



 13 Autumn Street | Rivonia | 2128
 30 June 2022

REQUEST FOR QUOTATIONS

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE ADVANCED REPORT WRITING TRAINING

The Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites you to submit quotations to provide Report writing training.

Closing date of submission	05 July 2022
Closing time of submission	12:00 a.m. (Telkom time)
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the goods	07 Wessels Street, 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	Katleho Mashego
Telephone Number: Landline	011 253 7300
e-mail address to send queries	Katlehom@foodbev.co.za

1. BACKGROUND

Food and Beverages Manufacturing SETA ("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 07 Wessels Street, Rivonia Sandton. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector. FoodBev SETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to deliver on the National Skills Development Plan (NSDP) outcomes.

2. PURPOSE

FoodBev SETA seeks to appoint an experienced and reputable service provider to conduct an advanced Report Writing training for its employees.

3. SCOPE OF WORK

3.1 The successful service provider will be required to provide advanced Report Writing training. The content of the training must include, but not limited to the following:

Report types

An overview of report types and their purposes

Writing in Perspective

- Business writing in a professional context

Writing an effective report

Content

Main sections and subsections

Language and style

Formatting

Using space efficiently

Using visually pleasing and readable typography

Formatting tables and captions

Choosing graphs and charts

Presenting the Report

Homophones and parts of speech

4. PROSPECTS OF ATTENDANCE & DURATION

4.1 The training will be conducted for approximately 25 employees.

4.2 The term of appointment will be for the period of days that the training will be conducted;
and

4.3 The training will be conducted virtually.

5. AGREEMENT FOR DELIVERABLES / ASSESSMENT

5.1 The service provider must have a good understanding of the SETA environment to ensure that the training session is carried out with ease.

5.2 Detailed project plan incorporating schedule/timelines for the training.

5.3 Conducting an effective and efficient training/workshop which achieves training objectives.

5.4 Once the training has taken place, the service provider will be required to furnish all employees with a certificate of attendance.

6. EVALUATION CRITERIA

The following criteria will be adhered to:

6.1 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 evaluation.

6.2 Criteria 2: Functional criteria – Functionality points are equal to 100 points. Bidders are required to achieve a minimum score of 70 points on functionality evaluations in order to qualify to be evaluated on BBEE & Price. All bidders who do not score the minimum points will be disqualified.

6.3 Criteria 3: Price and BBEE status level of contributor and this will be evaluated on an 80/20 preferential procurement principle.

7. CRITERIA 1 – COMPLIANCE EVALUATION

The Bidders must submit:

7.1 Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.

7.2 Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1, SBD 8 & SBD9): completed and signed by the duly authorized person.

7.3 Tax clearance certificate and Pin.

7.4 Proof of accreditation with Services SETA.

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

1. CRITERIA 2 - FUNCTIONALITY EVALUATION

Functional criteria	Weight
1. Bidder experience	
<p>The bidder must have extensive experience in providing Advanced Report Writing training.</p> <p>Bidder to provide at least five (5) reference letters from contactable <u>different</u> clients (excluding FoodBev SETA) for similar services provided in the last <u>three (3) years</u>.</p> <p>The reference letters must be on the bidder's client's letterhead, duly signed by the authorized person, reflecting the:</p> <ul style="list-style-type: none">i. nature of the service provided;ii. name of the training provided;iii. level of satisfaction for the service and performance of the bidder; andiv. name and contact details of contact person. <ul style="list-style-type: none">✦ No relevant reference letters provided = 0.00 points✦ At least one (1) relevant reference letter = 10.00 points✦ At least two (2) relevant reference letters = 20.00 points✦ At least three (3) relevant reference letters = 30.00 points✦ At least four (4) relevant reference letters = 40.00 points✦ At least five (5) relevant reference letters = 50.00 points	50.00
2. Proposed Team experience (Facilitator(s))	

The bidder must provide a short profile(s) of the facilitator(s) <u>and</u> CV(s) clearly highlighting qualifications, skills, and experience in providing Report Writing training. The CV must demonstrate a minimum of 5 years' experience and an	50.00
Functional criteria	Weight
1. Bidder experience	
<p>Occupationally directed ETD qualification at NQF level 7 or equivalent (<u>bidder to</u> provide certified certificate(s)).</p> <ul style="list-style-type: none"> No experience and no qualification submitted = 0.00 points Five (5) years or more experience demonstrated in the CV <u>and</u> submission of a certified qualification(s) = 50.00 points <p><i>* If there will be more than one (1) facilitator, the required documents/information must be submitted for all facilitators.</i></p>	
Total	100.00

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 forty-eight (48) hours after receipt of written request from supply chain office. Failure to submit such information may result in disqualification or non-award of functionality points.

8. PREFERENCE POINTS ALLOCATION

8.1. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million as follows:

CRITERIA	SUB-CRITERIA	POINTS
Price	Detailed budget breakdown	80
BBBEE Status Level Verification certificate from accredited verification agencies	BBBEE Level Contributor	20
Total Points		100

9. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 9.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 9.2. 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;
- 9.3. Not to copy or duplicate any software or documentation for private use;
- 9.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 9.5. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 9.6. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 9.7. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 9.8. 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;
- 9.9. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.

- 9.10.** 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.

IMPORTANT INFORMATION TO NOTE - GUIDELINES

10. Disclosures

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

11. Disclaimer

11.1 FBS reserves the right not to appoint a service provider

11.2 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

11.3 Award the contract or any part thereof to one or more service providers

11.4 Reject all bids

11.5 Decline to consider any bids that do not conform to any aspect of the bidding requirements

11.6 Request further information from any bidder after closing date for clarity purposes

11.7 Cancel this RFQ or any part thereof at any time

11.8 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

11.9 Points scored will be rounded to 2 decimals

12. Confidentiality

12.1. Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality

12.2. All information pertaining to FBS obtained by the bidder as a result of participation in this RFP is confidential and must not be disclosed without written authorisation from the FBS

12.3. The project lead will abide by FBS Code of Conduct and all laws, rules and regulations that govern the SETA

13. Miscellaneous

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

14. Negotiations

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.

15. Validity

15.1. 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.

15.2. 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.

16. Conditions of payment

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.

17. Cost of tendering/ providing quotations

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.

18. Unsuccessful bidders

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

19. COMPULSORY BRIEFING SESSION

Not Applicable


20. PROCEDURES FOR SUBMITTING QUOTATIONS

The closing date for proposals is 05 July 2022 @ 12h00.

Suppliers must reach the FoodBev SETA before or on the closing date and time. Bidders must email a soft copy of their proposal to: lungam@foodbev.co.za / scm@foodbev.co.za.

Any queries relating to this request for quotation must be in writing and must be addressed to email: katlehom@foodbev.co.za

Prepared by: Ms. Zimasa Baskiti (Acting HR Administrator)

Signature: 

Date: 23.06.2022

Reviewed and approved by: Mr Derrick Smith (Acting Senior Manager: Corporate Services)

Signature: 

Date: 23.06.2022
