



REQUEST FOR BIDS

BID NUMBER:		FB-SETA (23-24) T0001
CLOSING	Date:	31 October 2023
	Time:	12:00 p.m.
DESCRIPTION:		THE APPOINTMENT OF A SERVICE PROVIDER: THE LEASING OF MULTIFUNCTIONING PRINTERS FOR A PERIOD NOT EXCEEDING THREE (3) YEARS
TECHNICAL QUERIES:		Goitseona Mmope/Lunga Mokoena
EMAIL ADDRESS:		scm@foodbev.co.za
<u>COMPULSORY BRIEFING SESSION:</u>		Date: 12 October 2023
<u>TIME:</u>		Virtual Briefing Session
		10:00 am
CONTACT:		011 253 7300
Location		7 Wessel Road Rivonia, 2128
Validity Period		120 Days

BID DETAILS

DETAILS OF BIDDER

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

TOTAL BID PRICE
(inclusive of VAT) _____

GLOSSARY

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.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
ETQA	Education and Training Quality Assurer
GCC	General Conditions of Contract
GRAP	A set of concepts that function as guidelines for the accounting processes in the public sector
HR	Human Resources
IP	Intellectual Property
FOODBEV SETA (FBS)	Food and Beverage Manufacturing Sector Education and Training Authority
MFP	Multifunctional Printers
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.
SCM	Supply Chain Management
SLA	Service Level Agreement
SCHEDULE 3A ENTITY	As per the classification by National Treasury these refer to other National public entities

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TERMS OF REFERENCE

TOR NUMBER: FB-SETA (23-24) T0001

THE APPOINTMENT OF A SERVICE PROVIDER: THE LEASING OF MULTIFUNCTIONING PRINTERS FOR A PERIOD OF THREE (3) YEARS.

SECTION A

1. INTRODUCTION

The Food & Beverages Manufacturing Sector Education and Training Authority, (hereafter referred to as FoodBev SETA) is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev SETA's purpose 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 deliver on the National Skills Development Plan (NSDP) goals and objectives.

This document serves as terms of reference (TOR) for a tender inviting qualified bidders to supply, deliver, install, and configure four (4) multifunctional printers on a rental basis, including ongoing repair, maintenance, and support services, on site, for a period of three years.

2. SCOPE OF WORK

2.1. The scope of work includes the following key requirements:

2.1.1. Supply, deliver and configuration of multifunctional printers:

- Supply, deliver and configure four color multifunctional printers.
- Configure the printers to meet the specified requirements.
- Ensure the printers are fit for purpose and meet minimum printing speed of 120 ppm.

2.1.2. On- Site set up and installation

- Perform on-site setup and installation of all printers.
- Ensure proper connectivity to the existing network infrastructure.
- Verify the functionality of all devices post-installation.

2.1.3. Repair, maintenance, and service

- Provide ongoing repair, maintenance, and service for all printers throughout the three-year rental period.
- Respond promptly to any reported issues or malfunctions.
- Ensure maximum uptime and optimal performance of the devices.

2.1.4. Support services

- Offer comprehensive support services, including technical assistance and troubleshooting.
- Provide a dedicated helpdesk or support contact for immediate assistance.
- Offer remote support options, where applicable

2.1.5. Follow me printing management system.

- Supply and install follow me printing management system.
- Ensure seamless integration with the multifunctional devices.
- Provide training to end-users on using the printing management system.

2.1.6. The FoodBev SETA head office is in Johannesburg at 7 Wessel Rd, Rivonia, 2128. The head office facility may be changed, and the appointed service provider will be responsible for the moving and relocation of the MFPs to the new head office.

2.2. Hardware Requirements

The bidder is required to provide (install, service and maintain) MFPs as follows:

3.1.1 Large-size MFPs.

Colour printer	
Quantity	Four (4)
Printing Speed	120 ppm or better

There are no restrictions on the type of printer brand to be supplied by prospective bidders, except for that it must be an original reliable brand. Bidders should be authorised service providers of the Original Equipment Manufacturer (OEM) and they must provide proof thereof.

3. DURATION OF THE LEASE

- 3.1.** The services of the leasing of multifunctioning printers will be required for a period not exceeding three (3) years.

4. GENERAL REQUIREMENTS

- 4.1.** A full maintenance contract and SLA will be signed with the successful bidder. The bidder must submit a draft maintenance agreement and SLA with this tender submission and must include all requirements stated in the Tender Specification. The maintenance agreement and SLA will be reviewed annually upon anniversary date.
- 4.2.** The bidder must detail its fault reporting procedures and tracking. Instructions must include all contact numbers and escalation procedures.
- 4.3.** A maximum of three (3) business hours' repair time is specified for support/service calls.
- 4.4.** A loan multifunction printer of similar specifications and functionality must be made available to FoodBev SETA if a breakdown incident lasts longer than 24 hours.
- 4.5.** FoodBev SETA will implement a penalty regime/ system in the maintenance agreement which would address recourse for any non-conformance or non-performance by the supplier with the requirements as detailed in the maintenance agreement and/or SLA. The bidder must propose a suitable penalty regime to FoodBev SETA in its response.
- 4.6.** Costing of printers and printing management system must be clearly indicated for the whole duration of the contract.
- 4.7.** The cost per copy charge may not be inflated if the monthly printed volume of a specific multifunction printer is within the recommended monthly print volume as specified for that model multifunction printer by the manufacturer. The recommended monthly print volume as specified by the manufacturer must be clearly indicated in the maintenance agreement.
- 4.8.** The cost per copy may only be inflated if the monthly printed volume for a specific multifunction printer exceeds the recommended monthly print volume of the particular printer as specified by the manufacturer and must be clearly indicated in the pricing schedule as well as in the maintenance agreement. The rate of inflation (stepping up regime) must be described in detail.
- 4.9.** Cost Per Copy must include:
 - 4.9.1.** All maintenance and support services on the multifunction printer; and
 - 4.9.2.** All consumable and service items including but not limited to:
 - a)** Toner.
 - b)** Imaging units.
 - c)** Drum Kits.
 - d)** Fuser units; and
 - e)** Spare parts.

- 4.10.** The bidder must be an approved and registered reseller or dealer by the manufacturer and must supply proof thereof by means of an original letter from the manufacturer or local South African distributor not more than three-month-old.
- 4.11.** The service technicians of the bidder must be trained and certified by the manufacturer on the proposed multifunction printer models and provide proof thereof.
- 4.12.** The Multifunction Printers must be supplied via the official supply chain as approved by the manufacturer. No privately imported units will be accepted. Proof of supply from manufacturer or distributor must be supplied.

5. INSTALLATION

- 5.1.** The bidder must also ensure the following during installation:
 - a) Operating shaven power cords must be used.
 - b) All equipment must be installed with approved lightning and surge protection kits.

6. PRINTER CONSUMABLES

- 6.1.** The bidder will be responsible for the replenishment of consumables. The bidder will be required to keep enough consumables (such as toners, cartridges, sensor switches) at their offices for the continuous operation of each MFP.
- 6.2.** The bidder will not be required to provide paper for the MFPs.

SECTION B

7. BID EVALUATION PROCESS

- 7.1.** The bid evaluation process will be undertaken in accordance with the following staged approach:

Stage 1:	Mandatory Criteria.
Stage 2:	Functionality Criteria;
Stage 3:	The Preferential Procurement Policy Framework Regulations using the 80:20 points system

7.2. Mandatory Criteria

Stage	Criteria	Requirements
Stage 1	All mandatory criteria	<p>(a) The bidder must be an approved OEM (Original Equipment Manufacturer) or registered reseller and must supply proof thereof by means of an original letter from the manufacturer or local South African distributor not more than six (6) months old (certified copies of accreditation certificate). Note: letters must be dated within the 6 months from date of tender closing.</p> <p>(b) Submission of printer specifications meeting the minimum requirements as set under paragraph 7.2.1 to 7.2.2.</p> <p>(c) Submission of fully completed and duly signed SBD forms (<i>declarations must be answered truthfully to the best of bidder's knowledge</i>).</p> <p>(d) A valid tax clearance certificate or confirmation of pin.</p> <p>(e) The Potential bidder must submit three (3) bid proposals as follows: two (2) original hard copy and one (1) electronic copy in PDF format saved on a memory stick, clearly marked, and indexed.</p> <p><i>Bidders that fail to submit as per above shall be considered as non-responsive and consequently shall not be considered further.</i></p>

7.2.1. Printers must be able to perform, as a minimum, the following functions.

Bidders must complete the table below in **FULL** to indicate each printer functional capabilities:

GENERAL MINIMUM SPECIFICATIONS	Description	Minimum requirements	Yes/No	Comment
Brand Name of the Printer	[enter the name of each printer for the four options quoted for]			
Type	Process Electrostatic laser copy; Tandem; Indirect Toner System High-definition polymerised toner Copy	Mandatory		
Colour Support	Full Colour defaulting to Black/ White capability	Mandatory		
Copy Resolution – Scan	1200dpi	Mandatory		
Memory Capacity	4 GB	Mandatory		
HDD	500 GB	Mandatory		
CPU	1 GHz	Mandatory		
Original Type	Sheets Books	Optional		
	Objects	Optional		
Original Size	A5 to A3	Mandatory		
Output Size	A3 wide, A3 to A5	Mandatory		
Image Loss – Top Edge	Max 4.2mm or less	Mandatory		
Image Loss – Bottom Edge	Max 3mm or less	Mandatory		
Image Loss – Sides	Max 3mm or less	Mandatory		
Warm-Up Time (Time required to start printing when main power switch is turned from OFF to ON)	45 seconds or less	Optional		
First Copy Time: Colour A4	5.0 seconds or less	Mandatory		
First Copy Time: B/W A4	4.8 seconds or less	Mandatory		

GENERAL MINIMUM SPECIFICATIONS	Description	Minimum requirements	Yes/No	Comment
Copy / Print Speed: Colour A4	45 ppm	Mandatory		
Copy / Print Speed: B/W A4	45 ppm	Mandatory		
Copy / Print Speed: Colour A3	23 ppm	Mandatory		
Copy / Print Speed: B/W A3	23 ppm	Mandatory		
Copy Magnification	25-450% in 0.1% increments	Mandatory		
Copy Functions	Chapter	Optional		
	Cover and page insertion	Optional		
	Proof copy (print and screen)	Mandatory		
	Adjustment test print	Optional		
	Digital art functions	Optional		
	Job setting memory	Mandatory		
	Poster mode	Optional		
	Image repeat	Optional		
	Overlay	Optional		
	Stamping	Mandatory		
	Copy protection	Mandatory		
Paper Capacity	3500 sheets (80g/m2 paper excluding bypass tray)	Mandatory		
Paper Capacity – Additional small office MFP	1500 sheets (80g/m2 paper excluding bypass tray)	Mandatory		
Paper Weight	64-300g/m2	Mandatory		
Paper Trays	Minimum 3 + bypass tray	Mandatory		

GENERAL MINIMUM SPECIFICATIONS	Description	Minimum requirements	Yes/No	Comment
Paper Trays - Additional small office MFP	Maximum 2, excluding bypass tray - optional	Optional		
Multiple Copies	1 - 9,999	Optional		
Automatic Document Feeder	Auto reversing for duplex scanning, Max 100 sheets A5-A3, 35-210g/m2	Optional		
Auto Duplex	Non-Stack A5-A3; 64-256g/m2	Optional		
Output Capacity with Finisher	Minimum 3100 sheets	Optional		
Finishing	Offset	Optional		
	Group	Optional		
	Staple	Mandatory		
	Punch (2 holes)	Mandatory		
Stapling	50 sheets or 48 sheets +2 cover sheets	Mandatory		
Stapling Capacity	1,000 sheets	Mandatory		
Network Protocols	TCP/IP (IPv4/IPv6)	Mandatory		
	NetBEUI	Optional		
	LPD	Optional		
	IPP	Mandatory		
	HTTP	Mandatory		
	Mac: macOS	Mandatory		
	SMB	Mandatory		
	SNMP	Mandatory		
Network Interface	10-/100-/1000-Base-T Ethernet RJ-45	Mandatory		

GENERAL MINIMUM SPECIFICATIONS	Description	Minimum requirements	Yes/No	Comment
	USB 2.0 or USB 3.0	Mandatory		
Network Frame Types	Ethernet 802.2	Mandatory		
	Ethernet 802.3	Mandatory		
	Ethernet II	Mandatory		
	Ethernet SNAP	Mandatory		
Average Monthly Duty Cycle	60,000 pages	Mandatory		
Maximum Monthly Duty Cycle	150,000 pages	Mandatory		
Toner Lifetime Black	45,000 pages	Mandatory		
Toner Lifetime CMY	30,000 pages	Mandatory		
Imaging Unit Lifetime Black	285,000 / 1,145,000 pages (Drum / Developer)	Mandatory		
Imaging Unit Lifetime CMY	120,000 pages	Mandatory		
Power Requirements	AC220-245V (50-60Hz)	Mandatory		
Max Power Consumption	2.0kW or less	Mandatory		
Security	HDD Data Encryption	Mandatory		
	Copy Security / Protection	Mandatory		
	Secure Print	Mandatory		
	User Authentication	Mandatory		
	IPsec Support	Mandatory		
	IEEE 802.1x Support	Mandatory		
	IP Filtering and port blocking	Optional		
	SSL and TSL network communication	Mandatory		
	Authentication log	Mandatory		

GENERAL MINIMUM SPECIFICATIONS	Description	Minimum requirements	Yes/No	Comment
Accounting	Memory data auto deletion	Optional		
	Print user data encryption	Mandatory		
	Up to 1,000 user accounts Active Directory support (username + password + email + SMB folder)	Mandatory		
	User function access definition	Mandatory		
PRINTER SPECIFICATIONS				
Resolution	Equivalent to 1800dpi x 600dpi	Mandatory		
Print Speed	As per Copy / print speeds above	Mandatory		
Page Description Language	PCL6	Mandatory		
	Postscript 3, XPS	Mandatory		
	Windows 10 32/64-bit	Mandatory		
	Windows 8 & 8.1 32/64 bit	Optional		
	Windows 11 32/64 bit	Mandatory		
	Server 2012 / Server 2012 64-bit	Mandatory		
	Server 2016 / Server 2016 64-bit	Mandatory		
	MacOS 9.x/ OSX 10.x	Mandatory		
	iOS for iPhone / iPad (driver support through app downloadable from Official Apple AppStore)	Mandatory		
Fonts	80 x PCL	Mandatory		
	137 x PostScript	Mandatory		
Print Functions	Direct Print of PCL/PS/TIFF/XPS/PDF	Mandatory		
	Secure Print	Mandatory		

GENERAL MINIMUM SPECIFICATIONS	Description	Minimum requirements	Yes/No	Comment
	Watermark	Mandatory		
	User Authentication	Mandatory		
SCANNING SPECIFICATIONS				
Type	Full Colour Simplex / Duplex	Mandatory		
Scan Modes	Network TWAIN Scan to:	Mandatory		
	E-Mail, BOX, WebDAV, USB, DPWS and SMB	Mandatory		
Scan Resolution	200dpi / 300dpi / 450dpi / 600dpi / 1200dpi	Mandatory		
Scan Output Formats	PDF	Mandatory		
	Compact PDF	Mandatory		
	Encrypted PDF	Mandatory		
	Searchable PDF (Optional)	Mandatory		
	JPEG	Mandatory		
	TIFF	Mandatory		
	XPS	Optional		
Scan Size	Max A3	Mandatory		
Scan Speed: Colour	Up to 78 opm @600dpi via ADF	Mandatory		
Scan Speed: B/W	Up to 78 opm @600dpi via ADF	Mandatory		
Scan Destinations	2,100 (single + group), LDAP support	Mandatory		
Scan Functions	Annotation for PDF, up to 450 job programs	Optional		

7.2.2. Software Requirements

A printing management system must be deployed to fully manage, control and report on printer usage. The system must be server based and provide embedded support on all four (4) of the multifunction printers.

REQUIREMENTS	Minimum requirements	Yes/No	Comments
General	Copy / print agent embedded in the printer Copy / print jobs controlled using printer console panel	Mandatory	
	Authentication using printer console panel	Mandatory	
	Print jobs Management via central server	Mandatory	
Print Job Details available	Username	Mandatory	
	Document Name	Mandatory	
	Originating Workstation	Mandatory	
	Destination Printer	Mandatory	
	Date and time	Mandatory	
	Page count	Mandatory	
	Paper size	Mandatory	
	Cost	Mandatory	
	Features used: Colour, Duplex, Stapling and Punching.	Mandatory	
	Cost centre	Mandatory	
	Client Code / Sub-code	Mandatory	
Reports	User reports (optional)	Mandatory	
	Printer job counter	Mandatory	
	Toner usage	Mandatory	
Print Job Authentication	By Active Directory Username	Mandatory	
	By User code	Mandatory	

REQUIREMENTS	Minimum requirements	Yes/No	Comments
Controlled Release of print Jobs	Follow-Me / Secured-Printing support	Mandatory	
	Jobs released from printer console panel	Mandatory	
	Jobs can be deleted from printer console panel	Optional	
Server Operating System Support	Microsoft Windows Server 2012 32/64-bit	Mandatory	
	Microsoft Windows Server 2016 32/64-bit	Mandatory	
	Microsoft Windows Server 2019 32/64-bit	Mandatory	
	Microsoft Windows Server 2022 32/64-bit	Mandatory	
Supported Printing environments	Microsoft Windows Server Based printing	Mandatory	
	Local Microsoft Windows PC based (direct TCP/IP) printing	Mandatory	
	Web Client support for Mac and other non-Windows workstations	Optional	
	Auto detection of user's login name	Mandatory	

7.3. FUNCTIONALITY EVALUATION CRITERIA

The minimum threshold for the functionality evaluation is 70 points. See scoring criteria below. Bidders that do not meet this minimum threshold will not proceed to the next stage of evaluation of the tender.

CRITERIA: BIDDER'S RELEVANT EXPERIENCE:		WEIGHTING ALLOCATED
The bidder must provide reference letters (testimonials) from contactable clients (excluding FoodBev), for the provision of the required services within the last five (5) years.		
Three (3) or more reference letters	30.00	30.00
Two (2) reference letters	20.00	
One (1) reference letter	10.00	
No reference letters submitted	0.00	
REQUIRED SUPPORTING DOCUMENTATION: Please note: The references must be on the client's letterheads detailing the track record in providing repair, maintenance, and support services, duration of the service, date completed, level of satisfactory completion/deployment of the services and the names, contacts details of the client's representative.		
KEY PERSONNEL CAPACITY (SERVICE TECHNICIANS CERTIFICATION)		WEIGHTING ALLOCATED
The service technicians of the bidder must be trained and certified by the manufacturer of the proposed multifunction printer models and provide proof thereof.		20.00
Manufacturer's Training Certificates for the Service Technicians attached.	20.00	
No certificates attached	0.00	
REQUIRED SUPPORTING DOCUMENTATION: <ul style="list-style-type: none">• Evidence of training and certification by the manufacturer of the proposed multifunction printer models.• For outsourced services include a contract or MOU with the outsourced entity.		
BIDDERS FINANCIAL STANDING (BANK RATING)		WEIGHTING ALLOCATED
The bidder must submit a stamped bank <u>rating</u> letter from the bidder's bank or audited annual financial statements (AFS) or Solvency letter signed off by bidders' auditors. The details of the scoring criteria are as follows:		
Bank Rating from A to D, or audited AFS with no liquidity issues, going concern or solvency issues highlighted or Solvency letter signed off by bidders' auditors indicating no liquidity issues, going concern or solvency issues	20.00	20.00
Bank Rating above D or audited AFS indicating liquidity, going concern or solvency issues or Solvency letter signed off by bidders' auditors indicating liquidity or failure to submit of any of the above required documents	0.00	
REQUIRED SUPPORTING DOCUMENTATION: <ul style="list-style-type: none">• Evidence of financial standing in a form of stamped bank rating letter from the Bidder's bank.• Failure to submit proof of bank rating or audited annual financial statements (AFS) with no liquidity, going concern or solvency issues highlighted or Solvency letter signed off by bidders will result in the bidder scoring (0) zero points).		
METHODOLOGY AND APPROACH		
The bidder must submit a detailed response to the scope of work - (Implementation plan, costing, risk management, delivery timeframes, fault logging and response times)		30.00
Excellent: Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.	30.00	
Good: Satisfies the requirements. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.	20.00	

Acceptable: Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled.	15.00	
Unacceptable: Does not meet the requirement. Does not comply and/or insufficient/no information provided.	0.00	
TOTAL POINTS		100.00

7.4. STAGE 3: PREFERENCE POINTS SYSTEM

7.4.1 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 up to R50 million as follows:

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

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

Category	% Allocation for each category	Points allocated
Black People Ownership (> 51% blacks)	50%	10.00
Woman Ownership	30%	6.00
Black Youth Ownership	20%	4.00
Total	100%	20.00

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

- a) CIPC documents (company registration documents),
- b) A copy of a BBEE verification certificate or signed affidavit indicating ownership levels.
- c) Shareholder certificates, and
- d) Copy(ies) of Identity document(s) for shareholder(s).
- e) Central Supplier Database (CSD) full report. (*Not a summary*)

7.4.4 Bidders who fail to submit the mandatory documents will not qualify for points allocated for specific goals.

SECTION C

8. TENDER SUBMISSION INSTRUCTIONS

-
- 8.1. Tenders should be submitted in triplicate consisting of two hard copies (one original and one copy) and one electronic copy, all bound in a sealed envelope endorsed FB-SETA (23-24) T0001: the appointment of a service provider to lease Multifunctional Printers to FoodBev SETAs offices. The sealed envelope must be placed and be deposited in the FoodBev SETA Tender Box, Ground Floor, 07 Wessel St, Rivonia, Sandton, 2128 no later than closing time and date.
 - 8.2. Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
 - 8.3. The closing date, company name and the return address must also be endorsed on the envelope.
 - 8.4. 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.
 - 8.5. No bids received by telegram, telex, email, facsimile, or similar medium will be considered.
 - 8.6. 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.
 - 8.7. All the documentation submitted in response to this bid must be in English.
 - 8.8. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
 - 8.9. Bids submitted by bidders must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors (if applicable), a copy of which Resolution, duly certified be submitted with the Tender.
 - 8.10. 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.
 - 8.11. A valid tax clearance certificate or confirmation of pin must be included in the bid response.
 - 8.12. A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response.
 - 8.13. FoodBev SETA reserves the right to call bidders for further presentations or demonstration of the solution before awarding.

9. RESPONSE FORMAT

9.1. The soft and hard copy responses from all bidders must be prepared in line with the following section:

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked, indexed and /or numbered):

9.2. **Cover Page:** The cover page must clearly indicate the bid reference number, bid description and the bidder's name.

9.3. **Schedule 1:**

- a. 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.
- b. Brief company profile (Five pages maximum)
- c. List of relevant contracts completed within the past five years.
- d. References from each respective in relation to the above-listed contracts.
- e. Qualifications and Experience – This section shall contain relevant information on qualifications and experience related to the relevant profession.
- f. List of Project Personnel – 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.
- g. 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.
- h. Rejection of bids: FoodBev SETA reserves the right not to proceed with the award of the proposal.
- i. Standard Bidding Documents (duly completed and signed)

9.4. **Schedule 2:**

- a. Valid tax clearance certificate or confirmation of pin.
- b. Copies of the bidders CIPC / or company registration documents listing all members with percentages.
- c. Latest certified copies of all share certificates in case of a company.
- d. (If applicable) Copy(ies) of the company's professional accreditation
- e. Certified ID copies of all directors.
- f. Submission of proof of the bidder's registration on the CSD (Full report)
- g. Submission of BBBEE verification certificate or signed affidavit. **Please 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.

10. ANNEXURES

10.1. ANNEXURE A - COMPLIANCE DOCUMENTS AND CONDITIONS TO TENDER

10.2. ANNEXURE B – SBD FORMS