

## TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

### THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO DEVELOP EISA ASSESSMENT INSTRUMENTS

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites all suitably qualified bidders to submit quotations for the development of External integrated Summative Assessments (EISA) Assessment instruments.

<b>Closing date of submission</b>	11 March 2023
<b>Closing time of submission</b>	11h00
<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>	90 days
<b>Delivery address for the goods</b>	7 Wessel Rd, 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>	Llewellyn Van Zyl
<b>Telephone Number: Landline</b>	011 253 7323
<b>e-mail address to send queries</b>	<a href="mailto:llewellin@foodbev.co.za">llewellin@foodbev.co.za</a>

## 1. BACKGROUND

FoodBev SETA is a PFMA 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 Rd, Rivonia, Sandton, 2128. 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

FoodBev SETA is looking for an experienced and reputable service provider to provide services for the development of EISA Assessment instruments.

## 3. SPECIFICATION

**3.1.** The Service Provider will assist FoodBev SETA's Quality Assurance (QA) department to develop EISA assessment instruments which include one question paper and a marking memorandum per qualification. The Assessment instruments are required for the following qualifications:

- Occupational Certificate: Butter Maker (SAQA ID 102919)
- Occupational Certificate: Condensed Liquid Dairy Products Maker (102916)
- Occupational Certificate: Cottage Cheesemaker (102960)
- Occupational Certificate: Dried Dairy Products Maker (102961)
- Occupational Certificate: Fresh Dairy Products Maker (102918)
- Occupational Certificate: Ice Cream Products Maker (102946)
- Occupational Certificate: Processed Cheese Maker (103097)
- Occupational Certificate: Ripened Cheesemaker (103129)

## 4. DETAILS OF THE PROJECT

The project consist of development of EISA question papers and marking memorandum in line with both FoodBev SETA policies and QCTO (Quality Council for Trades and Occupations) approved QAS (Qualification Assessment Specification) addendum. The question papers must include questions covering knowledge, practical and work experience modules of a qualification. Each paper must be accompanied by a marking memorandum. All these instruments must be developed in line with a QAS addendum that shall be provided to a successful bidder.

The service provider will need to take a lead in developing these instruments which shall be reviewed and approved by Foodbev SETA.

The successful provider may be required to appoint a suitably qualified subject matter experts that will develop the assessment instruments. The service provider that will be appointed will need to take responsibility of ensuring that the appointed assessment instruments developers are in possession of a relevant qualifications that are at least same NQF level or above and have understanding of developing assessment instruments. The service provider will be expected to ensure that instruments are kept confidentially and secured enough to ensure integrity of EISA's planned for writing.

### Timelines

- a)** The service provider will be expected in their response to this RFQ to also provide timelines that suit FoodBev SETA's delivery deadlines aligned to EISA dates scheduled for 25 and 26 March 2024. They must align to timelines that are obtainable on QCTO website that has details regarding conducting an EISA.



## 5. SCOPE OF WORK

The scope of service is the making available of suitably adequately qualified EISA assessment instruments developers to develop assessments instruments against qualifications listed above. The developers are expected to be individuals qualified in Food Science, Dairy Science and Food Technology at a diploma (NQF 6) or bachelor's degree (NQF 7) level. All assessment instruments developers must be subjected to SAPS police clearance prior to them taking part in developing the assessment instruments. More specifically, the following is expected from the service provider:

- 5.1. The Service Provider will be expected to utilise FoodBev Seta developed templates.
- 5.2. The Service Provider will be responsible for ensuring that EISA assessment instruments are developed in line with a QCTO approved addendum which will be provided by FoodBev SETA.
- 5.3. The appointed service provider will be expected to submit a plan detailing schedule of EISA assessment instruments development.

## 6. ROLE PLAYERS

The QA Senior Manager will be the FoodBev SETA project lead who will be responsible for providing the service provider with all the required information.

## 7. EVALUATION CRITERIA

- 7.1. **Criteria 1: Compliance evaluation**– 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** – Functionality points are equal to 100 points. Bidders are required to achieve a minimum score of 75 points on functionality evaluations to qualify to be evaluated on BBBEE & 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.

## 8. CRITERIA 1 - COMPLIANCE EVALUATION

- 8.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 8.2. Standard Bidding Documents (SBD) forms: (SBD 1, SBD 3.3, SBD 4, SBD 6.1, & SBD 7.2): completed and signed by the duly authorized person.
- 8.3. Tax clearance certificate and Pin.



## 9. FUNCTIONALITY EVALUATION

<b>1. Service Provider Proposal and Project Plan</b>	<b>Structure of a proposal</b> <p>The prospective service provider must provide the following details in their Proposal and Project Plan:</p> <p>A. Experience of developing Examination Question papers and marking memorandum or EISA assessment instruments within Food or Agricultural sciences.</p> <p>B. Knowledge of the QCTO and their expectations on assessments (approach and implementation needs to demonstrate this)</p> <p>C. Approach, design and methodology for the project (aligned to QCTO EISA processes).</p> <p>D. Detailed activities to meet the submission deadline.</p> <p>E. Competence (include list of related projects undertaken with main contractor and subcontractors, making it clear who did what, and contact people for references)</p> <p>F. Team (Roles and level of responsibility for each member of the team).</p> <p>G. Quality assurance plan (to ensure that the process and products are of good quality and aligned to QCTO Policies and Requirements)</p>
<b>a) Proposal and Project Plan:</b>	
<ul style="list-style-type: none"> <li>4 = Good proposal (all areas covered and details on how each deliverable will be achieved)</li> </ul>	40 Points
<ul style="list-style-type: none"> <li>3 = Average proposal (most areas covered but with no details against delivery of each deliverable)</li> </ul>	30 points
<ul style="list-style-type: none"> <li>2 = Poorly written proposal and project plan (comprehensive areas not covered)</li> </ul>	20 points
<ul style="list-style-type: none"> <li>1 = Proposal and project plan not acceptable (most areas not covered).</li> </ul>	0 Points
<b>2. Knowledge and experience of the Lead Developer</b>	The Lead Project member must have at least 3-5 years of work experience with regards to the development of EISA



	<p>assessment instruments or Examination papers and memorandum on qualifications which their assessments are governed by QCTO or Umalusi or any other SAQA accredited professional body.</p> <p>The Lead Project member must provide their CV, demonstrating their years of relevant experience and successful development of assessment instruments as per the context described above.</p> <p>The Lead Project member must submit copies of the required qualifications being, Food Science or Dairy Science or Food Technology at a diploma level (NQF 6) or bachelor's degree (NQF 7) level or higher.</p>	
<b>b) CV with relevant work experience detailed above:</b>		
• Relevant Qualifications and CV with 5 + years' of relevant experience	30,00 points	<b>30,00</b>
• Relevant Qualifications and CV with 4 years' of relevant experience	20,00 points	
• Relevant Qualifications and CV with 3 years' of relevant experience	10,00 points	
• Relevant Qualifications and CV with less than 3 years' of relevant experience	0,00 points	
<b>3. History of successful implementation of the same or similar development work for EISA Assessment instruments</b>	<p>The bidder must demonstrate relevant experience in developing assessment instruments or examination papers and memorandum.</p> <p>The bidder must provide at least three (3) relevant signed and dated reference letters for similar work done in corporates/government department/ State Owned.</p> <p>Reference Letters must contain:</p> <ul style="list-style-type: none"><li>• Name of the project/company</li><li>• Nature of work conducted.</li><li>• Date of when project was undertaken.</li><li>• Duration of the project</li><li>• Level of satisfaction of services provided by the bidder.</li></ul>	



	Reference letters must be on the company letter head, signed, and dated.	
c) Reference Letters		
• 4 + relevant reference letters	30 points	30,00
• 3 relevant reference letters	20 points	
• 1 to two relevant reference letters	10 points	
• No relevant reference letter provided	0 points	
Total		100,00

**Note: the minimum score for functionality is 75 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

**11.1 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2000.00 and 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>

**11.2** The following allocation will determine the specific goals (20.00 points) for this tender process:

Category	% Allocation for each category	Points allocated
Black People Ownership	50%	10,00
Woman Ownership	50%	10,00
<b>Total</b>	<b>100%</b>	<b>20,00</b>



## 12 PRICING SCHEDULE:

- 12.1 There is no price schedule that bidders need to comply with.

## 13 CONDITIONS OF CONTRACT

### **The successful service provider undertakes:**

- 13.1 To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential.
- 13.2 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.
- 13.3 Not to copy or duplicate any software or documentation for private use.
- 13.4 To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project.
- 13.5 General conditions of tender, contracts and orders will be applicable in the execution of the contract.
- 13.6 Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider.
- 13.7 Failure to adhere to the above conditions will lead to the invalidation of the quotation.
- 13.8 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.
- 13.9 Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 13.10 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.
- 13.11 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.
- 13.12 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.
- 13.13 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## 15. IMPORTANT INFORMATION TO NOTE - GUIDELINES

### **15.1 Disclosures**

- a) Bidder to disclose if they have been subject to proceedings or other arrangements relating to bankruptcy or insolvency.

## 16. DISCLAIMER

- 16.1. FoodBev SETA reserves the right not to appoint a service provider.
- 16.2. 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.
- 16.3. Award the contract or any part thereof to one or more service providers.



- 16.4. Reject all bids.
- 16.5. Decline to consider any bids that do not conform to any aspect of the bidding requirements.
- 16.6. Request further information from any bidder after closing date for clarity purposes.
- 16.7. Cancel this RFQ or any part thereof at any time.
- 16.8. 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.
- 16.9. Points scored will be rounded to 2 decimals.
- 16.10. 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.

## 16 CONFIDENTIALITY

- 16.1 Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 16.2 All information pertaining to FoodBev SETA obtained by the bidder as a result of participation in this RFQ is confidential and must not be disclosed without written authorisation from the FoodBev SETA
- 16.3 The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.

## 17 MISCELLANEOUS

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

## 18 NEGOTIATIONS

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

## 19 VALIDITY

- 19.1 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 with the exception of the Tax and B-BBEE certificates which must still be valid at the time of award.
- 19.2 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.

## 20 CONDITIONS OF PAYMENT

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

## 21 COST OF TENDERING/ PROVIDING QUOTATIONS



**21.1** The bidders shall bear all costs and expenses associated with the preparation and submission of the tender document/proposal. 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. The bidder will have no claim against FoodBev SETA where bids are cancelled for whatever reason.

## **22 UNSUCCESSFUL BIDDERS**

**22.1** Please note FoodBev SETA 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.

## **23 PROCEDURES FOR SUBMITTING QUOTATIONS**

**23.1** The closing date for proposals submission is **11 March 2024 @ 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).

