

REQUEST FOR QUOTATION (RFQ)

Request for Quotation:	SUPPLY, DELIVERY OF CATERING SERVICES TO THE PPECB		
RFQ Number:	RFQ/CEO/CATERING/2024/01		
Opening Date:	23 Jan 2024		
Closing Date:	██████████ 05 Feb 2024	Time:	16h00
Contact Person:	Bukelwa Loliwe	Email:	Bukelwal@ppecb.com
Bid Validity Period	60 Days		

1. PROJECT PURPOSE

The PPECB invites appropriate vendors to submit proposals for the provision of catering services to the PPECB. The PPECB reserves the right to appoint a panel of 2 or more suppliers to provide the services listed below of which one supplier must be Halaal certified. The contract is for a period of 24 months with the option to renew for a further 12 months based on performance.

2. PPECB BACKGROUND

The PPECB is a Schedule 3A national public entity that is constituted and mandated in terms of the PPEC Act, No. 9, of 1983 to perform cold chain services. The PPECB also delivers inspection and food safety services as mandated by the Department of Agriculture, Land Reform and Rural Development under the APS Act, No.119 of 1990.

The PPECB's Executive Authority is the Minister of the Department of Agriculture, Land Reform and Rural Development who appoints the board members. The board comprises of representatives from the perishable product industries.

The PPECB employs ± 1 200 people, who deal with more than 200 products and 500 varieties. There are more than 50 service types, over 30 offices in 13 production regions, at more than 1,500 locations. A large percentage of staff are inspectors and therefore not office bound. In addition to these offices the PPECB also has several sub offices that operate on a seasonal or ad-hoc basis.

The PPECB, mandated by the Minister of the Department of Agriculture, Land Reform and Rural Development has been delivering end-point inspection services on perishable products destined for export since 1991. Inspectors stationed across the country; deliver inspection services on 200 product types at more than 1500 locations.

The PPECB is responsible for South Africa's cold chain management and ensures that products for export are handled, stored and transported at specific temperatures and optimum conditions.

Please visit the PPECB's website on www.ppecb.com for more information on the PPECB.

Our Vat registration number is 4520 1111 98.

3. SPECIFICATION

Interested vendors must take note of and ensure they comply with the following:

- 3.1 The supplier must be Cape Town based and able to supply catering in the Cape Town area.
- 3.2 The supplier will be required to deliver catering to PPECB offices within the Cape Town Region.
- 3.3 The supplier must indicate in their response the timelines and notice period that is required if PPECB places an order with the supplier. The supplier must state the turnaround time to deliver once an order has been confirmed.
- 3.4 The supplier must have the necessary hygiene and food safety certificates in place to ensure the safety and quality of products that they will supply to the PPECB.
- 3.5 Catering will be required for a maximum of 30 pax.
- 3.6 The supplier will need to provide a variety of **menu options and prices** and be able to supply meal options for dietary requirements such as Vegan/Vegetarian/Gluten free.
- 3.7 The supplier must provide menu options for each of the below:
 - Platter options
 - Breakfast options
 - Individual lunchbox options
 - Hot meal options
 - Braai menu options
- 3.8 Adhoc catering services to also be supplied upon request if and when required by the PPECB such as a braai for team building, or other events.
- 3.9 Halaal Certification to be supplied (if certified). It is not mandatory to be Halaal certified but one certified Halaal supplier will be appointed as one of the panel of suppliers.
- 3.10 Suppliers who are successful in Stage 1 and Stage 2 of the RFQ evaluation will be asked to provide samples of catering before the contract is awarded.
- 3.11 The awarding of the contract will be subject to the quality and provision of the samples noted in 3.10.

4. TERMS AND CONDITIONS OF BID

4.1 Bid Submission

All quotations must be submitted to the address and instruction as stipulated in the SBD1 or in the following method:

Via email to Bukelwal@ppecb.com

This submission must contain all information and documentation relating to the **RFQ/CEO/CATERING/2024/01**

4.2 Closing Date.

- 4.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.
- 4.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

4.3 Revisions to Request for Quotation.

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

4.4 Bid Validity Period

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

4.5 CSD Registration

- 4.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 4.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.
- 4.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

4.6 Acknowledgement and Acceptance

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

4.7 Insurance.

- 4.7.1 The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Quotation.

4.8 Response Preparation Cost and Ongoing Engagement

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

4.9 Reservations

- 4.9.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.
- 4.9.2 Quotations shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.
- 4.9.3 PPECB may, during and after the evaluation of the Quotations and in its sole and absolute discretion, decide to:
- Accept a Quotation other than the lowest priced quotation.
 - Refuse to consider any Quotation not conforming with the requirements of this RFQ;
 - Ask any Service Provider to supply further information after the closing date;
 - Cancel this RFQ or any part thereof at any time.
 - Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,
 - Not to award the quotation at all.

4.10 Data Protection

- 4.10.1 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

4.11 News and press releases.

4.11.1 Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

4.12 Disclaimer

4.12.1 This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.

4.12.2 By submission of its quotation, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.

4.12.3 The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

4.13 General Terms and Conditions

4.13.1 The attached terms and conditions must be signed and send back with the RFQ response.

5. COMPLIANCE DOCUMENTS

The following documents are required for the quotation to be considered for evaluation process.

1. SBD1 – Invitation to bid;
2. SBD4 - Bidder's Disclosure;
3. Valid Tax Clearance Certificate or Pin;
4. Valid BEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

6. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

6.1 Stage 1 – Compliance Evaluation

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 5**. Bidders must ensure that they complete and sign returnable documents.

Any Bidder who fails to meet the Compliance Evaluation criteria may be disqualified and not be considered for further evaluation.

No.	Mandatory Functional/Technical Criterion	Evaluation	Comply	Comments X-Ref in Quotation /
1.	The supplier must be Cape Town based and be able to deliver catering to PPECB Cape Town based offices.		<input type="checkbox"/> YES <input type="checkbox"/> No	
2.	Should a supplier be Halaal Certified the necessary valid certificate must be provided.		<input type="checkbox"/> YES <input type="checkbox"/> No	

6.2 Stage 2 - Functional/Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

Weighted Functional Criteria

Bidders will be evaluated based on the following Weighted Functional Evaluation Criteria.

No.	Evaluation Criterion	Minimum Points	Maximum points
1.	A brief overview of company to be provided. Company profile – 10 points		10 points
2.	References: The service provider is to provide 3 contactable references (Not older than 3 years) where catering services have been supplied. References will be rated as per the below. Non-contactable references will receive 0 points. <ul style="list-style-type: none"> ▪ 4 references – 20 points ▪ 3 references – 10 points ▪ 1-2 references – 5 points 		20 points
3.	Experience: A minimum of 3 years' experience in the provision of catering services is required. Service providers are to state their length of experience. <ul style="list-style-type: none"> ▪ Over 5 years – 20 points ▪ 3 to 5 years – 10 points ▪ 0 – 3 years – 5 points 		20 points
4.	Lead time: Notice period or turnaround time when placing an order. <ul style="list-style-type: none"> ▪ 48 hours – 10 points ▪ 2-4 days – 5 points ▪ 5-10 days – 2 points 		10 points
5.	Sample of menus and price list to be provided by suppliers for the options noted below: <ul style="list-style-type: none"> ▪ Platter options – 2 points ▪ Breakfast options – 2 points ▪ Individual lunchbox options – 2 points ▪ Hot meal options – 2 points ▪ Braai menu options – 2 points 		10 points
6.	The supplier is to provide an overview of any certification and/or food safety and hygiene practices which they have in place to ensure the safety and quality of products that they will supply to the PPECB – 10 points		10 points
	Total Points		80 points

Stage 3

Suppliers who are successful in Stage 1 and Stage 2 will need to provide samples of catering. The award of the contract is subject to the provision and quality of the samples provided. The samples will be scored on the following criteria: quality, presentation, taste, and portion sizes.

Functional Threshold

The minimum functional threshold is **[60]**. Points. Bidders who score **less** than this threshold will be disqualified and not considered for any further evaluation.

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

6.3 POINTS AWARDED FOR SPECIFIC GOALS

3.1. 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:

- 3.2. 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 the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	Total Points: 10 % Shareholding and Points allocation out of total of 10 points. 70% to 100% = 10 50% to 69% = 5 Below 50% = 1	
2	Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	Total Points: 5 % Shareholding and Points allocation out of total of 5 points. 70% to 100% = 5 51% to 69% = 4 30% to 50% = 3 Below 30% = 0	
3	Enterprises based in the locality where the goods and service are needed	Proof of Municipal Bill/ Lease Agreement/ Rural/ Village can provide copy of permission from a local chief	Total Points: 5	
Total Specific Goals			20	

6.4 Stage 4 - Objective Criteria



In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- 6.4.1 The risk of fruitless and wasteful expenditure to the PPECB.
- 6.4.2 The risk of an abnormally low bid.
- 6.4.3 The risk of a material irregularity.
- 6.4.4 The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- 6.4.5 The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

7. SPECIFICATION APPROVAL

Specification Expert: Date:22/01/2024.....

Executive: Date: 22/1/24.....

8. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.
RFQ No: **RFQ/CEO/CATERING/2024/01 for the entire PPECB**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / quotation specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the quotation.

I confirm that I am satisfied with the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation 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.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this quotation as the principal liable for the due fulfilment of this quotation.

I declare that I have not participation in any collusive practices with any bidder or any other person regarding this or any other quotation.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accepts each page of this RFQ.

I confirm that I am duly authorized to sign this quotation.

NAME (PRINT) Signature

WITNESSES:

1

2