

**REQUEST FOR BIDS**

BID NUMBER:	FB SETA (26-27) T0001	
CLOSING	Date:	11 June 2026
	Time:	12:00 pm
DESCRIPTION:	Appointment of a Project Management Service Provider to oversee the design, sourcing, build, and implementation of the National Khetha Career Summit & Expo Programme.	
TECHNICAL QUERIES EMAIL ADDRESS:	scm@foodbev.co.za	
COMPULSORY BRIEFING SESSION:	Virtual Briefing Session (via Microsoft teams)	
	DATE: 27 May 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

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SECTION A: TECHNICAL REQUIREMENTS

1. INTRODUCTION AND CONTEXT

- 1.1 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.
- 1.2 FoodBev SETA is seeking proposals from experienced and qualified professional event and project management specialists to oversee the design, sourcing, build, and implementation of the National Khetha Career Summit & Expo Programme. This is a SETA Integrated High Impact Project (SIHIP), mandated by the Association of SETA CEOs (ASCEO).
- 1.3 FoodBev SETA has been appointed by the Association of SETA CEOs (ASCEO) as the lead fund manager and implementing agent for the Khetha Career Summit & Expo Programme on behalf of all SETAs.

2. STRATEGIC OBJECTIVE

- 2.1 Appointment of a Project Management Service Provider to oversee the design, sourcing, build, and implementation of the National Khetha Career Summit & Expo Programme, comprising:
 - i. One (1) Flagship Event in Gauteng, integrating a Career Expo and a Summit Conference, comprising five (5) distinct experience zones, targeting 5,000 learners over two (2) days.
 - ii. Eight (8) Provincial Career Expo Events four (4) zones, 500 learners per day per province.
- 2.2 The strategic intent is to appoint a competent project management service provider who will:
 - i. Act as the SETA's representative in coordinating and overseeing all nine (9) events (1 flagship + 8 provincial)
 - ii. Source, manage, and quality-assure specialised sub-contractors for each event type
 - iii. Ensure all procurement is conducted transparently and competitively.
 - iv. Deliver a consistent, high-quality, and innovative career development experience across all provinces, scaled appropriately for each event type.

2.3 Below is the summary of the national roll out model:

Event Type	Location	Duration	Zones	Expected Learners	Target Audience
Flagship Event	Gauteng	2 days	5 zones	5,000 (2,500 per day)	Learners, students, teachers, graduates, exhibitors, policymakers, and delegates
Provincial Career Expo Events	8 provinces (outside Gauteng)	1 day per province	4 zones	500 per province	Learners, teachers, and exhibitors

3. SCOPE OF WORK

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 innovative career guidance vision to life.

3.1 Cross-Cutting PM Responsibilities (All Nine (9) Events)

3.1.1 The PM responsibilities will include but not limited to, will:

- i. Develop a master project plan covering all **Nine (9)** events (timeline, resources, budget allocation per event)
- ii. Design, build, implement, disassemble all the zones.
- iii. Source and manage sub-contractors for each event type (may use same sub-contractors across multiple provinces for efficiency)
- iv. Ensure consistent branding, methodology, and Career Passport tool across all events
- v. Manage venue sourcing for each province (local halls, community centres, school /college halls, or small conference venues, holding room for VIP)
- vi. Coordinate learner transport locally (buses from surrounding districts)
- vii. Manage catering (simple meal for 500 learners per provincial event, full meals for flagship event and VIP catering)
- viii. Provide on-site project management at each event (or delegate to provincial coordinators)
- ix. Report weekly to SETA on progress across all provinces.

3.1.2 Procurement Support and Market Testing by the PM

- i. The PM shall source and obtain a minimum of three (3) comparable written quotations for goods and services required for each event, where reasonably possible.
- ii. The PM shall compile and submit a comparative quotation evaluation and recommendation report to the FoodBev SETA Project leader for approval prior to appointment of suppliers.
- iii. The sourcing process shall be undertaken for governance, transparency, competitiveness, and value-for-money purposes and shall not be interpreted as a formal SCM tender process conducted by FoodBev SETA.
- iv. For provincial events, the PM must prioritise sourcing suppliers, venues, caterers, transport providers, and related services from within the host local municipality or district municipality, where suitable capacity exists.
- v. The PM must maintain proper records of all quotations received, supplier engagements, evaluations, motivations, and approvals for audit and governance purposes.

3.2 **Zone 1: Discovery & Guidance Hub (All 9 Events)**

3.2.1 The PM will source a sub-contractor to:

- i. License a single pre-validated psychometric tool used across all events (consistent methodology)
- ii. Provide sufficient tablets/kiosks for each event scale:
 - a. Flagship (5,000 learners): 50+ stations, 2,500 learners/day
 - b. Provincial (500 learners): 10-15 stations, 500 learners/day
- iii. Generate a Career Passport for every learner (printed or digital QR code)
- iv. Ensure POPIA compliance for all learner data across all provinces

3.3 **Zone 2: Explore the world of work - Exhibition Marketplace (All 9 Events)**

3.3.1 The PM will source a sub-contractor to:

For Flagship (Gauteng):

- i. Accommodate 100+ exhibitors (21 SETAs, 50 TVETs, 26 universities, private colleges, industry and job platforms)
- ii. Provide standard shell scheme or manage custom builds

For Provincial Events (500 learners each):

- i. Accommodate 20-30 exhibitors per province centrally located, including:
 - a) 1-2 regional SETAs
 - b) 5-10 local TVET colleges

- c) 1-2 regional university campuses
- d) Local job placement agencies
- e) Key employers in that province
- ii. Use simpler, cost-effective exhibition setup (trestle tables with branded tablecloths, pop-up banners, or small shell schemes)
- iii. Ensure logical flow linking Career Passport results to exhibitors

3.4 **Zone 3: Imagine the Future (Future Skills & Innovation Pods) – All 9 Events**

3.4.1 **Objective:** This zone introduces learners to future-focused, technology-driven career pathways and inspires interest in emerging and high-tech industries.

3.4.2 The PM will source a sub-contractor to:

3.4.3 **For Flagship:**

- I. Ten modular future skills pods covering areas such as robotics, AI, drone technology, green energy, biotechnology, and advanced manufacturing.
- II. Dedicated VR/AR stations for immersive career exploration.
- III. Interactive digital displays highlighting future skills demand and career pathways.

3.4.4 **For Provincial Events:**

- i. A scaled-down future skills experience with 3–5 portable VR platforms or future skills pods.
- ii. Content aligned to nationally relevant future skills and adaptable to local context.

3.5 **Zone 4: The Summit Conference (Dialogue) – Gauteng only**

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

3.5.2 **Requirements:**

Source relevant speakers from industry, government, academia, and other subject-matter experts. Set up a fully equipped conference or plenary space for 200–300 delegates on both days. The venue and services must include, at a minimum, the following:

- i. **Seating Arrangement**
 - a) Classroom-style seating for all delegates.
 - b) Holding rooms for VIP dignitaries.
- ii. **Audio-Visual (AV) and Sound**
 - a) Complete AV setup, including:
 - b) Lapel microphones
 - c) Roaming/handheld microphones

- d) Professional sound system suitable for a plenary venue.
- e) Run sufficient plug points for each row
- iii. **Stage and Visual Display**
 - a) Professionally built stage.
 - b) Large digital display screens suitable for presentations and branding.
 - c) Additional screens to ensure clear visibility from all seating areas.
 - d) Presenter comfort monitor positioned on stage.
- iv. **Decor and Aesthetics**
 - a) Appropriate venue décor, including floral arrangements, aligned with the event's professional and corporate standards.
- v. **Registration and RSVP Management**
 - a) End-to-end RSVP and delegate registration management, including
 - Pre-event online registration
 - On-site registration and check-in support.
- vi. **Live Broadcast and Hybrid Participation**
 - a) Provide live broadcasting for plenary sessions.
 - b) Provide the technical setup required for hybrid participation, enabling both in-person and virtual attendance.
 - c) Manage the programme, including sourcing and liaising with high-profile speakers such as ministers, CEOs, academics, and industry experts.
 - d) Facilitate panel discussions and ensure strong audio-visual delivery and session reporting.

3.6 **Zone 5: Entrepreneurship Pathways (All 9 Events)**

3.6.1 **Objective:** To expose learners to entrepreneurship as a viable career pathway. This zone targets learners who show entrepreneurial potential (for example, through psychometric results in Zone 1) or who want to explore self-employment as an alternative to traditional employment. The goal is to help learners understand that starting a business is a legitimate and achievable career option.

3.6.2 **Requirements for all events:**

The PM will source a specialist sub-contractor to design and deliver a dedicated **Entrepreneurship Pathways Zone** integrated into the expo layout. The scale of the zone will vary by event type, as outlined below.

i. **Entrepreneur Showcase Stage (15-minute pitch slots)**

- a) A small stage or open area where 10–15 young entrepreneurs (aged 18–35) from each province deliver 15-minute business pitches.

- b) Each pitch is followed by a Q&A.
 - c) Coordinate with local enterprise development agencies (for example, NYDA, NEF, SEFDA, small business chambers, and township economy hubs).
- ii. Start-up Simulator / Business Model Canvas Wall**
- a) Interactive digital station where learners complete a simplified Business Model Canvas for a business idea of their choice.
 - **Output:** A printable or QR-linked “Start-up Blueprint” added to the learner’s Career Passport.
- iii. Funding & Support Services Row**
- Five to six exhibitors focused specifically on entrepreneurial support, including:
- a) NYDA (grant and mentorship programmes)
 - b) SEFDA and NEF (loans and grants)
 - c) Local incubators / small business agencies
 - d) Cooperative development agencies
 - e) Corporate supplier or enterprise development programmes
- iv. From Idea to Invoice Demo Area**
- a) Live simulation of business registration (CIPC process), tax registration (SARS eFiling demo), and opening a business bank account using dummy data.
- v. Mentorship Booking Station**
- a) Learners sign up via QR code for post-event mentorship from volunteer entrepreneurs or business advisers, coordinated with partner agencies.
- vi. Scale for Flagship:**
- a) Dedicated floor space: approx. 200m² (or 15–20% of expo area)
 - b) Staffing: 4–6 facilitators, entrepreneurs, or business owners.
 - c) Target engagement: At least 50–100 potential start-ups to actively participate in the simulator or attend pitches.
- vii. Entrepreneur Success Story Corner**
- a) Two to three local entrepreneurs each give 5-minute talks, rotating every 45–60 minutes throughout the day.
- viii. One-Stop Entrepreneurship Info Table**
- a) A single exhibition table (trestle table with branded cloth) staffed by a representative from a provincial small business agency, an NYDA branch, a SEFDA office, or a local municipality LED unit.
 - b) Hand out printed flyers, business registration checklists, and collect learner details for follow-up (POPIA compliant).

- c) Provide a simple five-question “Entrepreneurship Readiness” self-checklist for learners to complete.

ix. Mini Business Idea Challenge (facilitated in groups)

- a) 30-minute facilitated session (repeated 4–5 times during the day) for groups of up to 30 learners.
- b) Learners work in teams to identify a community problem and propose a simple business solution.
- c) The winning team receives a start-up prize (for example, a R5,000 voucher) and a mentorship voucher, arranged with the local business chamber.
- d) All participants receive a digital “Ideation Certificate” linked to their Career Passport.

x. Business Registration Information Wall

- a) Visual display showing the 4 steps to register a business
- b) Estimated costs (CIPC name reservation, filing fees)
- c) Where to get free help (Thusong service centres, small business hubs, and NYDA walk-in centres)

Important Note: Zone 4 is for the flagship event only and is not replicated in the provinces.

3.7 Summary of the scope of work:

3.7.1 Flagship Event (Gauteng) – Full 5 Zones

Zone	Name	Description	Included?
Zone 1	Discovery & Guidance Hub	Psychometric assessment, Career Passport	✓
Zone 2	Exhibition Marketplace	21 SETAs, 50 TVETs, 26 universities, private colleges, industry and job platforms	✓
Zone 3	Future Skills & Innovation Pods	10 modular future skills pods and VR experiences	✓
Zone 4	Summit Conference	Plenary sessions with speakers and hybrid participation	✓
Zone 5	Entrepreneurship Pathways	Full format: showcase stage, simulator, funding row, demo area, and mentorship station.	✓

Learners: 5,000 over 2 days (2,500 per day)

Exhibitors: ~100+

Local entrepreneurs (aged 18–35): 60–100

Budget: Higher per-learner cost due to complexity

3.7.2 Provincial Satellite Events (8 Events – One per Province) – 4 Zones Only

Zone	Name	Description	Included?
Zone 1	Discovery & Guidance Hub	Psychometric assessment, Career Passport (same tool as flagship, scaled down)	✓
Zone 2	Exhibition Marketplace	Reduced exhibitor set: key SETAs, regional TVETs, local universities, job platforms	✓
Zone 3	Future Skills & Try-a-Skill	Scaled future skills experience with VR and portable pods	✓
Zone 4	Summit Conference	NOT INCLUDED	X
Zone 5	Entrepreneurship Pathways	Scaled format: Success Story Corner, info table, mini challenge, and information wall.	✓

Learners: 500 per event

Exhibitors: 20–30 regional exhibitors per event

Budget: Lower per-learner cost (no summit)

Target provinces (8 events, one centrally located event per province):

1. Western Cape
2. Eastern Cape
3. KwaZulu-Natal
4. Free State
5. Mpumalanga
6. Limpopo
7. North West
8. Northern Cape

3.8 Comparison of event models

Feature	Flagship (Gauteng)	Provincial Satellite (x8 provinces)
Duration	2 days	1 day
Learners	5,000 (2,500 per day)	500 per event
Zones	5 (all)	4 (Zones 1–3 and 5: Discovery, Exhibition, Future Skills, and Entrepreneurship Pathways)
Future Skills Pods	✓ (10 modular pods)	X
VR Experiences	✓	✓ (scaled format)

Feature	Flagship (Gauteng)	Provincial Satellite (x8 provinces)
Summit Conference	✓	X
Psychometric Tool	✓	✓
Exhibition size	100+ exhibitors	20–30 regional exhibitors
Live demonstrations	5-10 stations	3-5 stations (simpler, local)
Entrepreneurship Pathways (Zone 5)	Full format: showcase stage, simulator, funding row, demo area, and mentorship station.	Scaled format: Success Story Corner, info table, mini challenge, and information wall.
Venue type	Large convention centre	Community hall, school hall, TVET/CET campus, or small venue
Catering	Full meals (VIP section, speakers, exhibitors and learner food parcels)	Simple meals for learners; light catering for VIPs, speakers, and exhibitors
Target audience	Learners, students, teachers, graduates, exhibitors, policymakers, and delegates	Learners, teachers, and exhibitors
Relative cost per learner	Higher	Lower

3.9 Provincial rollout logistics

3.9.1 The PM must demonstrate understanding of:

Consideration	What PM Must Address
Venue availability	Identify suitable venues in each province (community halls, school halls, small convention centres, TVET college workshops). Budget for lower-cost venues.
Learner transport	Coordinate buses from districts within each province (not entire province). Target schools within 1-2 hours travel.
Exhibitor recruitment	Identify and invite regional exhibitors – local TVETs, small employers, job placement agencies.
Demonstration equipment	Source locally where possible. Partner with TVET colleges/ CET/schools to use their existing workshop equipment for live demos or venues to host events.
Staffing	May need provincial coordinators or use same core team travelling. Propose model.

Consideration	What PM Must Address
Timeline	Sequence events logically (e.g., start with flagship, then roll out provinces over 3-4 months).
Consistency vs. localisation	Keep Career Passport and branding consistent. Allow local exhibitors and locally relevant skills demonstrations.

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 Project Manager will report to the Senior Manager: Corporate Services and will:
 - i. Submit a master schedule for all 9 events within 15 days of appointment
 - ii. Submit individual event plans 60 days before each event
 - iii. Provide weekly dashboard showing progress across all provinces
 - iv. Submit post-event report within 14 days after each provincial event
 - v. Submit consolidated national report within 30 days after final event

6. DURATION AND KEY MILESTONES

- 6.1 **Contract Duration:** 18 months (to accommodate rollout across 9 provinces)
- 6.2 **Flagship Event Target:** July 2026
- 6.3 **Provincial Events Target:** Aug – July 2027

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 submit the PM fees as follows:

Category	Description	Amount (ZAR incl. VAT)
A. Project Management Fee – Flagship Event	Management of the Gauteng flagship event (5 zones, 5,000 learners)	R _____
B. Project Management Fee – Provincial Events (per event)	Management of one provincial satellite event (4 zones, 500 learners). Multiply by number of provinces (indicate if discount for multi-event management)	R _____ x 8 = R _____
C. Total Project Management Fee (A + B)		R _____
D. Disclosed Contingency	Not to exceed 10% of total PM fee	R _____
GRAND TOTAL PM FEE (C + D)		R _____

Important Notes:

- i. The PM **will not** price sub-contractor services. Sub-contractors will be sourced via competitive RFQ processes managed by the PM on behalf of SETA.
- ii. Sub-contractor costs for all 9 events will be budgeted separately by SETA based on competitive quotes.
- iii. The PM may propose efficiencies (e.g., using the same psychometric tool vendor for all events, bulk printing of materials, shared equipment across provinces) to reduce overall project cost.

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> <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 accordance with the response format outlined in Section C of this bid document. <p>Standard bidding documents:</p> <ul style="list-style-type: none"> (f) Submission of fully completed and duly signed SBD forms (declarations must be answered truthfully to the best of bidder’s knowledge). (g) A valid tax clearance certificate or confirmation of pin.

Stage	Criteria	Requirements
		<p>(h) A valid B-BBEE certificate or affidavit</p> <p>Foreign Qualifications:</p> <p>(i) Bidders <i>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>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 two (2) recent financial years/periods.
	Means of verification	(a) Audited or independently reviewed annual financial statements for the two (2) recent financial years/periods. <i>(Failure to submit the mandatory requirements will lead to disqualification of the bid)</i>

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
<p>1. Company Experience</p> <p>Bidders must provide written reference letters dated not older than five (5) years, and must be on the client's letterhead, to whom similar services are/were provided. The reference letters must confirm the successful delivery of a similar multi-site/multi-province event. <u>The reference letters must be signed, dated and include:</u></p> <ul style="list-style-type: none"> a) Project name/description, b) The organisation/institution, c) The contact's name and details on the referee's company. d) Must be signed and dated by the referee' authorised personnel. 	20.00

DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
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.		
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 in managing multi-site or multi-event programmes and must submit relevant NQF level 6 qualification.</p> <p>Qualification: The bidder must submit certified copies of qualifications (certified not older than six (6) months) in either of the following disciplines: Marketing, Public Relations, Events Management, or Project Management or related field.</p> <p>Experience: The CV of the project lead must demonstrate at least 5 years in events project management experience in the following areas of Specialization:</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 reflecting relevant experience 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>		20.00

DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
CV and relevant qualification submitted, CV demonstrating 8 or more years' relevant experience	20.00	
CV and relevant qualification submitted, CV demonstrating 6 to 7 years' relevant experience	10.00	
CV and relevant qualification submitted, CV demonstrating 5 years' relevant experience	5.00	
CV and relevant qualification submitted, CV demonstrating less than 5 years' relevant 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. The team composition must show capacity to manage 9 events across 9 provinces. Provide CVs for at least 5 core team members (excluding the Project Lead). Team members proposed for the assignment must possess qualifications that are directly relevant and appropriate to the roles and responsibilities they will undertake in the execution of the project.</p> <p>The composition of the team must be as follows:</p> <ol style="list-style-type: none"> I. One (1) team member must have a minimum of NQF level 6 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. Two (2) team members must have a minimum of NQF level 6 in Marketing or Public Relations or Events Management. The CV of each member must demonstrate the relevant experience in this field. III. Two (2) team members must have a minimum of NQF level 6 in Supply Chain Management/ procurement/Logistics. The CV of each member must demonstrate the relevant experience in this field. 	15.00	

DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
<p>The proposal must clearly articulate the specific role each person will play in the project.</p> <p><i>Preferably, the proposed Project Manager and core project team members should be South African citizens in support of localisation, skills development, and economic participation objectives.</i></p> <p>Please Note: Points will only be allocated if both Certified copies of relevant qualifications for each team member, and CV of each team member, demonstrating relevant experience in the required areas are submitted.</p> <p>Points will not be allocated for less than 5 CVs submitted.</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>		
Five (5) members with more than five (5) years' relevant experience each with required relevant qualification.	15.00	
At least Five (5) members with three (3) – five (5) years' experience, with required relevant qualification	10.00	
At least five (5) members with 1 - 2 years' experience with required relevant qualification.	05.00	
Less than 5 CVs (members)	0.00	
4. Fundraising Experience		
<p>Bidder must submit testimonials or reference letters or commitment letters indicating the type of sponsorship or value (cash or in kind) previously secured. The reference letters must be signed, dated and include:</p> <ul style="list-style-type: none"> a) Project name/description, b) The organisation/institution, c) The contact's name and details on the referee's company. 		20.00
3 reference letters and at least 2 commitment letters submitted	20.00	
2 reference letters and at least 1 commitment letter submitted	15.00	
1 reference letter or 1 commitment letter submitted	10.00	
No reference letter or commitment letter submitted	0.00	

DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
5. Project Methodology and approach		
<p>Bidder must submit a detailed proposal that aligns with the scope of work. Detailed approach to managing 9 events across 9 provinces, how they will scale down for provincial events without losing quality, venue and exhibitor sourcing strategy per province and team structure for national rollout.</p> <p>The methodology must further demonstrate the approach for the following:</p> <ul style="list-style-type: none"> I. Fundraising II. Zone Design & Tech Integration III. Stakeholder Management IV. Logistics V. Marketing and Public Relations VI. Risk Management. <p><u>(See detailed rubric below)</u></p>		15.00
Excellent: Refer to the <u>detailed scoring rubric below</u> .	15.00	
Good: Refer to the <u>detailed scoring rubric below</u>	10.00	
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. Understanding of Both Event Models		
<p>Bidder must demonstrate clear differentiation between flagship (5 zones, complex) and provincial (4 zones, simplified). Can articulate cost drivers for each.</p>		10.00
Excellent: Clearly differentiates between flagship (5 zones, complex) and provincial (4 zones, simplified) events. Provides a detailed and practical breakdown of cost drivers for each, including resource allocation, logistics, and scaling factors.	10.00	
Good: Demonstrates a clear understanding of the difference between flagship and provincial events, with some explanation of cost drivers, though not fully detailed or comprehensive.	05.00	
Satisfactory: Shows a basic understanding of the difference between the two event types but provides limited or generic cost driver explanations.	03.00	

DETAILED FUNCTIONALITY EVALUATION CRITERIA		WEIGHTING ALLOCATED
Poor: Limited understanding of event differentiation and cost drivers; response is vague or generic. No clear differentiation or cost driver explanation provided.		0.00
TOTAL POINTS		100.00

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

Sub-Criteria	Excellent (15 pts)	Good (10 pts)	Satisfactory (5pts)	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 presentation will provide the prospective Project Manager with an opportunity to demonstrate their capability, approach, and capacity to effectively manage and deliver the project in accordance with the required objectives, timelines, and compliance requirements.

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.	Approach to Sourcing, Evaluating and Managing Sub-Contractors	30	<ul style="list-style-type: none"> • 30 pts (Excellent): Presents a clear, detailed, and practical methodology for sourcing, evaluating, appointing, and managing sub-contractors. Demonstrates robust due diligence processes, performance monitoring mechanisms, quality assurance measures, and risk management controls. Clearly explains governance and reporting structures. • 20 pts (Good): Demonstrates a sound understanding of sub-contractor management processes with a logical approach to sourcing and oversight, although some detail is limited. • 10 pts (Satisfactory): Provides a general overview of sub-contractor management but lacks sufficient detail regarding evaluation criteria, monitoring, or governance mechanisms. • 0 (Poor): No clear methodology provided for sourcing, evaluating, or managing sub-contractors. 	

#	Evaluation Criterion	Weight	Scoring Guidelines	Score Awarded
2.	Understanding of public procurement processes and Compliance	25	<ul style="list-style-type: none"> • 25 pts (Outstanding): Demonstrates comprehensive understanding of public procurement processes, PFMA requirements, Treasury Regulations, procurement governance, compliance obligations, reporting requirements. • 20 pts (Good): Demonstrates good understanding of SCM compliance requirements and public procurement processes, with minor gaps in detail or application. • 15 pts (Satisfactory): Demonstrates limited understanding of SCM processes and compliance requirements. • 0 pts (Poor): Demonstrates inadequate or incorrect understanding of SCM and compliance requirements. 	
3.	Fundraising Strategy and Specific Targets	20	<ul style="list-style-type: none"> • 20 pts (Excellent): Presents a realistic, detailed, and achievable fundraising strategy with clearly defined targets, stakeholder engagement plans, timelines, sponsorship approaches, and measurable outcomes. Demonstrates understanding of industry mobilisation and value propositions for sponsors. • 15 pts (Good): Presents a reasonable and practical fundraising strategy with some measurable targets and stakeholder engagement plans. 	

#	Evaluation Criterion	Weight	Scoring Guidelines	Score Awarded
			<ul style="list-style-type: none"> • 10 pts (Satisfactory): Mentions fundraising initiatives but lacks detail, measurable targets, or a structured implementation approach. • 0 pts (Poor): No credible fundraising strategy or targets provided. 	
4.	Risk Management and Contingency Planning	15	<ul style="list-style-type: none"> • 15 pts (Excellent): Clearly identifies key project risks, including sub-contractor non-performance and fundraising shortfalls, and presents detailed mitigation strategies, contingency measures, escalation procedures, and recovery plans. • 10 pts (Good): Demonstrates awareness of project risks and provides reasonable mitigation measures, although contingency planning lacks detail. • 5 pts (Satisfactory): Identifies some risks but provides limited or generic mitigation strategies. • 0 pts (Poor): Fails to identify material risks or provide contingency measures. 	
5.	Justification of PM Fee and Value for Money	10	<ul style="list-style-type: none"> • 10 pts (Excellent): Clearly justifies the proposed Project Management fee by demonstrating alignment between cost, scope, resources, deliverables, and expected outcomes. Strongly demonstrates value for money and cost-effectiveness. • 7.5 pts (Good): Provides a reasonable justification for the PM fee 	

#	Evaluation Criterion	Weight	Scoring Guidelines	Score Awarded
			<p>with acceptable linkage between cost and deliverables.</p> <ul style="list-style-type: none"> 5 pts (Satisfactory): Provides limited explanation of the PM fee with insufficient demonstration of value for money. 0 pts (Poor): Unable to justify the PM fee or demonstrate value for money 	
	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 equal to or below R50 million (VAT inclusive) 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:

Categories for Specific Goals	% of ownership of the main tendering entity	Preference Point System
		20.00 Points (80/20)
Black People Ownership	100%	5
	75% - 99%	4
	51% - 74%	3
	0 - 50%	0
Women Ownership	100%	5
	75% - 99%	4
	51% - 74%	3
	30% - 50%	2
	0 - 29%	0
Black Youth Ownership	100%	5
	75% - 99%	4
	51% - 74%	3
	30% - 50%	2
	0 - 29%	0

Categories for Specific Goals	% of ownership of the main tendering entity	Preference Point System
		20.00 Points (80/20)
People with Disability (PwD) Ownership	100%	5
	75% - 99%	4
	51% - 74%	3
	30% - 50%	2
	0 - 29%	0
Total		20

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 BBEE verification certificate or signed affidavit indicating ownership levels,
- c) Shareholder certificates,
- d) Copy(ies) of Identity document(s) for directors or shareholders(s).
- e) Medical confirmation letter issued and signed by a registered medical practitioner (for people with disability)
- f) Central Supplier Database (CSD) full report. (Not a summary)
- g) Points for specific goals will be allocated based on the percentage of ownership disclosed in the valid B-BBEE certificate submitted. In the case of a Joint Venture, the consolidated B-BBEE certificate will be used.

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 (26-27) T0001: APPOINTMENT OF A PROJECT MANAGEMENT SERVICE PROVIDER TO OVERSEE THE DESIGN, SOURCING, BUILD, AND IMPLEMENTATION OF THE NATIONAL KHETHA CAREER SUMMIT & EXPO PROGRAMME.**
- 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 provided. Foreign qualifications not accompanied by SAQA evaluation will not be considered.
- 10.1.16 Foodbev SETA reserves the right to appoint one or more service providers for the provision of the required services where deemed necessary and in the best interest of the organisation.
- 10.1.17 Foodbev SETA reserves the right to invoke objective criteria, as contemplated in applicable procurement legislation and Foodbev SETA SCM policy, in the evaluation and adjudication of bids for this tender.

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 of project lead and team members.

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 approach to managing 9 events across the provinces, and all requirements as per scope of work.

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 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 two (2) recent financial years/periods
- 10.4.8 Pricing schedule.
- 10.4.9 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.*

12. ANNEXURES

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