

PRICING SCHEDULE: MANDATORY TEMPLATE

BID NUMBER: FB SETA (24-25) T0004

**BID DESCRIPTION: RESEARCH PARTNER FOR FOOD AND BEVERAGES
MANUFACTURING SETA**

BIDDER NAME: _____

INSTRUCTIONS TO BIDDERS

1. **Currency:** All prices must be quoted in **South African Rand (ZAR)** and include **VAT**.
 2. **Validity:** Prices must be valid for **120 days** from the closing date of this bid.
 3. **Separation of Costs:** You must clearly separate costs for **Research Delivery** and **Capacity Building**. This allows FoodBev SETA to understand the true investment in skills transfer.
 4. **Year-on-Year Breakdown:** Provide a detailed breakdown for each of the three (3) years. This allows for budget planning and escalation tracking.
 5. **Resources:** Link each cost to specific roles (Project Lead, Team Members) as identified in your Technical Proposal.
 6. **Expenses:** Indicate what is included. FoodBev SETA will not pay for unspecified "extras."
 7. **Excel Format:** You must submit this pricing schedule in **Excel (.xlsx)** with all formulas visible, as well as a signed **PDF** version.
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SECTION A: SUMMARY OF PRICING (BY YEAR)

Line Item	Description	Year 1 (ZAR incl. VAT)	Year 2 (ZAR incl. VAT)	Year 3 (ZAR incl. VAT)	TOTAL (ZAR incl. VAT)
A	Research Delivery Costs (From Section B Total)				
B	Capacity Building & Mentorship Costs (From Section C Total)				
	GRAND TOTAL (A + B)				

SECTION B: DETAILED BREAKDOWN – RESEARCH DELIVERY

(Use this section to detail costs associated with conducting research, managing the SSP process, data collection, analysis, and reporting.)

Activity / Resource	Description / Role	Year 1	Year 2	Year 3	TOTAL
1. Personnel Costs (Fixed)					
Project Lead (Name: _____)	[e.g., Overall oversight, methodology design, quality assurance]				
Senior Researcher 1 (Name: _____)	[e.g., Lead data collection, analysis, drafting SSP chapters]				
Senior Researcher 2 (Name: _____)	[e.g., Quantitative analysis, stakeholder engagement]				

Activity / Resource	Description / Role	Year 1	Year 2	Year 3	TOTAL
Junior Researcher (Name: _____)	[e.g., Literature reviews, data capturing, support]				
Sub-Total Personnel					
2. Activity-Based Costs (Variable)					
Stakeholder Workshops / Focus Groups	[e.g., Venue hire, catering, participant materials]				
Data Collection Costs	[e.g., Survey platform licenses, fieldwork costs, incentives for participants]				
Data Analysis Software / Licenses	[If specific software is required and not already owned by FoodBev]				
Travel & Accommodation (for research purposes)	[e.g., Site visits, provincial stakeholder meetings]				
Publication Costs	[e.g., Page fees for accredited journals, editing services]				
Sub-Total Activity Costs					

Activity / Resource	Description / Role	Year 1	Year 2	Year 3	TOTAL
TOTAL RESEARCH DELIVERY COSTS					

SECTION C: DETAILED BREAKDOWN – CAPACITY BUILDING & MENTORSHIP

(Use this section to detail costs associated with training, mentoring, coaching, and skills transfer to the internal RPME team. **This is a critical section for evaluation.**)

Activity / Resource	Description / Frequency	Year 1	Year 2	Year 3	TOTAL
1. Structured Training					
Training Workshop 1: [e.g., Advanced Quantitative Analysis]	[Describe: 2-day workshop, materials included]				
Training Workshop 2: [e.g., Academic Writing & Referencing]	[Describe: 2-day workshop, materials included]				
Training Workshop 3: [e.g., Research Methodology Design]	[Describe: 2-day workshop, materials included]				
Sub-Total Training					
2. Ongoing Mentorship & Coaching					

Activity / Resource	Description / Frequency	Year 1	Year 2	Year 3	TOTAL
Monthly Research Clinics	[e.g., 2-hour group session, troubleshooting, Q&A]				
One-on-One Coaching Sessions	[e.g., 1 hour per week per researcher, or as needed]				
Review & Feedback on Internal Drafts	[e.g., Fixed monthly retainer for reviewing staff work]				
Development of Templates & Guides	[e.g., Creating research "how-to" manuals for the unit]				
Sub-Total Mentorship					
TOTAL CAPACITY BUILDING COSTS					

SECTION D: ADDITIONAL COSTS / NOTES

Item	Description	Amount (ZAR incl. VAT)
1.	[e.g., Once-off setup fee]	
2.	[e.g., Contingency (if applicable)]	
3.	[e.g., Any other costs not covered above]	
	TOTAL ADDITIONAL COSTS	

SECTION E: DECLARATION AND SIGNATURE

I, the undersigned, declare that the information provided in this pricing schedule is true and correct, and that the prices quoted are firm for the 120-day validity period.

Name of Bidder (Organization):	
Name of Authorised Representative:	
Title / Position:	
Signature:	
Date:	

Mr S. Ngcukana: Independent Board Chairperson, Ms N. Selamolela: Chief Executive Officer