



 7 Wessels Road | Rivonia | 2128  
 27 November 2023

## TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

### THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE PROVISION OF TALENT MANAGEMENT AUDIT SERVICES

The Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites suitable service providers to submit quotations for the appointment of a service provider to provide talent management audit services as follows:

<b>Closing date of submission</b>	11 December 2023
<b>Closing time of submission</b>	11h00
<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>	90 days
<b>Delivery address for the goods</b>	7 Wessel Rd, 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>	Derrick Smith
<b>Telephone Number: Landline</b>	011 253 7348
<b>e-mail address to send queries</b>	<a href="mailto:derricks@foodbev.co.za">derricks@foodbev.co.za</a>

## 1. BACKGROUND

FoodBev SETA is a PFMA 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 Wessel Rd, Rivonia, Sandton, 2128. 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

- 2.1** 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 13 Autumn 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.
- 2.2** A skills audit determines the gap between the skills and knowledge needed to reach the organizational goals and the current skills and knowledge of employees. Even limited efforts to understand, identify, develop and communicate the right competencies can improve organizational results. A focus on competencies will lead to the more intelligent application of Human Resources to achieve organizational objectives.
- 2.3**
- 2.4** One of main priorities for the Human Resources department is ensuring that we retain our talent through a succession planning process which also looks at creating internal mobility within FoodBev.
- 2.5**
- 2.6** Noting the above FoodBev SETA currently has a succession plan which has been developed, and we are looking at attaining the services of a service provider who will be able to assist us by identifying all the capabilities that will enable the identified employees to succeed in the roles that they have been identified for and to identify their current capabilities soft and hard to enable FoodBev to have an inventory of its skills.
- 2.7**
- 2.8** The audit will be conducted on all staff members totalling about 70 employees, spread across different business units, part of the 70 employees, 18 employees have been identified as part of HR’s succession plan. The idea behind the skills audit is to provide information for future needs and to assist in preventing problems which can be posed by certain skills shortages, by adapting measures to overcome these problems at an early stage, thereby improving the quality of work.

## 3. SPECIFICATION

The service provider will be expected to:

### 3.1 SCOPE OF SERVICES

- 3.1.1** The goal of a talent audit is to have a clear picture of whether employees are likely to push the business plan forward and to align our current talent to the right roles and organisational strategy.
- 3.1.2** Facilitate the development of the new Human Resource Skills Audit and the implementation plan, in line with the Human Resource Plan.



- 3.1.3** Facilitate the collection of data amongst staff members, using appropriate methodologies such as psychometric assessments, questionnaires, surveys, focus groups, etc

#### **4. OUTPUTS OF THE SERVICES PROVIDED /KEY DELIVERABLES**

- 4.1.** Identify and defining the skills requirements of the organization.
- 4.2.** Develop a skills and competency framework for all workforce segments identified
- 4.3.** Determine skills and competency gaps between future skill requirements and current employee skill sets.
- 4.4.** Determine scarce and critical skills for the identified segments of FoodBev SETA.
- 4.5.** Determine personal development plans (IDP's)
- 4.6.** Develop an organizational training plan based on the outcomes of the skills and competency assessment process to address the skills gaps identified and the current needs.
- 4.7.** Determines skills and competencies of the current employees of the organization
- 4.8.** Draft a Human Resource Skills Audit report and supporting documents and to deliver to FoodBev's Management team.

#### **5. DURATION**

- 5.1** The estimated time frame for the project shall be 2 months.

#### **6. ROLE PLAYERS**

The Human Resources Manager will be the FoodBev SETA project lead who will be responsible for providing the service provider with all the required information.

#### **7. METHODOLOGY**

The Service Provider's proposal must outline the methodology they intend adopting to meet the deliverables specified in point number 2 above. This outline should cover the following:

- 7.1.1** Indicate how the project will be carried out, giving detailed explanation of the Human Resource Skills Audit report.
- 7.1.2** Comprehensive consolidated development trends reports (across the individuals)
- 7.1.3** Provide a project charter with timelines.



- 7.1.4 The service provider(s) must provide a detailed project closeout report with all relevant documentation.
- 7.1.5 Present Report to the Management Team and EXCO.

## 8. VALUATION CRITERIA

- 8.1. **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 evaluations.
- 8.2. **Criteria 2: Functional criteria** – Functionality points are equal to 100 points. Bidders are required to achieve a minimum score of 75 points on functionality evaluations to qualify to be evaluated on BBBEE & Price. All bidders who do not score the minimum points will be disqualified.
- 8.3. **Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids above R30 000 but below R50 million.

## 9. CRITERIA 1 - COMPLIANCE EVALUATION

- 9.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 9.2. Standard Bidding Documents (SBD) forms: (SBD 1, SBD 3.3, SBD 4, SBD 6.1, & SBD 7.2): completed and signed by the duly authorized person.
- 9.3. Tax clearance certificate and Pin.  
- Failure to submit the above documents will result in the bidder being disqualified.

## 10. FUNCTIONALITY EVALUATION

Functional criteria	Weight
<b>1. Capacity and Competency</b>  The bidder must provide five (5) reference letters from contactable clients for similar services provided 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.	30.00
▪ Less than 2 reference letters = <b>0.00 points</b>	<b>0.00</b>
▪ At least two (2) reference letters = <b>10.00 points</b>	<b>10.00</b>
▪ At least three (3) reference letters = <b>30.00 points</b>	<b>20.00</b>
▪ Five (5) or more reference letters = <b>50.00 points</b>	<b>30.00</b>
<b>2. Experience of Project Team</b>	Weight



Functional criteria	Weight
<b>2.1. Project Team Leader</b>	
The Project Team Leader should have 5 years' experience in conducting similar projects and possess at least an NQF level 8 relevant qualification in Human Resources / Business Management or equivalent.	20.00
CV of the Project Team Leader clearly detailing experience in skills planning, skills audit, and psychometric assessments must be submitted. Certified copy of academic qualification(s) must also be submitted.	
▪ No experience	0.00
▪ CV showing one (1) to four (4) years' experience	10.00
▪ CV showing five (5) years' experience or more =	20.00
<b>Project Team</b>	Weight
The Project Team to be allocated to this project, must clearly detail their experience in conducting similar projects. The project team members should possess an NQF level 7 qualification in Human Resources/ Business Management or equivalent.	
At least two (2) technical resources with a minimum of three (3) years relevant experience in the services required.	20.00
CVs of the Project Team clearly detailing experience in skills planning, skills audit, and psychometric assessments must be submitted. Certified copies of academic qualification(s) must also be submitted	
▪ No experience	0.00
▪ One (1) member with experience illustrated in the CV and relevant qualifications	10.00
▪ Two (2) members with experience illustrated in the CVs and relevant qualifications	20.00
<b>3. Methodology</b>	Weight
Company profile including detailed methodology.	
▪ No company profile submitted	0.00
▪ Submission of company profile including detailed methodology	25.00
<b>4. Project Plan</b>	
A detailed implementation plan in response to the terms of reference	
▪ No project plan submitted = <b>0.00 points</b>	0.00



Functional criteria	Weight
▪ Submission of project plan = <b>5.00 points</b>	
<b>Total</b>	<b>100.00</b>

**Note: the minimum score for functionality is 75 points.**

- 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.
- 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 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.

## 11. PREFERENCE POINTS ALLOCATION

**11.1 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	MEANS OF VERIFICATION	POINTS
Price	Proposed Bid Price	80,00
Preference Points	Specific Goals	20,00
<b>Total Points</b>		<b>100,00</b>

**11.2** 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	50%	10,00
Woman Ownership	50%	10,00
<b>Total</b>	<b>100%</b>	<b>20,00</b>

## 12 PRICING SCHEDULE:

**12.1** Prospective bidders should comply with the below pricing schedule:



#	Description	Number of Hours	Rate	Total
1	• N/A			
2	Other costs (detail all other costs)			
<b>TOTAL</b>				

## 13 CONDITIONS OF CONTRACT

### **The successful service provider undertakes:**

- 13.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 13.2. 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;
- 13.3. Not to copy or duplicate any software or documentation for private use;
- 13.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 13.5. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 13.6. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 13.7. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 13.8. 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;
- 13.8. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 13.9. 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.
- 13.10. 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.
- 13.11. 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.
- 13.12. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## 14 IMPORTANT INFORMATION TO NOTE - GUIDELINES

### **14.1. Disclosures**

- a) Bidder to disclose if they have been subject to proceedings or other arrangements relating to bankruptcy or insolvency



## **15 DISCLAIMER**

- 15.1.** FoodBev SETA reserves the right not to appoint a service provider
- 15.2.** 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
- 15.3.** Award the contract or any part thereof to one or more service providers
- 15.4.** Reject all bids
- 15.5.** Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 15.6.** Request further information from any bidder after closing date for clarity purposes
- 15.7.** Cancel this RFQ or any part thereof at any time
- 15.8.** 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
- 15.9.** Points scored will be rounded to 2 decimals
- 15.10.** 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.

## **16 CONFIDENTIALITY**

- 16.1.** Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality
- 16.2.** 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
- 16.3.** The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA

## **17 MISCELLANEOUS**

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

## **18 NEGOTIATIONS**

- 18.1.** 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.

## **19 VALIDITY**

- 19.1.** 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.
- 19.2.** 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.

## **20 CONDITIONS OF PAYMENT**

- 20.1.** 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.



## 21 COST OF TENDERING/ PROVIDING QUOTATIONS

21.1. 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.

## 22 UNSUCCESSFUL BIDDERS

22.1. 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.

## 23 PROCEDURES FOR SUBMITTING QUOTATIONS

23.1. **The closing date for proposals is 11 December 2023 @ 11h00.**

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)

### PREPARED BY:

Name: Zimasa Baskiti  
Designation: Acting Human Resources: Administrator  
Date: 28/11/2023

### APPROVED BY:

Name: Derrick Smith  
Designation: Manager: Human Resources  
Date: 28/11/2023

