **11. Disclaimer**

**11.1** FBS reserves the right not to appoint a service provider

**11.2** 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

**11.3** Award the contract or any part thereof to one or more service providers

**11.4** Reject all bids

**11.5** Decline to consider any bids that do not conform to any aspect of the bidding requirements

**11.6** Request further information from any bidder after closing date for clarity purposes

**11.7** Cancel this RFQ or any part thereof at any time

**11.8** 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

**11.9** Points scored will be rounded to 2 decimals

## **12. Confidentiality**

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

**12.2.** 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

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

## **13. Miscellaneous**

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

## **14. Negotiations**

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.

## **15. Validity**

**15.1.** 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.

**15.2.** 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.

## **16. Conditions of payment**

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.

**17. Cost of tendering/ providing quotations**

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.

**18. Unsuccessful bidders**

Please note FoodBev SETA's decision on the selection of the successful bidder is final and FoodBev SETA will not enter into any further correspondence and/or negotiations with any unsuccessful bidder.

**19. COMPULSORY BRIEFING SESSION**

Not Applicable

**20. PROCEDURES FOR SUBMITTING QUATATIONS**

The closing date for proposals is **05 July 2022 @ 12h00**.

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](mailto:scm@foodbev.co.za).

Any queries relating to this request for quotation must be in writing and must be addressed to email: [katlehom@foodbev.co.za](mailto:katlehom@foodbev.co.za)

**Prepared by: Mr Derrick Smith (Manager: HR)**

Signature:



Date: 23.06.2022

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**Reviewed and approved by: Ms P Ngwasheng Senior Manager: Corporate Services)**

Signature:

A handwritten signature in black ink, appearing to be 'Bla'.

Date: 23.06.2022

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