

REQUEST FOR QUOTATIONS

RFQ SPECIFICATION FOR A LICENSE RENEWAL TO APPOINT A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE A BOARDPAC SYSTEM FOR THE BOARD FOR A PERIOD OF 36 MONTHS.

The Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites you to submit quotations for the provision of a Board Pack system:

Closing date of submission	15 February 2023
Closing time of submission	11:00 a.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

- 1.1. 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 7 Wessels Road, 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

2. PURPOSE

- 2.1. The FoodBev SETA seeks to appoint a service provider who will provide a license renewal of a Board Pac system for a period of thirty-six (36) months.

3. **SCOPE OF WORK**

- 3.1. FoodBev SETA requires a system that will be able to manage its Board and committee meetings and provide tools to encourage better collaboration, communication and effective meetings and electronic distribution of meeting packs for Board and sub-Committees. While maintaining confidentiality of documents distributed via board member tablets.

4. **SPECIFICATION**

- 4.1. The system should be able to do the following amongst others:
- 4.1.1. Meeting Module
 - 4.1.2. Knowledge Module
 - 4.1.3. Round Robin module
 - 4.1.4. Digital signature module
 - 4.1.5. Capable of branding the app with FoodBev SETA logo
 - 4.1.6. Must be able to run on IOS, Android and Windows applications.
 - 4.1.7. For twenty-two (22) users
- 4.2. Service Provider is requested to quote as follows and costing must be a “cloud” based solution.
- 4.2.1. Indicate license per user (monthly and annually license fee)
 - 4.2.2. Indicate support and maintenance fee.
 - 4.2.3. Setup training costs – (please indicate how many sessions of training will be conducted and cost of training if new member joins)
 - 4.2.4. Any other costs
 - 4.2.5. Provider to indicate and include all costs related to the system and any other relevant and required system uses (provider can recommend and cost for this separately).

5. **BID EVALUATION CRITERIA**

- 5.1. **Criteria 1:** Compliance evaluation – bidders will first be evaluated in terms of compliance which meets the minimum requirements. Bidders who do not fulfil all the requirements or do not submit the required documents will be disqualified and not move on to the next stage of evaluation.
- 5.2. **Criteria 2:** Price and BBBEE status level of the contributor and this will be evaluated on an 80/20 preferential procurement principle.

6. **CRITERIA 1 - COMPLIANCE EVALUATION**

The Bidders must submit:

- 6.1. A full report as evidence that the bidder is registered on the National Treasury CSD (Central Supplier database)
- 6.2. Standard Bidding Documents (SBD) forms: (SBD 1 and SBD 4): completed and signed by the duly authorized person.
- 6.3. Tax clearance certificate and Pin.

Failure to submit the above documents will result in the bidder being disqualified.



7. CRITERIA 2 - PREFERENCE POINTS ALLOCATION

- 7.1. 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
BBBEE Status Level Verification certificate from accredited verification agencies	BBBEE Level Contributor	20
Total Points		100

8. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 8.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- 8.2. 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;
- 8.3. Not to copy or duplicate any software or documentation for private use;
- 8.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 8.5. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 8.6. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider.
- 8.7. Failure to adhere to the above conditions will lead to the invalidation of the quotation.
- 8.8. 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.
- 8.9. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 8.10. The Contract/SLA may be finalized within of one (1) month from for the signature date or 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.

9. IMPORTANT INFORMATION TO NOTE - GUIDELINES

9.1. Disclosures

Bidder to disclose if they have been subject to proceedings or other arrangements relating to bankruptcy or insolvency.

10. Disclaimer



- 10.1. FBS reserves the right not to appoint a service provider.
- 10.2. 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
- 10.3. Award the contract or any part thereof to one or more service providers.
- 10.4. Reject all bids.
- 10.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements.
- 10.6. Request further information from any bidder after closing date for clarity purposes.
- 10.7. Cancel this RFQ or any part thereof at any time.
- 10.8. 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.
- 10.9. Points scored will be rounded to 2 decimals.

11. **Confidentiality**

- 11.1. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 11.2. All information pertaining to FBS obtained by the bidder as a result of participation in this RFP is confidential and must not be disclosed without written authorization from the FBS.

12. **Miscellaneous**

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

13. **Validity**

- 13.1. 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.
- 13.2. 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.

14. **Conditions of payment**

- 14.1. 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.



15. Cost of tendering/ providing quotations

- 15.1.** 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.

16. Unsuccessful bidders

- 16.1.** 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.

PREPARED BY:

Name: Lerato Nkabinde
Date: _____
Signed: _____

APPROVED BY:

Name: Nokuthula Selamolela
Date: _____
Signed: _____

