



INVITATION TO BID (RFQs)

THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE PRINTING OF BLANK CERTIFICATES FOR FOODBEV SETA

The Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit quotations for the printing of Blank Certificates for FoodBev SETA.

Closing date of submission	25 April 2023
Closing time of submission	11:00 a.m.
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: Landline	Lunga Mokoena: 011 253 7300
e-mail address to send queries	LungaM@foodbev.co.za

4. 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.

4. PURPOSE

The FoodBev SETA invites a reputable service provider to print Blank Certificates as per the below specifications. All service providers need to specify the turnaround times of delivery as time is of essence.

4. SCOPE OF WORK

4.1 Printing of 5000 Blank Certificates with the following specifications:

Quantity	5000
Paper type	ZETA linen or similar
Paper Grams	150 GSM
Colour	Ivory cream
Paper size	A4
Special Features	Gold Embossing and no CEO signature

4. CRITERIA 1 - COMPLIANCE EVALUATION

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 not be considered in the next stage of evaluation.

- 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) 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. CRITERIA 2 - PRICE AND SPECIFIC GOALS

Criteria 2: Price and Specific Goals

5.1 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.

5.2 This preference points system is for the acquisition of goods or services with a Rand value up to R50 million as follows:

Criteria	Description of the criteria	Points
Price	Proposed Bid Price	80,00
Preference Points	Specific Goals	20,00
Total Points		100,00

Category	% Allocation for each category	Points allocated
Black People Ownership	50%	10,00
Woman Ownership	30%	6,00
Black Youth Ownership	20%	4,00
Total	100%	20,00



5.3 The following allocation will determine the specific goals **(20.00 points)** for this tender process:

6. CONDITIONS OF CONTRACT

The successful service provider undertakes:

1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
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 Chief Executive Officer of the FoodBev SETA or her delegate;
3. Not to copy or duplicate any software or documentation for private use;
4. To give back to the FoodBev SETA all documentation, reports, programmes etc upon completion of the project;
5. General conditions of the request for quotation (RFQ), contracts and orders will be applicable in the execution of the contract;
6. Parking and travel between the prospective service provider's office and the venue selected by the SETA will be borne by the Service Provider;
7. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
8. 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;
9. Enter into a Service Level Agreement with the FoodBev SETA, where applicable or necessary.

7. PROCEDURES FOR SUBMITTING PROPOSALS

The closing date for proposals is 25 April 2023 at 11:00 a.m.

- Submissions should be emailed to: scm@foodbev.co.za
- Physical Submission will not be considered
- Late Submissions will not be evaluated



PREPARED BY:

Name: Llewelin Van Zyl

Date: 

Signature: 18/04/2023

APPROVED BY:

Name: Ntokozo Lwandle

Date: 18/04/2023

Signature: 

