

04 December 2025

REQUEST FOR QUOTATIONS

APPOINTMENT OF A TRAINING PROVIDER FOR TRAINING OF CAREER GUIDANCE PRACTITIONERS

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites qualifying service providers to submit a proposal for training of 100 career guidance practitioners.

Closing date of submission	12 December 2025
Closing time of submission	16:00
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 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:

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

1. BACKGROUND

FoodBev Manufacturing SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev Manufacturing SETA is currently operating in Johannesburg at number 7 Wessels Road, Rivonia. FoodBev Manufacturing SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector.

FoodBev Manufacturing 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) 2030 outcomes.

2. PURPOSE

FoodBev SETA seeks to appoint a reputable and experienced training provider to deliver a non-credit bearing capacity-building programme for a group of 100 Career Guidance Practitioners. The programme must develop practical skills aligned to the Career Development Practitioner (CDP) Framework, with emphasis on career information services, facilitation, skills pathways navigation, and awareness of careers in demand in the food and beverages manufacturing sector.

Mr A Campbell: Independent Board Chairperson, Ms N. Selamolela: Chief Executive Officer

3. SCOPE OF WORK

The appointed service provider will be required to (but not limited to):

- 3.1.1 Design and deliver a non-credit bearing training programme aligned to the competencies required in the CDP Framework.
- 3.1.2 Facilitate training sessions (virtual, hybrid, or in-person) as agreed with FoodBev SETA.
- 3.1.3 Provide training materials, manuals, digital resources, and reference guides for trainees
- 3.1.4 Organize training workshops including logistics (venues, transport, catering) where applicable.
- 3.1.5 Provide support services for trainees during the training.
- 3.1.6 Maintain attendance registers and training records.
- 3.1.7 Issue Certificates of Completion to all participants who successfully complete the programme.
- 3.1.8 Submit a detailed project close-out report.
- 3.1.9 The training must equip career practitioners with sector-relevant competencies on:
 - 3.1.9.1 Foundations of career development practice
 - 3.1.9.2 Supporting career decision-making
 - 3.1.9.3 Facilitating group information sessions
 - 3.1.9.4 Managing career information services
 - 3.1.9.5 Sector-specific study pathways and career opportunities in the Food and Beverage manufacturing industry

3.2 DURATION OF THE PROGRAMME

- 3.2.1 Will be from the date of appointment until **March 2026**.

3.3 THE FOLLOWING ARE THE EXPECTED OUTPUTS / DELIVERABLES

- 3.3.1 Recruit and conduct training for **100** career guidance practitioners, in any of the nine provinces with special attention given to rural or townships.
- 3.3.2 Preference should be given to life orientation teachers, community development officers, women, youth and person with disabilities in rural and townships communities.
- 3.3.3 Provision of training materials and manuals.
- 3.3.4 Attendance registers and participation records.
- 3.3.5 Certificates of Completion.
- 3.3.6 Project close-out report summarizing:
 - 3.3.6.1 Participant attendance and completion
 - 3.3.6.2 Training content delivered
 - 3.3.6.3 Challenges and lessons learned
 - 3.3.6.4 Recommendations

4. RFQ EVALUATION PROCESS AND CRITERIA:

- 4.1. **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 will not move onto the next stage of evaluations.
- 4.2. **Criteria 2: Functional criteria** – Functionality points are equal to **100.00** points. Bidders are required to achieve a minimum score of **75.00 points** on functionality evaluations in to qualify to be evaluated on specific goals and Price. All bidders who do not score the minimum points will be disqualified.

- 4.3. Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids below R50 million.

5. CRITERIA 1 - COMPLIANCE EVALUATION

- 5.1.** Bidder must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 5.2.** Complete and submit Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1), these must be completed and signed by the duly authorized person.
- 5.3.** Tax clearance certificate and Pin.
- 5.4.** The bidder must submit a copy of a valid organizational accreditation certificate or professional recognition from one of the bodies: SACE, QCTO, SACDA, or CHE.

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

6. CRITERIA 2 - COMPLIANCE EVALUATION

Functional Criteria	Weight
1. Reference letters	40.00
The bidder must submit reference letters not older than 24 months for conducting or facilitating similar training programmes. Each reference letter must be on the client's official letterhead and must include the following minimum information: - Name of the organization - Name and contact details of the official contact person - Name or title of the training/course delivered - Duration/period of the training delivered - Number of participants (if available) The reference letter must be dated and signed by an authorized representative of the client.	
No valid reference letters	
One reference letter	
Two valid reference letters	
Three valid reference letters	
More than three valid reference letters	
2. Understanding of Scope of Work	30.00
2.1 Bidder's experience	
The bidder must provide short profiles of a minimum of three (3) facilitators and their CVs and certified copies of qualifications, skills, and relevant experience as a facilitator. The proposed facilitators must each have a minimum of 5 years' experience in any of these fields: Career development training, Education facilitation, Youth development programmes, Psychology or HR development and Life Orientation or counselling	
2.1.1 Less than 5 years' experience	
2.1.2 At least 5 years' experience	
2.1.3 More than 5 years' experience	
3 facilitators CVs must be submitted, and each facilitator must have a minimum of 5 years experience to score full points.	

Functional Criteria	Weight
3. Project Plan	30.00
Bidder to submit a project plan clearly indicating but not limited to these: • Training methodology • Resources and tools , • clear timelines, • modules breakdown, • venues to be used for training. • Delivery approach (virtual, hybrid, in-person)	
3.1. Project plan not submitted = 0.00 points	
3.2. Project plan submitted does not cover any of the above requirements = 0.00 points	
3.3. Project plan submitted covers some (2 to 3) of the requirements = 10.00 points	
3.4. Project plan submitted covers some (4 to 5) of the requirements = 20.00 points	
3.5. Project plan submitted covers all the requirements = 30.00 points	
Total	100.00

7. CRITERIA 3 - PREFERENCE POINTS ALLOCATION

7.1 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2 000 and up to R50 million as follows:

8. PREFERENCE POINTS ALLOCATION

8.1 Criteria 3 - This RFQ will be evaluated based on price and points as follows:

Price and Points	80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2000 and up to R50 million
-------------------------	---

8.2 The following allocation will determine the specific goals (20.00 points) for this tender

Category	% Allocation for each category	Points allocated
Black People Ownership>51%	60%	10,0012,00
Woman Ownership	*30%	6,00
Black Youth Ownership	*10%	2,00
Total	100%	20,00

process:

**Only representation is required from these categories, regardless of the percentage. Evidence of representation in ownership is required for eligibility to score points for specific goals.*

9 CONDITIONS OF CONTRACT

The successful service provider agrees to:

- 9.1 Treat all data and information provided by FoodBev Manufacturing SETA and its employees strictly confidential.
- 9.2 Refrain from discussing or disclosing any information to the public, press or other service providers, consultant or any unauthorized individuals, unless authorized by the FoodBev Manufacturing SETA.
- 9.3 Not to copy or duplicate any software or documentation for personal use;
- 9.4 Return all documentation, reports, programmes etc., to FoodBev Manufacturing SETA upon project completion.
- 9.5 Adhere to the general conditions of tender, contracts and orders during the execution of the contract.
- 9.6 Bear all parking and travel costs between their home/office and FoodBev Manufacturing SETA.
- 9.7 Understand that failure to comply with these conditions may result in the invalidation of their quotation.
- 9.8 Acknowledge that FoodBev Manufacturing SETA reserves the right to discontinue work on any aspect of the quotation at any time, in consultation with the Senior Manager: Human Resources of FoodBev Manufacturing SETA, in particular if the quality of work is poor or if the service provider is unduly delaying delivery of service.
- 9.9 Enter into a Service Level Agreement with the FoodBev Manufacturing SETA prior to the final acceptance of the tender proposal.
- 9.10 Complete the Contract/SLA within maximum of five (5) working days for signature before commencing work. Bidders should note that FoodBev Manufacturing SETA contracts are vetted by external lawyers, therefore it is important for bidders to also review their contracts before signing.
- 9.11 Recognize that if two or more tenderers score equal total points, the contract must be awarded to the tenderer with the highest points for specific goals.
- 9.12 Understand that 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.
- 9.13 Accept that if two or more tenderers score equal total points across all the criteria, the award must be decided by the drawing of lots.

10 IMPORTANT INFORMATION TO NOTE - GUIDELINES

10.1 Disclosures

- a) The bidder must disclose whether they have been involved in any proceedings or other arrangements related to bankruptcy or insolvency

11 DISCLAIMER

- 11.1. FoodBev SETA 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
- 11.10. 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.
- 11.11. Foreign qualifications must be accompanied by SAQA evaluation. If foreign qualifications are not accompanied by the SAQA evaluation, they will not be considered

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 FoodBev SETA obtained by the bidder as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from the FoodBev SETA
- 12.3. The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA

13 MISCELLANEOUS

- 13.1 The service provider should include any additional information that may assist FoodBev Manufacturing SETA in evaluating the proposal.

14 NEGOTIATIONS

- 14.1 FoodBev Manufacturing SETA will engage in negotiations with the preferred bidder to finalize agree on fees, define the scope of work, outline the scope of services, and agree on the other important commercial terms.

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

- 16.1. 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.

17 COST OF TENDERING/ PROVIDING QUOTATIONS

- 17.1 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.

18 UNSUCCESSFUL BIDDERS

- 18.1 Please note that FoodBev Manufacturing SETA's decision regarding the selection of the successful bidder is final. FoodBev Manufacturing will not engage in any further correspondence or negotiations with any unsuccessful bidders.

19 PROCEDURES FOR SUBMITTING QUOTATIONS

- 19.1 The **closing date for proposals is 12 December 2025 @ 16h00.**
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.