

TERMS OF REFERENCE



military veterans

Department:
Military Veterans
REPUBLIC OF SOUTH AFRICA

Private Bag X 943 Pretoria 0001 328 Festival Street Hatfield

TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF ACCREDITED CATERING SUPPLIERS TO RENDER CATERING SERVICES FOR DEPARTMENT OF MILITARY VETERANS FOR A PERIOD OF 12 MONTHS.

1. PURPOSE

- 1.1. To appoint a panel of accredited service providers within Gauteng Province to render catering services to the Department of Military Veterans on an as and when required basis for the period of 12 months.

2. BACKGROUND

- 2.1. The Demand Management Unit within the Sub-Directorate Supply Chain Management is tasked with the responsibility to assist various Branches within the Department of Military Veterans, with the compilation of Demand Management Plans (resource planning) to ensure that the resources required are correctly priced, delivered at a correct price, time, place, quantity and are of a good quality in order to ensure value for money. The Demand Management Unit is also responsible to conduct research and identify sourcing strategies.
- 2.2. According to National Treasury, establishment of contracts is one of the sourcing strategies for the procurement of goods and services that are required on a repetitive basis.
- 2.3. Catering services is one of commodities that are of a repetitive nature with the pool of suppliers however, in some instances Supply Chain Management unit is required to appoint a service provider within a very limited time due to unforeseen meetings that require catering.

- 2.4. The intention is to appoint a panel of accredited service providers who have the capacity to deliver as per the scope of work within required timeframe for a period of 12 months.

3. SCOPE OF WORK

- 3.1 The preferred service provider/s must be prepared to cater for all dietary preferences, including but not limited to religions, culture, vegetarian, kosher and Halaal with valid certification from respective bodies where applicable.
- 3.2 In the rendering of this service, DMV catering needs may vary according to the type of events/meetings namely:
 - 3.2.1 General Meetings, Where DMV stakeholders are involved: ranging from 5 people and above where general catering including utensils and crockery and in some cases linen is required.
 - 3.2.2 Executive meetings, such as EXCO, Audit Committee, Advisory Council meeting, Appeals Board: 5 people and above where executive catering is required, ranging from single course to three course meals.
 - 3.2.3 Other catering needs: In some instances the service provider may be required to render a catering service not on DMV premises.
- 3.2 The menu is attached for service providers to provide pricing. However additional items may be requested on an as and when required basis.

4. PROJECT DELIVERABLES

- 4.1. Deliver and supply catering as per specified menu/s
- 4.2. Service provider to be able to provide a quotation within minimum of 5 working days upon receiving of request under normal procurement
- 4.3. Service provider to be able to provide a quotation within 2-4 hours for unforeseen cases.
- 4.4. Bidder must fully comply and deliver on the requested menu as per Annexure A including special dietary requirements (i.e. Halaal).
- 4.5. Should the bidder purchase special dietary requirements i.e. Halaal pre-packed meals it must be purchased from a Halaal certified supplier to ensure all meals

are handled according to the relevant dietary requirements i.e. Halaal requirements.

- 4.6. For the purpose of the above 4.4 a copy of supplier certificate where the caterer purchased Halaal or kosher meals may be requested by DMV
- 4.7. Catering to be supplied at DMV building or where a meeting may be held.
- 4.8. Service provider to be able to provide catering 24 hours, 7 days a week, 365 days a year.
- 4.9. Service provider to provide all cutlery, crockery, tables, urns and table cloths as per request to meet DMV quality standards.
- 4.10. Food to be kept warm when necessary (caterer to provide own equipment for these purposes)
- 4.11. Service provider to set up and keep food wrapped / sealed appropriately until served, cold or warm dishes.
- 4.12. Service provider to ensure minimum of 1 staff members present per 10 people served while serving and setting up or as situation requires.
- 4.13. Service provider to remove all left-over food, equipment and cutlery/crockery after all meals and leave premises clean and tidy.
- 4.14. Service provider to set up 60 minutes prior each requested time slot (no late coming will be accepted).
- 4.15. Food to be prepared and served in a professional manner as per acceptable health standards.
- 4.16. No food should be prepared at DMV's premises
- 4.17. All catering shall be of a high quality, freshly prepared and acceptable to DMV. The content shall be in accordance with good and accepted dietary quality and practice.
- 4.18. Premises must be left clean and tidy. No dishes will be allowed to be washed at DMV's premises.

5. PROJECT DURATION

- 5.1 The contract will commence after the appointment letter has been issued and subject to the signing of the SLA by both parties. It will run for a period of 12 months subject to performance review.

6. COSTING METHODOLOGY

Service providers are required to submit completed Annexure A for their pricing.

- 6.1 Service providers will provide quotation as per menu/specifications that will be provided to them when the request for quotation is sent to them. Cost containment measures as outlined by National Treasury will be taken into consideration. Only market related prices will be accepted.
- 6.2 Prices when quoting on a case by case basis must include all expenses and VAT (where applicable) as well as delivery.
- 6.1 Successful service providers will be approached to quote for specific events/needs and the normal cheapest quotation or PPPFA method (for quotes above R30, 000.00) will be used to select the successful bidder on a case by case basis.
- 6.2 Prices must be inclusive of VAT (if VAT registered) and must address all deliverables indicated in this TOR.

***Note* Total prices on the bid document is merely for comparative and evaluation purpose, such will also be verified in line with the market trends. The orders will be placed based on the Request for Quotation submitted on a case by case**

7. EVALUATION CRITERIA

- 8.1 The evaluation for this bid will be carried out in four (4) phases:

- Phase 1: Pre-screening
- Phase 2: Mandatory requirements
- Phase 3: Site Visit
- Phase 4: Price and BEE

8.1 Phase 1 – Pre Compliance

- 8.1.1 During this phase bid documents will be checked to determine their responsiveness and compliance with SCM returnable, tax matters and whether Central Supplier Database (CSD) report has been submitted with the bid documents at the closing date and time of the bid.
- 8.1.2 The bid documents must include completed and signed SBD forms and CSD report or pin as issued by SARS as required below. Bid proposals will be screened for compliance in terms of administrative requirements as indicated below:

- Valid Tax Compliance Status (TCS) Pin issued by SARS must be submitted or a summary Central Supplier Database report. This

requirement is a disqualifier where the service provider's tax compliance status is non-compliant.

- Completed and signed Invitation to bid document part A& B (SBD 1) – Invitation to bid
- Completed and signed standard bidding document (SBD) 3.1 – Pricing schedule.
- Completed and signed standard bidding document (SBD) 4 – Bidders' Disclosure.
- Completed and signed standard bidding document (SBD) 6.1 – Preferential point claim form in terms of the Preferential Procurement Regulations 2017.

8.1.3 Only quotations that comply with the above pre-screening requirement will advance to the next phase of evaluation.

8.2 Phase 2 – Mandatory Requirements

NB// Failure to submit the below-mentioned mandatory requirements will lead to your bid being disqualified immediately.

- 8.2.1 Service Provider must have a valid certificate of acceptability from their local Municipality (Certified copy to be attached) Certificate to be valid in terms of premises being operated from (within Gauteng province). DMV representative may visit the premises for the purpose of evaluation.
- 8.2.2 Service provider must be registered on Central Supplier Database. Provide your registration number or CSD report.
- 8.2.3 Provide minimum of three reference letters (on client's letterhead) of past or current clients of the catering service, where the cost of catering service rendered was equal or more than R20 000.00 or delegates catered for were 50 (fifty) or more.

8.3 Phase 3 – Site Visit

- 8.3.1 DMV officials will conduct site visit to short listed bidders to check the below
- Kitchen facility within Gauteng.
 - Catering equipment (cutlery and crockery), pots, fridge and stove etc.
 - Sample of food (please note that officials will not test food as this is for sampling purpose)

- Transport (provide proof of ownership or signed transport arrangement contract or intent)

8.5 Phase 4 – Price and BEE

- 8.5.1 Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditor (IRBA), together with their bids, to substantiate their B-BBEE claims. The Exempted Micro Enterprise must submit sworn affidavit signed by Commissioner of Oaths. Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE

Calculating of points for B-BBEE status level of contribution

- 8.5.2 In terms of Regulation 6 (2) of the Preferential Procurement Regulations of 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<u>B-BBEE Status Level of Contributor</u>	<u>Number of Points</u>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 8.5.3 The points scored by a bidder in respect of the points indicated above will be added to the points scored for price.
- 8.5.4 Bidders are requested to fully complete preference points claim form (SBD 6.1) in order to claim preference points.
- 8.5.5 Only a bidder who has completed and signed the declaration part of the preference point claim form will be considered for B-BBEE status.
- 8.5.6 Points will be rounded off to the nearest 2 decimals.

- 8.5.7 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- 8.5.8 A contract may on reasonable and justifiable grounds be awarded to a bid that did not score the highest number of points.

8. DELIVERY

- 9.1 Rendering of service must be made in accordance with the instructions appearing on the official order form.
- 9.3 In respect of service awarded to supplier (s). The supplier(s) must adhere to the timeframe agreed upon.
- 9.4 The instructions appearing on the official order form regarding the supply, delivery and submission of invoices must be strictly adhered to.
- 9.5 Catering service must be delivered at the address provided to the supplier during the time the order is issued to them

9. FORMAL CONTRACT

- 10.1 Successful bidder (s) will be required to enter into a formal contract with the Department of Military Veterans.
- 10.2 The terms of reference together with the proposal made by the successful service provider (s), the acceptance thereof by the DMV and the SLA concluded by and between the Department and the successful service provider (s) shall constitute the formal agreement between the parties. No amendment to this agreement, variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.
- 10.3 Awarding of the contract will be subject to the Service Provider's expressing acceptance of the General Conditions of Contract and Special Condition of Contract.
- 10.4 The Department reserves the right to terminate the contract in the event that there is clear evidence of non-performance, by the Supplier (s).
- 10.5 This bid document is not an offer to purchase any services or materials, and the Department of Military Veterans will not incur or be liable for any costs associated with the preparation of this bid.
- 10.6 Note that the department reserves the right to award the bid to more than one service provider.

- 10.7 The department intend to contract a total number of 6 panel of services provider(s) for this service, subject to that there is enough number of qualifying suppliers.
- 10.8 Successful service providers will be approached to quote for a specific events/needs and the normal cheapest quotation and compliant quotation will be selected.

10. ENGAGEMENT MODEL

- 12.1 Supply Chain Management team will send through all requests for quotations to the successful supplier(s).

11. METHOD OF PAYMENT

- 11.1. The supplier shall furnish the Department with an invoice upon fulfilment of the order obligation as stipulated in the contract.
- 11.2. Payment shall be made promptly by the Department, but in no case later than thirty (30) days after the submission of an invoice or claim by the supplier.
- 11.3. Payment will be made in Rand unless otherwise stipulated in Special Conditions of Contract.

12. BRIEFING SESSION

- 13.1 There will be no briefing and clarification session held.

14. ENQUIRIES

Enquiry	Name	Contact Details
Bid related	Ms Cecilia Makgwale Acquisition Management	Email: Cecilia.Makgwale@dmv.gov.za Tel: 012-765-9412

ANNEXURE A

THE QUANTITIES PROVIDED BELOW ARE FOR EVALUATION AND COMPARATIVE PURPOSES.

MENU CODE	CONTENT OF MENU	INDICATIVE QUANTITY	UNIT PRICE	TOTAL PRICE
Beverage : 1	Coffee (Recoffy and or Jacobs) /Tea (rooibos and or five roses), brown and white sugar with hot and cold milk	100	R.....	R.....
Beverage : 2	Bottled Still or sparkling water 500 ml	100	R.....	R.....
Beverage : 3	Assorted Canned 100% juice 330 ml	100	R.....	R.....
Beverage : 4	Assorted soft drinks 330 ml	100	R.....	R.....
BREAKFAST				
Breakfast: 1	Assorted muffins, croissants and scones With butter/Jam/Cheese	100	R.....	R.....
Breakfast:2	Sandwiches normal White and brown bread with different filling e.g (Cheese, ham, mayo, chicken)	100	R.....	R.....
Breakfast: 3	Sandwiches toasted white and brown bread with different filling e.g (Cheese, ham, mayo, chicken)	100	R.....	R.....

Breakfast: 4	Yogurt Assorted Cereals e.g (Mueslie, All, brain, Corn Flakes) Fresh fruits Hot/cold milk	100	R.....	R.....
Breakfast: 5	Sausages/ bacon/eggs/ Baked beans/tomatoes Toasted or normal white and brown bread	100	R.....	R.....
LUNCH				
MENU CODE	CONTENT OF MENU	INDICATIVE QUANTITY	UNIT PRICE	
Lunch: 1	1 x Meat dish (Chicken, Beef or mutton) grilled or stew 1x fish (fried or grilled) 2 x Vegetable 2 x Salads Rice or Pap or Samp or potatoes or steamed bread	100	R.....	R.....
Lunch: 2:	2 x Meat dish (Chicken, Beef or mutton) grilled or stew 1x fish (fried or grilled) 2 x Vegetables 2 x Salads Rice or Pap or Samp or potatoes or steamed bread	100	R.....	R.....
SNACKS				
Snack: 1	Mixed Dried fruit (serve 5 people)	1	R.....	R.....
Snack: 2	Fresh fruit platter (3- 4 types) sliced	100	R.....	

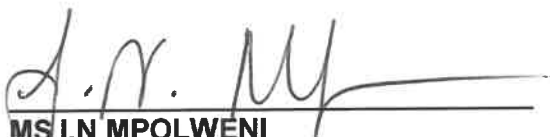
	(serves 10 people)			R.....
FINGER LUNCH				
Platter: 1	Assorted Sandwiches (serves 10 people) with at least 4 different fillings	100	R.....	R.....
Platter: 2	Hot pastry platter (serves 10 people) with 5 different items	100	R.....	R.....
Platter: 3	Hot Meat platter (serves 10 people) with at least 5 different items	100	R.....	R.....
Platter: 5	Sweet platter (serves 10 people) with at least 5 different items	100	R.....	R.....
Platter: 6	Vegetarian platter (serves 10 people) with at least 5 different items	100	R.....	R.....
TOTAL PRICE			R.....	R.....
VAT (VAT vendor)			R.....	R.....
TOTAL PRICE (VAT INCLUSIVE)			R.....	R.....

SUPPORTED/NOT SUPPORTED/COMMENTS



MS Z. GCASAMBA
ACTING CHIEF FINANCIAL OFFICER
DATE: 29/7/2012

APPROVED/NOT APPROVED/COMMENTS



MS I.N MPOLWENI
DIRECTOR-GENERAL

DATE: 28/09/2021