

18 March 2026

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO RECRUIT MARKERS.

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites all suitably qualified bidders to submit quotations for recruitment services to appoint subject matter experts to work as markers on a temporal appointment.

Closing date of submission	23 March 2026
Closing time of submission	16:30
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	90 days
Delivery address for the goods	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:

Queries address to	Zimkhitha Juqu
Telephone Number: Landline	011 253 7337
e-mail address to send queries	ZimkhithaJ@foodbev.co.za

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 incentivise 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 seeks an experienced and reputable service provider to offer recruitment services to appoint markers responsible for marking External Integrated Summative Assessment (EISA) scripts. Marking will have to take place from 31 March to 02 April 2026.

3. SPECIFICATION

3.1. The markers will assist the QA department to fulfil the marking of scripts as part of the Assessment Quality Partner functions for the Following QCTO Registered Qualifications:

- 1) Occupational Certificate: Butter Maker (SAQA ID 102919)
- 2) Occupational Certificate: Dried Dairy Products Maker (102961)
- 3) Occupational Certificate: Fresh Dairy Products Maker (102918)
- 4) Occupational Certificate: Processed Cheese Maker (103097)
- 5) Occupational Certificate: Ripened Cheesemaker (103129)
- 6) Occupational Certificate: Fermented Dairy Products Maker (102917)
- 7) Occupational Certificate: Liquid Dairy Reception Operator (121154)
- 8) Occupational Certificate: Food and Beverage Packaging Operator (121148)

3.2. Markers must be available in Johannesburg.

3.3. FoodBev SETA seeks to appoint two (02) markers for a period of 12 Months

3.4. Markers are expected to be individuals qualified in Food Science, Dairy Science and Food Technology with a diploma (NQF 6) or bachelor's degree (NQF 7) level.

3.5. The successful candidates will have to ensure that they obtain a police clearance before they embark on marking and invigilation.

The service provider is required to:

- (i) Advertise
- (ii) Administer the response handling of all applications from Human Resources.
- (iii) Prepare a detailed report on all applications received.
- (iv) Prepare a detailed summary of potential shortlisted candidates for FoodBev SETA Human Resources.
- (v) Discuss final shortlist with FoodBev SETA Human Resources.
- (vi) Arrange, coordinate interviews (including interview logistics of candidates and panel members) and serve as secretariat during interviews.
- (vii) Assisting with conducting interviews based on the minimum requirements to screen applicants.
- (viii) Record proceedings at the final shortlisting and interview session with FoodBev SETA Human Resources.
- (ix) In consultation with the FoodBev SETA coordinate the extension of the offer of employment to successful candidates.
- (x) Prepare and communicate offers of employment to the successful candidate.
- (xi) Issue regret letters to unsuccessful candidates.
- (xii) Candidates Qualifications and Security Verifications

Facilitate verifications of the following:

- (i) Qualifications, Security, Credit, Criminal, ID, Employment and Reference Checks.
- (ii) Compile a report based on the outcomes of the verification process.

4. DETAILS OF THE PROJECT

The project is a process of marking Assessments for the final EISA question papers which must include the three components of learning, knowledge, practical skills and work experience as required of all occupational qualifications. The project aims to effectively mark identified EISA's.

The service needs to lead to the marking of the final EISA scripts. The FoodBev SETA therefore wishes to invite proposals from capable service providers for the provision of these services in line with both FoodBev SETA and QCTO Policies and Requirements.

The service provider that will be appointed will need to take responsibility for ensuring that the marking of an EISA takes place in line with principles and processes approved by the FoodBev SETA as the registered AQP. The service provider to be contracted will be required to deliver on the entire marking process until results are submitted for moderation.

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 2025. Marking is scheduled for 31 March to 04 April 2025.
- b) The service provider will be expected to ensure that scripts marking is completed within three days.

5. SCOPE OF WORK

5.1 Appoint an established service provider for the provision of recruitment services to source script markers.

5.2 Marking of the question papers for qualifications listed above.

5.3 Produce an EISA marking report for each qualification in line with QCTO and FoodBev SETA prescribed requirements.

6. ROLE PLAYERS

The QA Senior Manager will be the FoodBev SETA project leader, who will be responsible for providing the applicant with all the required information.

7. PRICING SCHEDULE

Item	Units	Price per unit	Total
Marking per qualification	8 qualifications	Price per script	

- 7.1. Bidders must submit a pricing as per above pricing schedule.
- 7.2. Bidders must also submit pricing in their company letterhead.

8. EVALUATION CRITERIA

- 8.1. **Criteria 1: Compliance evaluation**– applicants will first be evaluated in terms of compliance, that is, meeting minimum requirements. Applicants who do not fulfil all the requirements will be disqualified. Applicants are required to achieve a minimum score of 35 points on compliance evaluation.
- 8.2. **Criteria 2: Functional criteria** – Functionality points are equal to 100 points. Applicants are required to achieve a minimum score of 70 points on functionality evaluation to qualify to be evaluated on specific goals and Price. All applicants who do not score the minimum points will be disqualified.
- 8.3. **Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids from R2000 up to R50 million.

9. FUNCTIONALITY EVALUATION

Mr S. Ngcukana: Independent Board Chairperson, Ms N. Selamolela: Chief Executive Officer

<p>1 Applications: Detailed CVs that outline all academic experience in marking examination papers.</p>	<p>Structure of the application:</p> <p>A. Experience of marking Examination Question papers and marking memorandum within Food, Packaging or Agricultural sciences.</p> <p>B. Knowledge of the QCTO and their expectations on assessments (advantageous)</p> <p>The bidder must submit a detailed CV demonstrating the above experience, and at least 5 years of experience in the food and dairy processing environment.</p>	
<p>a) Experience:</p>		
<ul style="list-style-type: none"> • 4 to 5 years of experience 	40 Points	<p>40,00</p>
<ul style="list-style-type: none"> • 2 to 3 years of experience 	30 points	
<ul style="list-style-type: none"> • 1 year of experience 	20 points	
<ul style="list-style-type: none"> • no years of experience 	0 Points	
<p>2. Qualifications and experience of the Marker</p>	<p>At least an NQF Level 6 qualification in Dairy processing, Dairy Science, Food Science, Food Technology and/or Packaging. Bidders must submit copies of qualification. Foreign qualifications must be endorsed by SAQA. Foreign qualifications must be accompanied by the SAQA evaluation. Qualifications not endorsed by SAQA will not be considered.</p>	
<p>b) CV with relevant work experience detailed above:</p>		
<ul style="list-style-type: none"> • Relevant Qualifications and CV with 4 to 5 + years of relevant experience 	60,00 points	<p>60,00</p>
<ul style="list-style-type: none"> • Relevant Qualifications and CV with 2 to 3 years of relevant experience 	40,00 points	
<ul style="list-style-type: none"> • Relevant Qualifications and CV with 1 years of relevant experience 	30,00 points	
<ul style="list-style-type: none"> • Relevant Qualifications and CV with no relevant experience 	10,00 points	
<p>Total</p>		<p>100,00</p>

Note: the minimum score for functionality is 70 points.

- Please note that the Evaluation Committee will use their own discretion to assess the quality of the documentation provided.
- FoodBev SETA may request clarification or additional information regarding any aspect of the documents submitted. The applicants 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 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
Total Points		100,00

11 CONDITIONS OF CONTRACT

Successful Applicant 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 unauthorised person(s) except as authorised 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** Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the proposal.

11.6 The Contract/SLA may be finalised 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.

11.7 If two or more applicants score an equal total number of points, the contract must be awarded to the applicant that scored the highest points for specific goals.

12. DISCLAIMER

- 12.1 FoodBev SETA reserves the right not to appoint a service provider.
- 12.2 Award the contract or any part thereof to one or more service provider(s).
- 12.3 Decline to consider any Markers who do not conform to any aspect requirements.
- 12.4 Request further information from any applicant after closing date for clarity purposes.
- 12.5 Cancel this RFQ or any part thereof at any time.
- 12.6 The scored points will be rounded to 2 decimals.
- 12.7 FoodBev SETA does not communicate with any applicant telephonically indicating that the applicant will be assisted to receive the award in return for financial resources. FoodBev SETA does not request bribes from any of the applicants and should an applicant receive such a request, please immediately notify FoodBev SETA and the police.

13. CONFIDENTIALITY

- 13.1 The information submitted will not be revealed to any other party and will be treated with utmost confidentiality.
- 13.2 The project leader will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.

14. MISCELLANEOUS

- 14.1 The applicant should include any additional information deemed useful to the FoodBev SETA in evaluating the proposal.

15. NEGOTIATIONS

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

16. VALIDITY

- 16.1 The information provided to FoodBev SETA in terms of this application will be valid for a period of 90 days from the date of submission.

17. CONDITIONS OF PAYMENT

- 17.1 No service should be provided to FoodBev SETA before an official purchase order has been issued to the applicant. 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.

18. UNSUCCESSFUL APPLICATIONS

- 18.1 Please note FoodBev SETA decision on the selection of the successful application is final and FoodBev will not enter into any further correspondence and/or negotiations with any unsuccessful applications.

19. PROCEDURES FOR SUBMITTING OF APPLICATIONS

- 19.1 The closing date for applications is **23 March 2026 @ 16:30**.

Applications must reach the FoodBev SETA before or on the closing date and time. Applicants must email their applications: scm@foodbev.co.za.