



REQUEST FOR QUOTATIONS

PUBLIC FINANCE MANAGEMENT ACT (PFMA) - BID COMMITTEES TRAINING

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites all qualified suppliers to submit quotations for the provision of Public Sector SCM Bid Committees Training.

Closing date of submission	16 January 2023
Closing time of submission	15:00 (p.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	Lunga Mokoena
Telephone Number: Landline	011 253 7300
e-mail address to send queries	LungaM@FoodBev.co.za

1. BACKGROUND

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 facilitate the delivery of skills development in the country in line with National Skills Development Plan (NSDP) outcomes.

2. SCOPE OF WORK

2.1. Cover the SCM Bid Committee System as it relates to a South African public organisation (pitched at NQF Level 6). Amongst others, the participants should be able to:

- a) Describe how the components of the Supply Chain Management model are applied in the public sector by the end of the course.
- b) Describe the legislative and/or prescriptive framework (including recent amendments) that governs supply chain management in the public sector.
- c) Illustrate the value of ethical behaviour for Supply Chain Management practitioners in the public sector and how this affects the behaviour of bid committee members.
- d) Create a bid invitation (specification/terms of reference) that reflects a fair, transparent, and equitable bid invitation in accordance with National Treasury Regulations and Practice Notes for a specific commodity within the public sector.
- e) To ensure fairness and compliance, evaluate the bids and put up a written recommendation for the Bid Adjudication Committee to award the bid to a provider in accordance with the bid specification criteria.
- f) Consider the written submissions from the Evaluation Committee for the determination of bids' fairness, accuracy, and conformity with present id criteria or for the formulation of a resolution to be presented to the appropriate authorities for the award of the bid to a provider.
- g) Clarity on the rulings of the Supreme Court of Appeal (2 November 2020) and the Constitutional Court (16 February 2022). Understanding the Constitution (217(1)(2) & (3)) and a state organ's preferential procurement policy, as well as explaining the Preferential Procurement Policy Framework Act (2000)
- h) Distinguishing the policy implications of an "Acceptable Tender" and functionality within the ambit of the PPPFA



- i) The Preference Score policy options for specific goals (the 20 and 10 points)
- j) The main changes brought about by the PPPFA Regulations
- k) Updates to National Treasury's most recent Preferential Procurement instructions, guidelines, and circulars (including uncertainties and gaps emanating to the changes)
- l) Strategic and tactical understanding of the effect on functional assessments and thresholds
- m) New guidelines for the treatment of "designated and non-designated industries" and local content
- n) The effects of B-BBEE certificates and Standard Bid Documents on suppliers and practitioners 6.1
- o) Selected previous legal PPPFA case studies and how organisations can apply the lessons learnt to the new rules
- p) Identify and process irregular expenditure, fruitless and wasteful expenditure and material irregularity.
- q) Demonstrate an understanding of the functions of the loss control function

2.1. Targeted Group.

- a) Bid Specification, Evaluation or Adjudication Committees as part of a bid process.
The training is aimed at all candidates who are Supply Chain Management Officials, Senior Managers, Managers, CFOs, CEO, and End Users who operate in cross functional teams as well as specialists in specific fields who are members of the bid committees.

3. TRAINING DURATION

-
- 3.1. The training is expected to last for 1 or 2 days.
 - 3.2. The training session must be conducted in a manner that is interactive, accommodative and cognisant to the participant operational requirements.

4. KEY REQUIREMENTS

The prospective service providers must demonstrate capability of the following key requirements:

4.1. Timelines

- The service provider must be able to deliver the training within a month of being appointed (The course must be delivered within a month from the date of the award)

4.2. Skills and competence of team



- The service provider must have an experienced trainer/ facilitator with a minimum of five (5) years' experience as a subject matter expert/ training experience.
- Experience within the public sector will be advantageous.
- The facilitator must be in possession of at least an NDF level 8 qualification.
- Under extreme circumstances, will FBS allow change of facilitator(s) from those submitted in the tenderer's bid.

4.3. Capacity and Experience of the Firm

- Accreditation by a professional body of both the firm and the training is preferred.
 - ✓ Accreditation of the service provider by a professional body. (Proof must be provided)
 - ✓ Accreditation of the training with the relevant a SETA (proof must be provided)

4.4. Deliverables.

- Detailed project plan incorporating schedule/timelines.
- Samples of the previous work in image format.
- References of previous work done.

5. The following criteria will be adhered to:

5.1. Criteria 1: Compliance Evaluation – bidders will first be evaluated in terms of minimum compliance requirements. Bidders who do not fulfil all the requirements or do not submit required documents will be disqualified and not be considered in 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 to qualify to be evaluated on BBEE & Price. All bidders who do not score the minimum points will be disqualified.

5.3. Criteria 3: Price and B-BBEE status level of contributor. This will be evaluated on an 80/20 preferential procurement principle/system – where 80 will be allocated for price and 20 allocated for B-BBEE points.

6. CRITERIA 1 - COMPLIANCE EVALUATION

6.1. The service provider must provide proof of accreditation with the relevant professional body/ SETA, pertinent to the training required in this invitation.



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

7. CRITERIA 2 - FUNCTIONALITY EVALUATION

7.1. Functionality Evaluation Criteria

Technical Criteria	Weighting
1. Capability and experience (Training Facilitator) <p>The facilitator must have the capability and experience of conducting bid committee trainings/ Preferential Procurement Framework training in the public sector. The detailed CV of the facilitator must be attached, and it must include the following on the experience:</p> <p>1.1. Organisation where the training was conducted</p> <p>1.2. Duration of the training</p> <p>1.3. The training content (summary)</p> <p>1.4. References (for the facilitator)</p> <p>Points allocation:</p> <ul style="list-style-type: none"> • Less than five (5) years' experience and relevant qualifications = 0.00 • Five (5) years' experience and relevant qualifications = 10.00 • Six (6) to Ten (10) years' experience and relevant qualifications = 30.00 • Above Ten (10) years' experience and relevant qualifications = 50.00 <p>Points will only be awarded to the facilitator that possesses the minimum NQF level 8 and experience. Proof of qualifications and detailed CV must be submitted.</p>	50.00
2. References letters (Company) <p>Track record of previous training done which must be supported by written references/testimonials from government department/state owned entities:</p> <ul style="list-style-type: none"> • One (1) written reference = 8.00 • Two (2) written references = 16.00 • Three (3) written references = 24.00 • Four (4) written references = 32.00 	40.00



Technical Criteria	Weighting
<ul style="list-style-type: none"> Five (5) written references = 40.00 	
3. Methodology	10.00
Demonstrate how the training will be conducted by including the course outline for the training.	
<ul style="list-style-type: none"> Detailed course outline = 10 No course outline submitted = 0 <p>The method of delivery must be clearly described and practical to achieve the training objectives.</p>	
TOTAL	100.00

Total points available 100 and only bidders that score above the minimum threshold of **70.00** points will be evaluated further.

Note: the minimum score for functionality is 70 points.

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

8. CRITERIA 3 - PRICE AND BBBEE

The 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



CRITERIA	SUB-CRITERIA	POINTS
BBBEE Status Level Verification certificate from accredited verification agencies	BBBEE Level Contributor	20
Total Points		100

9. CONDITIONS OF CONTRACT

9.1. The successful service provider undertakes:

- a) To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- b) 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 Chief Executive Officer of the FoodBev SETA or her delegate.
- c) Not to copy or duplicate any software or documentation for private use.
- d) To give back to the FoodBev SETA all documentation, reports, programmes etc upon completion of the project.
- e) General conditions of the request for quotation (RFQ), contracts and orders will be applicable in the execution of the contract.
- f) Parking and travel between the prospective service provider's office and the venue selected by the SETA will be borne by the Service Provider.
- g) Failure to adhere to the above conditions will lead to the invalidation of the quotation.
- h) The FoodBev SETA reserves the right to discontinue work on any element of the quotation at any given time in consultation with the Chief Executive Officer of the FoodBev SETA, for example the quality of work delivered is poor or the service provider is unduly delaying delivery of service.
- i) Enter into a Service Level Agreement with the FoodBev SETA, where applicable or necessary.

10. IMPORTANT INFORMATION TO NOTE - GUIDELINES

10.1. 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 because of participation in this RFP is confidential and must not be disclosed without written authorisation from the FBS
- 12.3. The successful bidder will abide by FBS Code of Conduct and all laws, rules and regulations that govern the SETA

13. Miscellaneous

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

14. Negotiations

- 14.1. 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.

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 except for 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

- 16.1** 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 within 30 days after receipt of the invoice, statement, and proof of banking details.

17. Cost of tendering/ providing quotations

- 17.1** 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.

18. Unsuccessful bidders

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

19. Procedures for submitting proposals

The closing date for proposals is 16 January 2023 at 15:00. Proposal must be sent to the following email address: scm@FoodBev.co.za. Only emailed proposals will be considered.

20. Authorisation

Prepared by: Mr Katleho Mashego (Manager: SCM)

Signature: **Date:**

Reviewed and approved by: Mr Magugu Maphiwa (CFO)

Signature: **Date:**

