

## TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

### RENEWAL OF MICROFILE LICENCES FOR A PERIOD OF TWO (2) YEARS.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit quotations for license renewal of MicroFile Document Management Solution.

<b>Closing date of submission</b>	24 February 2023
<b>Closing time of submission</b>	16:00
<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>	30 days
<b>Delivery address for the services</b>	7 Wessel 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:

<b>Queries address to</b>	Mr Lunga Mokoena
<b>Telephone Number: Landline</b>	011 253 7300
<b>e-mail address to send queries</b>	<a href="mailto:scm@foodbev.co.za">scm@foodbev.co.za</a>

## 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. PURPOSE

FoodBev SETA is seeking a reputable service provider to supply the renewal of the Micro File Licensing and Training.

### 3. SCOPE OF WORK

Specification Requirements
<b>1. MicroFile Licensing.</b> <ul style="list-style-type: none"><li>• 24 Months (2) Years.</li></ul>
<b>2. Technician Training.</b> <ul style="list-style-type: none"><li>• 3 Super User Training.</li></ul>

### 4. BID EVALUATION CRITERIA

- 4.1. 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.
- 4.2. Criteria 2:** Price and BBBEE status level of the contributor and this will be evaluated on an 80/20 preferential procurement principle

### 5. CRITERIA 1 - COMPLIANCE EVALUATION

#### 5.1 The Bidders must submit:

- 5.1.1** Bidders must be OEM certified/authorized to provide the required goods/services.
- 5.1.2** Must be registered on the National Treasury CSD (Central Supplier database):
- 5.1.3** Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD ): completed and signed by the duly authorized person
- 5.1.4** Tax clearance certificate and Pin.

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

### 6. CRITERIA 2 – PRICE AND POINTS

#### 6.1 PREFERENCE POINTS ALLOCATION

- a. 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		<b>100</b>

### 7. COSTING

No.	Item Description	Quantity	Annual Cost
1.	MicroFile Licensing Two (2) Years		
2.	Training (Admin/Super User)		



No.	Item Description	Quantity	Annual Cost
Sub-Total			
VAT			
Grand Total			

## 8. CONDITIONS OF CONTRACT

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.

## 9. PROCEDURES FOR SUBMITTING PROPOSALS

The closing date for proposals is **24 February 2023 at 16:00**.

