

REQUEST FOR BIDS

BID NUMBER:		FB SETA (25-26) T0005
CLOSING	Date:	11 March 2026
	Time:	12:00 pm
DESCRIPTION:		Appointment of a project management service provider for the Khetha career summit and expo.
TECHNICAL QUERIES EMAIL ADDRESS:		<u>scm@foodbev.co.za</u>
NON-COMPULSORY BRIEFING SESSION:		Virtual Briefing Session (via Microsoft teams)
		DATE: 03 March 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:	

TERMS AND 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.
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
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 the National Treasury these refer to other National public entities
SCM	Supply Chain Management
SLA	Service Level Agreement

Contents

SECTION A: TECHNICAL REQUIREMENTS	4
1. INTRODUCTION AND CONTEXT	4
2. STRATEGIC OBJECTIVE	4
3. SCOPE OF WORK	4
3.1 Zone 1: The Discovery & Guidance Hub (Career Matching)	5
3.2 Zone 2: The Exhibition Marketplace (Opportunities)	5
3.3 Zone 3: The Future Skills & Try-a-Skill Arena (Immersion).....	5
3.4 Zone 4: The Skills in Action Arena (Inspiration)	6
3.5 Zone 5: The Summit Conference (Dialogue).....	6
3.6 Cross-Cutting Responsibilities (All Zones).....	7
4. PROJECT DELIVERABLES	7
5. REPORTING AND COMMUNICATION	8
6. DURATION AND KEY MILESTONES	8
7. INTELLECTUAL PROPERTY	8
8. PRICING SCHEDULE	9
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: Presentation & Pitch Evaluation	15
9.6 Stage 5: Preference Points (80/20 System)	19
10. SECTION C: SUBMISSION INSTRUCTIONS	20
10.1 Tender Submission Instructions	20
10.2 Response Format	21
10.3 Schedule 1:.....	21
10.4 Schedule 2:.....	22
11. AUTHORISATION	23
12. ANNEXURES	23

SECTION A: TECHNICAL REQUIREMENTS

1. INTRODUCTION AND CONTEXT

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. As one of the 21 Sector Education and Training Authorities (SETAs) operating in South Africa, FoodBev SETA is mandated to promote, facilitate, and incentivize skills development within its sector.

FoodBev SETA is seeking proposals from experienced and qualified professional event and project management specialists to deliver the Khetha Careers Expo 2026. This is a SETA Integrated High Impact Project (SIHIP), mandated by the Association of SETA CEOs (ASCEO).

FoodBev SETA has been appointed by ASCEO as the lead fund manager and implementing agent on behalf of all SETAs. The event is anticipated to host approximately 5,000 attendees (learners, students, graduates, and policymakers) over two days.

2. STRATEGIC OBJECTIVE

The strategic intent is to appoint a competent Service Provider to deliver a futuristic, interactive, and high-impact career development experience. The provider must demonstrate the capability to manage a complex, multi-zone event that exposes young people to emerging skills, technologies, and career pathways. The provider is also expected to mobilize industry and stakeholders to secure co-funding or in-kind contributions to supplement the collective SETA investment.

3. SCOPE OF WORK

The appointed service provider will be responsible for the full lifecycle delivery of the project. The Expo venue must be conceptually and physically segregated into five (5) distinct zones as described below. The provider must demonstrate proven expertise in logistics, stakeholder management, fundraising and creative execution to bring this vision to life.

3.1 **Zone 1: The Discovery & Guidance Hub (Career Matching)**

3.1.1 **Objective:** To help learners identify their aptitudes and interests, guiding them to relevant exhibitors.

3.1.2 **Requirements:**

- License a pre-validated, user-friendly digital assessment tool.
- Learners must complete short, engaging assessments that generate real-time results.
- The tool must be fit for purpose, scalable for 5,000 learners (2,500 per day), and generate a simple, printable report "Career Passport."
- **Note:** The development of new psychometric software is **excluded** from this scope. The provider is to propose a solution based on licensing an existing, proven tool, ensuring full compliance with POPIA.

3.2 **Zone 2: The Exhibition Marketplace (Opportunities)**

3.2.1 **Objective:** To connect learners with education and training providers.

3.2.2 **Requirements:**

- Manage and build out exhibition space for up to 21 SETAs, Universities, TVET Colleges, and industry partners.
- Provide a standard, high-quality (3x3) shell scheme for all exhibitors to ensure a cohesive and professional similar look and feel, with optional upgrades available at the exhibitor's own cost.
- Exhibitors that wish to build their own exhibition stands will be allowed, at exhibitors own cost.
- Ensure a logical flow that encourages learners to visit stands aligned with their "Career Passport" results from Zone 1.

3.3 **Zone 3: The Future Skills & Try-a-Skill Arena (Immersion)**

3.3.1 **Objective:** To provide a hands-on, interactive experience showcasing what different careers and future skills actually entail.

3.3.2 **Requirements:**

- **Try-a-Skill" Stations:** Set up interactive stations where learners can attempt a task related to a specific trade or profession (e.g., a mini welding simulator, a coding challenge, a design sprint).
- **Virtual Reality (VR) Experiences:** Procure or manage VR stations that offer immersive simulations of various work environments (e.g., operating machinery, working in a lab, managing a retail floor).

- **Future Skills Showcase":** Manage **10 bespoke, built environments or "show-and-tell" exhibits** that highlight emerging skills and the workplaces of the future. Examples could include a mock "Smart Agriculture Pod," a "Digital Construction Site" model, or an "AI Command Centre" display. These are not just poster boards; they are physical, experiential installations.

3.4 **Zone 4: The Skills in Action Arena (Inspiration)**

3.4.1 **Objective:** To allow learners to watch their peers demonstrating high-level skills, inspiring them to pursue excellence.

3.4.2 **Requirements:**

- Create a dedicated arena for 10 customised demonstration space.
- Coordinate with relevant stakeholders (e.g., World Skills South Africa) to facilitate **live demonstrations**.

3.5 **Zone 5: The Summit Conference (Dialogue)**

3.5.1 **Objective:** To facilitate high-level dialogue between industry, government, and academia on skills development challenges and solutions.

3.5.2 **Requirements:**

- Set up a fully equipped conference/plenary space for 200-300 delegates on both day The venue and services must include, but not be limited to, the following:
- **Seating Arrangement**
 - Classroom-style seating for all delegates.
- **Audio-Visual (AV) and Sound**
 - Complete AV setup, including:
 1. Lapel microphones
 2. Roaming/handheld microphones
 3. Professional sound system suitable for a plenary venue.
 4. Run enough plug points for each row
- **Stage and Visual Display**
 - Professionally built stage.
 - Large digital display screens suitable for presentations and branding.
 - Additional screens to ensure clear visibility from all seating areas.
 - Presenter comfort monitor positioned on stage.
- **Decor and Aesthetics**
 - Appropriate venue décor, including floral arrangements, aligned with the event's professional and corporate standards.

- **Registration and RSVP Management**
 - End-to-end RSVP and delegate registration management, including
 - Pre-event online registration
 - On-site registration and check-in support.
- **Live Broadcast and Hybrid Participation**
 - Live broadcasting of the plenary sessions.
 - Technical setup to support hybrid participation, enabling both in-person and virtual attendance.
 - Manage the programme, including sourcing and liaising with high-profile speakers (Ministers, CEOs, Academics, Industry experts),
 - Manage panel discussions and ensuring audio-visual excellence and reporting of the sessions.

3.6 **Cross-Cutting Responsibilities (All Zones)**

3.6.1 **Fundraising and Partnership Mobilisation:** Develop and implement a strategy to secure additional funding, sponsorships (e.g., for VR equipment, for building future skills pods), or in-kind contributions from private sector companies, industry bodies, and development partners.

3.6.2 **Marketing, Communication & Branding:** Develop a comprehensive campaign that communicates the innovative nature of this Expo. The branding across all five zones must be cohesive, modern, and exciting for young and professional audience. Capture professional content (photos/videos).

3.6.3 **Stakeholder Management:** Liaise with DHET, 21 SETAs, Higher Education Institutions, TVET Colleges, private training providers, and industry partners to coordinate their participation across all zones.

4. **PROJECT DELIVERABLES**

4.1 **Inception Report:** Detailed project plan, timeline, resource allocation, and fundraising strategy (within 10 days of appointment).

4.2 **Creative & Technical Proposal:** Detailed designs and plans for the five zones, including the psychometric tool, VR/tech requirements, and future skills builds.

4.3 **Marketing & Communication Plan:** Comprehensive strategy for promoting the event to learners, students, and stakeholders.

4.4 **Fundraising Progress Reports:** Monthly updates on secured sponsorships and partnerships.

4.5 **Successful Event Delivery:** Flawless execution of the Expo across all five zones.

4.6 **Post-Event Report:** Detailed attendance, feedback (including psychometric data insights), financial reconciliation (including all secured sponsorship), and lessons-learned report within 30 days after the end of event.

5. REPORTING AND COMMUNICATION

5.1 The service provider will report to the **Senior Manager: Corporate Services** (or delegated representative) at FoodBev SETA. Communication shall be transparent, with regular progress meetings.

6. DURATION AND KEY MILESTONES

6.1 **Contract Duration:** The Project is a once-off engagement. However, the Contract will remain open for a period of twelve (12) months, effective until 31 March 2027, to accommodate any potential changes to the dates of the actual event.

6.2 **Event Date:** Targeted for the First Quarter of the 2026/27 Financial Year (likely May 2026). Final date subject to Ministerial confirmation.

7. INTELLECTUAL PROPERTY

All Intellectual Property shall be managed as follows:

7.1 Background IP

Any pre-existing tools, software, or methodologies owned by the Service Provider (e.g., a licensed psychometric tool) shall remain the property of the Service Provider. The Service Provider grants FoodBev SETA a perpetual, royalty-free, non-exclusive license to use the outcomes and data generated by such tools for this project.

7.2 Foreground IP

All new IP created specifically for this project and paid for by FoodBev SETA, including but not limited to event concepts, branding materials, reports, and the design of the zones, shall be the sole and exclusive property of FoodBev SETA. Upon completion, the service provider must hand over all raw and final data, content, and materials.

8. PRICING SCHEDULE

8.1 Bidders must provide a detailed, costed proposal covering all aspects of the Scope of Work. The schedule below is mandatory. Costs must be separated into "Once-Off Project Costs" and "Professional Fees."

#	Budget Category / Task	Description of Costs	Amount (ZAR excl. VAT)
A	ONCE-OFF PROJECT COSTS (Managed by Provider)		
1	Zone 1: Discovery & Guidance Hub	Licensing of a fit-for-purpose digital assessment tool, tablets/kiosks (rental), on-site technical support. Scalable for 2500 learners per day.	R
2	Zone 2: Exhibition Marketplace	Standard shell scheme for up to 21 (3x3 square meter) stands, furniture, graphics, electricity.	R
3	Zone 3: Future Skills & Try-a-Skill Arena	Rental of VR equipment, sourcing of modular "Future Skills" displays, interactive station materials.	R
4	Zone 4: Skills in Action Arena	Arena build, staging (show casing) (<i>cost per square meter</i>).	R
5	Zone 5: Summit Conference	Plenary setup, AV, speaker liaison, sign language translation services.	R
6	Venue & Infrastructure (All Zones)	Hire of main hall and all sub-venues (a minimum of 3 holding rooms), cleaning, security, 24-hour medical support, police presence, parking, power, Wi-Fi, access control, public liability insurance. (<i>Provide three (3) different venue quotes</i>)	R
7	Stakeholder & Learner Transport	Coordinated transport for learners from within Gauteng.	R
8	Catering	Refreshments and meals (breakfast and lunch) for speakers, VIPs (3 holding rooms), learners and exhibitors. (Attendee meals to be specified).	R

#	Budget Category / Task	Description of Costs	Amount (ZAR excl. VAT)
9	Marketing & Communications	National publicity campaign, photography and videography, digital marketing, printing, signage, PR, content capture.	R
10	Contingency	A provision for unforeseen expenses (not to exceed 5% of total Project Costs).	R
SUBTOTAL A: PROJECT COSTS			
B	PROFESSIONAL FEES (Bidder's Management Fee)		
11	Project Management Fee	All-inclusive fee for project management, staffing, operations, and overheads. This fee must be broken down.	R
SUBTOTAL B: PROFESSIONAL FEES			R
GRAND TOTAL (A+B)			R

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:	Presentation evaluation criteria
Stage 5:	The Preferential Procurement Policy Framework Regulation using the 80:20 points system.

9.2 Stage 1: Administrative Compliance

Stage	Criteria	Requirements
Stage 1	Administrative requirements	<p>The potential bidder must submit three (3) copies of the bid proposal as follows:</p> <ul style="list-style-type: none"> (a) Two (2) hard copies (b) One (1) electronic copy in PDF format saved on a USB memory stick <p>Requirements for Hard Copies:</p>

Stage	Criteria	Requirements
		<p>(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.</p> <p>Requirements for Electronic Copy:</p> <p>(d) The electronic copy must be saved in PDF format on a USB memory stick.</p> <p>(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.</p> <p>Standard bidding documents:</p> <p>(f) Submission of fully completed and duly signed SBD forms (declarations must be answered truthfully to the best of bidder's knowledge).</p> <p>(g) A valid tax clearance certificate or confirmation of pin.</p> <p>(h) A valid B-BBEE certificate or affidavit</p> <p>Foreign Qualifications:</p> <p>(i) <i>Bidders 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></p> <p>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</p>

9.3 **Stage 2: Mandatory requirements**

Stage	Criteria	Requirement
Stage 2	Mandatory Requirement	(a) Bidder must submit audited or independently reviewed annual financial statements for the three (3) recent financial years/periods.

Stage	Criteria	Requirement
	Means of verification	<p>(a) Audited or independently reviewed annual financial statements for the three (3) recent financial years/periods.</p> <p><i>(Failure to submit the mandatory requirements will lead to disqualification of the bid)</i></p>

9.4 **Stage 3: Functionality Evaluation**

9.4.1 A minimum score of 70 out of 100 is required to proceed to the next stage of evaluation.

DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
1. Company Experience		
<p>Bidders must provide written reference letters for events that took place not older than five (5) years, on the client's letterhead/ testimonial, to whom similar services are/were provided.</p> <p>The reference letters must be signed, dated and include:</p> <ul style="list-style-type: none"> • Project name/description, • The organisation/institution, • The contact's name and details on the referee's company. • Must be signed and dated by the referee' authorised personnel. <p>Reference checks will be conducted on the above criteria. It is, therefore, the responsibility of the bidder to ensure that the reference letters/ testimonials submitted contains this information.</p>		20.00
Three reference letters	20.00	
Two reference letters	15.00	
One reference letter	10.00	
No reference letter	0.00	
2. Project Lead Experience		
<p>The bidder must provide a comprehensive CV of the project lead demonstrating relevant experience and NQF level 6 qualification.</p> <p>Qualification: The bidder must submit certified copies of qualifications (not older than six (6) months) in either of the following disciplines: Marketing, Public Relations, Events Management, or Project Management or related field.</p>		20.00

DETAILED FUNCTIONALITY EVALUATION CRITERIA	WEIGHTING ALLOCATED
<p>Experience: The CV of the project lead must demonstrate at least 5 years in events project management experience in the following areas of Specialisation:</p> <ol style="list-style-type: none"> I. Organizing career exhibitions, II. Managing events, III. Brand activations, IV. Youth engagement, V. Marketing & Communications <p>Both CV and relevant qualification must be submitted to score points.</p> <p>NB: Foreign qualifications must be accompanied by SAQA evaluation certificate. Foreign qualifications not accompanied by the SAQA evaluation certificate will not be considered.</p>	
CV and relevant qualification submitted, CV demonstrating 8 or more years' experience	20.00
CV and relevant qualification submitted, CV demonstrating 6 to 7 years' experience	10.00
CV and relevant qualification submitted, CV demonstrating 5 years' experience	5.00
CV and relevant qualification submitted, CV demonstrating less than 5 years' experience	0.00
No CV and relevant qualification submitted	0.00
3. Project team composition and expertise	
<p>The bidder must submit a multi-disciplinary project team. Provide CVs for at least 5 core team members (excluding the Project Lead).</p> <p>The composition of the team must be as follows:</p> <ol style="list-style-type: none"> I. Two (2) team members must have a minimum of NQF level 5 qualification in Multimedia or Audio-Visual Technology or Broadcast Production or Digital Media or ICT or a related technical field. The CV of each member must demonstrate the relevant experience in this field. II. Three (3) team members must have a minimum of NQF level 5 in Marketing or Public Relations or Events Management. The CV of each member must demonstrate the relevant experience in this field. <p>The proposal must clearly articulate the specific role each person will play in the project.</p> <p>Please Note: Points will only be allocated if both Certified copies of qualifications for each team member, and CV of each team member, demonstrating relevant experience in the required areas are submitted. Points will not be allocated for less than 5 CVs submitted.</p>	10.00

DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
NB: Foreign qualifications must be accompanied by SAQA evaluation certificate. Foreign qualifications not accompanied by the SAQA evaluation certificate will not be considered.		
Five (5) members with more than five (5) years' relevant experience each with required qualification.	10.00	
At least Five (5) members with three (3) – five (5) years' experience, with required qualification	05.00	
At least five (5) members with 1 - 2 years' experience with required qualification.	02.00	
Less than 5 CVs (members)	0.00	
4. Fundraising and Partnership Mobilisation Experience		
Provide evidence of successfully securing sponsorships or in-kind contributions for events.		20.00
Strategy proposed with proven track record and 3+ examples of securing significant sponsorship.	20.00	
Strategy proposed with proven track record and 1-2 examples of securing sponsorship.	15.00	
Strategy proposed but limited past evidence.	10.00	
No evidence or strategy.	0.00	
5. Project Methodology and approach		
Bidder must submit a detailed proposal that aligns with the scope of work. The methodology must demonstrate the approach for the following: I. Fundraising II. Zone Design & Tech Integration III. Stakeholder Management IV. Logistics for 5,000 pax V. Marketing and Public Relations VI. Risk Management. <u>(See detailed rubric below)</u>		20.00
Excellent: Refer to the <u>detailed scoring rubric below</u> .	20.00	
Good: Refer to the <u>detailed scoring rubric below</u>	15.00	
Satisfactory: Refer to the <u>detailed scoring rubric below</u>	05.00	
Poor: Refer to the <u>detailed scoring rubric below</u>	0.00	
6. Evidence of Previous Work - Technical & Creative Capability		
Bidder must provide an edited video reel (max 2 minutes) or PowerPoint presentation (max 3 slides) showcasing pictures/video of previous career exhibitions and events conducted.		10.00
Evidence provided	10.00	
No evidence provided	0.00	
Video provided not relevant	0.00	
TOTAL POINTS		100.00

9.4.2 Detailed Scoring Rubric for "Methodology and Approach" (20 Points)

Sub-Criteria	Excellent (20 pts)	Good (15 pts)	Satisfactory (10pts)	Poor (0 pt)
Vision for the 5 Zones & Tech Integration	Creative, detailed, and feasible plan for all 5 zones, with clear integration of psychometrics and VR.	Good plan for most zones, with some innovative ideas.	Basic plan covering the zones but lacking innovation.	Plan is generic or fails to address the "vision".
Fundraising & Industry Mobilisation	Clear, ambitious strategy with identified targets and compelling value propositions for sponsors.	Good strategy with some targets identified.	Basic strategy mentioned.	No strategy.
Event Logistics & Crowd Flow	Detailed operational plan for 5,000 attendees, including managing the flow of learners through the 4 zones seamlessly.	Good plan covering most elements.	Basic plan with potential bottlenecks.	Plan is generic or missing.
Stakeholder Management	Comprehensive plan for engaging 21 SETAs, DHET, HEIs, and industry partners.	Good plan for stakeholder engagement.	Basic plan.	No clear plan.
Marketing, Outreach & Risk	Detailed marketing plan reaching rural learners, plus a comprehensive risk register.	Good marketing plan and basic risk list.	Basic plan for one or the other.	Plan is generic or absent.

9.5 Stage 4: Presentation & Pitch Evaluation

9.5.1 Shortlisted bidders will be invited to present their vision (45 minutes for presentation + 15 minutes for Q&A). This is an opportunity for them to showcase their creative and technical ideas for the four zones.

9.5.2 Bidders must score a minimum of 70 points to proceed to next evaluation stage.

9.5.3 The presentation will be evaluated as per the criteria below:

#	Evaluation Criterion	Weight	Scoring Guidelines	Score Awarded
1	Understanding of the Project Vision & Strategic Alignment	15	<ul style="list-style-type: none"> • 15 pts (Excellent): Demonstrates a deep, intuitive understanding of the "5 Zone" vision. Articulates back to the committee how the event will feel different and why that matters for youth engagement. Exceeds expectations. • 10 pts (Good): Demonstrates a solid understanding of the concept and objectives. Can explain the purpose of the event accurately. • 5 pts (Satisfactory): Demonstrates a basic understanding of the event but focuses on standard "expo" elements rather than the innovative aspects. • 0 (Poor): Misunderstands the brief or presents a generic career day concept. 	
2	Creative & Technical Concept for the 5 Zones	25	<ul style="list-style-type: none"> • 25 pts (Outstanding): Presents a "wow" factor. Ideas are highly creative, technically sound, and feasible within budget. Shows clear thought on learner journey through the zones (from assessment to action). VR/Tech ideas are specific and impressive. • 20 pts (Good): Presents good, solid ideas for each zone. Concepts are appropriate and feasible but may lack a unique "spark" or innovative edge. • 15 pts (Satisfactory): Presents basic ideas that meet the minimum requirements of the scope. Concepts are generic and could apply to any event. • 0 pts (Poor): Ideas are vague, impractical, or missing for key zones. No evidence of creative thinking. 	

#	Evaluation Criterion	Weight	Scoring Guidelines	Score Awarded
3	Proposed Approach to Psychometric Assessments & VR	15	<ul style="list-style-type: none"> • 15 pts (Excellent): Names specific, reputable partners or technologies. Explains how the "real-time" data will flow and how the "Career Passport" will work. Demonstrates previous experience with such tools. • 10 pts (Good): Has a good understanding of what is required and proposes a logical approach but lacks specific vendor/technology details. • 5 pts (Satisfactory): Mentions psychometrics and VR generally but cannot explain how they will be implemented at scale for 5,000 learners. • 0 pts (Poor): No clear plan for psychometrics or VR; expects FoodBev to figure it out. 	
4	Fundraising & Industry Mobilisation Strategy	10	<ul style="list-style-type: none"> • 10 pts (Excellent): Presents a clear, credible, and ambitious fundraising plan. Identifies specific target companies and what they will offer them (branding, activation opportunities). Has a track record of success. • 7,5 pts (Good): Has a reasonable plan and understands the need for fundraising, but the plan is high-level. • 5 pts (Satisfactory): Mentions fundraising but has no concrete strategy. • 0 pts (Poor): Expects the full budget to come from SETAs; no fundraising initiative. 	
5	Sample of the close out report for previous work done.	10	<ul style="list-style-type: none"> • 10 pts (Excellent): Demonstrates a clear, detailed, and structured approach to the preparation and submission of the close-out report, including defined timelines, allocated 	

#	Evaluation Criterion	Weight	Scoring Guidelines	Score Awarded
			<p>responsibilities, comprehensive content, and a robust sign-off process. Reflects the ability to produce a professional, accurate, and evidence-based report.</p> <ul style="list-style-type: none"> • 7.5 pts (Good): the approach is adequate and generally clear; however, limited detail is provided on responsibilities, timelines, or the depth of reporting, and it is not fully evident how quality and completeness will be ensured. • 5 pts (Satisfactory): makes a generic reference with minimal detail on the format, content, process, or responsible resources, and the methodology for compiling the report is unclear. • 0 pts (Poor / Non-responsive): Does not address the close-out report requirement or provides information that is irrelevant or demonstrates a lack of understanding of the requirement. 	
6	Logistics & Operational Feasibility	10	<ul style="list-style-type: none"> • 10 pts (Excellent): Presents a clear, detailed operational plan for the day, including registration, queuing, security, and flow management between zones to avoid bottlenecks. • 7,5 pts (Good): Understands the challenges and presents a logical plan but lacks some detail. • 5 pts (Satisfactory): Plan is generic and does not address the specific complexity of a 4-zone, 5,000-person event. • 0 pts (Poor): No clear operational plan. 	

#	Evaluation Criterion	Weight	Scoring Guidelines	Score Awarded
7	Risk Management & Contingency Planning	5	<ul style="list-style-type: none"> • 5 pts (Excellent): Identifies key risks (timing, tech, attendance) without prompting and has clear mitigation strategies. • 3 pts (Good): Acknowledges risks but mitigation plans are vague. • 0 pts (Poor): Dismisses risks or has no contingency plans. 	
8	Q&A Session Performance	10	<ul style="list-style-type: none"> • 10 pts (Excellent): Answers questions directly, confidently, and thoughtfully. If they don't know something, they say so and explain how they will find the answer. • 7,5 pts (Good): Answers questions adequately but may be slightly evasive on tough topics. • 5 pts (Satisfactory): Provides vague answers or struggles to respond to basic questions. • 0 pts (Poor): Unable to answer questions or becomes defensive. 	
	TOTAL SCORE	100	MINIMUM TO PROCEED: 70	

9.6 Stage 5: Preference Points (80/20 System)

9.6.1 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 from R2000 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

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

Criteria	% Allocation for each category	Points
Black People Ownership (> 50% blacks)	50%	10.00
Women Ownership	30%	6.00
Black Youth Ownership	10%	2.00
People with Disability (PwD)	5%	1.00
Military Veterans	5%	1.00
Total Points	100%	20.00

9.6.3 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 BBBEE verification certificate or signed affidavit indicating ownership levels,
- c) Shareholder certificates,
- d) Copy(ies) of Identity document(s) for shareholders(s).
- e) Medical confirmation letter issued and signed by a registered medical practitioner
- f) Central Supplier Database (CSD) full report. (Not a summary)

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 (25-26) T0005: APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDER FOR THE KHETHA CAREER SUMMIT & EXPO**

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. Foreign qualifications not accompanied by SAQA evaluation will not be considered.
- 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.
 - 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 include an implementation plan that demonstrates the bidder’s capacity to deliver the project within the stipulated time frame and budget
 - 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 Evidence of previous work done in a form of vide reel or PowerPoint presentation.
 - 10.3.9 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 Audited or independently reviewed annual financial statements for the three (3) recent financial years/periods
 - 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.*

Recommended by the BAC Chairperson: Mr. Tshenolo Lefutswe

Signature: _____ Date: _____

Approved by the CEO: Ms Nokuthula Selamolela

Signature: _____ Date: _____

12. ANNEXURES

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