

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE DATA WAREHOUSE AND BUSINESS INTELLIGENCE SOLUTION ADVISORY SERVICES

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites you to submit a proposal for providing advisory and project management services to FoodBev SETA.

Closing date of submission	15 May 2024
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 SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev is currently operating in Johannesburg at number 7 Wessels Road, Rivonia. 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 embarking on a digital transformation journey and is planning to design and deploy a data warehousing and analytics solution. To this effect, the FoodBev SETA is hereby inviting suitably and adequately qualified service providers to submit proposals for the provision of Information and Communication Technology (ICT) expert advisory relating to:

- The scoping of data warehousing and analytics needs across the business.
- Drafting of business requirements and scope of work for the procurement or acquisition of the data warehousing and analytics solution.

Successful service provider will be tasked with engaging both business and technical ICT team across the FoodBev SETA in eliciting and properly scoping requirements for the data warehousing and analytics solution. The deliverables of this exercise will form the basis for the data warehouse and BI solution acquisition scope of work.

3. SCOPE OF WORK

- Conduct a thorough assessment of Foodbev SETA's current ICT infrastructure and business applications requirements.
- Provide recommendations for suitable ICT solutions aligned with the organization's goals and objectives.
- Develop a comprehensive project plan outlining key milestones, deliverables, timelines, and resource requirements.
- Conducting an in-depth analysis of Foodbev SETA's data requirements and architecture.
- Recommending a suitable data warehouse solution that aligns with the organization's business needs.
- Developing a comprehensive data warehouse design that ensures optimal data storage, retrieval, and analysis capabilities.
- Overseeing the implementation of the data warehouse, ensuring seamless integration with existing systems and data sources.
- Advising on data migration strategies to ensure the smooth transition of relevant data to the new warehouse.
- Conducting a thorough analysis of Foodbev SETA's reporting and analytical requirements.
- Recommending suitable Business Intelligence (BI) tools and technologies that align with the organization's strategic goals.
- Developing a robust BI solution architecture that integrates seamlessly with the data warehouse and other relevant systems.
- Overseeing the implementation of the BI solution, ensuring accurate and timely reporting capabilities
- Advising on effective implementation model of selected ICT solutions, including system integration and data migration.



4. RFQ EVALUATION PROCESS AND CRITERIA:

4.1. Stage 1: Compliance Evaluation Criteria

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.

Bidders must submit the following documents:

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

4.2. Stage 2: Functional Evaluation Criteria

Functional criteria		Weight
1. Methodology and Project Plan		30.00
The bidder should submit a detailed execution plan with clear activities and timelines in response to the terms of reference. The details on: • Initiation • Planning • Design • Execution		
▪ No project plan submitted, or project plan submitted with no clear activities and timelines	0.00	
▪ Submission of a project plan with clear activities and timelines and include not all requirements	20.00	
▪ Submission of detailed project plan with clear activities and clear timelines which includes all the requirements	30.00	
2. Company Experience (Reference Letters)		Weight
The bidder should have at least five (5) years’ experience in providing data warehouse and business intelligence solution advisory services. The bidder must provide a minimum of three (3) relevant reference letters or testimonials for similar work done in the last five (5) years. 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.		40.00
▪ Less than three (3) reference letters	0.00	
▪ Three (3) reference letters	30.00	
▪ More than three (3) reference letters	40.00	
3. Project Manager		Weight



The bidder must provide a CV of the team member or assistant/scriber highlighting skills and experience in providing similar services as well as the certified copies of relevant qualifications. The CV must demonstrate a minimum of 3 years' experience in executing project of similar nature and a minimum of relevant NQF level 6 qualification. The project manager should possess: • a minimum of three-year qualification (NQF 7) in IT or equivalent. • minimum of five years' experience in ICT project management. • Relevant certification in data management. • Minimum five years' experience managing data management related projects. Provide a minimum of one CV(s), indicating qualifications and the number of years as the project manager.		30.00
▪ No qualification/experience submitted, and/or less than NQF 7 or five-years' experience = 0.00 points	0.00	
▪ NQF 7 and five-years' experience, plus relevant certification	15.00	
▪ NQF 7 and more than five years' experience, relevant data science certification	30.00	
4. Total		100.00

5. PREFERENCE POINTS ALLOCATION

5.1 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
Total Points		100,00

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

Category	Criteria for Allocation of points for each category	Points allocated
Black People Ownership (at least 50% ownership)	At least 50% or more	10,00
Woman Ownership	At least 10% or more	6,00
Black Youth Ownership	At least 5% or more	4,00
Total	100%	20,00



6.1 Bidders must submit the following documents (certified, not longer than six (6) months, as a means of verification for specific goals):

- 6.3.1.** CIPC documents (company registration documents),
- 6.3.2.** Bidders National Treasury CSD registration form (Full disclosure showing ownership and BBBEE points),
- 6.3.3.** Completed and signed SBD 6.1 form, (attached)
- 6.3.4.** Shareholder certificates, and
- 6.3.5.** Copy/ies of Identity document(s) for shareholder(s) and directors.

Failure to submit the above documents will result in the bidder being awarded zero (0) points for specific goals.

7. COSTING

No.	Item Description	Rate per hour	Total Number of Hours for the Project	Total Cost
1.	Data Warehouse and BI Advisory Services			
Sub-Total				
VAT @15%				
Grand Total				

- Bidders are required to specify both one-time fixed costs and monthly expenses applicable throughout the duration.
- The bidder is responsible for covering costs associated with travel and subsistence required to fulfil the project management responsibilities.

8. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 8.1.** To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 8.2.** 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;
- 8.3.** Not to copy or duplicate any software or documentation for private use;
- 8.4.** To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 8.5.** General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 8.6.** Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 8.7.** Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 8.8.** 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;
- 8.9.** Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
 - 8.10.** 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.
 - 8.11.** 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.
 - 8.12.** 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.
 - 8.13.** If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots

9. IMPORTANT INFORMATION TO NOTE - GUIDELINES

9. Disclosures

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

10. DISCLAIMER

- 10.1.** FoodBev SETA reserves the right not to appoint a service provider
- 10.2.** 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
- 10.3.** Award the contract or any part thereof to one or more service providers
- 10.4.** Reject all bids
- 10.5.** Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 10.6.** Request further information from any bidder after closing date for clarity purposes
- 10.7.** Cancel this RFQ or any part thereof at any time
- 10.8.** 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
- 10.9.** Points scored will be rounded to 2 decimals
- 10.10.** 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. CONFIDENTIALITY

- 11.1.** Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality.
- 11.2.** 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



- 11.3.** The project lead will abide by FoodBev SETA Code of Conduct and all laws, rules and regulations that govern the SETA.

12. MISCELLANEOUS

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

13. NEGOTIATIONS

- 13.1.** 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.

14. VALIDITY

- 14.1.** 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.
- 14.2.** 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.

15. CONDITIONS OF PAYMENT

- 15.1.** 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.

16. COST OF TENDERING/ PROVIDING QUOTATIONS

- 16.1.** 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.

17. UNSUCCESSFUL BIDDERS

- 17.1.** 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.

18. PROCEDURES FOR SUBMITTING QUOTATIONS

- 18.1.** The closing date for proposals is **15 May 2024 @ 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.

