



REQUEST FOR BIDS

BID NUMBER:		FB SETA (26-27) T0002
CLOSING	Date:	18 September 2026
	Time:	12:00 pm
DESCRIPTION:		Appointment of a service provider to conduct a Tracer and Impact Study to determine learner outcomes, labour market absorption and occupational placement levels for FoodBev SETA beneficiaries linked to the 2021/22 to 2025/26 Financial Years.
TECHNICAL QUERIES EMAIL ADDRESS:		evaluationstudy@foodbev.co.za
PROCUREMENT ENQUIRIES:		scm@foodbev.co.za
NONCOMPULSORY BRIEFING SESSION:		Virtual Briefing Session (via Microsoft teams)
		DATE: 07 September 2026
		TIME: 11:00am to 12:00pm via Microsoft Teams
CONTACT:		011 253 7300
LOCATION:		7 Wessel Road Rivonia, 2128
VALIDITY PERIOD		120 Days

DETAILS OF BIDDER

Organisation/individual:	
Contact person:	
Telephone/Cell number:	
E-mail address:	

Contents

TERM DEFINITIONS	3
SECTION A: TECHNICAL REQUIREMENTS	4
1. INTRODUCTION AND CONTEXT	4
2. PURPOSE.....	4
3. PROPOSAL	5
4. SCOPE OF WORK	5
5. DELIVERABLES	7
6. DURATION.....	7
7. VALIDITY PERIOD	7
8. PRICING REQUIREMENTS	8
9. SECTION B: EVALUATION PROCESS	10
9.1 Bid evaluation Process	10
9.2 Stage 1: Administrative Compliance	10
9.3 Stage 2: Mandatory requirements	11
9.4 Stage 3: Functionality Evaluation.....	12
9.5 Stage 4: Preference Points (80/20 System)	15
10. SECTION C: SUBMISSION INSTRUCTIONS.....	16
10.1 Tender Submission Instructions.....	16
10.2 Response Format.....	18
10.3 Schedule 1:.....	18
10.4 Schedule 2:.....	18
11. AUTHORISATION	19
12. ANNEXURES	19

TERM DEFINITIONS

AWARD	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	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
BID	Written offer in a prescribed or stipulated form in response to an invitation by FOODBEV SETA for the provision of goods, works or services
CONTRACTOR	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
CORE TEAM	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DHET	Department of Higher Education and Training
DPME	Department of Planning Monitoring and Evaluation
DUE DILIGENCE	A verification of information that has been received during application to assess the applicant's operational capacity.
FOODBEV SETA ("FBS")	Food and Beverage Manufacturing Sector Education and Training Authority
MULTIDISCIPLINARY TEAM	A multidisciplinary team refers to a group of team members from different academic disciplines, professional fields, or areas of expertise who work together toward a common objective or research goal.
ORIGINAL BID	Original document signed in ink, or Copy of original document signed in ink,
ORIGINALLY CERTIFIED	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCHEDULE 3A ENTITY	As per the classification by National Treasury these refer to other National public entities
SCM	Supply Chain Management
SLA	Service Level Agreement
WSP/ATR	Workplace Skills Plan/Annual Training Report

SECTION A: TECHNICAL REQUIREMENTS

1. INTRODUCTION AND CONTEXT

- 1.1 The 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 7 Wessel Road, Rivonia Sandton. FoodBev SETA's function is to promote, facilitate and incentivise 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 implement the National Skills Development Plan (NSDP) outcomes.
- 1.2 FoodBev SETA funded a range of learning programmes, including Learnerships, Internships, Work Experience, Adult Education and Training Programmes (AET), Skills Programmes, Bursaries, TVET placement, Candidacy and Apprenticeships interventions between the financial years 2021/22 until 2025/26. To strengthen evidence-based planning, accountability and the evaluation of these investments, FoodBev SETA seeks to conduct a comprehensive Tracer and Impact Study to determine the outcomes and impact of these programmes.
- 1.3 Consequently, FoodBev SETA seeks to appoint a service provider to conduct the Tracer and Impact Study for a period of six (6) months. The role of the appointed service provider will be to conduct a comprehensive study to determine where previously funded FoodBev SETA beneficiaries are currently located, whether they have been absorbed into the labour market, and within the food and beverages manufacturing sectors and at what occupational levels the absorption is occurring. These insights will guide future planning, strengthen grant administration, and ensure that FoodBev SETA's interventions yield measurable improvements in labour-market participation and sector skills readiness.

2. PURPOSE

- 2.1 FoodBev SETA invites higher education institutions (public and private), research institutions (public and private) and research consultants with sufficient capacity and experience to conduct a Tracer and Impact Study covering learners funded during the 2021/22-2025/26 period to submit proposals. This will be funded for a period of six (6) months.
- 2.2 FoodBev SETA requires a service provider with an understanding and experience in the SETA landscape, including:
 - i. SETA Grants regulations and processes
 - ii. DHET and DPME Performance reporting
 - iii. Labour market intelligence
 - iv. Skills development legislation and policy
 - v. Employer absorption dynamics and learning programme transitions, particularly pertaining to the food and beverages manufacturing sectors.

3. PROPOSAL

3.1 The proposal submitted must include *specific* plan for:

- i. Sampling: Justify your proposed sample size and stratification approach. How will you ensure rural and hard-to-reach learners are included?
- ii. Tracing: What multi-modal tracing strategy (SMS, WhatsApp, phone, social media, employer records) will you use? What is your expected response rate, and how will you handle non-response bias?
- iii. Data quality: How will you verify employment status (e.g., payslips, employer confirmation)? How will you ensure POPIA compliance?
- iv. Analysis: How will you distinguish correlation from causation regarding programme impact?
- v. Capacity transfer: Describe your 3-day training workshop for FoodBev SETA's M&E team. Provide a draft agenda.

3.2 This study is essential to:

- vi. Develop a Tracer and Impact Studies framework, tools, approaches and methodologies based on best practice for monitoring and evaluation (M&E) for use within the sector and across the sector, as well as institutionalising M&E Tracer and Impact Studies within the FoodBev SETA.
- vii. Trace past learners, establish their current status, and quantify employment, unemployment and further learning outcomes.
- viii. Determine the rate and quality of absorption, including whether learners were absorbed by host employers, entered the broader industry, or transitioned elsewhere.
- ix. Establish levels of employment, including job categories, employment levels and progression pathways.
- x. Provide sector-specific labour market intelligence aligned with NSDP and NDP outcomes.
- xi. Support improvements to grant design, programme targeting and institutional Monitoring and evaluation practices.

4. SCOPE OF WORK

4.1 The successful institution or research consultant under the guidance of the FoodBev SETA Research, Planning, Monitoring and Evaluation (RPME) Department will be expected to deliver a succinct and methodologically sound tracer and impact study.

4.2 The bidder's proposal will be evaluated on the *credibility and feasibility* of their proposed method as follows

4.2.1 **Outcome 1:** A validated, cleaned database of learners. The service provider must attempt to contact a minimum of 15% of the total population (≈5,100 learners) using a multi-modal tracing strategy. A completed verified sample of at least 10% of the population (≈3,400 learners) is the minimum acceptable threshold for statistical validity, provided the achieved sample remains representative across key strata (province, programme type, gender, and race). The bidder must articulate their strategy for managing non-response bias and achieving the highest possible contact rate within practical constraints.

4.2.2 **Outcome 2:** A representative sample design targeting 15% of the total population (≈5,100 learners), stratified by province, programme type, gender, and race, to allow for statistically valid subgroup analysis. The

bidder must demonstrate how they will ensure representativeness across strata, including hard-to-reach populations such as rural learners and those from smaller subsectors.

4.3 Study Design and Methodology

4.3.1 The provider must design and implement a robust research methodology that includes:

New Item	Details
Non-Response Bias Strategy	Bidders must describe their approach to mitigating non-response bias, including weighting, imputation, or targeted follow-up of under-represented groups. A proposal that does not address non-response will be deemed incomplete.
Tracing Methodology	Bidders must specify their multi-modal tracing strategy (e.g., SMS, WhatsApp, phone calls, social media, employer records, alternative contact persons). A single-channel approach will be considered insufficient.
Verification Protocol	Bidders must describe how they will verify employment status (e.g., payslip, employer confirmation, letter of appointment) to ensure data quality.

4.3.2 The tracer and impact study must specifically determine:

- i. An integrated quantitative and qualitative design.
- ii. Representative 15% sampling across provinces, demographic groups, programme types and subsectors, approximate overall population size is 34 000 learners.
- iii. Design of survey tools, interview guides and employer questionnaires.
- iv. Ethical protocols, POPIA compliance and data security measures
- v. The current location and activity of all learners (employed, unemployed, not in employment, education or training, studying further).
- vi. The absorption rate, including whether learners were absorbed by host employers or other organisations.
- vii. The occupational levels and wage bands at which learners are employed.
- viii. Barriers and enablers affecting transitions into employment.
- ix. Programme-level variations in outcomes.
- x. Report on the direct and indirect impact of FoodBev SETA programmes. Indirect must include key narrative that the SETA can claim as a result of direct interventions. The objective must be clear on the true impact the SETA plays in the industry in supporting its beneficiaries.

4.4 Database Preparation

- i. Cleaning and verification of learner contact details across five (5) financial years.
- ii. Integration of SIMS (Seta Management Information System) and WSP/ATR employer information. Bidder must propose a data protection and POPIA-compliant protocol for this integration.
- iii. Telephonic and digital verification of learner and employer records.

4.5 Reporting

- iv. Presentations (presentation of findings for approval) to Management, Chamber Committees and Board Committees.
- v. Presentation of comprehensive dashboards and infographics.
- vi. Actionable recommendations on improving programme design and grant processes.
- vii. An implementation plan for strengthening tracer and impact study processes.
- viii. Enhancements to RPME monitoring tools.
- ix. Present research findings (dissemination of findings) to internal and external stakeholders, the SETA chambers and Board members through workshops and conferences.
- x. Provide technical support and capacity to the Monitoring and Evaluation team to deliver on sector-focused research which can also contribute to skills planning.
- xi. Provide skills transfer/training to the FoodBev SETA Monitoring & Evaluation team.

5. DELIVERABLES

5.1 The following constitute expected deliverables:

- i. Concept Note (methodology, sampling, tools and workplan).
- ii. Data collection instruments.
- iii. Clean and verified learner database.
- iv. Raw data from the data collection.
- v. Project implementation plan.
- vi. Progress reports for each project phase.
- vii. Fieldwork summary and report.
- viii. Draft Tracer and Impact Study Report.
- ix. Final Tracer and Impact Study Report.
- x. Presentations to governance structures.
- xi. M&E improvement plan for future studies.
- xii. Advisory notes, technical guidance, research templates/tools, and capacity support to strengthen internal sector-focused research and skills planning.

6. DURATION

6.1 The contract will be for a period of six (6) months from effective date of the contract.

7. VALIDITY PERIOD

7.1 The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without change the personnel proposed for the services together with their proposed rates.

8. PRICING REQUIREMENTS

8.1 Bidders must submit pricing aligned with the activities and deliverables outlined in this Terms of Reference, providing a clear breakdown of all costs covering:

- i. Project Initiation & Planning (inception meeting, project planning, implementation plan);
- ii. Research Design & Methodology (literature review, desktop research, methodology, questionnaires, research tools);
- iii. Stakeholder Engagement & Data Collection (interviews, focus groups, surveys, stakeholder consultations);
- iv. Data Analysis & Reporting (analysis, draft report, presentation of findings, final report);
- v. Project Management & Coordination (overall coordination, administration, progress reporting); and
- vi. Disbursements (travel, accommodation, venue hire, printing, communication, and other approved disbursements).
- vii. All prices must be quoted in South African Rand (ZAR) and include VAT, with formulas visible in the Excel submission and a signed PDF version submitted.
- viii. Final prices will be negotiated with the service provider.

8.2 Mandatory Pricing Requirements (Bidders must submit pricing as follows):

Line Item	Unit	Quantity (Bidder to fill)	Rate (ZAR, excl. VAT)	Total (ZAR, excl. VAT)
1. Project Management & Coordination				
1.1 Project Lead (senior researcher)	Day		R	R
1.2 Project Coordinator	Day		R	R
1.3 Financial & compliance reporting	Lump sum		R	R
2. Database Preparation & Tracing				
2.1 Data cleaning & verification (34,000 records)	Per record		R	R
2.2 Tracing calls (assuming 50% contactable)	Per call (3 min avg)		R	R
2.3 SMS/WhatsApp campaign	Per message		R	R
3. Data Collection				

Line Item	Unit	Quantity (Bidder to fill)	Rate (ZAR, excl. VAT)	Total (ZAR, excl. VAT)
3.1 Learner survey (target n=5,100)	Per completed survey		R	R
3.2 Employer interviews (telephonic)	Per interview (30 min)		R	R
3.3 Qualitative interviews (learners/employers)	Per interview (60 min)		R	R
3.4 Focus group discussions (8-10 pax each)	Per session		R	R
4. Analysis & Reporting				
4.1 Quantitative analysis (statistician)	Day		R	R
4.2 Qualitative analysis (thematic)	Day		R	R
4.3 Draft & final report writing	Day		R	R
4.4 Dashboard & infographics	Lump sum		R	R
5. Skills Transfer & Training				
5.1 M&E team training workshop (3 days, on-site)	Day (incl. facilitator)		R	R
5.2 Training materials & templates	Lump sum		R	R
6. Disbursements (at cost, no markup)				
6.1 Travel (cost the travel mode and estimate)	Km		R2.00	R
6.2 Accommodation	Night		R1,500	R

Line Item	Unit	Quantity (Bidder to fill)	Rate (ZAR, excl. VAT)	Total (ZAR, excl. VAT)
6.3 Venue hire (for training/workshops)	Day		R	R
6.4 Printing (reports, questionnaires)	Page		R	R
SUB-TOTAL (excl. VAT)				R
VAT (15%)				R
GRAND TOTAL (incl. VAT)				

Important Notes:

1. **Currency:** All prices must be quoted in South African Rand (ZAR) and include VAT.
2. **Validity:** Prices must be valid for 120 days from the closing date of this bid.
3. **Resources:** Link each cost to specific roles (Project Lead, Team Members) as identified in your Technical Proposal.
4. **Expenses:** Indicate what is included. FoodBev SETA will not pay for unspecified "extras."
5. **Excel Format:** You must submit this pricing schedule in Excel (.xlsx) with all formulas visible, as well as a signed PDF version.

9. SECTION B: EVALUATION PROCESS**9.1 Bid evaluation Process**

The Bid evaluation process will be undertaken in accordance with the following staged approach:

Stage 1:	Administrative requirements
Stage 2:	Mandatory requirement
Stage 3:	Functionality evaluation Criteria
Stage 4:	The Preferential Procurement Policy Framework Regulation using the 80:20 points system.

9.2 Stage 1: Administrative Compliance

Stage	Criteria	Requirements
		The potential bidder must submit three (3) copies of the bid proposal as follows: (a) Two (2) hard copies

Stage	Criteria	Requirements
Stage 1	Administrative requirements	(b) One (1) electronic copy in PDF format saved on a USB memory stick Requirements for Hard Copies: (c) The bid proposal must be securely bound, hole-punched, and sequentially numbered in accordance with the response format outlined in Section C of this bid document. Requirements for Electronic Copy: (d) The electronic copy must be saved in PDF format on a USB memory stick. (e) The files must be organized into clearly labelled, paginated, and indexed folders in accordance with the response format outlined in Section C of this bid document. Standard bidding documents: (f) Submission of fully completed and duly signed SBD forms (declarations must be answered truthfully to the best of bidder's knowledge). (g) A valid tax clearance certificate or confirmation of pin. (h) A valid B-BBEE certificate or affidavit Foreign Qualifications: (i) Bidders <i>must ensure that foreign qualifications are accompanied by SAQA evaluation. Foreign qualifications not accompanied by the SAQA evaluation will not be evaluated and will be disqualified.</i> Important Note: FBS will not be responsible for any misinterpretation or misplaced information resulting from a proposal that is not properly labelled, paginated, and indexed

9.3 Stage 2: Mandatory requirements

Stage	Criteria	Requirement
Stage 2	Mandatory Requirement	(a) The proposed Research Lead must possess an NQF level 9 qualification. The bidder must submit certified copy (within 6 months of

		submission) of the NQF level 9 qualification for the Research lead. (b) The bidder must clearly indicate the proposed Project Lead in its bid submission.
	Means of verification	(a) Provide a certified copy of the NQF level 9 qualification for the research lead. (Foreign qualifications must be accompanied by a SAQA evaluation certificate, qualifications without SAQA evaluation certificate will not be considered.) (b) If the Research Lead holds a foreign qualification without SAQA evaluation at bid closing, the bid will be disqualified. <i>(Bidder to ensure mandatory required document is submitted, failure to submit the mandatory requirements will lead to disqualification of the bid)</i>

9.4 Stage 3: Functionality Evaluation

9.4.1 A minimum score of 75 out of 100 is required to proceed to the next stage of evaluation.

1. EXPERIENCE	
Bidders are required to demonstrate relevant experience in relation to the scope of work outlined in this Terms of Reference. The bidder must also propose a suitably qualified and experienced project team with proven experience in delivering projects of a similar nature, scope, and complexity. Each letter must specifically describe the bidder's role in a tracer/impact study of similar scale. Letters that are generic or only confirm 'work was done' will be discounted. The institution or research consultant is required to submit signed reference letters or testimonials for tracer and/or impact studies completed in the past five (5) years. The points will be allocated as per below criteria:	
1.1 Reference letters	WEIGHTING ALLOCATED
The institution or research consultant is required to submit signed reference letters or testimonials for tracer and/or impact studies completed in the past five (5) years. The reference letter or testimonial must have the following details: • The reference letter/ testimonial must be on the referee organisations' letterheads • Project name/description,	15,00

• The institution/organisation, • The contact person details on the referee company's letterhead. • Must be signed and dated by the referee's authorised personnel. Reference checks will be conducted on the above criteria. It is, therefore, the responsibility of the institution/research consultancy to ensure that the reference letters/ testimonials submitted contains this information.		
• More than three (3) reference letters / testimonials submitted	15,00	
• Three (3) reference letters / testimonials submitted	12,00	
• Two (2) reference letters / testimonials submitted	10,00	
• One (1) reference letters / testimonials submitted	5,00	
• No reference letters / testimonials submitted	0,00	
1.2. Experience of Research Lead		
The Research Lead must have at least five (5) years' research-related experience and must possess an NQF level 9 qualification. Please Note: Points will only be allocated if the proposed Research Lead is in possession of the required years of experience and the necessary qualifications.		30,00
• More than five (5) Years' Experience and relevant Qualifications	30,00	
• Five (5) Years' Experience and relevant Qualifications	25,00	
• Three (3) to Four (4) Years' Experience and relevant Qualifications	15,00	
• Less than three (3) Years' Experience and relevant Qualifications	0,00	
REQUIRED SUPPORTING DOCUMENTATION: Certified copy of the required NQF level 9 relevant qualification(s). Note that foreign qualifications must be evaluated and approved by SAQA for the bidder to be eligible for points. An Abridged CV of the research lead clearly showing relevant experience must be submitted. Reference checks may be conducted on the above criteria. It is, therefore, the responsibility of the research lead to ensure that the CV and qualifications submitted contains all relevant information.		
1.3. Experience of the Research Team		
A minimum of three (3) core research team members (multidisciplinary) with at least three (3) years relevant experience (Provide a detailed outline of experienced research team, with roles and responsibilities in the project). The CVs of research team to be permanently allocated to this project (core team), must clearly detail their experience in implementing similar research projects. The research team members should possess at least/minimum of an NQF level (8) qualification with three (3) years' experience in research.		15,00

The Institution/research consultant must describe the role(s) of each resource. The number of resources that is proposed should be factored in the price of the services to be provided by the proposed team members. Please Note points will only be allocated for: 1. Certified copies of qualifications (foreign qualifications must be evaluated and approved by SAQA), and 2. Experience of proposed team members include all required areas. 3. Points will not be allocated for less than 3 CVs submitted.		
• Three (3) members with more than three (3) years' experience illustrated in the CVs and NQF level 8 Qualification	15,00	
• Three (3) members with three (3) years' experience illustrated in the CVs and NQF level 8 Qualification	10,00	
• Three (3) members with 1- 2 years' experience and NQF level 8 qualification	5,00	
• Less than three (3) members	0,00	
REQUIRED SUPPORTING DOCUMENTATION: Certified copy of the required NQF level 8 relevant qualification(s). Note that foreign qualifications must be evaluated and approved by SAQA for the bidder to be eligible for points. An Abridged CV for each proposed team member clearly showing their allocated role in the project and their respective relevant experience. Reference checks may be conducted on the above criteria. It is, therefore, the responsibility of the bidder to ensure that the CV and qualifications submitted contains all relevant information.		
2. RESEARCH PROJECT PLAN		
Bidders must submit a detailed Research Plan demonstrating their capacity to plan, manage and deliver the tracer and impact study in a structured and realistic manner. The plan should include but not limited to: Workplan, Timeline, Risk matrix, Team roles, Budget narrative.		20,00
Excellent: All elements detailed, realistic and well-sequenced	20,00	
Good: Most elements covered with minor gaps	15,00	
Average: Several elements covered, but weak structure or feasibility	10,00	
Poor: Plan is superficial, incomplete or missing elements	0,00	
3. RESEARCH PROJECT APPROACH AND METHODOLOGY		
Research project proposal and approach that demonstrates a comprehensive and relevant approach to the requirements of the specifications. The methodology must demonstrate how the bidder will produce valid, reliable and policy-relevant evidence on learner outcomes and labour-market absorption. Submissions must be specific (not generic), include resource and timeline estimates, and show how risks and data-quality issues will be managed. The bidder's proposed project plan will be evaluated based on how comprehensively it demonstrates an applied understanding of the SETA		20,00

environment. Including SETMIS, grant processes, WSP/ATR reporting and employer absorption dynamics.		
• Excellent: Proposes stratified random sample (≥15%), multi-modal tracing (≥3 channels), mixed methods (survey + ≥10 interviews/2 FGDs), clear non-response bias strategy, POPIA compliance plan, and demonstrates specific knowledge of SETMIS/WSP/ATR.	20,00	
• Good: The proposed methodology is generally sound. Some sections may lack detail or operational clarity, but the proposal still demonstrates an adequate understanding of tracer and impact study requirements.	15,00	
• Average: The methodology is missing important details, contains generic descriptions, or lacks clear alignment to SETA tracer and impact study standards. Proposal may not be fully practical for implementation.	10,00	
• Below Average: The methodology is vague, overly generic, incomplete or not relevant to a tracer and impact study. The proposal does not provide enough information to assess feasibility or rigour.	5,00	
• Poor: The methodology is vague, overly generic, incomplete or not relevant to a tracer and impact study. The proposal does not provide enough information to assess feasibility or rigour or is copied directly from this TOR without adaptation.	0	
TOTAL		100

Bidder must meet the minimum functionality of **75,00** points out of 100 points in order to be evaluated further. Any bid that does not meet the minimum threshold will not move to the next stage of evaluation.

9.5 Stage 4: Preference Points (80/20 System)

9.5.1 Preferential 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 equal to or below R50 million (VAT inclusive) as follows:

Criteria	Means of verification	Points
Price	Proposed Bid Price	80.00
Preference points	Specific Goals	20.00
Total Points		100.00

9.5.2 The following allocation will determine the specific goals for this tender process:

Categories for Specific Goals	% of ownership of the main tendering entity	Preference Point System
		20.00 Points (80/20)
Black People Ownership	100%	5
	75% - 99%	4
	51% - 74%	3
	0 - 50%	0
Women Ownership	100%	5
	75% - 99%	4
	51% - 74%	3
	30% - 50%	2
	0 - 29%	0
Black Youth Ownership	100%	5
	75% - 99%	4
	51% - 74%	3
	30% - 50%	2
	0 - 29%	0
People with Disability (PwD) Ownership	100%	5
	75% - 99%	4
	51% - 74%	3
	30% - 50%	2
	0 - 29%	0
Total		20

9.5.3 Bidders must submit the following documents as a means of verification for specific goals:

- i. CIPC documents (company registration documents),
- ii. A copy of a BBEE verification certificate or signed affidavit indicating ownership levels,
- iii. Shareholder certificates,
- iv. Copy(ies) of Identity document(s) for directors or shareholders(s).
- v. Medical confirmation letter issued and signed by a registered medical practitioner (for people with disability)
- vi. Central Supplier Database (CSD) full report. (Not a summary)
- vii. Points for specific goals will be allocated based on the percentage of ownership disclosed in the valid B-BBEE certificate submitted. In the case of a Joint Venture, the consolidated B-BBEE certificate will be used.

10. SECTION C: SUBMISSION INSTRUCTIONS

10.1 Tender Submission Instructions

- 10.1.1 Tenders should be submitted in triplicate consisting of two hard copies and one electronic copy, all bound in a sealed envelope endorsed, **BID NO: FB SETA (26-27) T0002: THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A TRACER AND IMPACT STUDY.**
- 10.1.2 The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 7 Wessel St, Rivonia, Sandton, 2128 no later than closing time and date.

- 10.1.3 Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
- 10.1.4 The closing date, company name and the return address must also be endorsed on the envelope.
- 10.1.5 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.
- 10.1.6 No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
- 10.1.7 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.
- 10.1.8 All the documentation submitted in response to this bid must be in English.
- 10.1.9 The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 10.1.10 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
- 10.1.11 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.
- 10.1.12 A valid tax clearance certificate or confirmation of pin must be included in the bid response.
- 10.1.13 A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated with must be included in the bid response.
- 10.1.14 FoodBev SETA reserves the right to call bidders for further presentations before awarding.
- 10.1.15 The onus is on the bidder to provide FB SETA with SAQA evaluation for foreign qualifications provided. Foreign qualifications not accompanied by SAQA evaluation will not be considered.
- 10.1.16 Foodbev SETA reserves the right to appoint one or more service providers for the provision of the required services where deemed necessary and in the best interest of the organisation.
- 10.1.17 Foodbev SETA reserves the right to invoke objective criteria, as contemplated in applicable procurement legislation and Foodbev SETA SCM policy, in the evaluation and adjudication of bids for this tender.

10.2 **Response Format**

- 10.2.1 Bidders are requested to note that this is a guide to responding to the evaluation criteria as detailed above. The soft and hard-copy responses from all bidders must be prepared in line with the following section (each schedule must be clearly marked, indexed and /or numbered):
- 10.2.2 Cover Page: The cover page must clearly indicate the bid reference number, bid description and the bidder's name.

10.3 **Schedule 1:**

- 10.3.1 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
- 10.3.2 Brief company profile
- 10.3.3 Qualifications and Experience – This section shall contain relevant information on qualifications and experience related to the relevant profession. This includes CVs, qualifications and valid certifications of project lead and team members.
- 10.3.4 List of Project team – 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. This must include the organogram.
- 10.3.5 Reference letters in previous client's letterhead, signed and dated by authorized personnel.
- 10.3.6 Methodology and approach as per scope of work.
- 10.3.7 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.
- 10.3.8 Rejection of bids: FoodBev SETA reserves the right not to proceed with the award of the proposal.

10.4 **Schedule 2:**

- 10.4.1 Valid tax clearance certificate
- 10.4.2 Certified copies of the bidders CIPC / or company registration documents listing all members with percentages, in case of a CC. Or the latest certified copies of all share certificates in the case of a company.
- 10.4.3 Originally certified copy of the company's professional accreditation (not a certified copy) if applicable.
- 10.4.4 Certified ID copies of all directors.

- 10.4.5 A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status)
- 10.4.6 Submission of proof of the bidder's registration on the CSD (Full report)
- 10.4.7 Pricing schedule (Excel and PDF).
- 10.4.8 All tender submissions must include standard bidding documents (SBD documents) duly completed and signed.

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.

11. AUTHORISATION

*The **BAC** committee hereby confirms that the information included in this bid document is agreed upon by all members, compliant, accurate and complete.*

12. ANNEXURES

- i. ANNEXURE A: General Conditions of Contract (GCC)
- ii. ANNEXURE B: Compliance Documents and Conditions to Tender
- iii. ANNEXURE C: SBD Forms