



Fibre Processing & Manufacturing Sector Education and Training Authority

**THE FIBRE PROCESSING AND MANUFACTURING SECTOR
EDUCATION AND TRAINING AUTHORITY**

REQUEST FOR PROPSAL:

PROVISION OF QUALITY MANAGEMENT SYSTEM

Closing Date: **29 MAY 2015**

TIME: **11:00 am**

Service Provider Name:.....

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1. INTRODUCTION

1.1. The Fibre Processing and Manufacturing (FP&M) SETA was established by the Minister of Higher Education and Training on 01 April 2011 to 31 March 2016. The FP&M SETA is a result of the amalgamation of the CTFL SETA, FIETA and the Printing, Packaging and Publishing sectors of the MAPPP SETA. The FP&M SETA mandate is:

1.1.1. To provide skills development services to the clothing, footwear, forestry, furniture, general goods, leather, packaging, print media, printing, publishing, pulp and paper, textiles and wood product sector;

1.1.2. To implement the objectives of the National Skills Development Strategy (NSDS III); and

1.1.3. To ensure that people obtain the critical or scarce skills that are needed to build the capacity of the sector to become economically sustainable and globally competitive.

2. BACKGROUND

2.1. The FP&M SETA Quality Assurance (QA) Division is looking a service provider that will assist to finalise the FP&M SETA QMS, within a period to be discussed and agreed to. The starting date will also be discussed with the successful service provider.

2.2. The process to develop the QMS has already began with the establishment of the QMS Committee that is representative of all the FP&M SETA's business units. Consultation meetings have already been held to communicate the submission of Policies, Procedures, Processes, and the relevant templates. All the business units have already submitted information that was requested within the timeframes that were communicated, including extensions wherever possible. It has become necessary to advance the processes that will culminate in the finalisation of the QMS as the product output.

3. SCOPE OF SERVICE

- 3.1. The successful service provider will be expected to review the submitted and uploaded QMS documents. This refers to Policies, Procedures, Processes and the relevant templates. The review exercise will be to ensure that the information is arranged in such a manner that it will be easier to insert the documents control versions and in accordance with what can be regarded as acceptable format or framework.
- 3.2. The service provider will be required to consult with the business units whose information would be regarded as incomplete, or in case there is more information needed. The meetings will be held with responsible Managers/Executives.
- 3.3. Align the information submitted by the FP&M SETA business units, to ISO 9001 and 9004 standards.
- 3.4. Insert the document control versions.
- 3.5. Develop the Quality Manual.
- 3.6. Prepare the 1st Draft QMS and present it to the QMS Committee.
- 3.7. Prepare the 2nd Draft QMS and present it to the CEO/EXCO.

4. ACCOUNTABILITY AND REPORTING

- 4.1. The successful service provider will be accountable to FP&M SETA and will be required to attend regular progress meetings at the FP&M SETA offices between the QA Management and the QMS Committee members. It is in this meetings where the deliverables and progress issues will be discussed.

5. DURATION / TIMEFRAME

- 5.1. An implementation schedule will be discussed with the successful service provider.

6. PROPOSAL SUBMISSION

- 6.1. Service providers are advised that their proposal should be concise, written in plain English, legible and simply presented. The proposal should include:

6.2. Technical Proposal

6.2.1. Prospective service providers intending to bid for this request need to include the following information in the technical proposal:

6.2.2. Introduction and executive summary;

6.2.3. Similar assignment undertaken, contactable references, nature of the assignment, duration and value.

6.2.4. A broad project plan including key activities, milestones and deliverable; project implementation time frame and schedule.

6.2.5. The names and contact details of references who can provide an objective assessment of the quality of relevant and recent work undertaken by the potential service provider.

6.3. Financial Proposal

6.3.1. Proposed detailed budget including costs per deliverable (VAT inclusive).

7. EVALUATION CRITERIA

7.1. The evaluation criteria will be in line with the PPPFA (No. 5 of 2000), 80/20 preference points system.

7.2. Proposals will be evaluated on two stage evaluation process, firstly proposals will be evaluated on functionality and secondly on price and BBBEE points.

7.3. Proposals will be evaluated and points will be allocated and weighed on the following basis:

Table 1.1

CRITERIA	WEIGHT		POINTS
Functionality			
Knowledge and experience in developing Quality Management System (QMS)	40	0-2 Years	1
		3-4 Years	2
		5-6 Years	3
		7-8 Years	4
		9-10+ Years	5
Three (3) reference letters of similar work	30	0-2	1
		3-4	2
		5-6	3

		7-8	4
		9-10+	5
Project implementation time frames	30	0-2 Months	5
		3-4 Months	4
		5-6 Months	3
		7-8 Months	2
		9-10+ Months	1
TOTAL POINTS	100		

- 7.4. Proposals that do not obtain a minimum score of **65** for functionality will be disqualified and will not be considered for further evaluation on price and BBBEE points
- 7.5. The 80/20 preference points system will apply in terms of the Preferential Procurement Policy Framework Act 5 of 2000.
- 7.6. **80** Points will be allocated to price and **20** Points will be allocated to the BBBEE status level.
- 7.7. BBBEE points in terms of the Preferential Procurement Policy Framework Act Regulations will be allocated as follows:

Table 1.2

B-BBEE Status Level of Contributor	Number of points (80/10 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8. CONTACTS DETIALS AND CLOSING DATE

- 8.1.** The closing date for the request is **29 May 2015 at 11:00 am** (eleven o'clock). Submissions not received on time and date specified will not be considered. All enquiries should be in writing directed the Supply Chain Management Office at Andrewn@fpmseta.org.za