



REQUEST FOR QUOTATIONS

APPOINTMENT OF A SUITABLE PROVIDER TO PROVIDE TRANSLATION SERVICES

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites suitable service providers to submit quotations to provide translation and editing services as follows:

Closing date of submission	03 June 2024
Closing time of submission	11:00 a.m. (Telkom time)
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	60 days
Delivery address for the goods	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	Lunga Mokoena
Telephone Number: Landline	011 253 7300
e-mail address to send queries	LungaM@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 SETA is currently operating in Johannesburg at number 7 Wessel 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

The **Foodbev SETA** seeks to appoint a suitable services provider to translate the PAIA manual as required by the Promotion of Access to Information Act No. 2 of 2000.

3. SCOPE OF WORK

The **FoodBev SETA** PAIA manual is published in accordance with the regulations of Chapter 2, section 14 of the PAIA. The manual seeks to establish and maintain the framework for PAIA compliance as provided for in the Act. It sets out the mandate of **FoodBev SETA** programs, projects and services, and the availability of its records as a



public body. The manual further outlines the types of records held by **FoodBev SETA** and explains how the requestors may submit a request to these records in terms of PAIA.

4. SPECIFICATION

- 4.1.** The specification for the translation of PAIA manual requires the service provider to provide the service below:
- 4.1.1. The manual is available in English and must be translated into two (2) other official languages.
 - 4.1.2. Service provider is requested to translate the PAIA manual into isiZulu and Southern Sotho (Sesotho).
 - 4.1.3. Service Providers must produce the translated PAIA manuals in 30 days period after appointment.
 - 4.1.4. The service provider must produce the translated PAIA manual in both Microsoft Word and PDF versions:
 - IsiZulu (1 Ms Word and 1 PDF copy)
 - Sesotho (1 Ms Word and 1 PDF copy)
 - 4.1.5. The English version of the PAIA manual to be translated is 37 pages.
 - 4.1.6. After the translated PAIA manual has been received, the **FoodBev SETA** will require 30 working days to conduct quality assurance on the translated manuals, and after the quality assurance has been conducted the service provider will send an invoice for billing.

5. EVALUATION CRITERIA

- 5.1. 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.
- 5.2. 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 to qualify to be evaluated on BBBEE & Price. All bidders who do not score the minimum points will be disqualified.
- 5.3. Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids above R30 000 but below R50 million.

6. CRITERIA 1 - COMPLIANCE EVALUATION

- 6.1.** Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 6.2.** Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1): completed and signed by the duly authorized person.
- 6.3.** Tax clearance certificate and Pin.
 - Failure to submit the above documents will result in the bidder being disqualified.



7. CRITERIA 2 - FUNCTIONALITY EVALUATION

Functional criteria	Weight
1. Bidder Experience The bidder must have extensive understanding and application of: 1.1 the PAIA of 2000, 1.2 Precision in translating the content without altering the original meaning. 1.3 Consistency in terminology and language usage throughout the document. Bidder to provide a minimum of two (2) reference letters from contactable clients (excluding FoodBev SETA) for similar services provided.. The reference letters must be on the bidder's client's letterhead, duly signed by the authorized person, reflecting the: i. nature of the service provided, ii. level of satisfaction for the service and performance of the bidder; and iii. name of contact person. No relevant reference letters provided = 0.00 points ▪ One (1) relevant reference letter = 00.00 points ▪ Two (2) relevant reference letters = 10.00 points ▪ Three (3) relevant reference letters = 20.00 points ▪ Four (4) relevant reference letters = 30.00 points ▪ Five (5) or more relevant reference letters = 40.00 points	40.00
2. Project Team Experience – Translator The translator must have: 3.1 A NQF 6 qualification in Language Practice. The translator must submit copies of the relevant qualifications. 3.2 A minimum of five (5) years' experience in professional translation, particularly in legal or similar fields. 3.3 Specialization in the languages involved (English, isiZulu, and Southern Sotho) 3.4 Track record of successfully completed translation projects and client testimonials. 3.5. The translator must submit an abridged CV detailing qualifications and years of experience ▪ does not meet criteria (no qualification, less than 3 years' experience, no track record, and/or indication of language specialization) = 0.00 points ▪ partially meets criteria submitted NQF level 6 qualification, and 3 years' experience, in the indicated specialisations) = 10.00 points ▪ partially meets criteria submitted NQF level 6 qualifications, and 4 years' experience, in the indicated specialisations) = 20.00 points ▪ meets all criteria submitted NQF level 6 qualification, 5 and more years' experience, in the indicated specialisations) = 30.00	30.00
3. Project Team Experience – Quality Assurer The quality assurer must have: 3.1 A NQF 7 qualification in Language Practice or Translation 3.2 A minimum of 5 years' experience in professional translation, particularly in legal or technical fields.	30.00



3.3 Specialization in the languages involved (English, isiZulu, and Southern Sotho)	
3.4. The quality assurer must submit the abridged CV detailing qualifications and years of experience.	
3.5. The quality assurer must submit copies of the relevant qualifications.	
▪ does not meet criteria (no qualification, less than 3 years' experience, no track record, and/or indication of language specialization) = 0.00 points ▪ partially meets criteria submitted NQF level 7 qualification, and 3 years' experience, in the indicated specialisations) = 10.00 points - partially meets criteria submitted NQF level 7 qualifications, and 4 years' experience, in the indicated specialisations) = 20.00 points ▪ meets all criteria submitted NQF level 7 qualification, 5 and more years' experience, in the indicated specialisations) = 30.00	
Total	100.00

Note: the minimum score for functionality is 70.00 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.

8. CRITERIA 3 - 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	MEANS OF VERIFICATION	POINTS
Price	Proposed Bid Price	80,00
Preference Points	Specific Goals	20,00
Total Points		100,00

- 8.1.1. 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	30%	6,00
Black Youth Ownership	20%	4,00
Total	100%	20,00

9. PRICING SCHEDULE:

- 9.1. The Service Provider is requested to submit a firm pricing inclusive of all the costs relating to the project.

10. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 10.1. To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 10.2. 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;
- 10.3. Not to copy or duplicate any software or documentation for private use;
- 10.4. To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 10.5. General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 10.6. Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 10.7. Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 10.8. 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: Corporate Services of the FoodBev SETA, for example the quality of work delivered is poor or the service provider is unduly delaying delivery of service;
- 10.9. Enter into a Service Level Agreement with the FoodBev SETA before the final acceptance of the tender proposal.
- 10.10. 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.

11. IMPORTANT INFORMATION TO NOTE - GUIDELINES

11.1. Disclosures

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

12. DISCLAIMER

- 12.1. FoodBev SETA reserves the right not to appoint a service provider.
- 12.2. 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.
- 12.3. Award the contract or any part thereof to one or more service providers.



- 12.4.** Reject all bids.
- 12.5.** Decline to consider any bids that do not conform to any aspect of the bidding requirements.
- 12.6.** Request further information from any bidder after closing date for clarity purposes.
- 12.7.** Cancel this RFQ or any part thereof at any time.
- 12.8.** Points scored will be rounded to 2 decimals.
- 12.9.** 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.

13. CONFIDENTIALITY

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

14. MISCELLANEOUS

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

15. NEGOTIATIONS

- 15.1.** 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.

16. VALIDITY

- 16.1.** 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 pin which must still be valid at the time of award.
- 16.2.** 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.

17. CONDITIONS OF PAYMENT

- 17.1.** 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.

18. COST OF TENDERING/ PROVIDING QUOTATIONS

- 18.1.** 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.

19. UNSUCCESSFUL BIDDERS

- 19.1.** 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.

20. PROCEDURES FOR SUBMITTING QUOTATIONS

- 20.1.** The closing date for proposals is **03 June 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.

