

Date: 27 February 2025

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE APPOINTMENT OF APPLICANTS TO CONDUCT MODERATION OF THE EISA ASSESSMENT INSTRUMENTS

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites all suitably qualified bidders to submit quotations for the moderation of External integrated Summative Assessments (EISA) Assessment instruments.

Closing date of submission	07 March 2025
Closing time of submission	11h00
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	Kimberley Rowan
Telephone Number: Landline	011 253 7300
e-mail address to send queries	KimberleyR@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 is looking for experienced and reputable applicants to provide services for the moderation of EISA Assessment instruments.

3. SPECIFICATION

3.1. The Applicant will assist FoodBev SETA's Quality Assurance (QA) department to moderate EISA assessment instruments which includes two question paper and a marking memorandum per qualification. The Assessment instruments are required for the following qualifications:

- Occupational Certificate: Fresh Dairy Products Maker (102918)
- Occupational Certificate: Processed Cheese Maker (103097)
- Occupational Certificate: Ripened Cheesemaker (103129)
- Occupational Certificate: Fermented Dairy Products Maker (102917)

4. DETAILS OF THE PROJECT

The project consists of moderation of EISA question papers and marking memorandum in line with both FoodBev SETA policies and QCTO (Quality Council for Trades and Occupations) approved QAS (Qualification Assessment Specification) addendum. The question papers must include questions covering knowledge, practical and work experience modules of a qualification. All these instruments must be moderated in line with a QAS addendum that shall be provided to a successful applicant.

The Applicant that will be appointed will need to be in possession of relevant qualifications that are at least the same NQF level or above and understand moderation of assessment instruments.

Timelines

- a)** The Applicant 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. They must align to timelines that are obtainable on the QCTO website that has details regarding conducting an EISA.

5. SCOPE OF WORK

- 5.1** At least an NQF Level 5 qualification in Dairy processing, Dairy Science, Food Science, or Food Technology
- 5.2** At least 3 years of experience in the dairy processing environment.
- 5.3** An understanding of legal and operational requirements in the dairy environment
- 5.4** Occupational learning and development experience in dairy processing and dairy science disciplines, evidence of active current practice, training in assessment practice, and recognition by the sector for expertise and credibility.
- 5.5** The Applicant will be responsible for ensuring that EISA assessment instruments are moderated in line with a QCTO approved addendum which will be provided by FoodBev SETA.

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.

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

7. EVALUATION CRITERIA

- 7.1. 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.
- 7.2. 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 specific goals and Price. All bidders who do not score the minimum points will be disqualified.
- 7.3. Criteria 3: Price and Specific goals** will be evaluated on an 80/20 preferential procurement principle for all bids up to R50 million.

8. FUNCTIONALITY EVALUATION

1 Applications: Detailed CVs that outline all academic experience in either moderating examination papers.		Structure of the application: A. Experience of moderating Examination Question papers and marking memorandum within Food or Agricultural sciences. B. Knowledge of the QCTO and their expectations on assessments (advantageous)	
a) Experience:			
• 4 = 4 / 5 years of experience	40 Points	40,00	
• 3 = 2 / 3 years of experience	30 points		
• 2 = 1 year of experience	20 points		
• 1 = no years of experience	0 Points		
2. Qualifications and experience of the Moderator		At least an NQF Level 6 qualification in Dairy processing, Dairy Science, Food Science, or Food Technology At least 5 years of experience in the dairy processing environment. Occupational learning and development experience in dairy processing and dairy science disciplines, evidence of active current practice, training in assessment practice, and recognition by the sector for expertise and credibility, (advantageous)	
b) CV with relevant work experience detailed above:			
• Relevant Qualifications and CV with 4 / 5 + years of relevant experience	60,00 points	60,00	
• Relevant Qualifications and CV with 2 / 3 years of relevant experience	40,00 points		

• Relevant Qualifications and CV with 1 years of relevant experience	30,00 points	
• Relevant Qualifications and CV with no relevant experience	10,00 points	
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 the quality of the documentation provided.
- FoodBev SETA may request clarification or additional information regarding any aspect of the documents submitted. The moderator 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.

9. 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.

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- 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 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.
- 11.7** 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 Moderator.
- 12.2 Award the contract or any part thereof to one or more Moderator(s).
- 12.3 Decline to consider any Moderators 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 any further correspondence and/or negotiations with any unsuccessful applications.

19. PROCEDURES FOR SUBMITTING OF APPLICATIONS

- 19.1 The closing date for applications is **07 March 2025 @ 11h00**.

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