

TERMS OF REFERENCE – REQUEST FOR QUOTATIONS

THE PROVISION OF COURIER AND FREIGHT SERVICES FOR A PERIOD OF THREE YEARS (3)

Food & Beverages Manufacturing Sector Education and Training Authority's (FoodBev SETA) hereby invites all suitably qualified bidders to submit quotations for the provision of courier and freight services:

Closing date of submission	31 July 2024
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	Derrick Smith
Telephone Number: Landline	011 253 7348
e-mail address to send queries	derricks@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 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 seeks to appoint a service provider to submit quotations for the provision of courier and freight services a period of Three (3) Years.

3. SPECIFICATION

The service provider will be expected to:

- 3.1. The appointed services provider will be responsible for providing parcel courier and freight services on an as and when required basis (locally and nationally) – which includes, but not limited to the following:
- 3.2. Provide door-to-door, door-to-airport, and airport-to-airport delivery options,
- 3.3. Regular exchange of internal courier luggage, envelopes, and other products from one location to another,
- 3.4. Fragile parcel packaging and stickers,
- 3.5. Have the ability to provide sealed and lockable luggage for extra security,
- 3.6. Have the ability to provide mailbags and pre-printed stationery,
- 3.7. Flexible collection times,
- 3.8. Call the receiver of package before delivery has taken place to confirm availability of someone to receive package,
- 3.9. Online tracking of consignments,
- 3.10. SMS services to inform client of delivery of packages,
- 3.11. Must have (proof of) public liability insurance cover,
- 3.12. Must have national footprint,
- 3.13. Provide post office collection service from the post office to FoodBev SETA offices every Friday and deliver post to the said Post Offices.
- 3.14. Frequency of Service
- 3.15. Same day service: Same day service means that the service must be rendered between 06:00 and 18:00 hours.
- 3.16. Overnight service
- 3.17. Overnight service means that the service must be rendered between 18:00 and 09:00 hours on weekdays.
- 3.18. Weekends and Public Holidays
- 3.19. The service must be rendered during Saturdays, Sundays, and Public Holidays between 06:00 and 18:00 hours.

4. ROLE PLAYERS

The Human Resources Manager will be the FoodBev SETA project lead who will be responsible for providing the service provider with all the required information.



5. EVALUATION CRITERIA

The bid will be evaluated in accordance with the following three stages:

- 5.1. **Criteria 1:** Compliance evaluation – bidders will first be evaluated in terms of compliance with minimum administrative requirements. Bidders who do not fulfill all the requirements or do not submit required documents using the required format, will be disqualified and will not move to the next stage of evaluation.
- 5.2. **Criteria 2: Functional criteria** – Functionality points are equal to **100.00** points. Bidders are required to achieve a minimum score of **70.00** points on functionality evaluations to qualify to be evaluated on Specific goals & 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 R2000 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, 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. FUNCTIONALITY EVALUATION

Functional criteria		Weight
1. Capacity and Competency		50.00
The bidder must provide a minimum of 3 (three) relevant reference letters for similar work done in a public or private sector environment in the last 5 (five) 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:		
▪ Less than three (3) reference letters	0.00	
▪ At least three (3) reference letters	50.00	
2. Company experience		Weight
The bidder must submit a company profile indicating at least 5 (five) of years they have been providing courier services in public or private organisations. This company profile must highlight the number of years in business and the full scope of services offered.		25.00
2.1. Experience:		
▪ No experience	0.00	
▪ Five (5+) years	25.00	



3. Project Plan and Implementation Methodology		Weight
The bidder must attach detailed CVs demonstrating experience of each key project personnel as follows: Each team member must have a minimum if an NQF level 5 qualification (for Managers) and NFQ level 4 for a dispatcher.		25.00
▪ Account Manager (including the above mentioned qualifications) = 5.00 points	5.00	
▪ Same-day Service Manager(including the above mentioned qualifications) = 5.00 points	5.00	
▪ Overnight Service Manager (including the above mentioned qualifications) = 5.00 points	5.00	
▪ After Hours Manager (including the above mentioned qualifications) = 5.00 points	5.00	
▪ Dispatcher (including the above mentioned qualifications) = 5.00 points	5.00	
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. PREFERENCE POINTS ALLOCATION

8.1. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2000 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	50%	10,00
Total	100%	20,00

9. PRICING SCHEDULE:

9.1. Prospective bidders should comply with the below pricing schedule:

Services	Destination	Charge per kg	Surcharge	Total charge per Waybill	¹ Number of Waybills per month (50)	Monthly cost including VAT
Domestic Express: Same day	Major Centre				50	
Domestic Express: Same day	Regional / Outlying Area				50	
Domestic Express: Overnight	Major Centre				50	
Domestic Express: Overnight	Regional / Outlying Area				50	
Weekends and Public Holidays	Major Centre				50	
Weekends and Public Holidays	Regional / Outlying Area				50	
Total Monthly Cost (VAT included)						
Year 1 - Annual Costs (VAT included)						
Year 2 - Annual Costs (VAT included)						
Year 3 - Annual Costs (VAT included)						
Total Bid Price						

The number of waybill numbers is for indicative and evaluation purposes only.



- 9.1. Bidders are requested to provide their price proposal in accordance with the table below. Failure to do so will result in the invalidation of the bid. For the purpose of this costing exercise, bidders must base their pricing on collection from FoodBev SETA Offices in Rivonia.
- 9.2. Bidders may submit a different Price List other than completing the table below, but the Price List must reflect all the required services, destination and price elements indicated below.
- 9.3. Prices submitted for this bid must be filled in on the field provided on the pricing schedules supplied with the bid.
- 9.4. Prices must be quoted per one kilogram (1kg) units as per the pricing schedule.

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: 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;
- 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.
- 10.11. 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.
- 10.12. 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.
- 10.13. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.



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.** 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
- 12.9.** Points scored will be rounded to 2 decimals
- 12.10.** 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.

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 and B-BBEE certificates 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 **31 July 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.

