



Inspired Investing

**KZN GROWTH FUND TRUST
REQUEST FOR QUOTATION (RFQ)
RFQ REFERENCE NUMBER – KGFT - RFQ 2023/06
CATERING PANEL FOR 36 MONTHS FOR THE KZN GROWTH FUND TRUST**

Closing date : **12 July 2023**
Time : 12:00
Submission format : email scm@kznqf.co.za

Name of the respondent:

Late bids will not be accepted

BID DETAILS

Bid title : Request for quotation for Catering Panel for 36 months.
Procurement Reference Number : KGFT - RFQ 2023/06
Description of Goods & Services : Catering Panel for the KZN Growth Fund Trust
Date of RFP : 14 June 2023
Date of RFP CLOSING : **12 July 2023**

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase

Telephone: 031 372 3720

E-mail: scm@kzngf.co.za

BIDDER'S DETAILS

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER Code Number

E-MAIL ADDRESS

Signature of Bidder **Date**

1. PURPOSE

The purpose of this Request for Quotation (RFQ) is to find services provider for catering panel for 36 months for the KwaZulu-Natal (KZN) Growth Fund Trust.

2. BACKGROUND

KZN Growth Fund Trust (KGFT) is a Trust, established and capitalised by the Provincial Government to provide debt and equity. The main objective of the KGFT is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

2.1 Procurement Philosophy

It is the policy of KGFT, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KGFT Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KGFT.

The KGFT wishes to engage with service providers who are equally committed to maintain high quality services and better pricing.

3. SCOPE OF SERVICES REQUIRED

3.1 Catering services:

- 3.1.1 KGFT seek to appoint a catering panel of service providers per Menu option to provide catering services for a period of 36 months. The Menu / services options will be as follows;
 - 3.1.2 Breakfast
 - 3.1.3 Lunch/Dinner
 - 3.1.4 Platters
 - 3.1.5 Beverages
 - 3.1.6 Deserts
 - 3.1.7 Cocktail Menu
- 3.1.8 The panel of catering service provider is expected to deliver catering service as and when required.
- 3.1.9 Provide the crockery and cutlery, excluding the furniture (tables, chairs)
- 3.1.10 The service provider must be able to provide for breakfast, lunch, dessert, halal and /or vegetarian diet, see guideline menus for pricing for food to be served.
- 3.1.11 Be responsible for maintaining and cleaning the utilized serving areas upon completion of each event.
- 3.1.12 Service providers must be able to cater for special diets such as Halal, vegetarian etc. Meals for special dietary requirements (clearly marked/labelled) must be supplied as and when requested.
- 3.1.13 Service providers must be able to maintain the highest quality of food and maintain safety standards in the preparation, storage, packaging and transporting of food.
- 3.1.14 Only KGFT SCM personnel will place orders for food or make any catering arrangement on behalf of KGFT.
- 3.1.15 Service provider must have the ability to provide fresh, healthy and hot meals based on specifications indicated on the menu's guideline, 1 hour before the meeting commences.
- 3.1.16 Ensure that all work performed, and all equipment used at KGFT facilities is in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of KGFT.

4. CONTRACT DURATION

The catering contract will be running for a period of Thirty-Six (36) months.

5. ROTATION

Once the panel/list of service providers has been approved, only the successful applicants are approached and depending on the circumstances KGFT may obtain quotes from the panel/list on a rotation basis.

6. REQUIREMENT OF BID

6.1 Transportation

Transportation costs must be included with the prices for the different menus. The caterer will be expected to have reliable transport.

6.2 Hygiene and Cleanliness

The KGFT reserves the right to visit the premises of the caterer(s) at any given time. It is important for caterers to adhere to the principles of good hygiene and understand the implications of bad hygiene practices. All bidders are required to provide valid Health and Safety Certificates. All bidders are to adhere to COVID-19 regulations.

6.3 Cleaning and Removal of Waste from Catered Area

The caterer shall be responsible for cleanliness in the area (dining rooms, kitchens, boardrooms etc). The caterer shall be responsible for maintaining areas in a suitable clean and tidy state throughout the catering period. The caterer shall ensure that work surfaces are cleaned in accordance with good cleaning practices to minimize the risk of gross contamination.

6.4 Utensils

The caterer must provide own cutlery, crockery, tablecloths, serviettes and overlays, food warmers, etc.

6.5 Punctuality

The supplier must adhere fully to times stipulated per catering function.

6.5.1 Mealtimes

- Caterers are expected to serve meals at the precise time as agreed on.
- Late meals are not acceptable, and the caterer should co-ordinate with the contact person to keep track of mealtimes, tea times etc. as there can be changes made as program times may differ from conference or function from time to time.

6.6 Venue

Delivery will not be limited only to KZN Growth Fund Buildings; venues will be indicated/communicated per catering event.

6.8. Obligations of the Caterer

6.8.1 The caterer shall provide management services in respect of quality and quantity control as well as supervision of the preparation and serving of food.

6.8.2 The caterer shall manage and control its staff, in the concerned premises where the function is to be catered for.

6.8.3 Caterers to cater upon receiving of an official commitment.

6.8.4 The caterer shall submit its account direct after the function is catered for.

6.8.5 Claims for payments shall be submitted on official invoices.

6.9 Maintaining KZN Growth fund Property.

6.9.1 The caterer shall use the facilities and equipment with regard to the principles of energy, management and control.

6.9.2 The caterer shall be responsible for any loss or damage to the facilities and equipment caused by the negligence of the Caterer and its employees.

6.9.3 Replacement will be at the discretion of the directorate involved.

6.9.4 The caterer shall notify the KZN Growth Fund at the earliest opportunity of any breakdown.

6.10. Quality of Food

6.10.1 Presentation

Must comply with the following:

- Look appetizing.
- Look elegant (neatly presented and displayed including Bain-Marie's and platters).
- Be aesthetically pleasing (colour, shape and texture must complement each other).

6.10.2 Taste

- All meals served may be tasted and approved by the KZN Growth Fund representative.
- The dish must match the description on the menu.
- Food must be palatable e.g. No burnt taste, too salty or over seasoned, taste bland or under seasoned.
- Customer preferences must be considered.
- Religious preferences to be considered.
- Apply healthy cooking methods in all instances.

6.10.3 Texture

6.10.3.1 All types of meat

- Customer preferences must be considered.
- All meat must be fresh and safe for human consumption.

6.10.3.2 Vegetables and Starches

- According to customer preference.
- Must be properly cooked but remain crisp and firm.
- Two vegetables of the same colour may not be served at the same meal.
- Two vegetables of the same type may not be served at the same meal (broccoli and cauliflower).
- Vegetables may not be the same colour as the protein or starch.

6.10.3.3 Sauces

- Must be smooth with no lumps.
- Consistency must be correct; custards must be of a coating consistency and gravies of pouring consistency.
- According to customer preference.

6.11 Service

- Each dish must have its own serving utensils.
- No food is to be served by hand or with the aid of fingers.
- All fried and grilled items must be served with tongs only.
- Roasted or fried potatoes must be served with a tong or suitable scoop.
- Clean crockery and cutlery must be used at all times, and it must be in a good condition.
- Glassware must be in a good condition and not chipped or cracked.
- All juices served must be 100% fruit juice and may not be diluted.
- Toothpicks and serviettes must be available to guests.
- Servers must be clean and appropriately dressed and should be well behaved at all times.

6.12 Temperature Control

- Food may not be reheated.
- Food must be kept warm.

6.13. Equipment Requirements

Caterers must have equipment and determine their needs according to the menu that is being served. Caterers are responsible to supply all catering equipment when catering for a meal or a function. It is important that caterers understand that all catering equipment should be in a good and acceptable condition.

This includes the following:

Cutlery	Knives, Forks, Soup Spoons, Dessert Spoons, Butter Knives, Teaspoons
Crockery	Starter Plates, Entrée Plates, Main Meal Plates, Dessert Plates, Side Plates, Soup, Fish Plates
Glasses	Water, Fruit Juice
Coffee	Tea and Coffee Cups, Saucers
Table Linen	Tablecloths, Overlays, Napkins
Service Equipment	Chaffing Dishes, Bowls, Serving Platters, Tongs, Butter Dishes, Serving Spoons, Forks and Knives etc.
Display	Caters are responsible to display food attractively and should provide their own decorations for displays

Caterers must ensure the following:

- That all the above items have been cleaned and correctly sanitized before use.
- Crockery is not chipped or cracked and if so, remove from service.
- Glassware is not chipped and cracked furthermore it should be stored in inverted trays away from any dust or grease. Do not use if fingerprints are visible.
- Linen should be clean, freshly laundered, and free of any marks or tears.
- Serving dishes have been cleaned and are free from cracks and damage.
- Teapots and coffee jugs need regular descaling inside to remove the tannin stains and water scale.
- Cruets need to be emptied regularly and cleaned then dried and refilled.
- Oil and vinegar bottles must be washed regularly.
- Sugar containers must be washed and kept absolutely dry.
- Cutlery should be stored in divided trays away from any dust or grease.
- Food or the inside of glasses, cups, or plates, etc. may not be touched with hand.
- Sugar bowls, cups, and milk jugs must not be picked up or carried with the hand over the top.
- Dishes, plates, glasses, etc. may not be cleaned or polished in the presence of guests.
- If a piece of cutlery is dropped by a guest, it should be picked up and cleaned.

7. AWARD OF THE RFP

KGFT is not obliged to accept and award this tender to the lowest bidder or any other bidder.

8. EVALUATION PROCESS AND CRITERIA

Selection will be conducted over three stages as detailed below:

Stage 1 - Compliance with Minimum Requirements

Stage 2 - Functionality

Stage 3 – Price and Specific Goals

9. STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

9.1 All proposals must be completed and accompanied by:

9.1.1 SBD 1, SBD 4 and SBD 6.1

9.1.2 Company Profile

9.1.3 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);

9.1.4 Tax Compliance Status Pin

9.1.5 The bidder must provide certificate of accessibility signed and stamped by municipality and / Health and Safety Certificate.

9.1.6 Bidder must provide 3 reference letters indicating and confirming services were rendered, successfully from companies for similar services as stated in the scope of work. Reference must be on client letters, date (not older than 3 years), signed with contactable references.

All bids duly lodged as specified in this RFQ will be examined to determine compliance with the mandatory requirements and conditions. Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.

10. STAGE 2 – FUNCTIONALITY

Responses will be evaluated on the following basis:

- The evaluation criteria and weights for functionality are reflected in the table below: -

CRITERIA FOR FUNCTIONALITY	DOCUMENTS/PROOF TO BE ATTACHED	WEIGHTS
<p>Bidder's relevant experience in the catering environment.</p> <p>Successful completion of similar services. Number of catering jobs = 30 points</p> <ul style="list-style-type: none"> 1-5 orders (5 points) 6-10 orders (10 points) 11-15 orders (15 points) 16-20 orders (20 points) 21-30 orders (30 points) 	<p>The following proof of catering services rendered will be acceptable as minimum requirements:</p> <p>Order with order number should be from 1 April 2018 to date, with the following minimum requirements; contact details, date and number of people catered for</p>	30
<p>Successful implementation/rendering of the service = 10 points</p> <ul style="list-style-type: none"> 1 – 2 Letters of reference (4 points) 3 – 4 Letters of reference (8 points) 5 or more Letter of reference (10 points) <p>2 point per reference letter (maximum points =10)</p>	<p>Reference letters should be on letterhead/s of institutions where services were rendered and indication of previous quality of service/s delivered. (Reference letters should be signed and not older than 6 years).</p>	10
<p>Demonstrated capacity of the service provider to perform the service.</p> <p>Certificate of accessibility signed and stamped by municipality and / or Valid Health and Safety Certificate – in terms of building and equipment = 10 points</p>	<p>(i) Certified copy of either certificate</p>	10
<p>The proximity (locality) of the service provider to the service district/centre:</p> <p>Within an area = 20 points</p> <p>eThekwini Municipality = 20 points Not in eThekwini Municipality = 10 points</p>	<p>Proof of residence or leasing agreement if not owning the property (the proof must be of the selected district of residence) or</p> <p>Proof of municipality accounts in the bidders' name (the proof must be of the selected district of residence) or Letter from Ward Councillor Confirming Address (the proof must be of the selected district of residence)</p>	20

CRITERIA FOR FUNCTIONALITY	DOCUMENTS/PROOF TO BE ATTACHED	WEIGHTS
<p>Bidder's relevant qualification in the catering environment.</p> <p>Minimum of 3 (three) Team members = 20 points</p> <ul style="list-style-type: none"> • 20 % - 39 % of team members meets above criteria (2 points) • 40 % - 59 % of team members meets above criteria (4 points) • 60 %- 79 % of team members meets above criteria (6 points) • 80% - 99 % of team members meets above criteria (8 points) • 100 % of team members meets above criteria (10 points) 	<p>CV of Team Members Certified copy of qualification (not older than 6 months)</p>	<p>10</p>
<p>Minimum of 3 (three) Team members with ages below 35 and = 10 points</p> <ul style="list-style-type: none"> ○ 20 % - 39 % of team members meets above criteria (2 point) ○ 40 % - 59 % of team members meets above criteria (4 points) ○ 60 %- 79 % of team members meets above criteria (6 points) ○ 80% - 99 % of team members meets above criteria (8 points) ○ 100 % of team members meets above criteria (10 points) 	<p>CV of Team Members Certified copy of qualification and Identity Document (not older than 6 months)</p>	<p>10</p>
<p>Minimum of 3 (three) Team members that are woman = 10 points</p> <ul style="list-style-type: none"> ○ 20 % - 39 % of team members meets above criteria (2 point) ○ 40 % - 59 % of team members meets above criteria (4 points) ○ 60 %- 79 % of team members meets above criteria (6 points) ○ 80% - 99 % of team members meets above criteria (8 points) ○ 100 % of team members meets above criteria (10 points) 	<p>CV of Team Members Certified copy of qualification and Identity Document (not older than 6 months)</p>	<p>10</p>
<p>TOTAL FOR FUNCTIONALITY:</p>		<p>100</p>

Note: Failure to obtain the minimum of 70 out of 100 on functionality will result in disqualification from further evaluation.

Site visit will be conducted for all bidders that score points equal to or over 70 points

DESCRIPTION	POINTS	SCORE
Meals being prepared off-site, the KGFT reserves the right to inspect the facilities to ensure compliance with the Occupational Health and Safety Act.	10 <ul style="list-style-type: none"> • Proof of certificate Health and Safety Certificate • Cleanliness of premises • Compliance with food safety regulations • Taste testing 	

COMPANIES MUST SCORE MORE THAN 7 POINTS OUT OF 10 TO PROCEED TO PRICE AND SPECIFIC GOALS.

11. STAGE 3 - PRICE AND SPECIFIC GOALS

11.2.1 Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.

11.2.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and accommodation.

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
Specific Goals (see the below table)	20
Total Price and B-BBEE Points	100

Bidders must bid for all menus. Deviation from the specification will result in disqualification.

SPECIFIC GOALS TABLE

Preference Points 80/20 - Specific Goals						
Management Control						
	<30%	<51%	<100%	100%	Total Points	
BBE	0	0.5	1.25	2.2		3.95
BWO	0	0.5	1	1.5		3
BYO	0	0.5	1	1.5		3
PWD	0.25	0.3	0.5	1		2.05
						12

Skills Development Measured						
		Blacks	Youth	Women	PWD	
		1	1	1	1	
						4
Locality and establishment						
			KZN	SA		
			2.5	1.5		4
Total						20

The following may be used as proof for claiming preference points

- BBBEE Certificate or BBBEE Affidavit
- CSD Report
- ID Documents of the owners of the company
- Municipal Account or Lease Agreement
- Doctors Certificate / disability database from relevant institutions (for more research)

12. THE INFORMATION REQUIRED

You are and required to provide the KGFT with a proposal, by **no later than 12:00pm on Wednesday, 12 July 2023.**

13. SUBMISSION DETAILS

- Submissions must be emailed to scm@kzngf.co.za attention **Sijabulile Ntshangase** by no later than the stipulated time above.
- For queries, you can contact Nicolette Napier scm@kzngf.co.za during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

Approved by



Acting Chief Financial Officer
Mxolisi Dlamini

Bidders must bid for all menus. Deviation from the specification will result in disqualification.

MENU OPTION 1

Description for menu	Rate per person up to 10 people R	Rate per person for 11 - 20 people R	Rate per person for 21 or more R
1. Sandwiches platter plain: (whole wheat and white-assorted) <ul style="list-style-type: none"> • Cheese and tomatoe • Egg and mayo • Chicken and mayo • Tuna and mayo 			
2. Sandwiches platter toasted (whole wheat and white-assorted) <ul style="list-style-type: none"> • Cheese • Chicken and mayo • Ham and cheese 			
3. Fresh Croissant, <ul style="list-style-type: none"> • butter/margarine • cheese • jam • ham • chicken and mayo 			
4. Scones <ul style="list-style-type: none"> • butter/margarine • cheese • Jam • Fresh cream 			
5. Assorted Fresh Muffins <ul style="list-style-type: none"> • butter/margarine 			
6. Fresh fruit platter <ul style="list-style-type: none"> • Variety of inseason fruit 			
7. Cheese platter: <ul style="list-style-type: none"> • Variety of hard Cheese • Variety of Soft Cheese • Crackers 			
8. Cold meat platter. <ul style="list-style-type: none"> • Ham • Salami • Bacon • Peperoni • Pastrami • Turkey 			

Description for menu	Rate per person up to 10 people R	Rate per person for 11 - 20 people R	Rate per person for 21 or more R
9. Sea food platter <ul style="list-style-type: none"> • Fish • Calamari • Prawn • Mussels 			
10. Vegetarian platter: <ul style="list-style-type: none"> • Samosas (potatoe and sweetcorn and cheese) • Vegetarian Wraps • Creamy Potato croquettes, • Cheese Puffs, • Vegetables fritter • Grilled Mushroom s • Mini Vegetarian burger. 			
11. Assorted Refreshment (soft drinks)			
Delivery per trip			
SUB TOTAL			
VAT @15%			
TOTAL			

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF RFQ.

MENU OPTION 2

Description for menu	Rate per person up to 10 people R	Rate per person for 11 - 20 people R	Rate per person for 21 or more R
1. Executive finger lunch platter: <ul style="list-style-type: none"> • Rosemary Chicken drumstick, • BBQ Grilled Chicken Wings (Lemon and Herbs) • Chicken Skewers, • Chicken nuggets, • Lamb Meatballs • Beef kebabs • Meat wraps. 			
2. Assorted Refreshment (soft drinks)			
Delivery per trip			
SUB TOTAL			
VAT @15%			
TOTAL			

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF RFQ

MENU OPTION 3

Description for menu	Rate per person up to 10 people R	Rate per person for 11 - 20 people R	Rate per person for 21 or more R
1. Break Fast: <ul style="list-style-type: none"> • Yoghurt, Muesli, All bran • Boiled Eggs • Sausage/bacon • Tomato, • Mushrooms • Scones, croissants, burns (whole wheat and white) • Cold meat (ham, turkey, pastrami) • Cheese platter (hard cheese) • Butter/margarine, cheese, and jam 			
2. Hot Meal Dish: <ul style="list-style-type: none"> • Chicken or beef or mutton curry • Grilled chicken or lamb chops or fish • 1X vegetables • 1X salad • Rice or pap or samp or roasted potatoes 			
3. Cakes: <ul style="list-style-type: none"> • Baked cheesecake • peppermint tart • milk tart, • carrot cake or black forest cake 			
4. Assorted Refreshment (soft drinks)			
Delivery per trip			
SUB TOTAL			
VAT @15%			
TOTAL			

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF RFQ.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	KGFT - RFQ 2023/06	CLOSING DATE:	12/07/2023	CLOSING TIME:	12pm
DESCRIPTION	CATERING PANEL FOR 36 MONTHS FOR THE KZN GROWTH FUND TRUST				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Via email to: scm@kzngf.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Sijabulile Ntshangase		CONTACT PERSON	Nicolette Napier	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	scm@kzngf.co.za		E-MAIL ADDRESS	scm@kzngf.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1	ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) ~~The applicable preference point system for this tender is the 90/10 preference point system.~~
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) ~~Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.~~

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$80/20 \quad \text{or} \quad 90/10$$

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Business Enterprise	/	3,95	/	
Black Women Owned		3.00		
People With Disabilities		2.05		
Black Youth Owned		3.00		
Skill Development		4.00		
Locality (Offices in KZN or South Africa)		4.00		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

