



TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE PROVISION OF INTERIOR DESIGN SERVICES, INCLUDING THE MANAGEMENT OF THE OFFICE FURNITURE, FITTINGS, FIXTURES, AND FITOUT

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites qualified service providers to provide interior design services, including the management of office furniture fittings, fixtures, furnishing and fitout as follows:

Closing date of submission	28 January 2022
Closing time of submission	16:00 p.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, 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	Mabolane Mankga
Telephone Number: Landline	011 253 7315
e-mail address to send queries	EnosM@foodbev.co.za

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 Street, 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.



FoodBev SETA recently moved into their new office space, which is situated at 7 Wessels Road, Rivonia. The office has been equipped and furnished with existing furniture and some new furniture. FoodBev SETA is looking to fully furnish and decorate its new offices so that there is a consistent look and feel and the office is fully furnished including creating space for filing, where necessary.

2. SCOPE OF WORK

FoodBev SETA (FBS) requires a professional interior design/decorating service, including the management of the office furniture, fittings, fixtures, and fitout at FBS current office.

3. APPOINTMENT, COMMENCEMENT AND DURATION

The appointed service provider is anticipated to commence the work upon appointment for a duration as agreed by both parties until on the completion of the project.

4. DELIVERABLES

4.1. Space Planning & Design

- The appointed service provider is expected to survey the current SETA offices and provide a detailed design and layouts in line with the specific needs of the organisation. After the approval of the design and layout, the service provider is expected to propose various look-and-feel options in terms of colour, materials, furniture, and finishes.

4.2. Procurement

- The project manager is expected to draft the required specifications and bill of quantities (BoQs) to be utilised in the procurement of office furniture, fittings, fixtures, furnishes and fitout. Thus, providing expert advice in the overall procurement process to achieve the approved designs.

4.3. Project Management

- The appointed project manager is expected to manage this project from the design phase, right through to office fitout phase, culminating in the hand-over of a fully completed, functional workspace ready for occupation



5. THE BID EVALUATION PROCESS

5.1. This RFQ will be evaluated in three stages as follows:

Stage 1: Administrative Compliance	<ul style="list-style-type: none">i) Bidders must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.ii) Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1, SBD 8 & SBD 9): completed and signed by the duly authorized personiii) Tax clearance certificate and Pin
Stage 2: Functionality Evaluation Criteria	<p>The minimum threshold for the functionality evaluation is 75 points for this category.</p> <p>Bidders that do not meet this minimum threshold for this category will not proceed to the next stage of evaluation of the tender</p>
Stage 3: Price and Points	<p>The 80/20 preference points system for the acquisition of goods or services with a Rand value equal to or above R30 000 and up to R50 million</p>

6. KEY REQUIREMENTS

The prospective service providers must demonstrate capability of the following key requirements:

6.1. Qualifications of the Service Provider

The Service Provider must describe and explain how they will deliver the required services and why they are the best bidding entity that can deliver the requirements of the SETA by indicating the following:

- a) **Company Profile** – describing the nature of business, field of expertise, ownership composition and demographic etc.
- b) **Business Licenses** – Company registration documents (CIPC), Central Supplier Database (CSD) form, Tax Clearance Certificate (Pin), etc.
- c) **Reference Letters** – list of clients for similar services as those required by the SETA, indicating description of contract scope, contract duration, contract value, contact references.
- d) **Certificates and Accreditation** – including Professional Accreditation/ Certifications, Quality Assurance Certificates, etc.



6.2. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of this invitation by providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the conditions and context of the SETA.

6.3. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.
- b) CVs demonstrating qualifications must be submitted; and

Written confirmation from each personnel that they are available for the entire duration of the contract.

7. FUNCTIONALITY EVALUATION CRITERIA

1	Reference Letters		Weighting
	Reference letters and testimonials for similar services rendered indicating the nature of services provided and the level of performance		30.00
	Score Allocation	Points	
	One (1) written reference	10.00	
	Two (2) written references	20.00	
	Three (3) written references	30.00	
2	Portfolio of evidence (PoE)		Weighting
Provide a portfolio of evidence that will accompany or support the reference letters. i.e., reference letters must be accompanied by a portfolio of evidence signed off by an authorised person. Means of verification: For the purpose of this RFQ, Portfolio of evidence means a narrative and visual showcase of completed projects by the bidder, relevant and applicable to the services required by the SETA. It must include images and brief account of the project completed to support the bidder's competency and capability in executing these requires services.		30.00	



	Score Allocation	Points	
	One (1) Portfolio of Evidence	10.00	
	Two (2) Portfolio of Evidence	20.00	
	Three (3) Portfolios of Evidence	30.00	
3	Qualifications		Weighting
	<p>The proposed project manager must have at least three (3) year experience in the execution of similar projects (office space design & space planning) and possess at least a relevant NQF level 6 qualification.</p> <p>Please Note: Points will only be allocated if the proposed project manager is in possession of the required years of experience and the necessary qualifications.</p> <p>Means of verification: A detailed CV of proposed manager, reflecting the years of experience, qualifications, and any professional accreditations.</p>		20.00
	Score Allocation	Points	
	More than three (3) Years' Experience and relevant Qualifications	20.00	
	Three (3) Years' Experience and relevant Qualifications	10.00	
	Less than three (3) Years' Experience and relevant Qualifications	0.00	
4	Methodology		Weighting
	<p>Project proposal and approach that demonstrates a comprehensive and relevant approach to the requirements of the specifications. The proposal must contain detailed breakdown of activities that will lead to achievement of the expected outputs of this project/ RFQ.</p>		20.00
	Score Allocation	Points	
	Excellent (all elements are explained in detail (in a practical way and not just an academic, copy and paste from different resources proposal))	20.00	
	Average (At least 50% of the elements are explained in detail)	10.00	
	Below Average (Ambiguous methodology and all elements indicated are unrelated or of a low quality)	5.00	
	Poor (elements not discussed)	0,00	
TOTAL			100.00

Total points available 100 and only bidders that score above the minimum threshold of 75 points will be evaluated further.



8. PREFERENCE POINTS CRITERIA

- 8.1. The 80/20 preference point system is applicable in the evaluation of this RFQ where 80 points will be dedicated to price and 20 points to B-BBEE status.

9. ADMINISTRATIVE

- 9.1. The suppliers are required:

- To be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za
- provide FoodBev SETA their CSD registration number; and
- provide the FoodBev SETA with a certified copy of their B-BBEE certificate or affidavit. If no certificate/affidavit can be provided, no points will be scored during the evaluation process

10. CONDITIONS OF CONTRACT

- 10.1. The successful service provider undertakes:

- 10.1.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- 10.1.2. 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.
- 10.1.3. Not to copy or duplicate any software or documentation for private use.
- 10.1.4. To give back to the FoodBev SETA all documentation, reports, programmes etc upon completion of the project.
- 10.1.5. General conditions of the request for quotation (RFQ), contracts and orders will be applicable in the execution of the contract.
- 10.1.6. Parking and travel between the prospective service provider's office and the venue selected by the SETA will be borne by the Service Provider.
- 10.1.7. Failure to adhere to the above conditions will lead to the invalidation of the quotation.
- 10.1.8. 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.
- 10.1.9. Enter into a Service Level Agreement with the FoodBev SETA, where applicable or necessary.



11. PROCEDURES FOR SUBMITTING PROPOSALS

- 11.1.** The closing date for proposals is 28 January 2022 @ 16:00. Proposal must be sent to the following email address: scm@foodbev.co.za

