



REQUEST FOR QUOTATIONS

RFQ NUMBER: RFQ/SASSETA/2425143/2

CLOSING DATE: 07 November 2025

TIME: 15H00

DESCRIPTION: Procurement of a Panel of four (4) Caterers to for SASSETA meetings from date of appointment until 31 March 2028

COMPULSORY BRIEFING: Yes ☐ No ☒

FOR COMPLETION BY SERVICE PROVIDER:

NAME OF BIDDING COMPANY: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

CSD REGISTRATION NUMBER: **MAAA**_____

WILL THE SERVICE PROVIDER OFFER HALAAL MENU TO SASSETA:

Yes ☐ **No** ☐

DOES THE SERVICE PROVIDER HAVE A HALAAL CERTIFICATE (Bidders to tick one below)

Yes ☐ **No** ☐

If a service provider indicates that they offer a Halaal menu, they need to attach a valid Halaal Certificate in their own name or in the Name of another service provider who will supply them with Halaal food.

The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA logo may result in legal action.

NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigations.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

1. Specification
2. Invitation to Quote (SBD 1) (requires the attachment of proof of authority)
3. Pricing Schedule (SBD 3.1)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
6. General Conditions of contract (Annexure A)
7. Documents required for claiming Specific Goals
8. Submission Checklist

NB.: DOCUMENT SUBMISSION

Bidders are to complete and submit all Standard Bidding Documents (SBD) forms mentioned above from bullet 2 to 5.

Bidders must be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with their CSD registration number.

1. SPECIFICATION

1.1. INTRODUCTION AND BACKGROUND

- 1.1.1. The Safety and Security Sector Education and Training Authority (SASSETA) was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

1.2. PURPOSE

- 1.2.1. SASSETA's requirement is to procure a panel of four (4) caterers to provide catering services for SASSETA meetings from the date of appointment until 31st March 2028 on an ad-hoc basis.

1.3. SPECIFICATION AND REQUIRED DELIVERABLES

- 1.3.1. SASSETA requires a written catering quotation per unit (X1) as per details hereunder. The actual quantity of delegates to be catered for will be provided per request sent to a particular caterer at the time:

Date Catering Required	For a period ending 31 March 2028	
Delivery Time	Per Request	
Delivery location	TBC – per meeting	
REQUIRED		No to be catered for
BREAKFAST:		
1. None toasted sandwiches (Brown-bread) (creamy spread with cheese)	1	
2. None toasted sandwiches (white bread) (creamy spread with cheese)	1	
3. Toasted sandwiches (Brown-bread) (creamy spread with cheese)	1	
4. Toasted sandwiches (white bread) (creamy spread with cheese)	1	
5. None Toasted sandwiches (white - bread) - assorted filling	1	
6. None Toasted sandwiches (Brown-bread) – assorted filling	1	
7. Toasted sandwiches (white - bread) - assorted filling	1	
8. Toasted sandwiches (Brown-bread) – assorted filling	1	
9. 1 X slice Plain toasted Brown bread	1	
10. 1 X slice Plain toasted White Bread	1	
11. 1 X slice of none-toasted brown bread	1	

12. 1 X slice of none-toasted white bread	1
13. 1 X slice Rye bread	1
14. 1 X slice sour dough bread	1
15. Plain scone	1
16. Scones with cream and grated cheese	1
17. Scones with butter and jam	1
18. Plain Croissant	1
19. Croissants stuffed with tomato and salad	1
20. Croissants stuffed with tomato and salad and cheese	1
21. Croissant stuffed with cheese and a variety of cold meats	1
22. Muffins (assorted flavours)	1
23. Individually packaged cupcakes, standard cupcake size (Vanilla, Red Velvet, Chocolate, Carrot) with buttercream icing and fondant icing	1
24. English Breakfast (2 pieces of bacon, 1 X beef sausage, 2 eggs (scrambled/boiled), baked beans, 1 slice of tomato, mushrooms, and one slice of toasted bread)	1
25. English Breakfast (2 pieces of macon, 1 X chicken sausage, 2 eggs (scrambled/boiled), baked beans, 1 slice of tomato, mushrooms, and one slice of toasted bread)	1
26. Variety of Fruits (e.g. red/green apples, bananas, pears, oranges, etc.)- to quote on one fruit per person	1
27. Fruit salad (300g)	1
28. Nutriday Plain yoghurt (100g) (full cream)	1
29. Nutriday Flavoured yoghurt (100g) (full cream)	1
30. Nutriday Plain yoghurt (100g) (low fat)	1
31. Nutriday Flavoured yoghurt (100g) (low fat)	1
32. Gluten free Breakfast	1
33. Vegetarian Breakfast	1
34. Kosher Breakfast	1
35. Tea (rooibos, five roses and Joko) outside SASSETA	1
36. Coffee (Nescafe, Jacobs) outside SASSETA	1
37. All bran, Cornflakes, Muesli, wheat bix with yoghurt	1
38. Greek Salad (170g)	1
39. Fizzy Drinks – 500ml	1

40. Juice – 500ml			1
41. Powerade Energy drinks 500ml (Jagged ice, Naartjie, Orange, Mountain Blast)			1
42. Water – 500ml Still / Sparkling			1
43. 500ml Gemmer/ginger beer			1
44. Side dish 2 veg,1 salad,1starch			1
45. Starch (pap, ting (sour porridge), rice, dumpling)			1
46. Finger Lunch – Finger platters (6-10 people)			1
47. Crockery (if Yes Specify) per person	YES	R	1
48. Cutlery (if Yes Specify) per person	YES	R	1

NB.: Costs will be reimbursed utilising “*tariffs for use of motor transport*” from the Department of Transport.

Bidders to quote per requirements below per unit (X1):

No.	Starch	Vegetable	Salad	Protein 1	Protein 2	Protein 3	No. to be catered for
1.	X1	X2	X1	Grilled Chicken	Beef stew	N/A	X1
2.	X1	X2	X1	Grilled chicken	Mutton stew	N/A	X1
3.	X1	X2	X1	Grilled Chicken	grilled Fish	N/A	X1
4.	X1	X2	X1	Grilled Chicken,	lamb chops	N/A	X1
5.	X1	X2	X1	grilled Chicken,	pork chops	N/A	X1
6.	X1	X2	X1	Chicken stew,	grilled steak,	N/A	X1
7.	X1	X2	X1	Chicken stew,	Grilled fish,	N/A	X1
8.	X1	X2	X1	Chicken stew,	lamb chops,	N/A	X1
9.	X1	X2	X1	Chicken stew,	pork chops,	N/A	X1
10.	X1	X2	X1	Beef stew,	Grilled fish	N/A	X1
11.	X1	X2	X1	Beef stew,	pork chops	N/A	X1
12.	X1	X2	X1	Beef stew,	Lamb chops,	N/A	X1
13.	X1	X2	X1	Mutton stew	Grilled fish	N/A	X1

14.	X1	X2	X1	braai Wors,	braai lamb chops,	N/A	X1
15.	X1	X2	X1	braai Wors,	braai steak	N/A	X1
16.	X1	X2	X1	braai Wors,	braai chicken drumsticks	N/A	X1
17.	X1	X2	X1	braai steak	braai lamb chops,	N/A	X1
18.	X1	X2	X1	braai steak	Braai pork chops	N/A	X1
19.	X1	X2	X1	braai steak	braai chicken drumsticks	N/A	X1
20.	X1	X2	X1	Mutton Stew	Lamb chops,	N/A	X1
21.	X1	X2	X1	Mutton stew,	grilled fish	N/A	X1
22.	X1	X2	X1	Mutton stew,	pork chops,	N/A	X1
23.	X2	X1	X2	braai Wors,	braai lamb chops,	braai chicken drumsticks	X1
24.	X2	X1	X2	braai Wors,	braai steak	braai chicken drumsticks	X1
25.	X2	X2	X1	Chicken Stew	Lamb chops,	grilled fish	X1
26.	X2	X2	X1	Chicken Stew	Beef chops,	grilled fish	X1
27.	X2	X2	X1	Beef stew,	Lamb chops,	grilled fish	X1
28.	X2	X2	X1	Mutton stew,	grilled fish	Grilled chicken	X1
29.	X2	X2	X1	Mutton stew,	pork chops,	grilled fish	X1
30.	X2	X2	X1	Mutton stew,	lamb chops,	grilled fish	X1
31.	X2	X2	X1	Mutton stew,	grilled steak,	grilled fish	X1
32.	X1	X2	X1	Mogodu/Tripe	Chicken gizzard	N/A	X1
33.	X1	X2	X1	Mogodu/Tripe	Chicken Feet'	N/A	X1
34.	X1	X2	X1	Skopo - Beef head	Mutton Stew	N/A	X1
35.	X1	X2	X1	Tlhakwana (beef trotters)	Tshotlo (pounded/shredded beef)	N/A	X1
36.	Beef Breyani						X1
37.	Kosher Lunch						X1

38.	Vegetarian Lunch	X1
39.	Gluten free Lunch	X1

NB. IF A SERVICE PROVIDER DOES NOT HAVE A HALAAL CERTIFICATE, THEY MUST NOT COMPLETE PRICING FOR HALAAL MENU BELOW. NANDOS WILL NOT BE COUNTED AS THE ONLY HALAAL MEAL AND DOES NOT CONSTITUTE AS THE HALAAL MEAL FOR ALL SASSETA MEETINGS

Caterer to submit a Halaal certificate in the name of their own company or of the company that supplied them with the meals. The meals to be individually wrapped with the Halaal sticker on the food.		
1.	Halaal Breakfast	X1
2.	Halaal Lunch	X1
3.	Halaal Chicken Breyani	X1
4.	Halaal Fish Breyani	X1
5.	Halaal Lamb Breyani	X1
6.	Halaal Vegetable Breyani	X1
7.	Halaal Beef Breyani	X1
8.	Halaal Chicken Breyani and Halaal Lamb Curry plus one starch, two vegetables and one salad	X1

NB.: Bidders will be required to quote SASSETA on the submitted amounts for the duration of the contract.

1.4. VALUE ADDING ITEMS

1.4.1. Service providers are requested to supply the following value adding items:

1. Tables
2. Tablecloths
3. Chaffing Dishes
4. Toothpicks
5. Urn

1.5. TIMEFRAMES FOR DELIVERY OF THE WORK

- 1.5.1. The agreement shall be from the date of appointment until 31 March 2028.
- 1.5.2. Successful service providers will be required to deliver within two (2) days of the catering request.

1.6. MANDATORY SUBMISSION REQUIREMENTS

- 1.6.1. The bidding caterers to submit a valid health compliance certificate issued by a recognised body. **Quotations submitted without a valid health compliance catering certificate will be disqualified from evaluation**

1.7. HALAAL CATERERS ONLY

- 1.7.1. The bidding caterers who are halal compliant to submit a valid copy of Halaal certificate in the name of their own company or of the company that will supply the catering company with the meals – in Gauteng/proximity to the caterer. **Quotations submitted without a valid copy of Halaal certificate will be disqualified from evaluation.**

1.8. PRICING

- 1.8.1. Service Providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.1.
- 1.8.2. Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:
- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
 - Book only economy class flights
 - Book Group A hire cars, otherwise, Group B are to be used for Service Providers outside of Gauteng.
 - Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when travelling to and from the airport
 - Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ three (3) Star per night per person (including dinner, breakfast and parking).
 - Submit all applicable invoices/receipts for the travel undertaken and also a google map of the trip where travel by private car was undertaken for payment.
 - All travel to be approved by SASSETA before being undertaken

1.9. ACCOUNTABILITY AND REPORTING

- 1.9.1. The service provider will report directly to Executive Manager: Corporate Services for the duration of the contract.

1.10. INTELLECTUAL PROPERTY

- 1.10.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analyzed, will be the confidential information for utilization by SASSETA. All information and documents, received from SASSETA or stakeholders is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

1.11. CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)

- 1.11.1. Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

1.12. PROTECTION OF PERSONAL INFORMATION ACT

1.12.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

1.12.1.1. All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

1.12.1.2. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

1.12.1.3. SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.

1.12.1.4. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

1.13. PREFERENCE POINT SYSTEM

Evaluation Criterion on Price and Specific goals

Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	100

1.14. CONDITIONS FOR SELECTION/SHORTLISTING

- (a) Price quoted to be valid for ninety (90) days from the closing date of RFQ;
- (b) **The quotations are to be submitted in PDF Format;**
- (c) **The quotation to include the National Treasury Central Supplier Database (CSD)
Supplier Number (MAAA)**
- (d) Price quoted must be firm and must be inclusive of VAT;
- (e) A firm delivery period/date must be indicated;
- (f) Fully signed and completed SBD 1, 3.1, 4, 6.1, to be submitted with the proposal.

(g) Quotations will be evaluated on:

- Submission of mandatory documents,
- Functionality requirements above,
- meeting the specifications issued by the SASSETA,
- the 80/20 preference point system for the rand value up to R1 000 000.00. 80 points will be allocated to price and 20 points will be allocated to specific goals.

SASSETA issues this bid invitation in good faith; however, it reserves the right to:

- Cancel the Purchase Order or delay the selection process at any time, without explanation,
- Not to select any of the respondents to this bid invitation, without explanation,
- Exclude certain services, without explanation,
- Enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract, and
- Not to accept the lowest of any quotation, offer or bid.

1.15. ADDRESS WHERE QUOTATIONS ARE TO BE SENT

- 1.15.1. The quotation and all supporting documents to be submitted not later than **(07 November 2025)** on the letterhead of your business and to be emailed to **(ftutshana@sassetta.org.za)**.

PART A - INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ/SASSETA/2425143/2	CLOSING DATE:	07 November 2025	CLOSING TIME:	15H00
DESCRIPTION	Procurement of a Panel of four (4) Caterers to for SASSETA meetings from date of appointment until 31 March 2028				
BID RESPONSE DOCUMENTS MAY BE SENT TO:					
ftutshana@sassetta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Funeka Tutshana		CONTACT PERSON	Funeka Tutshana	
E-MAIL ADDRESS	ftutshana@sassetta.org.za		E-MAIL ADDRESS	ftutshana@sassetta.org.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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN (FOR EMES & QSEs) 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 ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ 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:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
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.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
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."

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

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director MUST sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution must be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

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

DATE:

PRICING SCHEDULE

(GOODS)

NAME OF BIDDER:	BID NO.: RFQ/SASSETA/2425143/2
CLOSING TIME: 15H00	CLOSING DATE: 07 November 2025

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

Bidders **MUST** complete this amount on this document, and it **MUST** be the same as the total amount on the quotation incl. VAT.

Date Catering Required	For a period ending 31 March 2028
Delivery Time	Per Request
Delivery location	TBC – per meeting
Amount to be inclusive of VAT. Caterer who are Halaal certified are to submit a Halaal certificate in the name of their own company or in the name of the company that supplies them with Halaal meals. The meals to be individually wrapped with the Halaal sticker on the food - Letter from company confirming partnership.	

REQUIRED	No to be catered for	Total unit cost to be inclusive of VAT (Where applicable)
BREAKFAST		
1. None toasted sandwiches (Brown-bread) (creamy spread with cheese)	1	R
2. None toasted sandwiches (white bread) (creamy spread with cheese)	1	R
3. Toasted sandwiches (Brown-bread) (creamy spread with cheese)	1	R
4. Toasted sandwiches (white bread) (creamy spread with cheese)	1	R
5. None Toasted sandwiches (white - bread) - assorted filling	1	R
6. None Toasted sandwiches (Brown-bread) – assorted filling	1	R
7. Toasted sandwiches (white - bread) - assorted filling	1	R
8. Toasted sandwiches (Brown-bread) – assorted filling	1	R
9. 1 X slice Plain toasted Brown bread	1	R
10. 1 X slice Plain toasted White Bread	1	R
11. 1 X slice of none-toasted brown bread	1	R
12. 1 X slice of none-toasted white bread	1	R
13. 1 X slice Rye bread	1	R
14. 1 X slice sour dough bread	1	R
15. Plain scone	1	R

16. Scones with cream and grated cheese	1	R
17. Scones with butter and jam	1	R
18. Plain Croissant	1	R
19. Croissants stuffed with tomato and salad	1	R
20. Croissants stuffed with tomato and salad and cheese	1	R
21. Croissant stuffed with cheese and a variety of cold meats	1	R
22. Muffins (assorted flavours)	1	R
23. Individually packaged cupcakes, standard cupcake size (Vanilla, Red Velvet, Chocolate, Carrot) with buttercream icing and fondant icing	1	R
24. English Breakfast (2 pieces of bacon, 1 X beef sausage, 2 eggs (scrambled/boiled), baked beans, 1 slice of tomato, mushrooms, and one slice of toasted bread)	1	R
25. English Breakfast (2 pieces of macon, 1 X chicken sausage, 2 eggs (scrambled/boiled), baked beans, 1 slice of tomato, mushrooms, and one slice of toasted bread)	1	R
26. Variety of Fruits (e.g. red/green apples, bananas, pears, oranges, etc.)- to quote on one fruit per person	1	R
27. Fruit salad (300g)	1	R
28. Nutriday Plain yoghurt (100g) (full cream)	1	R
29. Nutriday Flavoured yoghurt (100g) (full cream)	1	R
30. Nutriday Plain yoghurt (100g) (low fat)	1	R
31. Nutriday Flavoured yoghurt (100g) (low fat)	1	R
32. Gluten free Breakfast	1	R
33. Vegetarian Breakfast	1	R

34. Kosher Breakfast		1	R
35. Tea (rooibos, five roses and Joko) outside SASSETA		1	R
36. Coffee (Nescafe, Jacobs) outside SASSETA		1	R
37. All bran, Cornflakes, Muesli, wheat bix with yoghurt		1	R
38. Greek Salad (170g)		1	R
39. Fizzy Drinks – 500ml		1	R
40. Juice – 500ml		1	R
41. Powerade Energy drinks 500ml (Jagged ice, Naartjie, Orange, Mountain Blast)		1	R
42. Water – 500ml Still / Sparkling		1	R
43. 500ml Gemmer/ginger beer		1	R
44. Side dish 2 veg,1 salad,1starch		1	R
45. Starch (pap, ting (sour porridge), rice, dumpling)		1	R
46. Finger Lunch – Finger platters (6-10 people)		1	R
47. Crockery (if Yes Specify) per person	YES		R
48. Cutlery (if Yes Specify) per person	YES		R

Bidders to quote per requirements below per unit (X1):

No.	Starch	Vegetable	Salad	Protein 1	Protein 2	Protein 3	No. to be catered for	Total
1.	X1	X2	X1	Grilled Chicken	Beef stew	N/A	X1	R
2.	X1	X2	X1	Grilled chicken	Mutton stew	N/A	X1	R
3.	X1	X2	X1	Grilled Chicken	grilled Fish	N/A	X1	R
4.	X1	X2	X1	Grilled Chicken,	lamb chops	N/A	X1	R
5.	X1	X2	X1	grilled Chicken,	pork chops	N/A	X1	R
6.	X1	X2	X1	Chicken stew,	grilled steak,	N/A	X1	R
7.	X1	X2	X1	Chicken stew,	Grilled fish,	N/A	X1	R
8.	X1	X2	X1	Chicken stew,	lamb chops,	N/A	X1	R
9.	X1	X2	X1	Chicken stew,	pork chops,	N/A	X1	R
10.	X1	X2	X1	Beef stew,	Grilled fish	N/A	X1	R
11.	X1	X2	X1	Beef stew,	pork chops	N/A	X1	R
12.	X1	X2	X1	Beef stew,	lamb chops,	N/A	X1	R

13.	X1	X2	X1	Mutton stew	Grilled fish	N/A	X1	R
14.	X1	X2	X1	braai Wors,	braai lamb chops,	N/A	X1	R
15.	X1	X2	X1	braai Wors,	braai steak	N/A	X1	R
16.	X1	X2	X1	braai Wors,	braai chicken drumsticks	N/A	X1	R
17.	X1	X2	X1	braai steak	braai lamb chops,	N/A	X1	R
18.	X1	X2	X1	braai steak	Braai pork chops	N/A	X1	R
19.	X1	X2	X1	braai steak	braai chicken drumsticks	N/A	X1	R
20.	X1	X2	X1	Mutton stew	lamb chops,	N/A	X1	R
21.	X1	X2	X1	Mutton stew,	grilled fish	N/A	X1	R
22.	X1	X2	X1	Mutton stew,	pork chops,	N/A	X1	R
23.	X1	X1	X2	braai Wors,	braai lamb chops,	braai chicken drumsticks	X1	R
24.	X1	X1	X2	braai Wors,	braai steak	braai chicken drumsticks	X1	R
25.	X1	X2	X1	Chicken Stew	Lamb chops,	grilled fish	X1	R
26.	X1	X2	X1	Chicken Stew	Beef chops,	grilled fish	X1	R
27.	X1	X2	X1	Beef stew,	Lamb chops,	grilled fish	X1	R

28.	X1	X2	X1	Mutton stew,	grilled fish	Grilled chicken	X1	R
29.	X1	X2	X1	Mutton stew,	pork chops,	grilled fish	X1	R
30.	X1	X2	X1	Mutton stew,	lamb chops,	grilled fish	X1	R
31.	X1	X2	X1	Mutton stew,	grilled steak,	grilled fish	X1	R
32.	X1	X2	X1	Mogodu/Tribe	Chicken gizzard	N/A	X1	R
33.	X1	X2	X1	Mogodu/Tribe	Chicken Feet's	N/A	X1	R
34.	X1	X2	X1	Skopo - Beef head	Mutton Stew	N/A	X1	R
35.	X1	X2	X1	Tlhakwana (beef trotters)	Tshotlo (pounded/shredded beef)	N/A	X1	R
36.	Beef Breyani						X1	R
37.	Kosher Lunch						X1	R
38.	Vegetarian Lunch						X1	R
39.	Gluten Free Lunch						X1	R

NB: Only Service providers who are Halaal Compliant are to complete the pricing below. Service Providers who are do not have a Halaal Certificate MUST NOT complete the pricing below.			
1.	Halaal Breakfast	X1	R
2.	Halaal Lunch	X1	R
3.	Halaal Chicken Breyani	X1	R
4.	Halaal Fish Breyani	X1	R
5.	Halaal Lamp Breyani	X1	R
6.	Halaal Vegetable Breyani	X1	R
7.	Halaal Beef Breyani	X1	R
8.	Halaal Chicken Breyani and Halaal Lamb Curry plus one starch, two vegetables and 1 salad	X1	R

NB.: Travelling costs will be reimbursed utilising “*tariffs for use of motor transport*” from the Department of Transport.

1. TOTAL PRICE FOR CATERING SERVICES EXCLUDING HALAAL R.....

2. TOTAL PRICE FOR CATERING SERVICES INCLUDING HALAAL R.....

NB. If a service provider does not have a Halaal Certificate, they must not complete pricing for Halaal menu above.

Note: All delivery costs must be included in the price, for delivery at the prescribed destination. All applicable taxes” includes value-added tax (VAT), etc.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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.
- 1.2 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 interest 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 the table below

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

- 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:

.....
.....

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 consortium¹ 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.
- 3.5 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.
- 3.6 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.
- 3.7 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.

¹ 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to quote:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

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

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

- 1.3 Points for this quotation (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:**

- 1.5 The maximum points for this quotation are allocated as follows:

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

- 1.6 **Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.**
- 1.7 The organ of state reserves the right to request a bidder, either before a quotation 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

3.2.1 In terms of Regulations 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 quotation.

3.2.2 For the purposes of this quotation, the bidder 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 bid:

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

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the bidder)
Black People ownership (100%)	10	
Black woman Ownership (At least 30%)	5	
Black Youth Ownership (At least 30%)	5	
Total Points	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 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]

3.6 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 quotation, 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 bidding 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 bidder 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 BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

1. As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:
 - a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
 - b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents
 - c) Certified copy/ies of Identity documents of the Company Directors
 - d) CSD report
 - e) medical report (if any)
 - f) declaration letter signed by the bidder.

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigations.

SUBMISSION CHECKLIST:

NO.	DETAILS	TICK BY BIDDER
	Part 1: - Completed and signed Invitation to Quote (SBD 1) (To be signed by a duly Authorised Delegate. A Company Resolution signed by all Directors of the Company must be submitted).	
	Part 2 Completed and signed Pricing Schedule (SBD 3.1).	
	Part 3 - Bidder's quotation on the company's letterheads with all applicable costs and delivery dates. - Quotation MUST be in accordance with the specification. Quotation that is inconsistent with the specification will be disqualified.	
	Part 4: - Completed and signed bidders disclosure (SBD 4). (In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document).	
	Part 5: - Completed and signed Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1). Not claiming points for each preference point system on SBD 6.1 will lead to specific goal points not being awarded	
	Part 6: Bidders to submit their National Treasury Central Supplier Database (CSD) registration document.	
	Part 7: Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit with their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder	
	Part 9: All bidding caterers to submit a valid health compliance certificate issued by a recognised body in the name of the Catering company. Quotations submitted without a valid health compliance catering certificate in the name of the catering company will be disqualified from evaluation.	
	Part 10: HALAAL CATERERS ONLY The bidding caterers who are halal compliant are to submit a valid copy of a Halaal certificate in the name of their own company or of the company that will supply the catering company with the meals – in Gauteng/proximity to the caterer.	
	Part 8: Bidders to submit: NB.: Non-submission of the below-mentioned documents (under 6) will lead to specific goal points <u>NOT</u> being awarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Valid Companies and Intellectual Property Commission (CIPC) Company registration documents	
	Certified copy(ies) of Identity documents of the Company directors	

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

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