

REQUEST FOR QUOTATIONS (RFQ)

THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE QUALIFICATION DEVELOPMENT FACILITATOR SERVICES FOR SKILLS PROGRAMMES

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites service providers to submit quotations to assist the Quality Assurance department to fulfil its Development Quality Partner functions.

Closing date of submission	23 January 2023
Closing time of submission	11:00 am
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the services	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:

Queries address to	Mr Lunga Mokoena
Telephone Number: Landline	011 253 7300
e-mail address to send queries	scm@foodbev.co.za

Technical or deliverables related queries may be addressed to

Queries address to	Mr. Llewellyn Van Zyl
Telephone Number: Landline	011 253 7323
e-mail address to send queries	llewellinv@foodbev.co.za

1. BACKGROUND

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 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 Development process focuses on identified historical Skills Programmes that are in demand within our sector. These will be re-aligned in line with QCTO requirements on Skills Programmes. The process may also include development of completely new Skills Programmes that respond to emerging tasks or job roles within the sector.

3. Objective

The Development process includes development of the knowledge, practical and application modules in line with the profile of that particular job role which has been identified by the industry.

This process therefore seeks to:

1. Identify new occupational tasks including their related processes and create a corresponding profile.
2. Develop (or re-align already existing curriculum) curriculum which must include knowledge, practical and application/ workplace modules.

The process shall include deliberations by both the CEP and working group members on the emerging tasks and needs for the development of a responsive skills programme. The process will be guided by an appointed QDF. A scoping meeting with various industry stakeholders will be convened to take development decisions.

The FoodBev SETA therefore wishes to invite Quotations from Quality Development Facilitators (or companies that have QDF's) for the provision of Skills Programme development services in line with QCTO Policies and requirements.

The realignment will include the following Skills programmes:

Skills Programme	Related occupation
Indigenous beer (or beverages) making	Brewer
Food safety	Applies to all occupations
HACCP	Applies to all occupations

The QDFs contracted to a service provider that may be appointed must take responsibility of ensuring that Skills Programmes meet both QCTO requirements. The QDF will be required to deliver on the entire development process.

Timelines

- a) The service provider will be expected in their response to this RFQ to also provide timelines that suit FoodBev SETA's delivery deadline of 31 May 2023
- b) The anticipated final submission of the Skills Programme is 31 May 2023

4. SCOPE OF WORK

4.1 The scope of service is the Development of Skills programmes which shall include the following:



- 4.1.1 Attend Scoping meeting
- 4.1.2. Facilitate Development of a profile.
- 4.1.3. Facilitate the development of curriculum documents
- 4.1.4. Facilitate the development of Assessment Specifications document
- 4.1.5. Facilitate development of a Skills Programme Document
- 4.1.6. Facilitate the development of a draft QAS addendum if necessary

4.2. This process will need to lead to the following deliverables:

- Profile of CEP and working group members
- Skills Programme corresponding profile
- Skills Programme document
- Curriculum documents
- Assessment Specifications Document.
- Draft QAS addendum (if necessary)
- Progress reports (approximately seven reports)
- Process reports (One report at the end of the project.
- Any other related document

4.3 The QDF must submit the Skills Programme to the DQP (Development Quality partner) which is FoodBev SETA as per the timeframes that will be agreed upon.

4.11. The QDF will be responsible for processes on each Skills Programme up until the point of registration with QCTO.

4.4 The appointed service provider will be expected to submit a project plan on commencement of this project.

5. THE RFQ EVALUATION PROCESS

The RFQ will be evaluated in accordance with the following three stages:

- 5.1. Stage 1: Compliance evaluation** – bidders will first be evaluated in terms of compliance criteria. This includes submission of mandatory administrative documentation. Bidders who do not fulfil all the requirements or do not submit required documents will be disqualified and not move to the next stage of evaluation.
- 5.2. Stage 2: Functional criteria** – Functionality points are equal to **100 points**.
 - The bidders must achieve a minimum score of 70,00 points to qualify to be evaluated on BBEE & Price.
 - All bidders who do not score the minimum points will be disqualified.
- 5.3. Stage 3: Price - Not Applicable** – The FoodBev SETA will offer a set fee structure for this project.



6. CRITERIA 1 - COMPLIANCE EVALUATION

6.1. The Bidders must submit:

- 6.1.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 6.1.2. Standard Bidding Documents (SBD) forms: (SBD 1 and SBD 4): completed and signed by the duly authorized person
- 6.1.3. Tax clearance certificate and Pin.

Failure to submit the above documents will result in the bidder being disqualified.

7. CRITERIA 2 - FUNCTIONALITY EVALUATION

1. QDF PROPOSAL AND PROJECT PLAN	Structure of a proposal The prospective service provider must provide the following details in their Proposal and Project Plan: A. Experience on development or realignment of occupational qualifications in a South African context; B. Knowledge of the three Quality Councils (UMALUSI; CHE and QCTO) and how they intersect. C. Approach, design and methodology for the project D. Detailed activities that will be undertaken to meet the submission deadline. E. Competence (include list of related projects undertaken with main contractor and subcontractors, making it clear who did what.) F. Team (at least one QDF, roles and level of responsibility for each member of the team). G. Quality assurance plan (to ensure that the process and products are of good quality and aligned to QCTO document standard for submission) H. QDF’s schedule of availability for purposes of meeting the submission timeline.	
a) Proposal and Project Plan:		
<ul style="list-style-type: none">• 4 = Good proposal (all areas covered and details on how each deliverable will be achieved)	40 Points	40,00
<ul style="list-style-type: none">• 3 = Average proposal (most areas covered but with no details against delivery of each deliverable)	30 points	
<ul style="list-style-type: none">• 2 = Poorly written proposal and project plan (comprehensive areas not covered)	20 points	
<ul style="list-style-type: none">• 1 = Proposal and project plan not acceptable (most areas not covered).	0 Points	
2. Knowledge and experience of the Lead QDF	The Lead QDF must have at least 3-5 years of work experience with regards to occupational qualification development work. The bidder’s QDF must provide their CV, demonstrating success in developing occupational qualifications or	



	curriculum development and experience with submission to the QCTO to the point of registration with SAQA.	
b) CV with relevant work experience detailed above:		
• CV with 5 + years’ experience	30,00 points	30,00
• CV with 4 years’ experience	20,00 points	
• CV with 3 years’ experience	10,00 points	
• CV with less than 3 years’ experience	0,00 points	
3. History of successful implementation of the same or similar qualification development work.	<p>The bidder must demonstrate relevant experience as a Qualification Development Facilitator with in-depth knowledge and expertise.</p> <p>The bidder must provide at least three (3) relevant signed and dated references letters for similar work done in corporates/government department/ State Owned entities. Reference Letters must contain:</p> <ul style="list-style-type: none">• Name of the project/company• Nature of work conducted• Date of when project was undertaken• Duration of the project <p>Reference letters must be on the company letter head, signed, and dated.</p>	
c) Reference Letters		
• 4 + reference letters of qualification development or realignment work previously done	30 points	30,00
• 3 reference letters of qualification development or realignment previously done	20 points	
• 1 to 2 reference letter of qualification development or realignment work previously done	10 points	
• No reference letter provided of qualification development or realignment work previously done	0 points	
Total		100,00

8. CRITERIA 3 – PRICE AND POINTS

8.1. THE FOODBEV SETA IS OFFERING THE FOLLOWING PAYMENT STRUCTUTRE TO THE SELECTED SERVICE PROVIDER:

Skills Programme Development/Re-alignment	Unit Cost (per re-aligned or developed Skills Programme	Total
	R120,000.00	R360,000.00
	Payments per deliverables will be made according to an agreed payments schedule.	



9. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- a) To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- b) 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 FoodBev SETA or her delegate.
- c) Not to copy or duplicate any software or documentation for private use.
- d) To give back to the FoodBev SETA all documentation, reports, programmes etc upon completion of the project.
- e) Enter into a Service Level Agreement with the FoodBev SETA, where applicable or necessary.

Over and above these undertakings, the following conditions apply:

1. General conditions of the request for quotation (RFQ), contracts and orders will be applicable in the execution of the contract.
2. Parking and travel between the prospective service provider's office and the venue selected by the SETA will be borne by the Service Provider.
3. Failure to adhere to the above conditions will lead to the invalidation of the quotation.
4. 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.

10. PROCEDURES FOR SUBMITTING PROPOSALS

- 10.1.** Proposals must be submitted to: scm@FoodBev.co.za .Physical and late submissions will not be considered.
- 10.2.** The closing date for proposals is ...

