



REQUEST FOR BIDS: TERMS OF REFERENCE FOR A RESEARCH PARTNER

BID DETAILS

BID NUMBER:	FB SETA (25-26) T0004	
CLOSING	Date:	18 MARCH 2026
	Time:	12:00 P.M.
DESCRIPTION:	REQUEST FOR PROPOSALS FROM INSTITUTIONS OF HIGHER LEARNING, RESEARCH INSTITUTIONS, AND SPECIALISED RESEARCH CONSULTANCIES FOR A RESEARCH PARTNER FOR THE FOOD AND BEVERAGES MANUFACTURING SETA.	
TECHNICAL QUERIES:	Nokuthula Sibia	
EMAIL ADDRESS:	<u>research@foodbev.co.za</u>	
PROCUREMENT ENQUIRIES	<u>scm@foodbev.co.za</u>	
COMPULSORY BRIEFING SESSION	NONE	
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: _____

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TERM 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 National Treasury these refer to other National public entities
RESEARCH INSTITUTIONS	Refers to both public and private research institutions
SCM	Supply Chain Management
SLA	Service Level Agreement
SSP	Sector Skills Plan
INSTITUTIONS OF HIGHER LEARNING	Refers to both public and private institutions of higher learning (Universities).
SPECIALISED RESEARCH CONSULTANCIES	Refers to companies or individuals that provide targeted research, analysis and strategic advice.

TERMS OF REFERENCE
REFERENCE NUMBER: FB SETA (25-26) T0004

REQUEST FOR PROPOSALS FROM INSTITUTIONS OF HIGHER LEARNING, RESEARCH INSTITUTIONS, AND SPECIALISED RESEARCH CONSULTANCIES FOR A RESEARCH PARTNER FOR THE FOOD AND BEVERAGES MANUFACTURING SETA.

SECTION A

1. INTRODUCTION

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. FoodBev SETA is currently operating in Johannesburg at Number 7 Wessel Road, Rivonia Sandton. FoodBev SETA’s function is to promote, facilitate and incentivise skills development in the Food and Beverages Manufacturing Sector. FoodBev SETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to implement the National Skills Development Plan (NSDP) outcomes.

FoodBev SETA seeks to appoint a Research Partner for a period of three (3) years. The role of this Research Partner is twofold:

- a) To conduct and deliver high-quality, sector-specific research that directly informs the SETA's understanding of skills gaps, demands, and trends within its sector, enabling evidence-based decision-making and a robust Sector Skills Plan (SSP).
- b) To build the internal capacity of the FoodBev SETA Research, Planning, Monitoring and Evaluation (RPME) unit through structured mentorship, on-the-job coaching, and formal training. The ultimate goal is to develop a self-sufficient internal team capable of independently designing, conducting, and publishing credible research.

FoodBev SETA recognises that achieving both objectives requires a partnership that combines academic rigour with practical delivery accountability. Therefore, proposals from consortia, particularly those pairing a research consultancy (as lead partner) with a higher education institution (for academic quality assurance) are strongly encouraged.

2. PURPOSE

FoodBev SETA invites qualified entities to submit proposals for the appointment of a Research Partner for a period of three (3) years. The purpose of this partnership is to:

- 2.1. **Generate Evidence for Skills Planning:** Conduct credible research on behalf of FoodBev SETA to identify skills gaps, demands, and trends within the sector, enabling evidence-based decision-making and the development of a robust Sector Skills Plan (SSP) that meets sector and DHET requirements.
- 2.2. **Build Internal Research Capacity:** Provide structured mentorship, coaching, and training to the internal RPME team to improve their research methodology, data analysis, academic writing, and presentation skills, ensuring that research outputs are clear, accessible, and useful to stakeholders.
- 2.3. **Enhance Research Quality & Output:** Improve the quality of all research outputs from the SETA, including the SSP, strategic documents, and ad-hoc reports, ensuring they are methodologically sound, well-written, and properly referenced.
- 2.4. **Strengthen M&E Systems:** Review and enhance the Monitoring and Evaluation (M&E) framework to align with best practices and DPME requirements.

3. SCOPE OF WORK

The successful Research Partner, working in close collaboration with the FoodBev SETA RPME Department, will be expected to deliver on two interconnected streams of work: **Research Delivery and Capacity Building.**

3.1. Research Delivery & Thought Leadership

- 3.1.1. Lead and conduct skills development research relating to the Food and Beverages Manufacturing Sector, as defined in the annual research agenda developed from stakeholder input. This includes the design and implementation of appropriate research frameworks, data collection tools, and methodologies.
- 3.1.2. Manage and execute the research process for the annual Sector Skills Plan (SSP) and research agenda including:
 - Primary and secondary data collection
 - Stakeholder consultations
 - Data analysis and interpretation
 - Drafting of SSP chapters
 - Integrating stakeholder inputs

- Aligning with DHET policy and regulatory requirements
 - Supporting approval processes through high-quality presentations to governance structures
- 3.1.3. Develop and refine research frameworks, tools, and methodologies based on best practice for the SETA's research and M&E functions.
 - 3.1.4. Translate research findings into accessible formats for dissemination to internal and external stakeholders through workshops, colloquiums, conferences, webinars, policy briefs, fact sheets, and publications.
 - 3.1.5. Publish research findings in accredited, peer-reviewed journals, with the internal RPME team involved as co-authors where appropriate.
 - 3.1.6. Provide advisory support to the SETA on the development or review of strategic documents (Strategic Plan, Annual Performance Plan) as they relate to research and skills planning and in development of research agenda.
 - 3.1.7. Respond to ad-hoc research requests from the SETA, providing technical guidance and support as and when needed.

3.2. **Capacity Building, Mentorship & Coaching**

- 3.2.1. Develop and implement a structured capacity-building plan for the RPME team within the first three (3) months of the contract. This plan must:
 - Identify specific skills gaps within the team
 - Outline a phased approach to addressing these gaps over the three-year period
 - Include clear success metrics and regular progress reviews with the RPME Senior Manager
- 3.2.2. Provide direct mentorship and on-the-job coaching to internal researchers. This must include:
 - Co-designing research instruments and methodologies with internal staff
 - Guiding data analysis and interpretation
 - Reviewing and providing constructive, written feedback on all research papers, reports, and presentations drafted by internal staff to ensure credibility, relevance, and proper academic referencing
 - Holding regular (e.g., monthly) "research clinics" to troubleshoot challenges and discuss best practices
 - Demonstrating how to translate complex academic concepts into clear, stakeholder-friendly language

3.2.3. Design and deliver formal training workshops on key research topics, which may include:

- Advanced qualitative and quantitative data analysis
- Survey design and sampling methodologies
- Academic writing and structuring research reports
- Referencing software and techniques (e.g., APA, Harvard)
- Using data analytics tools and software
- Ethics in research

3.2.4. Facilitate a community of practice within the RPME unit to foster peer-to-peer learning and continuous improvement.

3.2.5. Ensure knowledge transfer is documented through the development of templates, guidelines, and "how-to" guides that remain with the SETA after the contract concludes.

4. DELIVERABLES

The Research Partner will be required to produce, but not be limited to, the following deliverables:

Focus Area	Deliverable	Frequency/Timeline
Research Delivery	1. Approved Annual Research Plan, including methodology, timeline, and budget.	Annually, within 30 days of contract/anniversary
	2. Data collection instruments (surveys, interview guides, etc.) for approval.	As per annual research plan
	3. Draft and final Sector Skills Plan (SSP) submitted to DHET, meeting all regulatory requirements.	Annually (as per DHET deadline)
	4. Analytical reports and final research outputs on specific themes from the research agenda.	As per annual research plan
	5. Presentations and summary documents (policy briefs, fact sheets) for stakeholder engagement.	Within 30 days of completing each research project

Focus Area	Deliverable	Frequency/Timeline
	6. At least one (1) paper per year submitted to an accredited, peer-reviewed journal, with RPME staff as co-authors.	Annually
Capacity Building	7. Formal Capacity Building & Mentorship Plan, endorsed by the RPME Senior Manager.	Within 3 months of contract start
	8. Fully-flashed workshops organised and conducted for all RPME staff members	Quarterly
	9. Training materials (presentations, handouts, exercises) for all workshops conducted.	Within 2 weeks of each workshop
	10. Quarterly mentorship logs/reports summarizing coaching sessions, topics covered, and progress of internal staff.	Quarterly
	11. Written feedback/review notes on at least 80% of research outputs drafted internally by the RPME team.	Ongoing, within 10 working days of receiving draft
	12. Templates, guidelines, and "how-to" guides developed for internal use.	As developed, with a complete handover at contract end
M&E Enhancement	13. A reviewed and enhanced M&E Framework, with updated tools, methodologies, and an implementation guide aligned with DPME requirements.	Once-off, within 6 months of contract start

5. AREAS OF INTEREST

To guide proposals, FoodBev SETA has, through direct consultation with its stakeholders, identified the following priority research themes for the three-year period. Bidders are requested to demonstrate their expertise in these areas and propose how they would approach researching them.

- Digital Transformation & Innovative Business Models
- Sustainable & Energy-Resilient Production
- Agro-processing & Value-Chain Optimization
- Future-Ready Skills & Leadership Capacity
- Workforce Capacity and TVET Integration
- Advanced Food Safety, systems, traceability & dynamic regulatory compliance
- Inclusive Rural Development, youth empowerment & SMME support
- Smart monitoring, evaluation & impact analytics

6. DURATION

The contract will be for a period of three (3) years from the effective date of the contract.

7. VALIDITY PERIOD

The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without change the personnel proposed for the services together with their proposed rates.

8. PRICE SPECIFICATION REQUIREMENTS

A detailed plan indicating areas that the institution will focus on in the next 3 years and the cost of conducting such research, with costs clearly separated between "Research Delivery" activities and "Capacity Building" activities.

9. PRICING REQUIREMENTS

9.1. Submission Format

- 9.1.1. Bidders are required to complete the Pricing Schedule: Mandatory Template provided as **Annexure D** to this document. Bids submitted without this completed template, or with a template altered by the bidder, may be disqualified.

- 9.1.2. The template requires bidders to separate costs between Research Delivery and Capacity Building. This separation is necessary for FoodBev SETA to evaluate the value proposition of each bid and to ensure that adequate resources are allocated to the critical function of mentoring and upskilling the internal team.
- 9.1.3. Bidders must submit the completed template in both Excel (with formulas) and signed PDF format.

SECTION B

10. BID EVALUATION PROCESS

The Bid evaluation process will be undertaken in accordance with the following staged approach:

Stage 1:	Administrative requirements
Stage 2:	Mandatory Criteria
Stage 3:	Functionality Criteria
Stage 4:	The Preferential Procurement Policy Framework Regulation using the 80:20 points system.

10.1. Stage 1: Administrative Requirements

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> <ul style="list-style-type: none"> (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>Requirements for Electronic Copy:</p> <ul style="list-style-type: none"> (d) The electronic copy must be saved in PDF format on a USB memory stick. (e) The files must be organized into clearly labelled, paginated, and indexed folders in

		<p>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:</p> <p>(j) FBS will not be responsible for any misinterpretation or misplaced information resulting from a proposal that is not properly labelled, paginated, and indexed</p>
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10.2. Stage 2: Mandatory Requirement

Stage	Criteria	Requirement
Stage 2	Mandatory Requirement	The proposed Project Lead must possess an NQF level 10 qualification. The bidder must submit certified copy of the NQF level 10 qualification for the project lead.
	Means of verification	<p>(a) Provide a certified copy of the NQF level 10 qualification. (Foreign qualifications must be accompanied by a SAQA evaluation certificate, qualifications without SAQA evaluation certificate will not be considered.)</p> <p>(b) <i>(Bidder to ensure mandatory required document is submitted, failure to submit the mandatory requirements will lead to disqualification of the bid)</i></p>

10.3. Stage 3: Functionality Evaluation Criteria

1. EXPERIENCE		
1.1 Institutional Experience (Prime Bidder)		WEIGHTING ALLOCATED
<p>The Prime Bidder (lead institution) must submit three (3) reference letters/testimonials for similar work (research and capacity building/mentoring, including skills gaps analysis) completed in the past 5-7 years:</p> <ul style="list-style-type: none"> • The reference letter/ testimonial must be on the referees' letterheads • 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 institution to ensure that the reference letters/ testimonials submitted contains this information.</p>		20,00
<ul style="list-style-type: none"> • More than three (3) reference letters/testimonials submitted 	20,00	
<ul style="list-style-type: none"> • Three (3) reference letters/testimonials submitted 	15,00	
<ul style="list-style-type: none"> • Two (2) reference letters/testimonials submitted 	10,00	
<ul style="list-style-type: none"> • One (1) reference letters/testimonials submitted 	5,00	
<ul style="list-style-type: none"> • No reference letters/testimonials submitted 	0,00	
1.2. Project Lead Expertise		
<p>The proposed Project Lead must have an NQF 10 qualification and at least 8 years' experience leading complex research projects that included a formal mentoring or capacity-building component for junior/mid-level researchers. Provide an abridged CV and certified qualifications.</p> <p>Please Note: Points will only be allocated if the proposed Research Lead is in possession of the required years of experience and the necessary qualifications.</p>		20,00

<ul style="list-style-type: none"> • More than eight (8) years' experience with clear, documented evidence of leading mentorship/capacity building 	20,00	
<ul style="list-style-type: none"> • Eight (8) years' experience with evidence of mentorship. 	15,00	
<ul style="list-style-type: none"> • Five (5) – seven (7) years' experience. 	10,00	
<ul style="list-style-type: none"> • Less than five (5) years' Experience and relevant Qualifications 	0,00	
<p>REQUIRED SUPPORTING DOCUMENTATION:</p> <p>Certified copy of the required NQF level 10 relevant qualification(s). Note that foreign qualifications must be evaluated and approved by SAQA, and proof must be submitted for the bidder to be eligible for points. An Abridged CV of the research lead clearly showing relevant experience must be submitted.</p> <p>Reference checks may be conducted on the above criteria. It is, therefore, the responsibility of the research lead to ensure that the CV and qualifications submitted contains all relevant information and contact details</p>		
<p>1.3. Team Composition & Expertise</p>		
<p>A multi-disciplinary team is proposed. Provide CVs for at least 3 core team members (excluding the Project Lead).</p> <p>Team members must have a minimum NQF 9 qualification. The proposal must clearly articulate the specific role each person will play in both research delivery AND capacity building/mentoring of the internal SETA team.</p> <p>Please Note: Points will only be allocated only for: [1] Certified copies of qualifications (foreign qualifications must be evaluated and approved by SAQA and proof must be provided), and [2] Experience of proposed team members include all required areas.</p> <p>Points will not be allocated for less than 3 CVs submitted.</p>		20,00
<ul style="list-style-type: none"> • Three (3) members with more than five (5) years' relevant experience each, roles clearly defined for both research and mentorship. 	20,00	

<ul style="list-style-type: none"> At least three (3) members with three (3) – five (5) years' experience, roles defined 	15,00	
<ul style="list-style-type: none"> At least three (3) members with 1-2 years' experience and NQF level 9 qualification 	10,00	
<ul style="list-style-type: none"> Less than 3 members 	0,00	
<p>REQUIRED SUPPORTING DOCUMENTATION:</p> <p>Certified copy of the required NQF level 9 relevant qualification(s). Note that foreign qualifications must be evaluated and approved by SAQA for the bidder to be eligible for points. An Abridged CV for each proposed team member clearly showing their allocated role in the project and their respective relevant experience.</p> <p>Reference checks may be conducted on the above criteria. It is, therefore, the responsibility of the bidder to ensure that the CV and qualifications submitted contains all relevant information and contact details</p>		
2. CAPACITY-BUILDING & MENTORSHIP APPROACH		
<p>Provide a detailed, practical plan (maximum 4 pages) for how you will mentor, coach, and train the internal RPME team. This plan must describe: Your proposed methodology (e.g., clinic sessions, co-writing, formal reviews, one-on-one coaching). The frequency of engagement with the team. How you will measure the success of skills transfer. How you will ensure research outputs produced by internal staff are credible, well-written, and properly referenced. How you will handle situations where internal staff need remedial support</p>		25,00
<ul style="list-style-type: none"> Excellent (Detailed, practical, and innovative plan with clear methods, frequency, and success metrics. Demonstrates a strong understanding of adult learning and skills) 	25,00	
<ul style="list-style-type: none"> Good (Sound plan covering key elements but lacks detail on frequency or measurement of success) 	18,00	
<ul style="list-style-type: none"> Average (Plan is vague, theoretical, or generic.) 	10,00	
<ul style="list-style-type: none"> Poor and Below Average (No clear plan, or plan is a copy-paste from unrelated work.) 	0,00	

3. UNDERSTANDING OF THE RESEARCH AGENDA & STAKEHOLDER NEEDS

Provide a brief (2-3 page) response outlining your initial thoughts on how you would approach researching two of the "Areas of Interest" listed in Section 5. Your response must demonstrate:		15,00
<ul style="list-style-type: none"> • An understanding of the South African food and beverages manufacturing sector. • A practical methodology for researching the topic. • How you would involve and co-research with the internal RPME team. • How you would present findings to be clear and useful for stakeholders (avoiding overly academic jargon) 		
<ul style="list-style-type: none"> • Excellent (Excellent – Demonstrates deep sector understanding and a clear, collaborative approach to co-researching the topics with the internal team. Presentation style is practical and stakeholder-focused.) 	15,00	
<ul style="list-style-type: none"> • Good (Shows understanding but a more traditional, "service provider" approach.) 	10,00	
<ul style="list-style-type: none"> • Average (Superficial understanding of the sector or topics) 	5,00	
<ul style="list-style-type: none"> • Poor and Below Average (Not addressed or completely off-target) 	0,00	
TOTAL		100

- Bidder must meet the minimum functionality of **75,00** points out of 100 points in order to be evaluated further. Any bid that does not meet the minimum threshold will not move to the next stage of evaluation.
- If bidding as a consortium, the Prime Bidder must be clearly identified. The Prime Bidder will be the single point of contact and contractually accountable to FoodBev SETA.
- The university partner (if applicable) must provide a letter of intent to partner, a CV of the involved research lead, and a one-page outline of their proposed quality assurance role. The Prime Bidder is responsible for incorporating this into the full proposal.

10.4. Stage 4: Preference Points system

10.4.1. 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 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

10.4.2. Specific Goals

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

Criteria	% Allocation for each category	Points
Black People Ownership (> 51% blacks)	50%	10.00
Women Ownership	30%	6.00
Black Youth Ownership	10%	2.00
People with Disability	5%	1.00
Military Veteran	5%	1.00
Total Points	100%	20.00

10.4.3. 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 BBBEE verification certificate or signed affidavit indicating ownership levels.
- c) Shareholder certificates, and
- d) Copy(ies) of Identity document(s) for shareholder(s).
- e) A medical certificate or letter signed by a registered medical practitioner confirming disability status.
- f) Central Supplier Database (CSD) full report. (*Not a summary*)

SECTION C

11. TENDER SUBMISSION INSTRUCTIONS

- 11.1. 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) T0004 : REQUEST FOR PROPOSALS FROM INSTITUTIONS OF HIGHER LEARNING, RESEARCH INSTITUTIONS, AND SPECIALISED RESEARCH CONSULTANCIES FOR A RESEARCH PARTNER FOR THE FOOD AND BEVERAGES MANUFACTURING SETA** 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.
- 11.2. Bids must be submitted in a prescribed response format herewith enclosed as 'Response Format'.
- 11.3. The closing date, company name and the return address must also be endorsed on the envelope.
- 11.4. 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.
- 11.5. No bids received by telegram, telex, email, facsimile, or similar medium will be considered
- 11.6. 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.
- 11.7. All the documentation submitted in response to this bid must be in English.
- 11.8. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 11.9. 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.
- 11.10. 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.
- 11.11. A valid tax clearance certificate or confirmation of pin must be included in the bid response.

- 11.12. A copy(s) of certificates from the organizations/ bodies that the bidder is affiliated to must be included in the bid response where applicable.
- 11.13. FoodBev SETA reserves the right to call bidders for further presentations before awarding.
- 11.14. The onus is on the bidder to provide FB SETA with SAQA evaluation for foreign qualifications. Foreign qualification/s not accompanied by SAQA evaluation will not be considered.

12. RESPONSE FORMAT

Bidders are requested to note that this is a guidance 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):

- 12.1. **Cover Page:** The cover page must clearly indicate the bid reference number, bid description and the bidder's name.
- 12.2. **Schedule 1:**
- 12.2.1. **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
- 12.2.2. **Brief company profile**
- 12.2.2.1. **Qualifications and Experience** – This section shall contain relevant information on qualifications and experience related to the relevant profession.
- 12.2.2.2. **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 includes the project team CVs and copies of qualifications.
- 12.2.2.3. **Reference letters-** This includes reference letters where similar services were provided, the letters must be in clients letterhead and signed by authorised personnel.
- 12.2.2.4. **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.

12.2.2.5. **Rejection of bids:** FoodBev SETA reserves the right not to proceed with the award of the proposal.

12.3. **Schedule 2:**

12.3.1. Valid tax clearance certificate or confirmation of pin.

12.3.2. Certified copies of the bidders CIPC / or company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company.

12.3.3. Original certified copy of the company's professional accreditation (not a copy of a certified copy)

12.3.4. Certified ID copies of all directors.

12.3.5. A certified copy of the B-BBEE certificate (or an original affidavit signed by a Commissioner of Oaths regarding the B-BBEE status).

12.3.6. Submission of proof of the bidder's registration on the CSD (Full report).

12.3.7. 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.

13. 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 Sinaye Mgidi

Signature: _____ Date: _____

Approved by the CEO: Ms Nokuthula Selamolela

Signature: _____ Date: _____

14. ANNEXURES

- ANNEXURE A - COMPLIANCE DOCUMENTS AND CONDITIONS TO TENDER
- ANNEXURE B – SBD FORMS
- ANNEXURE C- GENERAL CONDITIONS OF CONTRACT (GCC)
- ANNEXURE D – PRICING SCHEDULE