

BID DESCRIPTION: APPOINTMENT OF AN ACCREDITED TRAINING SERVICE PROVIDER TO MANAGE THE IMPLEMENTATION OF THE FOOD SAFETY ASSURERS TRAINING PROGRAMME RESPONSIVE TO COVID 19 MEASURES IN THE KWA-ZULU NATAL PROVINCE FOR 165 UNEMPLOYED AND RETRENCHED YOUTH.

DATE: 30 SEPTEMBER 2021

VENUE: ZOOM MEETING

TIME: 10:00-12:00

broadening horizons



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA



Presentation Outline

- Pre-qualification for bid conditions
- Bid Evaluation Process
- Rating: Bid Evaluation
- Bid submission requirements
- Bid / Tender proposal opening
- Challenges
- Background
- Objectives of the programme
- Scope and definition of work
- Evaluation criteria and weightings

PRE - QUALIFICATION CRITERIA

- This is a two (2) envelopes bidding process whereby the technical submission and financial submission (attach Annexure R) or proposal must be submitted in separate and sealed envelopes bearing the bid/tender number, title of the bid/tender proposal, the prospective supplier's name and return address. Any reference to price in the technical submission / envelope will result in disqualification of the bid;
- Only a tenderer having a valid B-BBEE status Level 1 to 5 contributor will be considered. Joint Ventures or Consortia must submit valid proof of consolidated B-BBEE status certificates or affidavit;
- Only South African registered companies are allowed to bid for this project;
- The bidder must have a physical office in the identified province and submit proof thereof e.g. municipal bill or lease agreement. The bidder must comply with all standard protocols of COVID-19;
- Site visits will be conducted by the Department to the recommended bidders to verify the existence of the office;
- Attend a virtual compulsory briefing session and complete attendance register on the zoom chat platform.
- Bidders must submit a valid letter of accreditation which includes programme approval from Food and Beverage Seta and CATHSSETA.



PRE – QUALIFICATION CRITERIA (CONTI....)

- A successful bidder must submit an exit moderation report on food and safety from FoodBev seta completed within the last three (3) years (compulsory);
- Bidder must submit proof of relevant experience in training of FoodBev seta accredited skills programmes relating to Food Safety;
- Proof of project management and training capacity for over hundred (100) learners in KZN province;
- To support the industry's transformation objectives, the bidder must comply with subcontracting of at least 30% of the contract value only from black people designated group. (B-BBEE: Youth, Women and people with disability). The procurement of goods and services should be on uniform. (Proof of intention to subcontract/ agreement between the main tenderer and the subcontractor should be submitted. NB: Bidders are not allowed to subcontract their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting;
- If the Bidder has abused the Department of Tourism Supply Chain Management system or failed to perform on any previous contracts and has been given a written notice to this effect; should not tender;
- Only Bidder or any of its Directors / Shareholders not listed on the register of Tender Defaulters and not prohibited from doing business with the public sector, may apply; and
- The successful bidder will be expected to cover the selected geographical areas of the KZN province.

NB: Proposals that fail to comply with these requirements (pre – qualification bid conditions stated in paragraph 5 above) are unacceptable tender proposal/documents and will be disqualified from further evaluation.



BID EVALUATION PROCESS

- Received tenders technical submission/envelope will be opened first in order to verify compliance, adherence or responsiveness with all pre-qualification criteria. (**NB** : only bid proposals of suppliers who attended and completed the mandatory bid briefing session register will be evaluated;
- Bidders will be evaluated and assessed on functionality wherein minimum score of *60 points out of 100 points* must be obtained by the bidder on functionality; and
- Bidder/supplier will be eliminated for failing to meet/achieve minimum of *60 out of 100 points* as the threshold for functionality.



RATING : BID EVALUATION

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5
Very Good	Satisfies the requirement with minor additional benefits . Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
Good	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Acceptable	Satisfies the requirement with minor reservations . Some minor reservations of the supplier's relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Poor	Satisfies the requirement with major reservations . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, and resource and quality measures required to provide the goods / services, with little or no supporting evidence.	1



BID SUBMISSION REQUIREMENTS

- Completed and signed Part A & Standard Bidding Documents (SBD) forms with a black ink.
- If courier service is used for delivery of the bids/tender proposals, the bid/proposal description must be endorsed on the delivered note/courier packaging and the courier must ensure that bid documents are deposited in the tender box.
- Bidders must submit unique personal identification number (PIN) issued by SARS as well as printed Share Certificates, Directors' ID Copies, TCS, CSD and CK documents.
- Validity period of this bid is **hundred and twenty (120) days** from the date of advertisement **(19 September 2021 to 17 January 2022)**.
- Late bids will not be accepted on the closing **(11 October 2021)**.



BID SUBMISSION REQUIREMENTS - CONT

- Technical submission/proposal/envelope must also include documents - **PART A, AND ANNEXURES A TO R**

RETURNABLE SCHEDULES (*PAR 6 of the ToR*)

YES

NO

Annexure D: Standard Bid Documents (SBD4) form
Declaration of interest.

Annexure L : Proof of valid lease agreement or
municipality utility bill/statement

Part A: Invitation to Bid



BID / TENDER PROPOSAL OPENING

- All envelopes will be opened one at a time recording the name of the bidder;
- The Department shall neither discuss the merits of any bid nor reject any bid; and
- The Department will prepare a record of the bid opening and a copy of the record shall be uploaded on the Departmental website within two days.



CHALLENGES

- Record and/or details in the attendance register not the same with the received bid proposals;
- Not following the instruction/s as specified in the bid documents; and
- Failing to ask questions and or seek clarity relating to the bid document.



TECHNICAL PRESENTATION



BACKGROUND

- COVID-19 pandemic has decimated the tourism sector and the global economy.
- Business closures, the stoppage of tourism outputs, and the disruption to global industries and their supply networks.
- Department committed to provide skills training to unemployed and retrenched youth (companies affected within the industry).



OBJECTIVES OF THE PROGRAMME

To ensure that there is food safety within hospitality sub-sector and the tourism sector respectively, responsive to COVID 19.

To instil staff and customers, strive to build confidence and a new mindset post the pandemic.

To enable the target group to acquire skills, earn stipend as a source of temporary salary to provide for their family.

To place retrenched youth to former employees and provision of skilled and qualified staff including temporary relieve to Service Providers



SCOPE AND DEFINITION OF WORK

Targeted number in the KZN: 165 of prospective beneficiaries

The unemployed and retrenched youth will be trained in various skills programmes which fall under the Food and Beverages Manufacturing Industry Sector Education and Training Authority (Food and Beverage seta) as well as Culture Arts Tourism Hospitality Sports Education & Training Authority (CATHSSETA).

The programme covers theory and workplace training which lead to the attainment of an accredited skills programme (Health and Safety , Personal hygiene and Food Safety Practices, Conduct Audits and Optimise product and process quality within quality management systems,) accredited by Food and Beverage SETA and the Customer Service (CUST/SERVPROGR/4/0095), accredited by CATHSSETA.



SCOPE AND DEFINITION OF WORK

- Recruitment and selection of the unemployed, retrenched youth (18-35) in consultation with the Department of Tourism and the relevant provincial tourism stakeholders;
- Conduct 30% Practical learning in class rooms;
- Conduct induction of learners and host mentors prior commencement of the training.
- Ensure 80% work placement of learners in the sites that are compliant to COVID 19 protocols as per revised sector guidelines. (provision of blended monitoring and support during the rollout of the project .



SCOPE AND DEFINITION OF WORK

- Administer the payment of stipends to unemployed, retrenched youth who are actively participating in the programme as evidenced by accurate and valid attendance registers,.
- Submission of original signed attendance registers aligned to the processed payment of stipend.
- Procurement of goods and services must promote fairness, competition and value for money; compliant to legislative frameworks/ governing prescripts (to be inducted prior training commencement).
- Claims must be supported with valid evidence.
- Project tranches to be processed based on progress performance milestone report as per approved business plan.

SCOPE AND DEFINITION OF WORK

- Provision of learner uniform for practicals should include 1 long sleeve and short sleeve white chef jackets, 1 freezer jacket, 1 pair of safety shoes, 2 aprons, 1 bag pack) . The uniform should be branded with EPWP and departmental logo; quality of samples approved by the department prior procurement should be standard. (NB: Only the 100% local production and content of clothing and footwear from local raw material will be considered). The department will provide specifications.
- Establish the Project Advisory Committee (PAC) and facilitate virtual/ face to face bi-monthly progress meetings with the identified national and provincial stakeholders.
- Monthly and quarterly reporting to the department
- .Registration and administer payment of UIF and COIDA for the learners.
- Ensure the registration of learners with Food and Beverage Seta and CATHSSETA.
- Be responsible for payment of learner stipends at daily rate of R150 per learner / per day for 22 days.



Evaluation criteria and weightings

<u>No</u>	<u>Criteria description</u>	<u>Weight</u> <u>(100)</u>
8.1	Bidder's relevant experience and track record	
	<p>The following scoring matrix will be used to evaluate these criteria</p> <ul style="list-style-type: none"> • Less than a year in existence = 1 • 1-year relevant experience = 2 • 2 – 3 years relevant experience = 3 • 4 – 5 years of relevant experience = 4 • 6 and above years of relevant experience = 5 	5

Evaluation criteria and weightings

Locality (The training provider must have an office in the Province where the project is implemented)	
<ul style="list-style-type: none">• No proof of office attached= 1• Proof of office attached =5	5



Evaluation criteria and weightings

Qualification of key staff members responsible for the project

Facilitators: Facilitators must attach a facilitator certificate. The following scoring matrix will be used to evaluate these criteria.

Guidelines for evaluation matrix

- 10 facilitators Cvs =5
- 8 facilitators CVs=4
- 6 facilitators CVs=3
- 4 facilitators CVs=2
- 2 facilitators CVs=1

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Evaluation criteria and weightings

Assessors must be subject matter experts in the field/s of Customer Service, Personal Hygiene, Food Safety Practices, Conducting Audits and Optimise Product and Process Quality (Total Quality Management System: added advantage) (Attach an assessor certificate).

The following scoring matrix will be used to evaluate these criteria.

- **Less than 3 Assessor CVs = 1**
- **3 Assessor CVs = 3**
- **More than 4 and more Assessor CVs = 5**

NB: Only CV's with relevant certificate or qualification and experience will be evaluated.

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Evaluation criteria and weightings

Moderator/s must be registered as moderators	
<p>The following scoring matrix will be used to evaluate these criteria</p> <ul style="list-style-type: none">• 1 Moderators CVs = 1• 1 or 2 Moderators CVs = 3• More than 2 Moderators CVs = 5 <p>NB: Only CV's with relevant certificate or qualification and experience will be evaluated</p>	15

Evaluation criteria and weightings

REFERENCES	
<ul style="list-style-type: none">• One positive reference indicating for example that work was professionally delivered, good quality of outputs or work, that the project was successfully completed = 1• Three positive references indicating for example that work was professionally delivered, good quality of outputs or work, that the project was successfully completed = 3• Four and more positive references indicating for example that work was professionally delivered, good quality of outputs or work, that the project was successfully completed = 5	5

Evaluation criteria and weightings

Methodology and approach to the project to be undertaken	
<p data-bbox="106 489 1553 549">Proposed methodology and project implementation plan:</p> <ul data-bbox="106 628 1553 942" style="list-style-type: none"><li data-bbox="106 628 1553 685">• Proposal is not likely to address the needs of the assignment = 1<li data-bbox="106 685 1553 742">• Proposal provides an overview of the training requirements addresses standard areas of the requirements = 3<li data-bbox="106 742 1553 942">• Comprehensive proposal addresses all areas of the requirements, and the project scope can be implemented within the timeframes = 5	<p data-bbox="1553 489 1765 1001">30</p>



Evaluation criteria and weightings

Management and Coordinators of the Project	
<ul style="list-style-type: none">• 1 Coordinator per region = 1• 2 Coordinators per region = 3• 3 and above Coordinators per region = 5	10



Thank You

