



## REQUEST FOR BIDS

### BID DETAILS

|                                     |   |                         |
|-------------------------------------|---|-------------------------|
| <b>BID NUMBER:</b>                  | <b>FB-SETA (23-24) T0005</b>  |                         |
| <b>CLOSING</b>                      | <b>Date:</b>  | <b>01 February 2024</b> |
|                                     | <b>Time:</b>  | <b>12:00 pm</b>         |
| <b>DESCRIPTION:</b>                 | <b>APPOINTMENT OF INTERNAL AUDIT SERVICES FOR THE FOOD AND BEVERAGES MANUFACTURING SECTOR EDUCATION AND TRAINING AUTHORITY (FOODBEV SETA)</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 BRIEFING SESSION:</b> | <b>Date:</b>  | <b>18 January 2024</b>  |
| <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:** \_\_\_\_\_

**TOTAL BID PRICE  
(inclusive of VAT)**

## GLOSSARY

|                             |   |
|-----------------------------|---|
| <b>AWARD</b>                | Conclusion of the procurement process and final notification to the effect to the successful bidder   |
| <b>B-BBEE</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>BID</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>CONTRACTOR</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>CORE TEAM</b>            | The core team are those members who fill the non-administrative positions against which the experience will be measured   |
| <b>DTI</b>                  | Department of Trade and Industry  |
| <b>EME</b>                  | Exempted Micro Enterprise in terms of the Codes of Good Practice  |
| <b>GCC</b>                  | General Conditions of Contract  |
| <b>GRAP</b>                 | A set of concepts that function as guidelines for the accounting processes in the public sector   |
| <b>IP</b>                   | Intellectual Property   |
| <b>IIA</b>                  | Institute of Internal Auditors  |
| <b>FOODBEV SETA (FBS)</b>   | Food and Beverage Manufacturing Sector Education and Training Authority   |
| <b>ORIGINAL BID</b>         | Original document signed in ink or Copy of original document signed in ink.   |
| <b>ORIGINALLY CERTIFIED</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>SAICA</b>                | South African Institute of Chartered Accountants  |
| <b>SCM</b>                  | Supply Chain Management   |
| <b>SLA</b>                  | Service Level Agreement   |
| <b>SCHEDULE 3A ENTITY</b>   | As per the classification by National Treasury these refer to other National public entities  |

**TABLE OF CONTENTS**

|   |           |
|---|-----------|
| <b>GLOSSARY</b> .....                             | <b>2</b>  |
| <b>SECTION A</b> .....                            | <b>4</b>  |
| 1. INTRODUCTION .....                             | 4         |
| 2. SCOPE OF WORK.....                             | 4         |
| 6. DURATION OF THE SERVICES.....                  | 7         |
| <b>SECTION B</b> .....                            | <b>7</b>  |
| 7. THE BID EVALUATION PROCESS.....                | 7         |
| 7.1 STAGE 1: MANDATORY CRITERIA:.....             | 7         |
| 7.2 ADMINISTRATIVE REQUIREMENTS: .....            | 8         |
| 7.3 STAGE 2: FUNCTIONAL EVALUATION CRITERIA:..... | 8         |
| 7.4 STAGE 3: PREFERENCE POINTS SYSTEM.....        | 11        |
| <b>PREFERENCE POINTS SYSTEM</b> .....             | <b>11</b> |
| 7.4.1 SPECIFIC GOALS .....                        | 11        |
| 7.4.2 PRICING.....                                | 11        |
| <b>SECTION C</b> .....                            | <b>14</b> |
| 8 TENDER SUBMISSION INSTRUCTIONS .....            | 14        |
| 9 RESPONSE FORMAT .....                           | 15        |

**TENDER NUMBER: FB-SETA (23-24) T0005****THE APPOINTMENT OF INTERNAL AUDIT SERVICES FOR THE FOOD AND BEVERAGES MANUFACTURING SECTOR EDUCATION AND TRAINING AUTHORITY (FOODBEV SETA)****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 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 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 that can maintain and support an appropriate Internal Audit Service to the Accounting Authority and Management of FoodBev SETA. In terms of the PFMA the SETA should have an effective Internal Audit function which should also comply with the Institute of Internal Auditors (IIA) standards. The Internal Audit function should assist the FoodBev SETA to accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management control and governance processes. The risk management strategy including the fraud prevention plan must be used to direct the internal effort.

**2. SCOPE OF WORK**

The scope of Internal Audit function includes at least the under-mentioned. Should any other function be regarded as imperative by the bidder the functions shall be offered, clearly defined and presented to the Audit and Risk Committee (ARC). The Internal Audit function must, in consultation with the ARC prepare:

- 2.1.** A rolling three-year strategic and annual Internal Audit Plan based on its assessment of key areas of risk for the public entity, having regard to its current operations. The operations proposed in its corporate or strategic plan and its risk management strategy.
- 2.2.** An annual Internal Audit Plan, by performing a needs assessment and risk assessment to inform the completeness of the audit universe, and if appropriate, suggest changes to current years (2024/25) plan to ensure risks are adequately addressed.

- 2.3. Plans indicating the scope, cost and timelines of each audit in the annual internal audit plan.
- 2.4. Audit reports directed to the Audit and Risk Committee detailing its performance against the plan, to allow effective monitoring and intervention when necessary.
- 2.5. The Internal Audit function must co-ordinate with other internal and external providers of assurance to ensure proper coverage and to minimise duplication of effort.
- 2.6. The Internal Audit function must assist the Accounting Authority in maintaining effective controls by evaluation of controls and by developing recommended actions plans for enhancement or improvement.
- 2.7. The Internal Audit Function must assist the Accounting Authority in achieving the objectives of the institution by evaluating and developing recommendations for the enhancement or improvement of the processes through which:
  - Objectives and values are established and communicated.
  - The accomplishment of objectives is monitored.
  - Accountability is ensured.
  - Corporate values are preserved.
  - The adequacy and effectiveness of the system of internal control are reviewed and appraised.
  - The relevance, reliability and integrity of management, financial and operating data and reports are appraised.
  - Systems establishment to ensure compliance with policies, plans, procedures, statutory requirements, and regulations, which could have a significant impact on operations are reviewed.
  - The means of safeguarding assets are reviewed and as appropriate verifying the existence of such assets.
  - The economy, efficiency and effectiveness with which resources are employed, are appraised.
  - The results of operation or programmes are reviewed to ascertain whether results are consistent with the FoodBev SETA's established objectives and goals whether the operations or programmes are being carried out as planned.
  - The adequacy of established systems and procedures are assessed.
- 2.8. Amongst others, below is a list of the audits to be conducted, however the finalization of the audit plan will be concluded by the Audit and Risk Committee, so these are subject to change:
  - Performance information quarter one (1) to four (4).
  - Review of Strategic Plan and Annual Performance Plans, ensuring that these documents are aligned to each other and regulations and are SMART based.

- Disaster recovery and business continuity plans.
  - Review of FoodBev SETA's policies and procedures.
  - Thorough and in-depth review of half year and year-end annual financial statements.
  - Follow up on internal and external audits.
  - Mandatory and discretionary grants, and strategic partnerships including on site review of significant projects.
  - Internal financial controls
  - Annual Reports
  - Risk and fraud management
  - Supply chain management
  - IT general, systems migration and application controls review
  - Human resources
- 2.9.** Conducting special assignments and investigations where necessary on behalf of the Audit and Risk Committee and Accounting Authority into any matter affecting the probity, interest, and operating efficiency of the FoodBev SETA.
- 2.10.** Attend Audit and Risk Committee meetings, Management Meetings and Fraud, Risk and Compliance Committee meetings.
- 2.11.** Identification of serious defects in the internal controls, which might result in possible malpractices.
- 2.12.** Producing an internal audit report to be submitted to the Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Audit and Risk Committee (ARC).

### **3. QUALITY ASSURANCE REVIEWS OF THE WORK**

- 3.1.** The internal auditor shall ensure that all work conforms to the Standards for the Professional Practice of the Institute of Internal Audit. Such work may further be subject to an external quality assurance as may be considered necessary.

### **4. MONITORING PROGRESS OF ASSIGNMENTS**

- 4.1.** On completion of each assignment, the auditor shall distribute the reports to the CFO and CEO. Internal Auditors must on a quarterly basis, submit a report to the Audit and Risk Committee on progress against the plan, significant findings, recommendations, and administrative matters.

### **5. PERFORMANCE EVALUATION**

- 5.1.** Internal audit function will be evaluated on an annual basis by the Audit and Risk Committee and reported to Accounting Authority.

**5.2.** In carrying out the work, the auditor must ensure that their staff maintain their objectivity by remaining independent of the activities they audit. The Internal Auditors shall:

- Have no executive or managerial powers, functions, or duties except those relating to Internal Audit.
- Not be involved in the day-to-day operation of the FoodBev SETA.
- Not be responsible for the detailed development or implementation of new systems and procedures.

## 6. DURATION OF THE SERVICES

The duration of the contract is anticipated to run for a period of three (3) years commencing on the date of signing the service level agreement and ends on the 31<sup>st</sup> of March 2027. The successful bidder is anticipated to start on 01<sup>st</sup> of April 2024.

## SECTION B

### 7. THE BID EVALUATION PROCESS

---

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

#### 7.1 STAGE 1: MANDATORY CRITERIA:

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

|                                    |  |
|------------------------------------|--|
| <b>Description of the criteria</b> | <p>a) Attendance of compulsory briefing session. A virtual 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 below:<br/> <u><a href="mailto:scm@FoodBev.co.za">scm@FoodBev.co.za</a></u></p> <p>b) Bidder(s) must have a physical office within the Gauteng Province</p> <p>c) The Bidder(s) or its directors must be registered with a professional body (<b>IIASA/SAICA/IRBA</b>)</p> <p>d) Submission of a Quality Assurance Review (QAR) conducted within the last five years by the IIASA or another registered internal audit firm. The QAR must not have material findings.</p> |
| <b>Means of verification</b>       | <p>Bidder must submit certified documents. The following certified documents, must not be older than six (6) months:</p> <p>a) <b>Physical Offices:</b> Proof must be submitted in the form of a lease agreement, rental office agreements, sale agreement, or latest municipal statements.</p> <p>b) <b>Professional Body Registration:</b> Proof of registration with the professional body (IIA/SAICA/IRBA and/or other relevant professional bodies.)</p>  |

c) **Quality Assurance Reviews:** Proof must be submitted in the form of a report, certificate or assessment results which must be satisfactory/ with no material findings.

## 7.2 ADMINISTRATIVE REQUIREMENTS:

|    |   |  |
|----|---|--|
| 1. | <b>Submission format &amp; compliance documents</b> | <p>The Potential bidder must submit three (3) bid proposals as follows:</p> <ul style="list-style-type: none"> <li>i) Two (2) Hard copies and one (1) electronic copy in PDF format saved on a memory stick, clearly marked, and indexed.</li> <li>ii) Bid proposals must be properly bonded, punched and numbered in line with the response format detailed in Section C of this bid document.</li> <li>iii) Submit fully completed and signed documents required in Section C of this bid document.</li> </ul> |
|----|---|--|

## 7.3 STAGE 2: FUNCTIONAL EVALUATION CRITERIA:

- 7.3.1 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.

| TECHNICAL EVALUATION  | WEIGHTING ALLOCATED |
|---|---------------------|
| <b>1. BIDDERS QUALIFICATIONS AND EXPERIENCE</b>   |                     |
| The <b>Engagement Director</b> must have a minimum of ten (10) years' experience post articles in the public sector internal audit or similar services and have at least NQF level 8 qualification plus Certified Internal Auditor (CIA) or South African Chartered Accountant CA (SA). |                     |
| ✓ CV submitted demonstrating more than ten (10) years' experience in internal audit service and relevant qualifications   | <b>20.00</b>        |
| ✓ CV submitted demonstrating ten (10) years in internal audit service and relevant qualifications   | <b>10.00</b>        |
| ✓ CV submitted demonstrating less than ten (10) years in internal audit service and relevant qualifications   | <b>0.00</b>         |
| <b>REQUIRED SUPPORTING DOCUMENTATION:</b><br>Submit CVs of project manager or Director indicating the following:  | <b>20.00</b>        |
| <ul style="list-style-type: none"> <li>• Personal information.</li> </ul>   |                     |

|   |                            |
|---|----------------------------|
| <ul style="list-style-type: none"> <li>Qualification(s) (provide/attach certified copies of qualifications (honours degree, CIA or CA (SA)) and proof of registration with a relevant professional body); and</li> <li>Work experience detailing years of experience.</li> </ul>  |                            |
| <p><b>The Internal Audit Manager</b> must have a minimum of five (5) years' experience post articles in the public sector internal audit or similar services and have at least NQF level 7 qualification plus CIA or CA (SA), or AGA (SA) or equivalent.</p>  |                            |
| <input checked="" type="checkbox"/> CV submitted demonstrating more than five (5) years in internal audit service and relevant qualifications   | <b>20.00</b>               |
| <input checked="" type="checkbox"/> CV submitted demonstrating five (5) years in internal audit service and relevant qualifications   | <b>10.00</b>               |
| <input checked="" type="checkbox"/> CV submitted demonstrating less than five (5) years and relevant qualifications   | <b>0.00</b>                |
| <b>REQUIRED SUPPORTING DOCUMENTATION:</b><br>Submit CVs of Internal Audit manager - indicating the following:   |                            |
| <ul style="list-style-type: none"> <li>Personal information.</li> <li>Qualification(s) (provide certified copies of qualifications (Degree, CIA or CA (SA)) and proof of registration with a relevant professional body).</li> <li>and work experience.</li> </ul>  |                            |
| <b>2. EXPERIENCE OF THE INTERNAL AUDIT TEAM</b>   | <b>WEIGHTING ALLOCATED</b> |
| <p>The internal audit team members to be assigned to the project with tertiary audit qualification in internal audit and minimum three (3) years' experience in public sector internal audit. Years of experience should exclude internship/training learnerships. The proposed internal audit team must be in possession of a combination of CIA, Professional Internal Auditor (PIA), and Certified Information System Auditor (CISA) or related professional qualification.</p>  |                            |
| <input checked="" type="checkbox"/> CV submitted demonstrating more than 3 years and relevant qualifications  | <b>10.00</b>               |
| <input checked="" type="checkbox"/> CV submitted demonstrating 3 years' experience and relevant qualifications  | <b>5.00</b>                |
| <input checked="" type="checkbox"/> CV submitted demonstrating less than 3 years and relevant qualifications  | <b>0.00</b>                |
| <b>REQUIRED SUPPORTING DOCUMENTATION:</b>   |                            |
| <ul style="list-style-type: none"> <li>CV for the team clearly indicating experience in managing similar projects and qualification.</li> <li>Certified copies of NQF level 6 relevant qualification in internal auditing, or information systems audit and/or equivalent.</li> <li>CIA-Certified Internal Auditor, CISA-Certified information system auditor, PIA-Professional Internal Auditor.</li> </ul>  |                            |
| <b>3. REFERENCES</b>  |                            |
| <p>Bidders must provide written reference letters relating to the provision of internal audit assignment in the public sector (not older than five (5) years) on the bidder's current/ previous client's letterhead (excluding FoodBev SETA) to whom internal audit services are/were provided. The reference letters must include:</p> <ul style="list-style-type: none"> <li>Contact person, contact number, and e-mail address.</li> <li>Confirmation of service rendered; and whether the client/s were satisfied on the service rendered, letter must be duly signed.</li> </ul> | <b>20.00</b>               |

|   |       |                            |
|---|-------|----------------------------|
| ✓ Five (5) or more reference letters  | 20.00 |                            |
| ✓ Four (4) reference letters  | 15.00 |                            |
| ✓ Three (3) reference letters   | 10.00 |                            |
| ✓ Less than three reference letters   | 0.00  |                            |
| <b>4. SETA EXPERIENCE</b>   |       | <b>WEIGHTING ALLOCATED</b> |
| The bidder must attach at least one written reference/ testimonials letters (will be counted as part of the above letters) relating to the provision of internal audit assignment in the SETA not older than five (5) years.  |       | 10.00                      |
| ✓ SETA Experience demonstrated  | 10.00 |                            |
| ✓ No SETA experience demonstrated   | 0.00  |                            |
| <b>5. METHODOLOGY AND APPROACH</b>  |       | <b>WEIGHTING ALLOCATED</b> |
| <p>Proposed methodology statement and approach to conduct this project, including:</p> <ul style="list-style-type: none"> <li>• Details on what activities will need to be carried out to achieve the responsibilities of Internal Audit</li> <li>• Risk assessment methodology/ies to be used to develop plans</li> <li>• Identifying possible challenges that may deter delivery and how these could be addressed.</li> <li>• Indicate the process to be followed should there be a request to conduct special assignments and investigations into any matter or activity affecting the probity, interest, and operating efficiency of the FoodBev SETA.</li> <li>• Demonstrate in-depth understanding in risk-based audits, focus to also be put on value-add activities</li> <li>• Demonstrate how you will assist the FoodBev SETA in developing and implementing an effective combined assurance model</li> <li>• Description of ways to bring innovation, best practice to the function to assist in enhancing performance and ensuring continuous improvement, influence and value add to the FoodBev SETA</li> </ul> |       | 20.00                      |
| ✓ <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.  | 20.00 |                            |
| ✓ <b>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.  | 15.00 |                            |
| ✓ <b>Acceptable:</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.   | 10.00 |                            |
| ✓ <b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient/no information provided.  | 0.00  |                            |
| <b>TOTAL POINTS</b>   |       | <b>100.00</b>              |

## 7.4 STAGE 3: PREFERENCE POINTS SYSTEM

### PREFERENCE POINTS SYSTEM

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>100.0</b> |

#### 7.4.1 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) | 60%                            | 12.00            |
| Woman Ownership                       | 40%                            | 8.00             |
| <b>Total</b>                          | <b>100%</b>                    | <b>20.00</b>     |

- b. 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)
- c. Bidders who fail to submit the mandatory documents will not qualify for points allocated for specific goals.

#### 7.4.2 Pricing

- a. Bidders must complete the below pricing table for full price evaluation. The following table illustrates the price breakdown required. Any other price structure not indicated thereon may not be added herein.

| Team members              | Rates Per Hour Including VAT | Total number of estimated hours | Year 1 | Year 2 | Year 3 | Total Costs |
|---------------------------|------------------------------|---------------------------------|--------|--------|--------|-------------|
| Engagement partner        |                              |                                 |        |        |        |             |
| Senior Manager            |                              |                                 |        |        |        |             |
| Manager                   |                              |                                 |        |        |        |             |
| Senior Internal Auditor   |                              |                                 |        |        |        |             |
| Internal Auditor          |                              |                                 |        |        |        |             |
| Other costs (Add details) |                              |                                 |        |        |        |             |
| <b>TOTAL</b>              |                              |                                 |        |        |        |             |

- b. Bidders must quote for all or provide explanations for lines not quoted for, failing to quote all lines with no explanations provided may lead to the bid considered non-responsive. Failing to submit the required pricing as prescribed above will result in the bid considered as none-responsive.
- c. The SETA will consider DPSA or SAICA - AGSA pricing circular on awarding to the preferred bidder

**d. Pricing Special Conditions**

- i. Pricing Schedule: In terms of General Conditions of contract, the price schedule remains unchanged for the duration of the contract with FBS accepting no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract with the exception of any price adjustments approved in the Special Conditions of Contract for pricing set out below:
- ii. FoodBev SETA applies the transactional fee model to deliver the best possible cost-effective solution. The transaction fee must be a fixed amount per service linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.
- iii. Estimated quantities/volumes: The FBS provides estimated quantities of what its requirements and estimated timing during the contract period for bidders to establish their pricing. The FBS may require quantities above or below these estimates during the current period with the actual quantity and time of delivery being determined when such quantities are needed.
- iv. Total bid price: For bidding purposes the total unit price will be used to establish the total bid price for comparing price offers of bidders. The unit price will be used as contract unit price should the bidder be successful.
- v. The FoodBev SETA may require a breakdown of rates on any of the items priced and the audit firm are required to provide same.
- vi. The audit firm must include all transaction types that they anticipate incurring that might not be included in the list.

**SECTION C****8 TENDER SUBMISSION INSTRUCTIONS**

- 8.1 Tenders should be submitted in triplicate consisting of two (2) hard copies all bound in a sealed envelope endorsed (one original and one copy) and one electronic copy (must be identical to hardcopy) in PDF format saved on a memory stick, clearly marked, and indexed. BID No: FB-SETA (23-24) T0005: The Appointment of internal audit services. The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 7 Wessels Road, Rivonia, Sandton, 2128 no later than the 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.***

## **AUTHORISATION**

*The **BAC** committee 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: \_\_\_\_\_

---

## **10. 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)**