

## INVITATION TO BID (RFQs)

### THE PROCUREMENT OF A RECRUITMENT AGENCY TO ADMINISTER THE RECRUITMENT PROCESS OF THE MANAGER: INFORMATION AND BUSINESS APPLICATIONS (3 YEAR FIXED TERM)

The Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites suitable service providers to submit quotations for the appointment of a service provider to administer the recruitment process of the Receptionist (Temp) as follows.

<b>Closing date of submission</b>	31 March 2023
<b>Closing time of submission</b>	11:00 a.m.
<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 goods</b>	7 Wessels 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: Landline</b>	Lunga Mokoena: 011 253 7300
<b>e-mail address to send queries</b>	<a href="mailto:LungaM@foodbev.co.za">LungaM@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

The FoodBev SETA invites a reputable service provider to administer the recruitment process of the manager information and business applications. All service providers need to specify the turnaround times of delivery as this request is urgent. The proposed turnaround times need to be within 7 (seven days) of the appointment.

### 3. SCOPE OF WORK

#### 1. SCOPE OF WORK

##### 2.1 The provider is required to: -

- a) Provide a list of Cv's for candidates that meet the minimum requirements.
- b) Ensure that if candidates are selected for interviews, all the response handling is done accordingly.
- c) Responsible for background checks and references.
- d) Provide a placement fee all-inclusive of a three (3) year fee which must include the cost of conducting qualifications, criminal and complete record vetting.

##### 2.2 Candidates Qualifications and Security Verifications

2.2.1 Facilitate verifications of the following: Qualifications, Security, Credit, Criminal, Employment and Reference Checks.

2.2.2 Compile a report based on the outcomes of the verification process.

##### 2.3 Job Profile summary

Kindly refer to annexure (1) for the full job profile however below is the summary of the job: The successful candidate will be responsible for directing and managing Information and business applications plans, policies and programs and translating these into appropriate ICT strategic initiatives for FoodBev SETA.

##### Experience:

- Three years managing implementation of business applications or five years as a Business Analyst
- Experience within the Public Sector or SETA environment is desirable.
- Experience in ERP systems, i.e. AX Dynamics etc
- Legal and regulatory requirements, e.g. ECA (Electronic Communications Act), POPI Act, National Archives and Records Service Act of SA, PAIA
- Experience in implementing IT business application services and processes.

##### Qualifications:

- Minimum Three-year qualification in Computer Science/ Information Systems/ Information Technology (NQF Level 6).
- Business Analysts certification preferred.
- Professional Certification in Information Security preferred
- IT Project Management certification will be an added advantage.

##### Competencies:

- Business Analysis
- Information management
- Software development



## 2. DURATION

2.1. The duration of the project should not exceed a month.

## 3. COMPLIANCE EVALUATION

The Bidders must submit:

- 3.1. Must be registered on the National Treasury CSD (Central Supplier database) A full report must be submitted.
- 3.2. Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1): completed and signed by the duly authorized person.
- 3.3. Tax clearance certificate and Pin.  
Failure to submit the above documents will result in the bidder being disqualified.

## 4. CRITERIA 1 - COMPLIANCE EVALUATION

### Criteria 1: Compliance Evaluation

Bidders will first be evaluated in terms of minimum compliance requirements. Bidders who do not fulfil all the requirements or do not submit required documents will not be considered in the next stage of evaluation.

- 4.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 4.2. Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4) completed and signed by the duly authorized person.
- 4.3. Tax clearance certificate and Pin.  
Failure to submit the above documents will result in the bidder being disqualified.

## 5. CRITERIA 2 - PRICE AND SPECIFIC GOALS

### Criteria 2: Price and Specific Goals

5.1 This will be evaluated on an 80/20 preferential procurement principle/system – where 80 will be allocated for price and 20 allocated for B-BBEE points.

5.2 This preference points system is for the acquisition of goods or services with a Rand value up to R50 million as follows:

Criteria	Description of the criteria	Points
Price	Proposed Bid Price	80,00
Preference Points	Specific Goals	20,00
<b>Total Points</b>		<b>100,00</b>



5.3 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	50%	10,00
Woman Ownership	30%	6,00
Black Youth Ownership	20%	4,00
<b>Total</b>	<b>100%</b>	<b>20,00</b>

## 6. CONDITIONS OF CONTRACT

The successful service provider undertakes:

1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
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;
3. Not to copy or duplicate any software or documentation for private use;
4. To give back to the FoodBev SETA all documentation, reports, programmes etc upon completion of the project;
5. General conditions of the request for quotation (RFQ), contracts and orders will be applicable in the execution of the contract;
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;
7. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
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;
9. Enter into a Service Level Agreement with the FoodBev SETA, where applicable or necessary.

## 7. PROCEDURES FOR SUBMITTING PROPOSALS

The closing date for proposals is 31 March 2023 at 11:00. a.m.

- Submissions should be emailed to: [scm@foodbev.co.za](mailto:scm@foodbev.co.za)
- Physical Submission will not be considered
- Late Submissions will not be evaluated

