



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

An ISO 9001 and ISO 45001 certified organisation



Elangeni
Technical and Vocational
Education and Training
College

BID DOCUMENTATION

SECTION A

INVITATION TO BID

DESCRIPTION: Outsourced Catering for students at Pinetown Campus (Hostel)

CLOSING DATE FOR BID : Monday, 29 September 2025 at 11h00

BID NO: ETVET 04/2025

NAME OF BIDDER: _____

COLLEGE SUPPLIERS DATABASE REGISTRATION NO. IF ANY: _____

DOCUMENTS SHOULD BE HAND DELIVERED AT THE FOLLOWING ADDRESS IN THE BID BOX:

Elangeni College for FET 15 Portsmouth Road, Pinetown 3600	THE BID BOX IS AVAILABLE ON THE FOLLOWING DAYS AND TIMES: MONDAY TO FRIDAY: 08:00 - 15:00
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Return this completed document (all 32 pages), plus supporting documents where requested, with your bid.

Bid enquiries can be directed to: Mr T Majola or Ms N Mhlongo, weekdays from 08:00 – 15:00. Tel no 031 492 4363

INVITATION TO TENDER

Elangeni TVET College invites experienced service providers to tender for the tender specified below:

Tender Number	Tender Description	Tender Documents Available on	Compulsory Tender Briefing	Closing Date and time of Tender
ETVET 04/2025	Outsourced Catering for students at Pinetown Campus (Hostel)	04 – 15 September 2025	22 September 2025 at 10h00, Central Office 15 Portsmouth Road Pinetown 3610	29 September 2025 Time: 11h00 at Elangeni TVET College - Central Office 15 Portsmouth Road, Pinetown 3610

The scope of work, bid requirements and functionality scores are stipulated in the bid document:

Evaluation will be done on the following three stages:

Stage 1: Mandatory documentation

Stage 2: Functionality testing (Tenders need to obtain a minimum percentage score of 60% and above in functionality to proceed to the next stage of Evaluation)

Stage 3: 80/20 (The 80/20 preference points system will be applicable during the evaluation and adjudication of this Bid). Proof to be attached to claim the points below.

Specific Goals	80/20	Verification Method
1. Black South African <ul style="list-style-type: none"> Black South Africa $\geq 51\%$ = 5 Black South Africa 40% - 50% = 4 Black South Africa 30% - 39% = 3 Black South Africa 20% - 29% = 2 Black South Africa 1% - 19% = 1 	5	ID Copies of directors, CIPC, CSD Report, Shareholder certificates
2. Black Women Ownership <ul style="list-style-type: none"> Black Women Ownership $\geq 51\%$ = 5 Black Women Ownership 40% - 50% = 4 Black Women Ownership 30% - 39% = 3 Black Women Ownership 20% - 29% = 2 Black Women Ownership 1% - 19% = 1 	5	ID Copies of directors, CIPC, CSD Report, Shareholder certificates

3. Disability Ownership <ul style="list-style-type: none"> Disability Ownership $\geq 51\%$ = 5 Disability Ownership 40% - 50% = 4 Disability Ownership 30% - 39% = 3 Disability Ownership 20% - 29% = 2 Disability Ownership 1% - 19% = 1 	5	Proof of any disabilities, e.g. signed and stamped statements or letters on a physician/professional body
4. KwaZulu Natal, Ethekewini Municipality <ul style="list-style-type: none"> YES = 5 NO = 0 	5	Utility Bill or Letter form the municipality
TOTAL POINTS	20	

Tender documents

All those requiring tender documents must call Elangeni TVET College - SCM Unit on 031 492 4363 to reserve and pay for tender documents by no later than **15 September 2025 @15h00**, only those who reserve tender documents will get the tender documents. The cost of obtaining a tender document is R300.00 non-refundable. Payments of tender documents can be made via college bank account: FNB Bank, account number **51381533210**, reference tender number and description and Company name). All proof of payments must be emailed back for reservation of tender document clear showing a **company name** to Thandolwenkosi.majola@elangeni.edu.za or Nonhlanhla.mhlongo@elangeni.edu.za

Submission of tender documents

Duly completed tender documents together with all relevant documents should be put in a seal envelope. Sealed envelope clearly marked "**Tender Description, tender number**" must be deposited in the tender box at Elangeni TVET Central Office 15 Portsmouth Road, Pinetown by no later than **28 September 2025 @ 11h00**

Enquiries related to the tender

Any technical enquiries pertaining to tender ETVET 04/2025 Outsourced Catering for students at Pinetown Campus (Hostel must be directed to Mrs. S Maseko, and SCM related enquiries contact Mr. T Majola, Assistant Director SCM on 031 492 4363 (Thandolwenkosi.majola@elangeni.edu.za) during office hours between **08h00 and 15h00**.

Note to the bidders

- Tender will be evaluated in terms of 80/20 Preference Point Systems
- It is the responsibility of the bidders to ensure that tender documents are submitted timeously
- Late, faxed or emailed tender documents will not be accepted
- Elangeni TVET College does not bind itself to accept the lowest bid.
- Tenderers are requested to register on Central Supplier Database (CSD)



BID SPECIFICATIONS

SCOPE OF WORK

1. SPECIFICATIONS

The committee agreed on the specifications as per information provided below:

The appointed service provider shall provide nutritious, safe, and high-quality meals to students at Pinetown Campus for the duration of the contract period.

The catering service includes meal preparation, storage (if applicable), and serving.

2. SERVICE REQUIREMENTS

- **Daily Meal Provision:- Proper Serving times to be discussed at SLA meeting.**
 - **Breakfast:** 06:30 – 08:00
 - **Lunch:** 12:30 – 14:00
 - **Dinner (if required):** 17:30 – 19:00
- **Meal Types:**
 - Balanced meals with **protein, starch, and vegetables**.
 - Vegetarian options must be provided daily.
 - Meals should adhere to **South African Food-Based Dietary Guidelines (SAFBDG)**.
- **Portion Sizes (per meal):**
 - Starch: ± 250g
 - Protein: ± 150g
 - Vegetables/Salad: ± 100g

3. QUALITY AND HYGIENE STANDARDS

3.1 Service provider must comply with:

- **Foodstuffs, Cosmetics and Disinfectants Act (Act 54 of 1972).**
- **Health Act (Act 63 of 1977)** and applicable municipal by-laws.
- **Occupational Health and Safety Act (Act 85 of 1993).**

3.2 Staff must be trained in:

- Food handling and hygiene.
- Basic occupational safety and health (OHS).
- All meals must be prepared in a **certified kitchen with a valid Certificate of Acceptability (COA)**.

4. EQUIPMENT AND FACILITIES

- The service provider shall supply:
 - Cooking and food preparation equipment (if offsite preparation).
 - Serving utensils and chafing dishes.
 - Disposable or reusable plates, cutlery, and cups (environmentally friendly preferred).
- Campus facilities (if used) must be **left clean and sanitized after each service**.

5. STAFFING REQUIREMENTS

- Minimum staff:
 - 1 x Catering Manager/Supervisor
 - 2–4 x Cooks/Food Handlers (depending on student numbers)
 - 2 x Servers/Assistants
- Staff must wear **clean uniforms, hairnets, and gloves** during food handling.

6. MENU PLANNING

- Weekly menus must be submitted to the campus management for approval, if there are changes.
- Meals must vary to avoid repetition over a 5-day cycle.
- Menus must include:
 - A mix of **traditional and contemporary meals**.
 - Seasonal fruits/vegetables where possible.

7. MONITORING & COMPLIANCE

- The college reserves the right to:
 - Conduct **regular inspections** of food quality and hygiene standards.
 - Request food samples for testing.
 - Terminate the contract if service levels fall below agreed standard.

8. DURATION OF CONTRACT

- The catering contract will be for a period of **3 years (36 months)**, subject to renewal based on performance.

9. DELIVERY AND LOGISTICS

- If food is prepared offsite:
- Meals must be delivered in **insulated, food-safe containers**.
- Transport vehicles must comply with **food transport regulations**.

10. COMPLIANCE DOCUMENTS REQUIRED

Bidders must submit:

- Valid **COIDA/FEM Letter of Good Standing**.
- Valid **Health Certificate/Certificate of Acceptability (COA)**.
- Proof of compliance with **SARS Tax Pin**.
- Proof of previous similar contracts (minimum 3 references).

11. PRICING SCHEDULE

Bidders to provide:

- **Cost per meal type** (breakfast, lunch, dinner).
- Bulk pricing if applicable (e.g., per student per week).
- VAT inclusive/exclusive rates clearly stated.

PROPOSED MENU:

The college have proposed below menu:

BID NUMBER: ETVET 04/2025						
BID DESCRIPTION: OUTSOURCED CATERING FOR STUDENTS AT PINETOWN						
PROPOSED MENU	Number of Students	60				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
fish fingers	weet bix	bread with peanut	eggs,mini cheese	checken burgers	cornflakes with	egg and mayo
chicken viennas	toasted bread with	butter,jam and rama	grillers and grilled	with cheese and	variety of fruits	sandwich
bread and coffee	cheese and grilled	plus coffee	tomatoes pluds bread	sauce and coffee	plus coffee	plus coffee
	tomatoes plus coffee		and coffee			
lunch	lunch	lunch	lunch	lunch	lunch	lunch
pasta with mince	chicken and mayo	wraps with lettuce,	grilled chicken, green	finger lunch with	fatcakes with	savoury rice
and cheese plus	sandwich with one	chicken fillets with	salad and bread rolls	juice and fruit	cheese, polony,	betroot,butternut
green salad and juice	fruit and juice	sauce and fried chips	fruit and juice		vienas	spinach,chicken
fruit		juice			fruit plus juice	curry
						desert plus soft drink
supper	supper	supper	supper	supper		supper
Mashed potatoes	White samp with beef	Rice	Hake filets,spinach	Home made pizza	stiff pap ,chakalaka	Bread ,baked beans
with spinach,butternut	curry and coleslaw	green salad ,b/ nut	pasta with white sauce	with chicken and	and braaai meat	chicken viennas
chicken ala king	juice	and chicken stir fry	juice	cheese toppings	plus wors	juice
Juice		Juice		juice	Coke	



Evaluation Criteria

1. Mandatory Documents

It was agreed that the following valid mandatory documentation should be submitted by bidders:

- CIPC
- Tax Clearance
- Letter of good standing
- COIDA
- Accreditation or certification with a regulated food or catering bodies.
- Overhead and maintenance costs for the utilisation of college kitchen and equipment will be discussed with service providers at Service Level Agreement (SLA) stage

2. Functionality Testing

It was also agreed that the service provider's functionality should be tested applying the following criteria- 35 points

- Experience

Provide 5 valid reference letters of previously completed projects displaying 3-5 years' experience - 25 points.

No reference letters = 0 Points
1 reference letter = 05 Points
2 Reference letters = 10 Points
3 Reference letters = 15 Points
4 Reference letters = 20 Points
5 Reference letters = 25 Points

Elangeni TVET College has the right to verify the company reference.

- Project Execution Plan

Bidder to provide the CVs of the supervisor and staff that will be deployed for the duration of the project - 20 points

- 4 CV's – 20 points
- 3 CV's - 15 points
- 2 CV's - 10 points
- 1 CV's - 5 points

Provide a detailed business profile including an organogram and staff compliments with at least 4 staff members – 20 points

- Outline a detailed work plan (roster) from Monday to Sunday of how resources will be allocated (2 employees per shift) - 10 points

NB: The College reserves the right to exercise rotation of service providers in line with the SCM Policy.

Total Points – 75 Points (Passing points will be 45 i.e. 60%)

3. Preferential Procurement Points (80/20)

The BSC agreed to allocate preferential procurement points based on 80/20 for price and specific goals respectively.

4. Documents for Bidders Reference

The committee has also attached the following documents for bidders to refer to, complete and provide required information where necessary:

- Scope of work
- Paragraph 9 and
- Elangeni TVET college standard bidding document

SECTION B

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

Part A: Standard Bidding Documentation (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ELANGENI TVET COLLEGE

BID NUMBER: **ETVET04/2025**

CLOSING DATE: **29/09/2025**

CLOSING TIME: **11H00**

DESCRIPTION: OUTSOURCED CATERING FOR STUDENT AT PINETOWN CAMPUS (HOSTEL).

CONTRACT PERIOD: **03 YEARS**

VALIDITY PERIOD.....

CENTRAL SUPPLIERS' DATABASE REGISTRATION NO.....

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7.1)

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT 15 Portsmouth Road, Pinetown, 3610

Bidders should ensure that bids are delivered on time to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally accessible from 8:00 to 15H00 Monday to Thursday and 8:00 to 13:30 Friday.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS:.....

STREET ADDRESS:.....

TELEPHONE NUMBER:.....CODE.....NUMBER.....CELLPHONE NUMBER:.....

FACSIMILE NUMBER:.....CODE.....NUMBER.....

E-MAIL ADDRESS:.....VAT REGISTRATION NUMBER:.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION ATTACHED CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

HAS A CERTIFIED COMPANY REGISTRATION CERTIFICATE ATTACHED (CK/ ID IF SOLE PROPRIETOR) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....☐

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);☐

OR

A REGISTERED AUDITOR☐[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO [IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER.....DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED.....

Standard Bidding Documentation (SBD 2)

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Jeyrel:\Mdk416-SBD2 tax clearance

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

COMPANY OFFICIAL STAMP

Standard Quotation Documentation (SBD 4)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2" Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES ☐ NO ☐

2.7.1 If so, furnish the following particulars:
Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:
Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES ☐ NO ☐

2.7.2.1 If yes, did you attach proof of such authority to the bid document YES ☐ NO ☐

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES ☐ NO ☐

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES ☐ NO ☐

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES ☐ NO ☐

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES ☐ NO ☐

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS

DECLARATION PROVE TO BE FALSE.



.....
Signature

.....
Date

.....
Position

.....
Name of bidder

COMPANY OFFICIAL STAMP

Standard Quotation Documentation (SBD 6.1)

**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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} \end{array}$$

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

3.3.

3.3.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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.)

The specific goals set in terms of tender.

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

Specific Goals	Number of points allocated	Verification Method
5. Black South African <ul style="list-style-type: none"> Black South Africa $\geq 51\%$ = 5 Black South Africa 40% - 50% = 4 Black South Africa 30% - 39% = 3 Black South Africa 20% - 29% = 2 Black South Africa 1% - 19% = 1 	5	ID Copies of directors, CIPC, CSD Report, Shareholder certificates
6. Black Women Ownership <ul style="list-style-type: none"> Black Women Ownership $\geq 51\%$ = 5 Black Women Ownership 40% - 50% = 4 Black Women Ownership 30% - 39% = 3 Black Women Ownership 20% - 29% = 2 Black Women Ownership 1% - 19% = 1 	5	ID Copies of directors, CIPC, CSD Report, Shareholder certificates
7. Disability Ownership <ul style="list-style-type: none"> Disability Ownership $\geq 51\%$ = 5 Disability Ownership 40% - 50% = 4 Disability Ownership 30% - 39% = 3 Disability Ownership 20% - 29% = 2 Disability Ownership 1% - 19% = 1 	5	Proof of any disabilities, e.g. signed and stamped statements or letters on a physician/professional body
8. KwaZulu Natal, <ul style="list-style-type: none"> YES = 5 NO = 0 	5	Utility Bill or Letter form the municipality
TOTAL POINTS	20	

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

Bidders must submit proof of all specific goals that are claimed for:

- list of all HDI's and their certified copies of identity documents and their shareholding percentage as it appears on CIPC documents.
- Locality (Municipal account in the name of a bidder or a valid lease agreement with lease statement of account)
- Certified copies of identity documents of youth within the company as directors / owners and their shareholding percentage as it appears on CIPC documents
- Certified copies of identity documents of Woman within the company who are directors and or / owners and their shareholding percentage as it appears on CIPC documents
- Proof of Company registration (CIPC documents)

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

SBD 7.1

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN BY THE SERVICE PROVIDER (PART 1) AND THE FORM MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations, and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

WITNESSES

.....

7. PAYMENT FOR SERVICE RENDERED – OUTSOURCED CATERING FOR STUDENTS AT PINETOWN CAMPUS.

- a) Payments will be within 30 days of a receipt of invoice.
- b) The College will only pay on invoice and goods delivery note signed off by the End user where delivery is required.

8. FORCE MAJEURE (ACTS OF GOD)

- a) Notwithstanding the above provisions, the Service provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that the delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- b) If a force majeure situation arises, the Service provider shall promptly notify the College in writing of such condition and the cause thereof. Unless otherwise directed by the College in writing, the Service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

9. TERMINATION FOR INSOLVENCY

The College may at any time terminate the contract by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the College.

10. SETTLEMENT OF DISPUTES

If any dispute or difference of any kind whatsoever arises between the College and the Service Provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. The Principal will have the final word in the resolution of disputes.

11. GOVERNING LANGUAGE

The contract shall be written in English. All correspondence and other documents pertaining to the contract that are exchanged by the parties shall also be written in English.

12. TRANSFER OF CONTRACTS

The Service Provider shall not have abandoned, transfers, cedes, assign or sublet this contract or part thereof.

13. AMENDMENTS OF CONTRACT

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement be amended or varied shall be in writing.

INSERT COMPANY STAMP

Standard Quotation Documentation (SBD 9)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

SBD 9

10. 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 HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

INSERT COMPANY STAMP

Standard Quotation Documentation (SBD 12) (to be completed by Company)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 12

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

OFFICIAL COMPANY STAMP

OUTSOURCED CATERING FOR STUDENTS AT PINETOWN CAMPUS

PLACEMENT OF ALL REQUESTED EVALUATION DOCUMENTS

Please verify if the contents of these Appendix's have been verified and attached.

CHECK LIST

No	Description	Ticked by Bidder	Ticked by ELANGENI TVET College Representative
1	Initial/ Sign of all pages		
2	Compulsory briefing session attended		
3	Closing/ Bid Submission at 29/09/2025		
4	Copy of valid Tax Clearance Certificate plus SARS pin		
5	Mandatory documents attached (ALL)		
6	Standard Bidding document 1 and 2		
7	Pricing Schedule completed – SBD 3.1		
8	Bid Declaration of interest Completed – SBD 4		
9	Preferential Points Claimed – SBD 6.1		
10	Preferential % Calculated and claimed		
11	Contract Form - Rendering of Services – CBD 7.2		
12	Declaration Of Bidder's Past Supply Chain Management Practices		
13	Certificate Of Independent Bid Determination SBD 9		
14	All witnesses signed where it's required		
15	Particulars of Bidders Completed		
16	Pre-Qualification Score Card		