

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

SPECIFICATION FOR PROMOTIONAL MATERIAL

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites corporate branding suppliers to submit a quotation service provider to purchase and brand promotional material.

Closing date of submission	18 July 2022
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	30 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 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

Food and Beverages Manufacturing Sector Education and Training Authority is sourcing quotations from service providers to purchase Pencil cases for career guidance and deliver them to FoodBev SETA Office.

3. Scope of work

3.1 Item: Quiz Stationery Set

Item specification:

- Pouch: 23.5 (l) x 11 (w)
- PVC 15 cm ruler
- Plastic Ball pen: Black
- Pencil: White
- Sharpener
- Eraser
- Pencil case colour: Clear

Branding Options:

- FoodBev SETA logo: Full Colour: 1 - position Screen Print on Pencil Bag



3.2 Item: Aura Highlighter Set

Item specification

- Functional, fun and colourful. 5-in-1 colours.
- Includes 5 mini highlighters.
- Case: 13 (l) x 8.5 (w) x 2 (h)
- Branding Option: Digital Print (DP-B) - Full colour, Size: 50mm diameter



3.3 Quantity:

Item	Quantity
Quiz Stationery Set	10,000
Aura Highlighter Set	10,000

3.4 Provision

- Supplier must provide FoodBev SETA with samples and artwork for approval.
- Orders are to be packed by the supplier and delivered to FoodBev SETA office.
- Delivery costs should be included in the quotation.
- Delivery due date is **25 July 2022**

4. CRITERIA 1 - COMPLIANCE EVALUATION

The Bidders must submit:

- 4.1** Must be registered on the National Treasury CSD (Central Supplier database) : A full report must be submitted.
- 4.2** Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, SBD 6.1, SBD 8 & SBD 9): completed and signed by the duly authorized person.
- 4.3** Tax clearance certificate and Pin.
Failure to submit the above documents will result in the bidder being disqualified.



5. CRITERIA 3: PRICE AND BBBEE

- 5.1. An 80/20 preferential procurement principle applicable for the procurement of goods and services above R30 000 but below R50 million will be utilized for this bid.

The following criteria will be adhered to:

6. CONDITIONS OF CONTRACT

The successful service provider undertakes:

- 5.1.1 To treat all relevant and available data and/or information provided by the FoodBev SETA and its employees strictly confidential;
- 5.1.2 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;
- 5.1.3 Not to copy or duplicate any software or documentation for private use;
- 5.1.4 To give back to the FoodBev SETA all documentation, reports, programmes etc. upon completion of the project;
- 5.1.5 General conditions of tender, contracts and orders will be applicable in the execution of the contract;
- 5.1.6 Parking and travel between the prospective service provider's home/office and the FoodBev SETA will be borne by the Service Provider;
- 5.1.7 Failure to adhere to the above conditions will lead to the invalidation of the quotation;
- 5.1.8 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;
- 5.1.9 The Contract/SLA may be finalized within of one (1) month from for the signature date or 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.

6 IMPORTANT INFORMATION TO NOTE - GUIDELINES

6.1 Disclosures

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

7 Disclaimer

- 7.1 FBS reserves the right not to appoint a service provider
- 7.2 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
- 7.3 Award the contract or any part thereof to one or more service providers
- 7.4 Reject all bids
- 7.5 Decline to consider any bids that do not conform to any aspect of the bidding requirements
- 7.6 Request further information from any bidder after closing date for clarity purposes



- 7.7 Cancel this RFQ or any part thereof at any time
- 7.8 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
- 7.9 Points scored will be rounded to 2 decimals

8 Confidentiality

- 8.1 Bids submitted will not be revealed to any other bidders and will be treated with utmost confidentiality
- 8.2 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

9 Miscellaneous

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

10 Validity

- 10.1 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.
- 10.2 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.

11 Conditions of payment

- 11.1 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.

12 Cost of tendering/ providing quotations

- 12.1 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.

13 Unsuccessful bidders

- 13.1 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.



14. PROCEDURES FOR SUBMITTING QUOTATIONS

14.1 The closing date for proposals is 18 July 2022 @ 11h00

14.2 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.

Created by:

Nozibongo Socishe

Manager: Marketing, Communication and Branding

Signature:



Date: 11 July 2022

Approved by:

Pretty Ngwasheng

Senior Manager: Corporate Services

Signature:



Date: 11 July 2022

