

**05 May 2026**

## REQUEST FOR QUOTATIONS

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### APPOINTMENT OF A PANEL OF SUITABLE PROVIDERS TO PROVIDE VARIOUS BOARD TRAININGS

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby seeks to establish a panel of training experts to provide training to FoodBev SETA Board Members and Executives across key governance, compliance, and strategic focus areas over a period of two (2) years on an ad hoc basis and/or rotational basis as follows:

<b>Closing date of submission</b>	15 May 2026
<b>Closing time of submission</b>	11:00 a.m. (Telkom time)
<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 Wessel 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</b>	Lerato Phaka
<b>Telephone Number: Landline</b>	011 253 7300
<b>e-mail address to send queries</b>	<a href="mailto:LeratoN@FoodBev.co.za">LeratoN@FoodBev.co.za</a>

### 1. BACKGROUND

- 1.1. FoodBev SETA is a Schedule 3A Public Entity established under the Skills Development Act, 1998. Our mandate is to facilitate and promote skills development within the food and beverages manufacturing sector.
- 1.2. To ensure our highest governance body operates with maximum effectiveness and remains compliant with all relevant legislation and best practices, FoodBev SETA seeks to establish a panel of expert training providers. This panel will be used to deliver targeted, high-quality training to Board Members and Executives on an ad-hoc basis.

### 2. PURPOSE

- 2.1. The purpose of this RFP is to invite proposals from accredited and experienced training providers to be appointed to a panel for a period of two (2) years. The panel will provide training to FoodBev SETA Board Members and Executives across key governance, compliance, and strategic focus areas. Appointment to the panel does not guarantee work, assignments will be awarded on a fair and rotational basis as needs arise.

### 3. SCOPE OF WORK

3.1. Training providers must propose to deliver training in one or more of the following core skill areas. In your proposal, you must clearly indicate the specific area(s) for which you are bidding:

Core Skill Area	Specific Focus Areas (for context)
1) Public Sector Governance & Compliance	PFMA, Treasury Regulations, SETA Governance Framework
2) Financial Management	Budgeting, Financial Statement Analysis, Audit Committee Function, Internal Controls
3) Risk Management	Enterprise Risk Management (ERM), Risk Appetite, Fraud Risk, Internal Audit
4) Strategy & Performance Management	Strategic Planning, Monitoring & Evaluation (M&E), KPIs, Sector Benchmarking
5) Skills Development	National Skills Strategy, Learnerships, B-BBEE, Sector Skills Planning
6) Human Resources & Remuneration	Executive Pay, Performance Management, Talent Management, Labour Relations
7) Ethics & Corporate Citizenship	Ethical Leadership, Fraud Prevention, Conflict of Interest, ESG (Environmental, Social, Governance)
8) Supply Chain Management (SCM)	Public Sector Procurement, Preferential Procurement Policy Framework Act (PPPFA), Contract Management
9) Information Technology (IT) & Data	IT Governance Frameworks, Data Analytics for Boards, AI in the Public Sector
10) Cyber-Security for Boards	Cyber risk oversight, incident response governance, ransomware preparedness, data breach legal obligations, cyber insurance, and reporting to stakeholders.
11) Stakeholder Relations & Communication	Government Engagement, Labour and Community Relations, Public Speaking, and Media Training
12) Legal & Regulatory	Interpretation of Key Legislation (e.g., Skills Development Act, Labour Relations Act), Directors' Duties, Corporate Law

#### 4. PROPOSAL REQUIREMENTS

To be considered, your proposal must include the following:

- **Core Skill Areas:** A clear cover letter stating which core skill area(s) from Section 3 you are bidding for.
- **Company Profile & Experience:** A profile detailing your experience, specifically in delivering training to board members in the public sector. Include at least three (3)

reference letters from similar assignments in the last five (5) years, on client letterhead, signed, and including contact details.

- **Accreditations:** Proof of accreditation with the relevant SETA or other recognised professional body.
- **Team & Facilitator Expertise:** Detailed CVs of proposed facilitators, clearly demonstrating:
  - A relevant qualification at NQF Level 7 or higher.
  - A minimum of 5-7 years' experience in training and development, with specific expertise in the board-level topics they will present.
  - Evidence of their subject matter expertise (e.g., publications, thought leadership, previous board-level engagements).
- **Methodology and Approach:** A sample training outline for the core skill areas you are applying for. This should outline your training methodology, how you customize content for a public sector board, and how you ensure engagement and practical application.
- **Pricing Schedule:** A completed **Pricing Schedule** as detailed in Section 5 below. **This is mandatory.**
- **CSD Report:** A full Central Supplier Database (CSD) report.
- **SBD Forms:** Completed and signed SBD 1, SBD 4, and SBD 6.1 forms.
- **Tax & B-BBEE:** A valid Tax Clearance Certificate/PIN and a valid B-BBEE Certificate or sworn affidavit.
- **Company Registrations:** Certified ID copies of all directors / members, not older than six (6) months.

## 5. PRICING SCHEDULE (MANDATORY)

- 5.1. To enable a fair comparison, all bidders must complete and submit the pricing schedule below with their proposal. Please indicate your all-inclusive rates.
- 5.2. These rates will be valid for the two-year panel period. Providers must have a presence in Gauteng.
- 5.3. No additional travel or accommodation costs will be covered.
- 5.4. The final rates will be negotiated and standardised across all appointed service providers, in line with market related pricing.

FEE DESCRIPTION	RATE (ZAR, EXCL. VAT)	NOTES / INCLUSIONS
<b>1. PROFESSIONAL FEE (DAILY RATE)</b>	R _____ per day	For content development, customization, and preparation.
<b>2. FACILITATION FEE (HALF-DAY RATE)</b>	R _____ per session (max 4 hours)	Includes facilitation of the session.
<b>3. FACILITATION FEE (FULL-DAY RATE)</b>	R _____ per session (max 8 hours)	Includes facilitation of the session.

<b>4. PER-PARTICIPANT MATERIAL FEE</b>	R _____ per participant	For printed and/or digital training materials.
<b>5. VIRTUAL DELIVERY RATE</b>	R _____ per session	A fixed fee for facilitating a virtual session (e.g., via Zoom/MS Teams), regardless of participant count (up to 20).

## 6. PANEL APPOINTMENT AND MANAGEMENT RULES

- **Duration:** Two (2) years from the date of appointment.
- **Nature of Appointment:** Bidders who meet the minimum requirements and achieve the required evaluation thresholds will be appointed to the panel. Panel appointment is non-exclusive and does not guarantee a minimum volume of work.
- **Area of Expertise:** Service providers will be appointed to the panel based on the specific core skill area(s) for which they have submitted bids and have been found compliant and responsive.
- **Assignment Allocation:** Assignments will be allocated on an as-and-when required basis, in a fair and rotational manner, among panel members capable of delivering the required training.
- **Pricing arrangements:** The final rates will be negotiated with appointed service providers and standardised across the panel, taking into account market related pricing.
- **Team Consistency:** The proposed facilitator(s) must remain consistent. Any changes require prior written approval from FoodBev SETA. Should there be a need to change, the replacement facilitator must possess similar or better credentials as the original facilitator.
- **Subcontracting:** Cession, assignment, or subcontracting of work is strictly prohibited without prior written authorisation.
- **Performance Management:** Appointed providers will be subject to a formal performance management system.

## 7. EVALUATION CRITERIA

The evaluation will occur in three phases

- 7.1. **Criteria 1: Compliance evaluation (Pass/Fail):** – bidders will first be evaluated in terms of compliance, that is, meeting minimum requirements. Bidders who do not fulfil all the requirements or do not submit required documents using the required format, will be disqualified and not move onto the next stage of evaluations.
- 7.2. **Criteria 2: Functional criteria (Minimum 70% to Proceed):** – Functionality points are equal to 100 points. Bidders are required to achieve a minimum score of 70 points on functionality evaluations to qualify to be evaluated on Specific goals & Price. All bidders who do not score the minimum points will be disqualified.
- 7.3. **Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids up to R50 million. Points will be allocated for Price (80) and specific goals (20) among the qualifying bidders.

## 8. CRITERIA 1 – COMPLIANCE EVALUATION

The Bidders must submit:

- 8.1. Accreditation Letter from relevant training accreditation
- 8.2. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 8.3. Standard Bidding Documents (SBD) forms: (SBD 1, 4, SBD 6.1): completed and signed by the duly authorized person.
- 8.4. Tax clearance certificate and Pin.
- 8.5. BBBEE Certificate or affidavit
- 8.6. ID copies of directors

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

## 9. CRITERIA 2 - FUNCTIONALITY EVALUATION

Functional criteria	Weight
<b>9.1. Company Experience &amp; References</b>	
<p>The bidder must provide a minimum of 3 (three) relevant reference letters or testimonials for similar work done in a public or private sector environment in the last 3 (three) years. The reference letters must demonstrate relevant experience in the specific core skill area(s) for which the bidder is submitting a proposal. The reference letters must be on the bidder's client's letterhead, duly signed by the authorized person, reflecting the level of service and performance provided by the bidder:</p> <ul style="list-style-type: none"> <li>• 0 points: No/little relevant experience or no references.</li> <li>• 10 points: 3 relevant reference letters/projects.</li> <li>• 20 points: 4 relevant reference letters/projects.</li> <li>• 40 points: 5 or more reference letters/projects.</li> </ul>	<b>40.00</b>
<b>9.2. Facilitator Expertise &amp; Qualifications</b>	
<p>The bidder must provide a short profile(s) of the project team including facilitator(s) <u>and</u> CV(s) clearly highlighting qualifications, skills, and experience in providing the respective services. Foreign qualifications must be accompanied by SAQA evaluation certificate. Qualifications not accompanied by SAQA will be automatically disqualified.</p> <p>A detailed profile of the bidder detailing the number of years in existence supported by a schedule of current and previous clients.</p> <p>The CV must demonstrate a minimum of 5 years' experience and a relevant qualification at NQF level 7 or equivalent (bidder to provide certified certificate(s)).</p> <ul style="list-style-type: none"> <li>• 0 points: CVs not submitted, or lack relevant qualifications/experience.</li> <li>• 0 points: CVs submitted, qualifications at NQF 6 or less, less than 5 years of relevant board-level training experience.</li> </ul>	<b>40.00</b>

<ul style="list-style-type: none"> <li>40 points: CVs submitted, qualifications at NQF 7+, and 5+ years of verifiable, relevant board-level training experience with strong evidence of expertise.</li> </ul> <p><b>NB: Points will only be awarded if the bidder submits both the CV demonstrating relevant experience, relevant qualifications and all required certifications. If CVs, qualification and certification are not submitted, no points will be allocated.</b></p>	
<b>9.3. Methodology and Customisation</b>	
The proposal should include an training methodology and customisation that demonstrates the bidder's capacity to deliver the training and budget. The proposal should sufficiently cover the scope of the work.	<b>Weight</b>
	<b>10.00</b>
<b>Unacceptable:</b> The proposal does not meet any of the above requirements or comply with and/or insufficient/no information provided.	<b>0.00</b>
<b>Acceptable:</b> The proposal meets some of the requirements and shows an acceptable level of understanding of requirements and provides some satisfactory level of details on how the requirements will be met.	<b>5.00</b>
<b>Good:</b> The proposal is unambiguous and demonstrates a thorough understanding of the requirements and provides full details of how each requirement will be met	<b>10.00</b>
<b>9.4. Accreditation with regulatory body</b>	
	<b>Weight</b>
The bidder must be accredited with any relevant SETA or training accreditation body.	
<ul style="list-style-type: none"> <li>Valid Accreditation attached = <b>10.00 Points</b></li> <li>No valid accreditation submitted = <b>0.00 Points</b></li> </ul>	<b>10.00</b>
<b>Total</b>	<b>100.00</b>

**Note: the minimum score for functionality is 70 points.**

- Please note that the Evaluation Committee will use their own discretion to assess quality of all bid proposals received in relation to above functionality criteria and may further verify information submitted from relevant sources/your clients and use their own discretion to score the bidders proposal accordingly.
- It is the responsibility of the bidder to seek clarity by enquiry before submission of the final bid, where the criteria are construed to be ambiguous or confusing. Should there be a difference of interpretation between the bidders and FoodBev SETA, the SETA reserves the right to make a final ruling on such interpretation.
- FoodBev SETA may request clarification or additional information regarding any aspect of the tender document or proposal submitted. The bidders must supply the requested information within twenty-four (24) hours after receipt of a written request from supply chain office. Failure to submit such information may result in disqualification or non-award of functionality points.

## 10. PREFERENCE POINTS ALLOCATION

10.1. 80/20 preference point system for acquisition of goods or services for 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
<b>Total Points</b>		<b>100,00</b>

10.1.1. The following allocation will determine the specific goals (20.00 points) for this bidding process:

Categories for Specific Goals	% of ownership of the main tendering entity	Preference Point System	
		20 Points (80/20)	10 Points (90/10)
<b>Black People Ownership</b>	<b>100%</b>	<b>05,00</b>	<b>2,50</b>
	75% - 99%	04,00	2,00
	51% - 74%	03,00	1,00
	0 - 50%	0,00	0,00
<b>Women Ownership</b>	<b>100%</b>	<b>05,00</b>	<b>2,50</b>
	75% - 99%	04,00	2,00
	51% - 74%	03,00	1,50
	30% - 50%	02,00	1,00
	0 - 29%	0,00	0,00
<b>Black Youth Ownership</b>	<b>100%</b>	<b>05,00</b>	<b>2,50</b>
	75% - 99%	04,00	2,00
	51% - 74%	03,00	1,50
	30% - 50%	02,00	1,00
	0 - 29%	0,00	0,00
<b>People with Disability (PwD) Ownership</b>	<b>100%</b>	<b>05,00</b>	<b>2,50</b>
	75% - 99%	04,00	2,00
	51% - 74%	03,00	1,50
	30% - 50%	02,00	1,00
	0 - 29%	0,00	0,00
<b>Total</b>		<b>20,00</b>	<b>10,00</b>

10.1.2. 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 (if applicable),
- d) Copy(ies) of Identity document(s) for director(s)/shareholders(s).
- e) Medical confirmation letter issued and signed by a registered medical practitioner (for people with disabilities)
- f) Central Supplier Database (CSD) full report. (Not a summary)

## 11. CONDITIONS OF CONTRACT

The successful service provider undertakes:

**The successful service provider undertakes:**

- 11.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- 11.2. 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 FoodBev SETA;
- 11.3. Not to copy or duplicate any software or documentation for private use;
- 11.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 11.5. To comply with the provisions of the Protection of Personal Information Act (POPIA), as well as all applicable legislation as amended or substituted from time to time
- 11.6. To secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure, or any other unlawful processing of Personal Information;
- 11.7. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 11.8. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 11.9. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 11.10. The FoodBev SETA reserves the right to discontinue work on any element of the quotation at any given time in consultation with the Senior Manager: Human Resources of the FoodBev SETA, for example the quality of work delivered is poor or the service provider is unduly delaying delivery of service;
- 11.11. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 11.12. The Contract/SLA may be finalized within a period of maximum of five (5) working days for signature before commencement of the work. Bidders must note that FoodBev

SETA contracts are vetted by outsourced lawyers therefore it is important to note that it is the responsibility of the bidder to also vet their contract before signing it off.

- 11.13. If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- 11.14. If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for specific goals, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 11.15. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## **12. IMPORTANT INFORMATION TO NOTE - GUIDELINES**

### **12.1. Disclosures**

Bidder to disclose if they have been subject to proceedings or other arrangements relating to bankruptcy or insolvency

## **13. DISCLAIMER**

- 13.1. FoodBev SETA reserves the right not to appoint a service provider
- 13.2. Not to appoint a bid that scored the highest points i.e., award a bid, on reasonable and justifiable grounds, to a bidder that did not score the highest points
- 13.3. Award the contract or any part thereof to one or more service providers
- 13.4. Reject all bids
- 13.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 13.6. Request further information from any bidder after closing date for clarity purposes
- 13.7. Cancel this RFQ or any part thereof at any time
- 13.8. Require the shortlisted bidders to make presentations at the venue communicated with the bidder and this presentation will be made by bidder at their own cost
- 13.9. Points scored will be rounded to 2 decimals
- 13.10. FoodBev SETA does not communicate with any bidders telephonically indicating that the bidder will be assisted to receive the award in return of financial resources. FoodBev SETA does not request bribes from any of the bidders and should a bidder receive such request, please that bidder must immediately notify FoodBev SETA and the police.

## **14. CONFIDENTIALITY**

- 14.1. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 14.2. All information pertaining to FoodBev SETA obtained by the bidder as a result of participation in this RFP is confidential and must not be disclosed without written authorisation from the FoodBev SETA.
- 14.3. The bidder must adhere to FoodBev SETAs Code of Conduct, Corruption and Anti-Fraud policy and all laws, rules and regulations that govern the SETA.

## **15. MISCELLANEOUS**

- 15.1. The service provider should include any additional information deemed useful to the FoodBev SETA in evaluating the proposal.

## **16. NEGOTIATIONS**

- 16.1. FoodBev SETA will enter negotiations to agree on fees, scope of work, scope of service, and other salient commercial terms with the preferred bidder.

## **17. VALIDITY**

- 17.1. The proposal provided to FoodBev SETA in terms of this request for quotations will be valid for a period of 90 days from the date of submission except for the Tax and B-BBEE certificates which must still be valid at the time of award.
- 17.2. Should there be a need to request extension of the finalization of the award of the bid, the bidders will be duly informed, and the tender/proposal will remain valid except for items mentioned above.

## **18. CONDITIONS OF PAYMENT**

- 18.1. No service should be provided to FoodBev SETA before an official purchase order has been issued to the supplier.
- 18.2. An invoice supported by all relevant documentation must be submitted to FoodBev SETA for certification and authorization before payment can be made.
- 18.3. Invoices will be payable 30 days after receipt of the invoice and statement.

## **19. COST OF TENDERING/ PROVIDING QUOTATIONS**

- 19.1. The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal.
- 19.2. FoodBev SETA shall under no circumstances be responsible and/or liable for any such costs, regardless of, and without limitation to the conduct or outcome of the tendering, evaluation and selection process.
- 19.3. The bidder will have no claim against FoodBev SETA where bids are cancelled for whatever reason.

## **20. UNSUCCESSFUL BIDDERS**

- 20.1. Please note FoodBev SETAs decision on the selection of the successful bidder is final and FoodBev will not enter into any further correspondence and/or negotiations with any unsuccessful bidder.

## **21. COMPULSORY BRIEFING SESSION**

- 21.1. Not Applicable

## 22. PROCEDURES FOR SUBMITTING QUOTATIONS

### 20.1. The closing date for proposals is **15 May 2026 @ 11h00**.

Suppliers must reach the FoodBev SETA before or on the closing date and time.

Bidders must email a soft copy of their proposal to: [scm@foodbev.co.za](mailto:scm@foodbev.co.za).