



## basic education

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Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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### **TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM FOR THE SUPPLY AND DELIVERY OF CATERING EQUIPMENT TO THE DEPARTMENT OF BASIC EDUCATION FOR THE NATIONAL SCHOOL NUTRITION PROGRAMME AWARDS FOR A PERIOD OF TWO (2) YEARS**

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#### **1. BID DESCRIPTION**

The appointment of a Service Provider or Consortium to supply and deliver catering equipment to the Department of Basic Education (DBE) for a period of two (2) years for the National School Nutrition Programme (NSNP) Awards.

#### **2. AIM**

To appoint a suitable Service Provider or Consortium for the supply and delivery of the NSNP catering equipment for the schools implementing Programme that have been nominated for the NSNP Awards and Kitchen Compliance Projects.

#### **3. BACKGROUND**

The DBE through the NSNP provides nutritious meals to learners on/during all school days. The programme was transferred from the Department of Health (DoH) in 2004. The cooked food menu option was then introduced and requires the provision of basic cooking facilities, equipment and utensils.

Historically, schools were not designed for the onsite preparation and serving of meals, therefore, there is a huge backlog of proper facilities and equipment. Most schools have inadequate food preparation areas, meals are often prepared in dedicated areas or makeshift kitchens such as storerooms, classrooms and even frequently in dilapidated structures with lack of required equipment.

The provision of adequate kitchen facilities and equipment is one of the departmental priorities that seek to meet food safety compliance in line with the Department of Health, Food Safety Regulation 638 (R638). The Directorate has established few intervention projects (funded from the Earmarked Funds) to improve the cooking facilities and equipment in schools, namely the NSNP Awards and Kitchen Compliance Projects:

(i) **NSNP Awards**

The Department has introduced the NSNP Awards in 2009/10 financial year to recognise excellence in the implementation of the programme and acknowledge the dedication of School Management Teams (SMTs), Educators, Volunteer Food Handlers (VFHs) and School Governing Bodies (SGBs).

Each year, the DBE in collaboration with all nine (9) Provincial Education Departments (PEDs) undertake the nomination process where each province submits three (3) schools to national for the selection of a best school (winner) nationwide in November. Annually, a total of nine (9) schools are provincially nominated to participate nationally, consequently, for the period of 2 years, eighteen (18) schools will be awarded with different prizes in the form of catering equipment and utensils procured and distributed by DBE.

(ii) **NSNP Kitchen Compliance**

The kitchen compliant project was introduced in 2019 as one of the initiatives to improve matters of food safety in provision of school meals. The DBE through PEDs select schools in the provincial databases that can be assisted with kitchen equipment to obtain a Certificate of Acceptability (CoA) from their Local Municipalities as required by Regulation 638. Approximately ninety (90) schools will be receiving equipment within the period of 2 years.

#### **4. PROJECT EXECUTION, DELIVERABLES AND TIME FRAMES**

- 4.1. For the period of two (2) years, the contracted Service Provider or **Consortium** shall be expected to supply and deliver catering equipment as per the DBE prescribed specifications. The standard specifications which are applicable to this project are in line with the South African National Standards /South African Bureau of Standards (SANS/SABS) Standardised Specifications for Food Handling. The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp).
- 4.2. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage.
- 4.3. Delivery of Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The delivery point is the Department of Basic Education (premises), 222 Struben Street, Pretoria, 0001. All the deliveries for year one (1) must be completed by 30<sup>th</sup> September 2025, and for year two (2) by 30<sup>th</sup> September 2026.
- 4.4. The supplier is expected to supply and deliver the following catering equipment for the period of 2 years (2025 & 2026):

**Table 1: Summary of equipment and quantities breakdown**

Item Description	Year 1: 2025	Year 2: 2026	Total Quantities for 2 yrs.
1. Pot Stainless Steel Casserole- 60lt- 500mm x 310mm	45	45	90
2. Heavy-Duty Stainless-Steel Food Distribution Trolleys	27	27	54
3. Stainless Steel Food Trolleys 2 Tier: Stainless Steel Frame and Shelves 860mm (L) x 450mm (W) x 930 mm (H)	18	18	36
4. Polished Stainless-Steel Gastro-norm 1/1 with fitted lids	90	90	180
5. Commercial Boiling Table Gas- 4 Burner including regulator kit 2m prepacked (cables/valves)	18	18	36
6. 2200mm x 700mm Stainless Steel Table with Splash Back and Galvanized Shelf and Legs	36	36	72
7. Painted sheet steel exterior Upright single glass door fridge	9	9	18
8. Industrial Stainless-Steel Electric Urn - 30lt	18	18	36

## 5. MONITORING AND REPORTING

- 5.1. DBE will monitor the performance of the Service Provider in terms of the stipulated deliverables and time frames. Regular meetings will be scheduled and held with the Service Provider to track progress based on the project deliverables and timelines. The Service Provider is required to provide real-time reporting on deliveries to ensure transparency and accountability.
- 5.2. The Service Provider shall furnish the Department with an original invoice accompanied by a copy of the delivery notes and upon fulfillment of other obligations stipulated in the contract. Payments shall be made promptly not later than thirty (30) days after submission of an invoice or claim by the Service Provider.

## 6. THE EQUIPMENT TECHNICAL SPECIFICATIONS

The Supplier shall deliver the equipment as per the technical specifications below:

**Table 2: The Technical Specifications for the NSNP Catering Equipment**

Item No.	NAME OF ITEMS	DESCRIPTION/TECHNICAL SPECIFICATION
1.	Pot Stainless Steel Casserole- 60 litres - 500mm x 310mm	Pot Stainless Steel Casserole- 60 litres - 500mm x 310mm

		
2.	<p><b>Large Stainless-steel Heavy-Duty Platform Pushy Trolley</b></p> 	<p><b>Large Stainless-steel Heavy-Duty Platform Pushy Trolley:</b></p> <ul style="list-style-type: none"> <li>- Stainless-Steel tubular handle and design</li> <li>- Dimensions: 1200mm (L) x 900mm (W)</li> <li>- Load Capacity: 500kg</li> </ul>
3.	<p><b>Stainless Steel Heavy Duty 2 Tier Tea Trolley</b></p> 	<p><b>Stainless Steel Heavy Duty 2 Tier Tea Trolley</b></p> <ul style="list-style-type: none"> <li>- Trolley dimensions: 860 mm x 450mm x 900mm (H)</li> <li>- Trolley weight: 13Kg</li> <li>- Shelf dimensions: 830 mm x 430mm (H)</li> <li>- Packed dimensions 840mm x 480mm x 150mm(H)</li> <li>- Packed weight: 14Kg</li> </ul>
4.	<p><b>Polished Stainless-Steel Gastro-norm 1/1 with fitted lids</b></p> 	<p><b>Polished stainless-steel gastro norm 1/1 with lids</b>  Dimensions: 530mm (L) x 325mm (W)</p>

<p>5.</p>	<p><b>Commercial Boiling Table Gas - 4 Burner including regulator kit 2m Prepacked (cables/valves) mm</b></p> 	<p><b>Boiling Table Gas – Commercial – 4 Burner</b></p> <ul style="list-style-type: none"> <li>- Dimensions: 1748mm x 484 mm x 665mm</li> <li>- Box Dimensions: 1760mm x 525mm x 300mm</li> <li>- Packed Weight:60kg</li> <li>- Regulator: Yes</li> <li>- Mild steel painted</li> <li>- High quality fabricated support grates</li> <li>- Suitable for large range of pot size</li> <li>- Safely approved by LPG safety association</li> <li>- Adjustable levelling feet</li> </ul>
<p>6.</p>	<p><b>2200mm x 700mm Stainless steel table with splash back and galvanised under shelf</b></p> 	<p><b>2200mm X 700mm Stainless steel table with splash back and galvanised under shelf:</b></p> <ul style="list-style-type: none"> <li>- 430 Grade Stainless Steel</li> <li>- Removable Galvanised Bottom Shelf &amp; Legs</li> <li>- Dimension: 2200mm (L) x 700mm (W) x 950mm (H)</li> </ul>
<p>7.</p>	<p><b>Painted sheet steel exterior Upright single glass door fridge</b></p> 	<p><b>Painted sheet steel exterior Upright single glass door fridge</b></p> <ul style="list-style-type: none"> <li>• Net Capacity: 360 Lt</li> <li>• Electricity: 220V, Single Phase</li> <li>• Power consumption: 1.84kW / 24h</li> <li>• Dimensions: 620mm 9(L) x 635 mm (W)x 1732mmmm (H)</li> <li>• Weight: 75kg</li> <li>• Temperature range: 2 to 10°C</li> <li>• Adjustable Shelves/Baskets: 5</li> <li>• Painted sheet steel exterior, ABS interior</li> <li>• LED interior lighting</li> </ul>

8.	<b>Industrial Stainless-Steel Electric Water Urn - 30lt</b>  	<b>Industrial Stainless-Steel Electric Water Urn - 30lt</b>  Power: 2,5kw Voltage: 230V - 50Hz Dimensions: 354mm x 415mm x 700mm Net Weight: 5,7kg Capacity: 30Lt
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## 7. BIDDING REQUIREMENTS

Bids received will be evaluated on Mandatory and Non- Mandatory Criteria, Functionality Criteria and Price and Preference Points.

### 7.1. Mandatory requirements

The Bidders must comply with the following requirements:

- 7.1.1. The Bidder must submit a company profile(s). In the case of a consortium or a joint venture, a profile of each company must be submitted.
- 7.1.2. Bidders must provide a breakdown of costs for the supply and delivery of goods including the total price **as per Table 3**. The total bid price (inclusive of VAT) must be fixed for the first year.

**Note:** Price adjustment for the second year of the contract will be as indicated in paragraph 14.

- 7.1.3. All bids must be submitted on the official Standard Bidding Documents (SBD) forms (any alteration on the forms will lead to disqualification).

**Bidders who do not comply with all of the above mandatory requirements will be disqualified.**

### 7.2. Non-Mandatory Requirements

7.2.1. Bidders should return all fully completed and signed attached SBD forms (SBD1, SBD3.1, SBD4, and SBD6.1). Non-submission of the SBD6.1 form will result in non-awarding of the **Specific goals**. SBD means Standard Bidding Documents.

7.2.2. In case of a Consortium or Joint Venture, Bidders should individually submit the fully completed and signed SBD forms separately.

7.2.3. If Bidding as a Consortium or Joint venture, the Consortium or Joint Venture should provide the following information and documents:

- (i) The agreement signed by nominated members of both/ all consortium or joint venture partners;
- (ii) State the leading company.

7.2.4. If bidding with an intention of subcontracting certain tasks, the bidder should state the name of the subcontract Company and percentage to be sub-contracted.

**7.3. Functionality Evaluation**

The following evaluation criteria will be used to evaluate proposals and score them according to the under-mentioned criteria:

NO.	FUNCTIONALITY	RESPONSE REQUIRED	WEIGHT
1.	<b>Capability to deliver</b>	<p>The Bidder(s) must submit a Company profile to demonstrate that they have experience in the supply and delivery of catering equipment and provide references from their clients for work done similar to those of bid requirements.</p> <p>Company experience:</p> <ul style="list-style-type: none"> <li>(i) 3 years or more <b>[30]</b></li> <li>(ii) 2 years and less than 3yrs <b>[20]</b></li> <li>(iii) 1 -2 years <b>[10]</b></li> <li>(iv) Less than 1 year <b>[0]</b></li> </ul> <p><b>Reference Letters:</b> The reference letters must not be older than five (5) years. The letters must include client letterhead and signature:</p> <ul style="list-style-type: none"> <li>(i) 3 and more reference letters submitted <b>[10]</b></li> <li>(ii) 2 reference letters <b>[3]</b></li> <li>(iii) 1 reference letter submitted <b>[2]</b></li> <li>(iv) No reference letters <b>[0]</b></li> </ul> <p><b><i>DBE reserves a right to contact these references to confirm the contents of the reference.</i></b></p>	<b>40</b>
2.	<b>Project Plan</b>	<p>The bidder is required to demonstrate their understanding of the project by submitting a <b>detailed project plan</b>. The plan must address the following key deliverables: Sourcing,</p>	<b>40</b>

Warehousing & Packaging, and Delivery, each with specific timeframes.

**Evaluation Criteria:**

Criteria	Max. Points
<p><b>(i) Sourcing- Evaluation of the bidder’s ability to source high-quality materials efficiently and cost-effectively:</b></p> <ul style="list-style-type: none"> <li>• Supplier relationships and capability to identify and select reliable suppliers. Product quality and availability meeting required specifications</li> <li>• Compliance with regulations and industry standards</li> <li>• Defined timeframes for sourcing.</li> </ul>	<b>12</b>
<p><b>(ii) Warehousing and Packaging- Evaluation of the packaging and labelling processes to ensure efficiency and quality:</b></p> <ul style="list-style-type: none"> <li>• Compliance with packaging and labeling, requirements (durability, safety, environmental standards)</li> <li>• Quality assurance and handling procedures</li> <li>• Defined timeframes for warehousing and packaging</li> </ul>	<b>8</b>

		<p><b>(iii) Delivery-Evaluation of the bidder's capacity to deliver goods on time and in good condition:</b></p> <ul style="list-style-type: none"> <li>• Delivery infrastructure and fleet management (own/leased vehicles)</li> <li>• Adherence to delivery timelines and turnaround time</li> <li>• Measures to prevent damage or loss during delivery</li> <li>• Real-time reporting capabilities on deliveries</li> <li>• Accurate and complete delivery documentation</li> <li>• Defined timeframes for delivery</li> </ul>	<b>20</b>	
		<b>Total</b>	<b>40</b>	
<b>3.</b>	<b>Risk Management Plan</b>	<p>The Bidder must submit a separate Risk Management Plan with a maximum of 5 relevant identified risks and related mitigation controls relevant to key deliverables to minimize unforeseen circumstances. Each risk identified for a project must be accompanied by a mitigation”</p> <p>(i) 5 risks and 5 related mitigation controls <b>[20 points]</b></p> <p>(ii) 4 risks and 4 related mitigation controls <b>[16 points]</b></p> <p>(iii) 3 risks and 3 related mitigation controls <b>[12 points]</b></p> <p>(iv) 2 risks and 2 related mitigation controls <b>[8 points]</b></p> <p>(v) 1 risk and 1 related mitigation control <b>[4 points]</b></p> <p>(vi) No risk and related mitigation control <b>[0 points]</b></p>	<b>20</b>	
<b>TOTAL</b>				<b>100</b>

Each of the evaluation criteria will be assessed and scored on the evaluation level using the above points. **The Bidder who scores less than 60 points out of 100 points on functionality will not be considered for this tender.**

#### 7.4. Price and Preference Points

Bids will be evaluated in terms of 80/20 preference point system where 80 points will be used for *price only* and 20 points for DBE specific goals. (Refer to attached SBD 6.1 form).

The following formula will be used for the calculation of price:

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

*P<sub>s</sub>* = Points scored for price of bid under consideration

*P<sub>t</sub>* = Rand value of acceptable bid under consideration

*P<sub>min</sub>* = Rand value of lowest bid

#### Points Awarded for Specific Goals

A maximum of 20 points will be awarded to a tenderer for the specific goals of people who were historically disadvantaged by unfair discrimination on the basis of being Black, Women, Living with disability, or Youth.

#### Note to Bidders:

1. The bidder must indicate how they claim points for each preference point system.
2. Allocation of points will be prorated as per percentage of ownership of each goal. **In case of a joint venture or a consortium, the points will be averaged.**
3. DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.
4. Specific goals for the tender and points claimed are indicated per the table below

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed:	Number of points claimed (80/20 system) (To be completed by the bidder)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilise CSD Report to validate points claimed		
Women	8	DBE will utilise CSD Report to validate points claimed		
People living with Disability	1	<b>Submit any of the documents below:</b>		

		<ul style="list-style-type: none"> <li>• Proof of registration with National Council for Persons with Physical Disability in South Africa registration (NCPDPSA);</li> <li><b>OR</b></li> <li>• Medical Certificate</li> </ul>		
Youth	6	DBE will utilise CSD Report to validate points claimed		
<b>Total Points</b>	<b>20</b>			

## 8. NON-COMPULSORY BRIEFING SESSION

The DBE will hold a non-compulsory virtual briefing session on a date and time as published. Bidders who wish to attend the briefing session must forward their interest to this email address: [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za). A link to the virtual meeting will be provided to the interested bidders.

## 9. PAYMENT

Payment shall be effected proportionately on completion of deliveries for each year and within 30 days of receipt of valid original delivery notes and invoice/s.

## 10. CONDITIONS

- 10.1. The DBE reserves the right to change the Terms of Reference prior to the closing of the bid.
- 10.2. The Bidder/s must submit proof of registration with the National Treasury's Central Supplier Database (CSD).
- 10.3. Consortiums who possess all the functional knowledge and experience, will be considered for this proposal. Bidders must clearly indicate the organization that will be the lead agency that will take full managerial and technical accountability for the outcomes of this proposal.
- 10.4. DBE will confine its contractual dealings with the primary service provider in a case where there is a consortium.
- 10.5. The Service Provider is expected to demonstrate credibility and perform the services as described in this document.

- 10.6. The Service Provider will be expected to complete all phases of the project and adhere strictly to the deadlines specified. A written report on completion of each phase is mandatory.
- 10.7. The appointed Service Provider shall undertake to avoid any activity of whatsoever nature that may be detrimental to the Department's interest, goodwill and reputation.
- 10.8. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 10.9. All items must be South African National Standards /South African Bureau of Standards (SANS/SABS) approved.
- 10.10. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract.
- 10.11. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage.
- 10.12. The supplier warrants that the goods supplied under the contract comply with the requirements and standards of being safe, of good quality and durable.
- 10.13. Electrical and gas appliances must have a manufacturer's standard guarantee/warranty of not less than six (6) months.
- 10.14. **Termination for default:** The Department, without prejudice to any other remedy for breach of contract by written notice of default sent to the supplier, reserves the right to terminate the contract with the appointed service provider in accordance with clause 23 of the General Conditions of Contract should challenges be experienced with the service delivery and customer services to the Department.
- 10.15. The Department reserves the right not to award the tender and will not be held liable for preparation of the bid documents by the bidders.

## 11. COMMUNICATION

- 11.1. The DBE Supply Chain Management (SCM) Unit shall communicate with Bidders where clarity is sought after the closing date and no other communication to any DBE official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid may be entered into.
- 11.2. All communication between the Bidder and the DBE must be in writing and addressed to the SCM Office at [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za)

## 12. CONTACT DETAILS

### Bid Enquiries

Department of Basic Education: Supply Chain Management,

Tel: (012) 357 3134

E-mail: [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za)

Enquiries must be made at least **twelve (12)** days before the closing date of the bid.

### 13. PRICE BIDDING SCHEDULING

Bidders are required to indicate a total bid price based on the **total cost** for supply and delivery of catering equipment for **Year 1** of the **2-Year** period to Department of Basic Education, 222 Struben Street, Pretoria, 0001. All prices must be VAT inclusive and must be quoted in South African Rand (ZAR). Prices for **Year 2** for the same items and quantities as **Year 1** will be determined during the price adjustment period as indicated in **paragraph 14**, using the prices for Year 1 as a base.

**Table 3: Price Bidding**

Item No.	Item Description	Quantities for Year 1	Unit price (Incl. Vat)	Total Price (Incl. Vat) in Rands
1.	Pot Stainless Steel Casserole- 60lt- 500 x 310mm	45		
2.	Heavy-Duty Stainless-Steel Food Distribution Trolleys	27		
3.	Stainless Steel Food Trolleys 2 Tier: Stainless Steel Frame and shelves 860(L) x 450(W) x 930(H) mm	18		
4.	Polished Stainless-Steel Gastro-norm 1/1 with fitted lids	90		
5.	Commercial Boiling Table Gas- 4 Burner including regulator kit 2m prepaced (cables/valves)	18		
6.	2200mm x 700mm Stainless Steel Table with Splash Back and Galvanized Shelf and Legs	36		
7.	Painted sheet steel exterior Upright single glass door fridge	9		
8.	Industrial Stainless-Steel Electric Urn - 30lt	18		
<b>Delivery costs</b>				<b>R</b>
<b>VAT</b>				<b>R</b>
<b>TOTAL BID PRICE</b>				<b>R</b>

### 14. CONTRACT PRICE ADJUSTMENT FOR THE SECOND YEAR (2025/26)

Contract price adjustments will be done on the second year (2026) of the contract as approved by the Director General. The price adjustment will be based on the Consumer Price Index Headline Inflation as per STATS SA P0141 (CPI), "Table E All Items".