



**REFERENCE: IEC/SS-02/2023**

**CLOSING DATE: 7 AUGUST 2023**

**ENQUIRIES**

**TECHNICAL SPECIFICATIONS: Tebogo Tivane/Matshaba Makamu**

**Tel: 012 622 5766/5700 or eMail: [Tivanet@elections.org.za](mailto:Tivanet@elections.org.za)/[makamum@elections.org.za](mailto:makamum@elections.org.za)**

**ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe**

**Tel: (012) 622-5576 / (012) 622-5700**

**TENDER IEC/SS-02/2023**

**SERVICE DESCRIPTION: CATERING SERVICES FOR RESULTS OPERATION CENTRE (ROC)**

Kindly furnish the Electoral Commission with a bid for the catering services per this tender document.

The conditions contained in the Electoral Commission's supply chain management (SCM) policy documents, preferential procurement policy documents and all other conditions stated in this tender, will apply to your submission.

This tender, as formulated, contains the relevant Electoral Commission's bid documents/forms that must be completed.

A tender **briefing session will be held at 11:00 on 21 July 2023** at the Electoral Commission's National Office situated at:

**Election House**

**Riverside Office Park**

**1303 Heuwel Avenue**

**CENTURION**

Kindly submit your bid by completing the relevant forms and deposit the bid in the tender box at the Electoral Commission's address before the closing date and time as specified on page two (2).

The Electoral Commission takes no responsibility for any late bids, whatever the reason may be.

Yours sincerely

**SUPPLY CHAIN MANAGEMENT**

**Electoral Commission**

*Ensuring Free and Fair Elections*

Commissioners: Mr M. Moepya (Chairperson) | Mr G. Mashinini | Dr N.P. Masuku | Judge D. Pillay  
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046  
[info@elections.org.za](mailto:info@elections.org.za) | [www.elections.org.za](http://www.elections.org.za)  
Tel (+27) 12 622 5700

**TENDER NUMBER: IEC/SS-02/2023**

**SERVICE DESCRIPTION: CATERING SERVICES FOR RESULTS OPERATION CENTRE (ROC)**

**CLOSING TIME: 11:00**

**CLOSING DATE: 7 AUGUST 2023**

YOU ARE HEREBY INVITED TO SUBMIT A BID TO THE ELECTORAL COMMISSION OF THE REPUBLIC OF SOUTH AFRICA.

**THIS TENDER DOCUMENT MUST BE COMPLETED AND ALL APPLICABLE PAGES RETURNED AS PART OF YOUR BID SUBMISSION - DO NOT RETYPE OR SUBSTITUTE THE PAGES OF THE TENDER DOCUMENT IN ANY OTHER FORM.**

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 68**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. THE BIDDER IS HOWEVER NOT REQUIRED TO FILL IN THE TENDER EVALUATION CRITERIA. FORMS WITH PHOTOCOPIED SIGNATURES/ INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSARY AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/SS-02/2023**) ON THE ENVELOPE/ CONTAINER.

TENDERERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS AND PLACED IN THE TENDER BOX. BID SUBMISSIONS MUST ONLY BE DEPOSITED IN THE TENDER BOX(ES) WHICH ARE IDENTIFIED AS TENDER BOX(ES) OF THE ELECTORAL COMMISSION.

**TENDER SUBMISSIONS MUST BE SUBMITTED BY NO LATER THAN THE CLOSING DATE AND TIME IN THE TENDER BOX SITUATED AT:**

**Election House**

**Riverside Office Park**

**1303 Heuwel Avenue**

**CENTURION**

**THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.**

BIDS SUBMITTED IN THE INCORRECT TENDER BOX(ES) OF THE ELECTORAL COMMISSION, AND NOT IN THE BOX STIPULATED ABOVE WILL NOT BE CONSIDERED.

**BIDS, AS A WHOLE OR IN PART, RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION. LATE BIDS ARE RECORDED BUT SET ASIDE.**

ONLY BIDS SUBMITTED IN THE CORRECT TENDER BOX(ES) AS SPECIFIED IN THE TENDER DOCUMENT OF THE ELECTORAL COMMISSION SHALL BE ACCEPTED. BIDS SUBMITTED IN THE ADDRESS NOT SPECIFIED IN THE TENDER DOCUMENT, BY TELEGRAM, FACSIMILE, POST OR BY ELECTRONIC MEANS SUCH AS eMAIL WILL NOT BE ACCEPTED FOR CONSIDERATION.

THE ELECTORAL COMMISSION WILL PUBLISH THE AWARD OF THIS TENDER IN ACCORDNACE WITH STATUTORY REQUIREMENTS AS REQUIRED. TENDERERS SHOULD NOTE THE AWARD OF THE TENDER AS PUBLISHED. NO GENERAL NOTICES TO UNSUCCESSFUL BIDDERS WILL BE ISSUED.

THE ELECTORAL COMMISSION GENERALLY DOES NOT ISSUE LETTERS OF APPOINTMENT. SUCCESSFUL BIDDERS WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT, AND/ OR WILL BE ISSUED WITH AN OFFICIAL PURCHASE ORDER AS MAY BE APPLICABLE WHICH REPRESENTS THE 'CONTRACT' BETWEEN THE TWO PARTIES CONCERNED.

**CONTENTS OF THIS PAGE NOTED:**

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## **BACKGROUND**

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The Electoral Commission is a permanent body established in terms of Chapter 9 of the Constitution of the Republic of South Africa and the Electoral Commission Act 51 of 1996. It is responsible for managing and administering all elections and promoting and safeguarding democracy in South Africa. Although publicly funded and accountable to Parliament, the Electoral Commission is independent of government.

In terms of Section 190 of the Constitution of the Republic of South Africa (Act 108 of 1996), the Electoral Commission must -

- Manage elections of national, provincial and municipal legislative bodies;
- Ensure that those elections are free and fair;
- Declare the results of those elections; and
- Compile and maintain a voters' roll.

Duties of the Electoral Commission as stated in Section 5 of the Electoral Commission Act require that the Electoral Commission:

- Compile and maintain a register of parties;
- Undertake and promote research into electoral matters;
- Develop and promote the development of electoral expertise and technology in all spheres of government;
- Continuously review electoral laws and proposed electoral laws, and make recommendations;
- Promote voter education;
- Declare the results of elections for national, provincial and municipal legislative bodies within seven (7) days of those elections; and
- Appoint appropriate resources in any sphere of government to conduct elections when necessary.

The Electoral Commission currently operates in approximately 270 municipal electoral offices, nine (9) provincial offices and ten (10) warehouses at national and provincial level.

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## **GENERAL TENDER CONDITIONS**

1. These conditions form part of the tender and failure to comply with these may invalidate a bid.
2. The following definitions shall apply:
  - (a) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
  - (b) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
  - (c) “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
  - (d) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations and advertised competitive bidding processes;
  - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); together with the Broad-Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013)
  - (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
  - (g) “consortium or joint venture” 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;
  - (h) “contract” means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
  - (i) “EME” means any exempted micro enterprise with an annual total revenue that is less than the prescribed threshold value;
  - (j) “firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
  - (k) “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
  - (l) “non-firm prices” means all prices other than “firm” prices;
  - (m) “person” includes a juristic person;
  - (n) “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;
  - (o) “service provider” means any individual or entity that is contracted by the Electoral Commission to render goods or services.
  - (p) “specific goal” means specific goals as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000

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- (q) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (the PFMA), 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;
- (r) “sub-contract” means the primary bidder/contractor’s assigning, leasing, making out work to, or employing, another person to support such primary bidder/contractor in the execution of part of a project in terms of the SLA/contract.

In the event that the primary contractor/bidder is purchasing or renting goods from another entity for the purposes of rendering the services required in respect of this tender the latter shall be deemed not to be a ‘sub-contractor’; and

- (s) “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
  - (t) “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
  4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
  5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
  6. Tenders will not be qualified by the tenderer’s own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
  7. Failure on the part of the tenderer to *sign/initial all applicable pages* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
  8. Failure on the part of the tenderer to complete the attached forms, questionnaires and specifications document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
  9. All changes/ alterations in the tender document should be signed/initialled. Failure on the part of the tenderer to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender submission.
  10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
  11. Any changes/ alterations to pricing that are not signed/ initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.
  12. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer or a signature/initial by means of a stamp are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.
  13. Tenderers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.

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14. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge nor be eligible for the payment of VAT.
15. Tender prices for supplies in respect of which installation/ erection/ assembly is a requirement, shall include ALL costs inclusive of VAT on a basis of delivered on site as specified.
16. The Electoral Commission shall only accept bids at prices that are market related. In the event that a bid is deemed to not be market related the Electoral Commission reserves the right to negotiate prices in accordance with the provisions of the SCM policy in order to achieve a market related price or cancel the tender altogether.
17. National Treasury has placed an obligation on all bidders that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any tenderer that is not registered on the CSD.
18. It is an absolute requirement that the tax affairs of the successful tenderer must be in order.
19. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract tenderers whose tax status is compliant. This means that if a tenderer has a non-compliant tax status before the award is completed the bid will be disqualified if that tenderer's tax affairs remains non-compliant as per the provisions of National Treasury Instruction 9 of 2017/2018. It remains the bidder's responsibility to ensure that their taxes are in order, remain in order and that this is reflected on the CSD. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.
20. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, tenderers must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
21. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:
  - (a) customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation; or
  - (b) any such duty, levy or tax is legally changed or abolished; and
  - (c) the onus of proof of the effect of such events is placed upon the tenderer.
22. If non-firm prices are provided for in the bid specifications, the following rules shall apply:
  - (a) In respect of any factors which demonstrably have an influence on the production cost of the supplies or the cost of rendering the services which have been tendered on the basis of non-firm prices, price adjustments which become effective during the contract period may be allowed with effect from the date of the change in cost and founded on the actual direct change in the cost as used in the calculation of the tender price, in addition to those provided for.
  - (b) Where the tenderer is the manufacturer of the supplies or the provider of the service, or where he/she/they is the accredited agent of the manufacturer or the provider, evidence in support of the price adjustments claimed shall be produced on demand.
  - (c) As an alternative, the bidder may specify a formula in the bid submission for the purpose of adjusting prices in accordance with published indices.
  - (d) Where the tenderer is not the provider of the service, or where he/she/they is not the accredited agent of the provider, any price adjustment shall be based on the increase or reduction to the tenderer in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the tenderer shall submit copies of the quotation or price list with reference to which the tender price as calculated, as well as the revised quotation or price list on which the claim is based.

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23. Where prices are subject to exchange rate fluctuations, tenderers must take that factor into account when bidding and, where necessary, should ensure that they have taken the necessary forward cover to provide for possible price increases. When applicable, specific detail to this effect should be included in the bid submission.
24. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
25. Unconditional discounts offered by any tenderer as part of their bid submission may be considered by the Electoral Commission at its sole discretion in the bid adjudication process. Any other discounts offered by any tenderer will be taken into consideration for payment purposes.
26. The bid specifications form an integral part of the tender document and tenderers shall indicate in the space/s provided whether the specific goods and/or services offered are according to specification or not.
27. In cases where the goods and/or services offered are not according to specification, the deviations from the specifications must be indicated. Specifications may not, however, be changed on the tender forms provided as that shall invalidate a bid submission.
28. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
29. Tenderers are requested to promote local content as far as possible.
30. A service level agreement (SLA/contract) shall be entered into with the successful tenderer.
31. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful tenderer.
32. Any tenderer found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
33. In accordance with the Electoral Commission's policy, the Electoral Commission reserves the right to procure goods/services outside of the SLA/contract if, *inter alia*, an emergency arises; the service provider's point of supply is not situated at or near the place where services are required or, if the service provider's services are not readily available.
34. The Electoral Commission reserves the right to negotiate the extension of the SLA/contract at its sole discretion with due regard to any statutory provisions imposed by National Treasury at the time of considering such extension.
35. The Electoral Commission may, at its sole discretion, resolve to procure lesser or additional goods/services as provided through the tender should the need arise. Any such change in the scope of services shall be negotiated with the successful tenderer if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.
36. Bid submissions received by the Electoral Commission and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to any specific bids are not available for perusal by the public.
37. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No tenderer will be permitted to disclose any such information to any third party without the prior express consent and/or written authority and/or consent of the Electoral Commission.
38. Should the tenderer fail to comply with any of the conditions of the SLA/contract, the Electoral Commission shall be entitled, without prejudice to any of its other rights, to:
  - (a) arrange for the alternative execution of the service/s not rendered or not in conformity with the specifications of the SLA/contract; and

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- (b) recover all costs, losses or damages it has incurred or suffered as a result of the tenderer's conduct; or
  - (c) cancel the SLA/contract and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation.
39. All acquisitions for goods and/or services made by the Electoral Commission are subject to the following conditions:
- (a) No variations from the terms and conditions herein contained, and no contrary stipulation by the tenderer shall be valid and binding unless confirmed by the Electoral Commission in writing.
  - (b) The Electoral Commission reserves the right to cancel any order if delivery is not made in due time and the tenderer will not be entitled to any cancellation fees.
  - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.
  - (d) If delivery is not met as per agreement, the Electoral Commission reserves the right to cancel the outstanding delivery, and recover all costs, losses or damages it has incurred or suffered as a result of the tenderer's conduct.
  - (e) No price adjustments shall be accepted unless stipulated in the tender document received and agreed to by the Electoral Commission. The tenderer will be obliged to sell at tendered prices.
  - (f) The award of the tender may be subjected to the negotiation of a market-related price with a bidder in accordance with the provisions of the SCM policy.
  - (g) The Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.
  - (h) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.
  - (i) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the tenderer.
  - (j) The service provider shall submit a valid tax invoice where the service provider is VAT registered, or a valid invoice if the service provider is not VAT registered, conforming to tax law requirements, to the Electoral Commission. The invoice amount shall correspond with the order amount and shall be VAT inclusive, where applicable.
  - (k) Details provided on invoices issued to the Electoral Commission must correspond to the details of the service provider as registered on the Central Supplier Database (CSD). It remains the service provider's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the bidder.
  - (l) Payment shall be effected within 30 days of receipt of a valid invoice/s together with a statement of the Electoral Commission's account, unless a dispute arises in respect of such invoice/s. Every effort shall be made to take advantage of special discounts.
  - (m) To avoid unnecessary delays in payment, it remains the tenderer's responsibility to ensure that banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the tenderer has not resolved their incorrect banking details on the CSD.
40. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the tenderer can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.
41. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in

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writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the service provider shall indicate the extension of the delivery/completion period which will then be required.

42. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.
43. Tenderers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.
44. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2022. Only valid B-BBEE status level certificates, CIPC B-BBEE certificates or B-BBEE affidavits are acceptable, and these will be subject to verification and validation.
45. The following preference point systems are applicable to bids of the Electoral Commission:
  - (a) the 80/20 system for goods and/or services with a Rand value equal to or below R50,000,000 (all applicable taxes included);
  - (b) the 90/10 system for goods and/or services with a Rand value above R50,000,000 (all applicable taxes included); and
  - (c) if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
46. **The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**
47. Preference points for this bid shall be awarded for:
  - (a) Price (80 or 90 as applicable); and
  - (b) Specific goal(s) (a maximum of 20 or 10 as applicable).
48. A maximum of 80 or 90 points is allocated for price on the following basis:

$$80/20 \text{ or } 90/10 \quad P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price of lowest acceptable bid

49. In terms of Regulation 3(b) and 5(2) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a tenderer for specific goal(s) in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points 80/20</b>	<b>Number of Points 90/10</b>
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3

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7	4	2
8	2	1
Non-compliant contributor	0	0

50. Tenderers who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act and its codes must submit a CIPC B-BBEE certificate or B-BBEE sworn affidavit (with the exception of sector codes).
  - (a) For EMEs falling under a sector charter, the tenderer must submit a B-BBEE document in compliance with the applicable sector code.
51. Tenderers who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act and its codes must submit a B-BBEE sworn affidavit or B-BBEE status level certificate as applicable.
  - (a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.
  - (b) QSEs with 50% or less black ownership must submit their valid B-BBEE status level certificate, issued by a Verification Agency accredited by South African Accreditation System (SANAS) substantiating their B-BBEE claims. A black-owned QSE may be measured in terms of the QSE scorecard should it so choose and therefore may also provide a valid B-BBEE status level certificate issued by a Verification Agency accredited by SANAS substantiating their B-BBEE claims.
52. Tenderers other than EMEs or QSEs must submit their valid B-BBEE status level certificate issued by a Verification Agency accredited by South African Accreditation System (SANAS), substantiating their B-BBEE claim.
53. Failure on the part of a tenderer to submit a sworn affidavit, or a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.
54. In order to validate the credibility of the information recorded on the B-BBEE verification certificate, sworn affidavit or CIPC B-BBEE certificate the Electoral Commission requires all applicable supporting documents.
55. An incorporated joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
56. A trust, consortium or unincorporated joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.
57. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
58. Start-ups that are EMEs but wish to tender for contracts of R10 million in value or above, must be verified using the QSE scorecard. For tenders of R50 million in value or above start-ups must be verified using the generic scorecard.
59. A person will not be awarded points specific goals if it is indicated in the bid document that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for.
60. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.
61. The Electoral Commission reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points,

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in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours or the tenderer, no specific goal points will be allocated in the final scoring.

62. A tenderer who's bid is acceptable will be awarded a contract based on lowest acceptable bid, which is market related, subject to section 2(1)(f) of the PPPFA, in addition to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/ specifications.
63. Points scored will be rounded off to the nearest 2 decimal places.
64. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of points for specific goals.
65. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
66. Any legal person may make an offer or offers in terms of this invitation to bid.
67. 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 tenderer or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority, where:
  - (a) the tenderer is employed by the state; and/or
  - (b) 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.
68. The Public Service Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state. This Act will take effect on a date still to be determined by the President. Should your bid be submitted on a date after such determination by the President, you may be disqualified in terms of this Act.
69. The Electoral Commission may cancel the tender for reasons that may include *inter alia*:
  - (a) Changed circumstances – There is no longer a need for the goods/services.
  - (b) Funds are no longer available to cover the total envisaged expenditure.
  - (c) No acceptable bid is received.
  - (d) There is a material irregularity in the tender process.
  - (e) If the price offered by a tenderer scoring the highest points is not market-related.
70. 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.

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**BID SUBMISSION**

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This standard bidding document must be completed by the tenderer and forms part of all bids.

In the case of a consortium or joint venture, every member of the consortium or joint venture must complete the questionnaire.

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s each subcontractor must complete the mandatory tender forms (pages 14 to 23).

Separate forms must be used in each case.

Failure to complete and sign/initial all pages of this document in original ink shall invalidate your bid.

Where space provided is insufficient, annexes must be submitted with the relevant information.

False documents and/or the omission of information may invalidate your bid.

The form serves as a declaration to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

Any bid may be disregarded if the tenderer or any of its directors or shareholders has:

- abused the Electoral Commission's supply chain management system;
- committed fraud or any other improper conduct in relation to such system; or
- failed to perform on any previous contract.

Prospective tenderers must register on the National Treasury Central Supplier Database (CSD) prior to submitting their bids. Failure to register on the CSD shall invalidate your tender.

A tenderers tax affairs must be in order to be considered in the adjudication of this tender. A tenderer's tax compliance status is reflected on the national treasury central supplier database (CSD).

A tenderer's tax compliance status shall apply as it was at the time of the award of the tender. The tender shall only be awarded to a tenderer that is tax compliant. The electoral commission verifies tax status against the CSD. Any bid with a non-compliant tax status shall be rejected at the time of the award of the tender. Tax non-compliant tenderers are, therefore, encouraged to continuously monitor their tax compliance status on the CSD and must ensure that their status reflects as tax compliant. tenderers must resolve any pending tax issues with SARS timeously as it takes time for status changes to be effected from the SARS Tax Compliance System (TCS) to the CSD.

Although not all the information requested hereunder might be relevant to the specific requirements of this tender, you are requested to complete the document with as much relevant detail as possible.

The information may be used during the bid evaluation process of the tender.

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**TENDER QUESTIONNAIRE**

Important note: Where more space is required for additional information please use photocopies of the applicable page/s. However, all pages **must** be completed and signed in original ink.

1. Name of business entity (tenderer): .....
2. Company CIPC registration number (if applicable):.....
3. Central Supplier Database (CSD) registration number:

M	A	A	A						
---	---	---	---	--	--	--	--	--	--

Your unique registration number as provided above will be used to capture your company details as a vendor to the Electoral Commission. The Electoral Commission will draw your registration detail and tax compliant status from the National Treasury Central Supplier Database (CSD) and any changes (including banking details) you effect to your registration on the CSD will automatically update your registration as a vendor to the Electoral Commission. Detail provided on invoices issued to the Electoral Commission must correspond to the detail of your company as registered on the CSD. It remains your responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to you.

4. Contact person (person representing tenderer): .....
5. Contact number: .....
6. Cellphone number: .....
7. eMail address:.....
8. Physical address of tenderer:  
.....

.....Postal Code: .....

9. Type of Company/Enterprise [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/ sole propriety
- ☐ Close corporation (CC)
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ Company (Pty) Ltd
- ☐ Non-Profit Company
- ☐ State Owned Company
- ☐ Other \_\_\_\_\_

10. Describe Principal Business Activities  
.....

11. Company Classification [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional
- ☐ Other, e.g. transporter, *et cetera*. \_\_\_\_\_

12. Total number of years the company/firm has been in business:.....

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13. The names of directors/ members of companies are drawn from the Central Supplier Database (CSD). Please provide the detail of any directors/ trustees/ shareholders/ members/ partners or any person having a controlling interest and their individual identity numbers that do not appear on your CSD registration in the table below.

Full Name	Identity Number	Designation

14. Enterprise size Classification (Tick one applicable to your company):

EME	
QSE	
Generic	

15. Please stipulate the B-BBEE status level of contribution as it appears on the certificate/affidavit for your entity
16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2022?
17. Has a B-BBEE status level verification certificate/affidavit been submitted?

YES		NO	
YES		NO	

18. If yes, who issued the certificate?

A verification agency accredited by the South African National Accreditation System (SANAS)	
Commissioner of Oaths in the case of an applicable sworn affidavit	
CIPC	

All tenderers must submit sworn affidavits or status level certificates together with their bid documentation in support of and confirming the B-BBEE status level indicated above. Failure to submit the affidavit or certificate will result in a tenderer being deemed as a non-compliant contributor and a status level of zero (0) will be allocated.

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## 19. Compulsory supporting documents for B-BBEE claims

OWNERSHIP	DOCUMENTS REQUIRED
Black ownership Black female ownership	B-BBEE Status level certificate/ CIPC B-BBEE certificate/ B-BBEE sworn affidavit  Proof ownership (share certificates for companies/ CK1 or CK2 for CCs)  IDs for all owners
Black people with disabilities	Completed form EEA1 Doctor's letter confirming disability
Financial year end and Ex Officio confirmation	Disclosure certificate not older than 3 months

All tenderers must submit sufficient supporting documents together with their bid documentation in support of and confirming the specific goals claimed above. Failure to submit the documents will result in a tenderer being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the tenderer is owned by juristic persons, proof of ownership must be submitted for all entities until all natural persons are accounted for.

## 20. Questionnaire to foreign bidders:

Are you the accredited representative in South Africa for the goods/ services/ works offered? [If YES, enclose proof]

Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below ]

Is the entity a resident of the republic of South Africa (RSA)?

Does the entity have a branch in the RSA?

Does the entity have a permanent establishment in the RSA?

Does the entity have any source of income in the RSA?

Is the entity liable in the RSA for any form of taxation?

YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
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 via e-Filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).

## 21. Legal status of tenderer (tick one box)

Principal tenderer		
Subcontractor		.....% of work will be subcontracted*
Consortium		
Joint venture (JV)		
Other, specify		

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s, each subcontractor must complete the tender questionnaire as well as the bidder's disclosure (SBD4).

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Separate forms must be used in each case.

The tax affairs of subcontractors must also be in order on the Central Supplier Database (CSD).

In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/ PIN/ CSD number.

## 22. Employment Equity Act (EEA) (Chapter VI – General Provisions: State Contracts)

23. In terms of Section 53(1) of the EEA every employer that makes an offer to conclude an agreement with any organ of state for the furnishing of suppliers or services to that organ of state or for the hiring or letting of anything:

23.1 must-

- (i) if it is a designated employer, comply with Chapters II and III of this Act; or
- (ii) if it is not a designated employer, comply with Chapter II of this Act; and

23.2 attach to that offer either-

- (i) a certificate in terms of subsection (2) which is conclusive evidence that the employer complies with the relevant Chapters of this Act; or
- (ii) a declaration by the employer that it complies with the relevant Chapters of this Act, which, when verified by the Director-General, is conclusive evidence of compliance.

24. In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.
25. In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of section 21, whichever period is the longer.
26. In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement\*.

\* Statutory regulations may require that supplies and services shall not be procured for and on behalf of the State, unless an employer has attached to its offer a certificate in terms of Section 53(l)(b)(i) or a declaration in terms of Section 53(l)(b)(ii) of the Employment Equity Act.

27. Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)

YES		NO			
YES		NO		EXEMPT	

28. Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)

29. In respect of the EEA requirements above, please attach either:

- 29.1 A certificate in terms of Section 53(2) of the EEA which is conclusive evidence that the employer complies with the relevant Chapters of the EEA; or

An employer may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

- 29.2 A declaration by the employer that it complies with the relevant Chapters of the EEA, which, when verified by the Director-General, is conclusive evidence of compliance.

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30. Important: The EEA requirements stipulated in paragraphs 21.2, 27.1 and 27.2 will come into effect once the President has approved the Employment Equity Amendment Bill (B14 – 2022).
31. Tenderers must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.
32. In the event of subcontractors being used to render the services required in terms of this tender, the principal tenderer must complete the schedule below in order to clearly indicate which entities will be subcontracted as well as the percentage of work to be subcontracted to each of these entities in relation to the total value of the contract.

Name of Company to be Subcontracted	% Value of Total Contract Allocated to Subcontractor
<b>Total % of Work to be Sub-contracted*</b>	..... %

SIGNATURE OF BIDDER: .....

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

DATE: .....

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**FINANCIAL INFORMATION**

33. What is the company's annual average turnover during the previous three financial years or such lesser period during which the business has been operating?

Financial Year (e.g. 2021, 2022, 2023)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

34. Please provide the following figures in respect of the most recent audited financial statements:

Figures are provided for the audited financial statement of ..... (State Year)

- o Total current assets R.....
- o Inventory R.....
- o Prepaid expenses R.....
- o Current liabilities R.....

35. Is your company listed on the Stock Exchange?

YES		NO	
-----	--	----	--

36. Are the prices quoted firm for the full period of the contract?

YES		NO	
-----	--	----	--

If the tender prices are not firm for the full period, provide details against the appropriate category(s) below:

Non-firm prices, i.e. prices linked to statutory adjustments and other proven adjustments.

YES		NO	
-----	--	----	--

Explanation: .....

Prices linked to fixed period adjustments.

YES		NO	
-----	--	----	--

Prices linked to escalation formula adjustments.

YES		NO	
-----	--	----	--

Explanation: Note that for the purpose of price comparisons, the actual price inclusive of VAT that the Electoral Commission will have to pay over the contract period will be used, unless otherwise stipulated in the detailed specifications

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**DELIVERABLES AND GUARANTEES**

---

37. Is the delivery period stated in the tender firm?

YES		NO	
-----	--	----	--

38. Do you confirm that the required goods/services are guaranteed in terms of any specific guarantees that may be required in the bid specification?

YES		NO	
-----	--	----	--

39. Are you the accredited representative in the Republic of South Africa of the manufacturer of the equipment offered by you?

YES		NO	
-----	--	----	--

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## BIDDER'S DISCLOSURE AND DECLARATION (SBD4) INCLUDING POPIA CONSENT

### 1. PURPOSE OF THE FORM

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 disclosure, declaration and provide consent in respect of the details required hereunder.

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<sup>1</sup> 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<sup>1</sup> in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 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:

.....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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### 3. POPIA Consent

#### 3.1 Consent to Process Information According to the Protection of Personal Information Act (POPI Act) - POPIA

- a) By participating in tenders of the Electoral Commission a bidder gives consent and accepts that the information they provide will be used for purposes of evaluation and adjudication of bids. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.
- b) By participating in the bid the bidder gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose.
- c) The bidder accepts that the Electoral Commission may share their personal data with third parties to support its internal and external audit processes.
- d) The bidder acknowledges that their personal data will be kept confidential and will be used for the purpose intended for a bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases a bidder will be informed and such impact effected.

### 4. 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:

- 4.1 I have read and I understand the contents of this disclosure and declaration.
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure and or declaration is found not to be true and complete in every respect.

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- 4.3 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 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 2 and 4 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 2021/2022 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

In addition to the above I, the undersigned, in submitting the accompanying bid in response to the invitation for the bid made by The Electoral Commission do hereby make the following statements that I certify to be true and complete in every respect.

I certify, that:

1. I have read and I understand the contents of this disclosure and declaration as well as consent to the provisions set out in respect of the Protection of Personal Information Act (POPIA).
2. I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable SBD forms, is true and correct. I accept that the Electoral Commission may reject the bid or act against me should this declaration be found not to be true and complete in every respect.
3. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
4. I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into,

<sup>2</sup> 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.

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this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.

5. I agree that:
  - a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
  - b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
  - c) I/we agree that my/our bid shall be valid for a period of 180 days; and
  - d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.
6. I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
8. I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.
9. Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.
10. Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.
11. It is confirmed that the required tender forms have been completed in full and signed.

.....  
Name and Surname in Print

.....  
Signature

.....  
Position

.....  
Name of Bidder (Bidding Entity)

Date.....

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## PENALTIES

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### 1. PENALTIES AS PER THE Preferential Procurement Regulations, 2022

If the Electoral Commission is of the view that a tenderer submitted false information regarding a specific goal it will follow the prescriptions as per regulation 9 and if the Electoral Commission concludes that such information is false it may -

- disqualify the tenderer or terminate the contract in whole or in part; and
- if applicable, claim damages from the tenderer.

### 2. PENALTIES AS PER THE B-BBEE ACT

It is contrary to the B-BBEE Act for a measured entity to trade with an invalid/ inconclusive or incorrect B-BBEE verification certificate, sworn affidavit or CIPC certificate.

Trading with an invalid or fraudulent B-BBEE certificate or sworn affidavit/ CIPC certificate may constitute an offence in terms of section 13O(1)(a) of the B-BBEE Act, which states that a person commits an offence if that person knowingly misrepresents or attempts to misrepresent the B-BBEE status of an enterprise, and the B-BBEE Commission may institute an investigation in terms of section 13J of the B-BBEE Act.

In addition, section 13A of the B-BBEE Act has empowered organs of state to cancel any contract or authorisation awarded on account of false information knowingly furnished by or on behalf of an enterprise in respect of its B-BBEE empowerment status.

If an entity is found to have violated the B-BBEE Act, the B-BBEE Commission is empowered to act accordingly as guided by the B-BBEE Act and this can result in the entity that violated the B-BBEE Act to be fined up to 10% of its annual turnover, and individuals involved could be imprisoned for up to 10 years, and/ or fined. Specifically, the offence under section 13O (2) could lead to imprisonment of up to 12 months, or a fine, or both the fine and imprisonment.

In terms of section 13O (2) a procurement officer or any official of an organ of state who becomes aware of the commission of, or attempt to commit any offence referred to under section 13O (1) and fails to report it, is guilty of an offence.

Any person convicted of an offence in terms of the BBBEEA may not, for a period of 10 years from the date of conviction, contract or transact any business with any organ of state or public entity and must for that purpose be entered into the register of tender defaulters which the National Treasury maintain for that purpose.

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## **BID EVALUATION**

### **IMPORTANT NOTICE:**

*The under-mentioned requirements form an integral part of the bid assessment and bid evaluation processes that will be followed by the Electoral Commission. Please note that bids that do not conform to the primary compliance requirements indicated in Section A will not be considered. The bid evaluation requirements below must be read together with the bid evaluation criteria that may form part of the bid specifications.*

### **A Acceptance or Rejection of Bid (Primary Compliance Verification)**

#### **Legality of bid document:**

##### **The following shall lead to disqualification:**

- Non-compliance with tender rules
- Failure to attend a compulsory briefing session (if applicable).
- Failure to return all pages of the tender document that must be signed/initialled.
- Failure to complete tender forms in original ink.
- Failure to sign/ initial all applicable pages of the tender document. Signing of the Bidder's Disclosure and Declaration is deemed equivalent to signing that specific page and/or signing the page represents signing the Bidder's Disclosure and Declaration.
- Any changes/ alterations to pricing that are not signed/ initialled and/ or the use of correctional fluid/ tape or any similar product in respect of pricing in the tender document.
- Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
- Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
- Failure to register on the Central Supplier Database (CSD).
- A non-compliant tax status

##### **The following may lead to disqualification:**

- Failure to sign/initial any other alterations and/or corrections to the information submitted by the tenderer, which the Electoral Commission may consider to be material.

#### **Incomplete bid submission:**

The following shall lead to disqualification:

- Rates and prices – schedules not completed as required.
- Failure to submit obligatory written proposals/ explanations/ samples/ prototypes/ certificates or similar requirements.
- In respect of subcontractors (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 14-24 of the tender document) or to submit evidence that your tax affairs are in order.

### **B Bid Evaluation**

#### **Inability to evaluate the tender:**

- Incomplete schedule of rates and prices.
- Prices and information not furnished as specified and/ or required.
- Incomplete written proposals/ submissions where required.

Bids that qualify for bid evaluation purpose shall be subjected to the bid evaluation criteria as set out in the bid specifications.

Such bid evaluation shall include assessment and evaluation of the bidder's disclosure.

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Tenderers should note that ALL information requested in terms of the bid submission is required and may be used for bid evaluation purposes.

**General questionnaire (for completion by the tenderer) to ensure compliance with tender requirements/ rules/ conditions/ specifications:**

Question	If YES, Mark YES*	If NO, Mark NO*
Are you duly authorised to sign the tender?		
Has the <i>Bidder's Disclosure and Declaration</i> been completed and signed?		
Have separate forms (pages 14-24) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission?		
The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission?		
Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission.		
Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Have a comprehensive written proposal and/or samples/certificates/ <i>et cetera</i> as called for in this tender been prepared and submitted with the tender document?		

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**SOUTH AFRICA**

# **Bid Specifications**

## **TENDER IEC/SS-02/2023**

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## 1. Purpose

- 1.1 The Electoral Commission intends to appoint a service provider to render catering services for a period of twelve (12) days. The event will be held as follows:

Venue: Tshwane Events Centre, Pretoria Show Grounds, Hall J, Gate 2, Souter Street, Pretoria West:

Date: ROC Launch Function: TBC

Date: Results Announcement Function: TBC

The period will include catering for staff and all stakeholders on days leading to results announcement.

A non-compulsory **bid briefing session** will be held at the Electoral Commission's offices in Centurion.

## 2. Background

- 2.1 During the operational period, a large number of staff and service providers such as broadcasters and media will be present at the ROC daily and often twenty-four (24) hours per day. The Electoral Commission intends to appoint a service provider to render catering services at the ROC premises for the said period. Furthermore, the Electoral Commission requires catering for the Launch of the ROC as well as a Gala Dinner following the announcement of the results of the elections.

## 3. Scope of services

The following is a brief summary of the catering needs that will be required at the Electoral Commission's Results Operations Centre for the operational period as indicated above will serve as a guideline only.

- 3.1 The serving of an estimated one thousand (1000) pax for each meal for breakfast, lunch, dinner and midnight snacks to the staff, meetings, service providers and guests of the Electoral Commission at the ROC. Guidelines of the expected meals to be served each day are given in the Pricing Schedule Annexure B. The Electoral Commission will on a daily basis give an indication of the minimum number of meals per sitting for the following day during the active election period.

Bidders must also prepare and submit proposals with bid price quotations for;

- 3.2 The catering for a **ROC Launch Function** for approximately one thousands (1000) guests which will be hosted in **Hall J (depending on the venue and type of event to be hosted)** of the venue (this will take the format of a cocktail function around midday on a date and time to be confirmed.) to be held one week before the Election Day. Bids must contain detail regarding, setting up of tables, replenishment of food on the tables, waiters to serve food on trays, waiters to serve drinks on trays, staffing, etc. A menu for costing is included in Annexure A. Cost calculations for this purpose are included in the attached Pricing Schedule in **Annexure C** (3.2).

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- 3.3 The catering for Gala Dinner after the **Election Results Announcement Function** for approximately one thousand **(1000)** guests will be hosted in **Hall L (depending on the venue and type of event to be hosted)** of the venue (this will take the format of a formal four course “gala dinner”) after the election activities have been finalised. A menu for costing purposes is included for costing in Annexure A. See Annexure C 3.3 for the Pricing Schedule for this function.
- 3.4 Menus for both the above functions will be finalised with the successful service provider. The prospective service provider will be expected to serve halaal, kosher, vegetarian and other dietary requirements.
- 3.5 The Electoral Commission envisages that it may also have to make special arrangements in certain instances to provide meals/catering to small designated groups at times outside of the normal scheduled meal times. Bidders must clearly indicate their ability to adhere to this requirement.
- 3.6 The Electoral Commission may also require additional services relating to the overall catering requirements and may include such services on a quotations basis.

#### 4. Bid requirement

##### 4.1 Food serving and preparation

Bidders are required to cost the menus attached in Annexure A. All prices must be quoted in rand and include Value Added Tax (VAT). Estimated quantities of meals are indicated in Annexure B, which must be used for pricing purposes. The following guidelines protocols have to be adhered to in terms of the menus to be served:

- 4.1.1 **Breakfast:** See menus attached in **Annexure A.**
- 4.1.2 **Lunch:** See menus attached in **Annexure A.**
- 4.1.3 **Dinner:** See menus attached in **Annexure A.**
- 4.1.4 **Daily Snack:** See menus attached in **Annexure A**
- 4.1.5 **Late Night Snack** See menus attached in **Annexure A.**
- 4.1.6 The bidder must indicate its ability to cater for specialised meal choices and snacks such as **halaal, kosher, vegetarian and other dietary requirements**. Please note that salads alone are not to be considered vegetarian meals. Vegetarian meals are stipulated on the menus.
- 4.1.7 One non-alcoholic beverage such as fresh juice, canned cool drink/juice and bottled water must be served per person for all meals.
- 4.1.8 Tea and percolated coffee must be available in both main, and the VIP dining areas and various stations throughout the facility.

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- 4.1.9 Variety of salads must be available for every lunch and dinner served.
- 4.1.10 Pricing is required on Annexure F for six types of platters. Details of each should be described in the written proposal. It is expected that an estimated of 40 platters will be served over the period of the project. (The platters consist of 6 x different menus, as stipulated in Annexure F).
- 4.1.11 Bidders will be offered sufficient space to set up a fully functional and compliant kitchen. Bidders are required to indicate on what premises and where food preparation will be done as well as clearly indicate the mode of transporting prepared food from the preparation area to the serving areas. Bidders are required to clearly indicate measures that will be in place to prevent contamination of food during transportation.
- 4.1.12 Bidders must be ready to serve breakfast between 07h00 and 10h00, lunch between 13:00 and 14:30, dinner between 18:00 and 21:00 as well as midnight snack between midnight and 01:00am. Bidders must confirm in the written proposal their ability to serve meals at these times as well as adhering to requests from stakeholders to serve some meals out of the stipulated meal times such as extending meal serving times with approximately thirty (30) minutes for a specific number of guests.
- 4.1.13 The bidder must be able to increase/decrease the daily meal quota should the need arise.
- 4.1.14 Provision must be made for a VIP Lounge area within the centre. See 4.2 regarding cash bar facilities required there. Snacks in the form of platters (see 4.1.10) and pastries, tea, coffee and juices must also be available in the Executive Area and VIP lounge at all times.

## 4.2 Bar and VIP Services

- 4.2.1 A VIP lounge area with full cash bar facilities must be operational from midday to midnight as well as snacks, pastries/light meals on request. On Election Day and the following two (2) days, the VIP Lounge must be operated on a 24-hour basis. This area must be properly staffed.
- 4.2.2 At least two (2) cash bars must be operational for six (6) days during the election week. Bar prices must be reasonable and a list of bar stock items with prices must be included in the bid documentation. Use Annexure G for this purpose. The successful bidder must provide the liquor licence for the duration of services.

## 4.3 Nutritional Standard and Quality

- 4.3.1 Food must comply with general nutritional standards. Food must be healthy and not be saturated in cooking oil/fat. In the event of Electoral Commission guests and staff members contracting food poisoning or any other food related ailment as a result of the food served being contaminated, the Electoral Commission reserves the right not to pay for meals served on such a day and/or to cancel the agreement with immediate

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effect and to appoint another service provider to take over the services. The Health Inspectors of the City of Tshwane will visit the facility daily to take samples and measure temperatures of food served/stored. Penalties will apply in the event that the Health Inspectors find reason to stop the service.

#### 4.4 Serving of Coffee and Tea

- 4.4.1 Good quality tea (including Rooibos tea) and percolated coffee, fresh milk, clean cups and saucers and tea spoons/stirring sticks must be available at the various tea/coffee stations and meal serving points at all times and the cost must be indicated separately as indicated on the pricing schedule. **Tea and percolated coffee must also be available at meeting rooms for staff attending meetings.** Full details of tea and coffee that will be served as well as equipment provision must be detailed. **Eight (8)** such stations are envisaged and must be maintained and serviced by the service provider. Bidders must bear in mind that they will be responsible for staffing, cleaning and provision of hot water and consumables at the various stations at all times.
- 4.4.2 During the operational period tea/coffee stations must be operational at the various points on a 24 hour (as long as the centre is open) basis and during meetings in the four (4) meeting rooms.

#### 5. Catering Equipment and Related Issues

- 5.1 The Electoral Commission is able to supply the following:
- 5.1.1 Premises for the main dining/serving areas and VIP dining/serving areas in **Hall J**.
- 5.1.2 A small kitchen facility and a sufficient area to establish a full operational and compliant kitchen will be made available to the service provider. This is however not sufficient for the preparation of food in the volumes required for this project.
- 5.1.3 Serving counters, round tables and chairs for the dining areas.
- 5.2 Bidders must clearly indicate their ability to provide all the catering equipment needed for the setting up of a kitchen including but not limited to:
- Tables for the preparation of food;
  - Cutlery;
  - Crockery;
  - Serving equipment such as bain-marie's *etcetera*;
  - Fridges and freezers;
  - Table cloths (enough tablecloths to change daily);
  - Decorations on the tables, i.e. flower arrangements or pot plants;
  - Washing up facilities;
  - Cooking equipment such as stoves and grillers;
  - Disposable three-way breakfast and lunch container (plastic);
  - Disposable crockery and cutlery;

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- Pre-packaging for desert, starters and fruit salads and
- Crockery and cutlery sterilising machines for all serving stations.

**Note: BIDDERS MUST BE AWARE THAT THERE ARE NO CATERING OR FOOD PREPARATION FACILITIES AVAILABLE IN HALL J.**

- 5.3 The bidder must provide all gas equipment, installation and gas cylinders and must provide for gas usage. Temporary gas installations must be done in line with the municipal regulations or any other statutory provisions that may be applicable. A certificate of compliance (COC) must be submitted to the Electoral Commission's project manager prior to commencement of food preparation.
- 5.4 Bidders must indicate the minimum period required for set-up as well as breaking down of the catering facilities.
- 5.5 The bidders' ability to provide all the equipment needed for the required catering service must be clearly addressed.
- 5.6 Tablecloths must be replaced daily or more often if soiled. Bidders must present as part of their bid a plan that will ensure that tablecloths are clean at all times. Thus, soiled table cloths must be removed and replaced between meals.
- 5.7 Food buffet areas must be designed and decorated in consultation with the Electoral Commission's appointed project manager for catering services.
- 5.8 Bidders requiring transport for prepared food from their preparation area to the dining area must make provision for such transport and costs in the written submission. This must include the mode / type of transportation for food and from preparation to delivery point.
- 5.9 The availability of all the equipment offered for this project will be inspected during the due diligence audit at the premises of the recommended bidder.
- 5.10 Bidders must submit details with regard to contingency plans should the need arise due to unforeseen circumstances with regard to the provision of the service. Detail of such contingency plans such as alternative facilities for the preparation, absenteeism, labour unrest, electrical and mechanical faults, chilling/warming and transportation of meals must be addressed in the written submission

## **6. Provision of Staff**

- 6.1 Bidders shall provide all staff required for the efficient operation of the service. A clear indication must be given of the envisaged staff component, organisational principles, procedures and functions for the effective management and operation of the staff and service.
  - 6.1.1 A comprehensive staffing plan, showing the shift durations and positions/responsibilities and experience of staff that will be utilized must be submitted.

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- 6.1.2 All staff members including waiters must be trained and experienced in all facets of catering required for this project.
- 6.2 All staff used must be neatly dressed in uniforms bearing the logo of the service provider.
- 6.3 Catering staff will not be permitted to sleep on the premises. An accommodation and transport plan for staff must be submitted as part of the bid documentation. Catering staff that are not on duty may not be loitering (standing, walking, sleeping or laying around) on the premises.
- 6.4 For security purposes, all staff and vehicles utilized by the service provider will be subject to the ROC accreditation processes, including security screening. Prior to the commencement of the contract, the service provider will be required to submit a complete list with the following details:
  - 6.4.1 Names and ID numbers of all staff members utilized for this project.
  - 6.4.2 Registration numbers of all vehicles envisaged to enter the premises.
- 6.5 The Electoral Commission reserves the right to request the replacement of catering staff members at its discretion.

## **7. Control Requirements**

- 7.1 A meal voucher and scanning system for breakfast, lunch and dinner will be used to manage the number of meals served to staff and visitors. Specific procedures for the managing of meals served will, before commencement of contract, be agreed upon between the service provider and the Electoral Commission. The meal voucher system will serve as the official record of meals served.
- 7.2 A reconciliation of meals served must be submitted to the Electoral Commissions project manager daily reflecting the meals actually served the previous day. This may be subject to audit by the Internal Audit unit of the Electoral Commission.
- 7.3 The Electoral Commission and the service provider shall each assign a project manager who shall form a communication link between both parties in order to facilitate the flow of information, problem solving and other related matters.

## **8. Hygiene and Cleanliness**

The service provider:

- 8.1 Shall keep the catering premises, including all windows, catering equipment, kitchen area, utensils, cutlery, et cetera in a clean, hygienic and tidy condition to the satisfaction of the Electoral Commission's project manager and in accordance with local government health regulations. The prospective bidder must utilize SABS approved chemicals to clean the premises.
- 8.2 Will ensure that food served is in compliance with health food standards.

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- 8.3 Staff shall at all times be clean, neatly dressed and in a state of health that is in keeping with the service they will be providing. (Refer paragraph 6.2)
- 8.4 Bidders must submit a plan for the washing up of cutlery, crockery, pots and pans. Detail of the washing up process must be given – covering where, and how washing up will take place. Hygiene must be addressed in detail.
- 8.5 Cleaning, staffing and servicing of all food and bar service areas will be the responsibility of the service provider. This includes all areas where coffee, tea and snacks are being served.

## 9. Written Proposal

***Note: Where possible items included and covered in the written proposal must be numbered the same as in this bid specification document.***

Bidders must submit a written proposal in which all the requirements to render the catering services are addressed in details. Bidders must clearly indicate their ability to render the required services at the ROC.

The following must also be addressed in the written submission or added as an annexure:

- 9.1 Company profile with catering as main business with minimum operational experience of five (05) years.
- 9.2 Related experience and track record with names and contact details of references.
- 9.3 Company organogram including the names and positions of staff and owners.
- 9.4 Submission of valid Municipal Certificate of Acceptability for food premise issued by Municipal Health Services.
- 9.5 Submission of three (3) contactable valid reference letters confirming catering served for five (5) consecutive days. The letter must clearly indicate three meals served daily for five hundred (500) guests for a period of five (05) days. The reference letter must be on client's letter head, signed with contact details.
- 9.6 Two (2) Operational Managers who will be involved in the project with a minimum of five (5) years' experience within hospitality industry.
- 9.7 The project will require four (4) qualified chefs for effective implementation of this project. Submission of proof of registration certificates with South African Chef Association for the Chef for all four (4) chefs. The CVs of four (4) Chefs with a minimum of five (5) years' experience as a chef in a hospitality industry must be attached.
- 9.8 Submission of a proof of how halaal food will be sourced or cooked. Halaal certificate of the prospective bidder or contractor (where halaal food will be sourced) must be attached. (4.1.6)

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- 9.9 Submission of certificate of valid membership with Federated Hospitality Association of Southern Africa.
- 9.10 Relevant methodology/project plan/project execution plan addressing the sourcing of foods, equipment, preparation, serving of food/food distribution plan, recruitment and deployment plan and clearing of tables.
- 9.11 Bidder's ability to supply all the catering equipment required for this project (see 5.2).
- 9.12 VIP Lounge area addressed in detail as required in 4.1.13.
- 9.13 Clearly state the existence of insurance cover for equipment and goods for this project. (see paragraph 12 below).
- 9.14 Details of contingency plans in case of unforeseen circumstances and mitigation factors. Contingency Plan must address the current challenges, (See 5.10).
- 9.15 Minimum period required for set-up as well as breaking down of the catering facilities. (see 5.4).
- 9.15 Indicate equipment that the bidder will not be able to provide. (see 5.5).
- 9.16 Table cloth replacement system. (see 5.6).
- 9.17 Clearly indicate the mode of transport for prepared food. (see 5.8).
- 9.18 List of names with SA ID numbers of all staff utilized for this project as well as details of vehicles to be utilized for this project. (see 6.4).
- 9.19 Proposal for ROC Launch function. (see 3.2).
- 9.20 Proposal for Results Announcement function (Gala dinner). (see 3.3).
- 9.21 Adherence to required meal serving times. (see 4.1.12).
- 9.22 Submission of health and safety procedures that talk to the scope of works. Evidence of a registered health & safety officer or letter of intent to appoint one. The CV of above mentioned personnel must be submitted as part of tender documentation received as proof.

## **10. Security Regulations**

- 10.1 The bidder agrees to ensure that the security regulations applicable at the Results Operations Centre will be complied with by all management and staff.
- 10.2 The successful bidder and its staff shall be subjected to a security screening by the State Security Agency.

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## 11. Pricing

- 11.1 A full breakdown of the costs must be submitted as proposed by the bidder (see **Annexure E**).
- 11.2 Additional information may be supplied as addendums.
- 11.3 Annexure B to H must be comprehensively completed. Failing to do so will invalidate your bid submission.
- 11.4 Additional information may be furnished in the form of an annexure/s and clearly marked as such but such annexure/s may not substitute the pricing schedules as provided in this tender document.
- 11.5 All prices provided must be inclusive of VAT.
- 11.6 Calculation formulas for possible price escalations must be clearly stated as requested in Annexure H.

## 12. Insurance of equipment

- 12.1 It is understood that all equipment and goods supplied remain the property of the service provider. It is therefore expected that the service provider would insure such equipment and goods for all risks for the period of this project. The insurance cover must be clearly stated in the written proposal. (Refer to 9.13).

## 13. Due diligence audit

**Note:** Due diligence audits will be conducted to verify submissions by bidders. The due diligence will include the tasting of food based on the set menu that will be provided to the recommended service provider prior the due diligence audit date.

## 14. Contracting

After satisfactory conclusion of a due diligence audit at the premises of the recommended bidder, the service level agreement (SLA), based on this bid requirement, will be entered into prior to the commencement of the service. Such an SLA will include a penalty clause for non-performance of the service provider and will allow for the termination of the agreement if satisfactory corrective measures are not implemented. The SLA/contract will be valid for the duration of the project. The Electoral Commission reserves the right to extend the contract duration subject to compliance with applicable National Treasury requirements.

- 15. For any bid related technical enquiries please contact the following persons;

Ms Tebogo Tivane / Mr Matshaba Makamu  
Electoral Commission  
Support Services Department  
Tel: (012) 622 5229 / 5766  
e-Mail: [TivaneT@elections.org.za](mailto:TivaneT@elections.org.za) / [Makamum@elections.org.za](mailto:Makamum@elections.org.za)

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**Annexure A****ROC MENUS 2024**

Full costs for halaal and vegetarian servings must be included in the detailed pricing schedule as per Annexure B

**BREAKFAST DAY 1**

Assorted fruit juices (330ml)

Fruits (fruit salad in a 175ml salad plastic disposable)

Cereals

Yoghurts (smooth yogurt 175ml)

Milk

Scrambled Egg with sour Cream and Chives (2 eggs)

Beef Sausage (80g)

Back Bacon (50g)

Grilled Herb Tomato (1/2)

Hash Browns (30g)

White and Brown Bread Toasted (2 slices)

Seeded Brown Bread (1 slice)

Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

**BREAKFAST DAY 2**

Assorted fruit juices (330ml) Fruits (fruit salad in a 175ml salad plastic disposable) Cereals

Yoghurts (smooth yogurt 175ml)

Milk

Scrambled Egg with Spring Onions (2 eggs)

Back Bacon (50g)

Savoury Mince (50g)

Tomato topped with Basil Pesto (halved)

White and Brown Bread Toasted (2 slices)

Poppy Seed Rolls (1 per person)

Rye Bread (1 slice per person)

Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A Continues

### **BREAKFAST DAY 3**

Assorted fruit juices (330ml)  
Fruits (fruit salad in a 175ml salad plastic disposable)  
Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk  
  
Herbed Scrambled Egg (2 eggs)  
Veal Sausage (80g)  
Back Bacon (50g)  
Tomato topped with Parmesan Cheese (1/2)  
  
White and Brown Bread Toasted (2 slices)  
Sesame Seed Rolls (1 per person)  
  
Butter (8g) Jam (5g) Honey (5g)

Price per person inclusive of VAT: R\_\_\_\_\_

### **BREAKFAST DAY 4**

Assorted fruit juices (330ml)  
Fruits (fruit salad in a 175ml salad plastic disposable)  
Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk  
  
Fried eggs (2 eggs)  
Beef Sausage (80g)  
Back Bacon (50g)  
Grilled Herb Tomato (1/2)  
Hash Browns (30g)  
  
White and Brown Bread Toasted (2 slices)  
  
Seeded Brown Bread (1 slice)  
  
Butter (8g) Jam (5g) Honey (5g)

Price per person inclusive of VAT: R\_\_\_\_\_

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## Annexure A Continues

### **BREAKFAST DAY 5**

Assorted fruit juices (330ml)

Fruits (fruit salad in a 175ml salad plastic disposable)

Cereals

Yoghurts (smooth yogurt 175ml)

Milk

Scrambled Egg with sour Cream and Chives (2 eggs)

Beef Sausage (80g)

Back Bacon (50g)

Grilled Herb Tomato (1/2)

Hash Browns (30g)

White and Brown Bread Toasted (1 slice)

Croissant (1 per person)

Seeded Brown Bread (1 slice)

Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **BREAKFAST DAY 6**

Assorted fruit juices (330ml)

Fruits (fruit salad in a 175ml salad plastic disposable)

Cereals

Yoghurts (smooth yogurt 175ml)

Milk

Scrambled Egg with sour Cream and Chives (2 eggs)

Chicken Mince (50g)

Back Bacon (50g)

Hash Browns (30g)

White and Brown Bread Toasted (1 slice)

Seeded Brown Bread (1 slice)

Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT R\_\_\_\_\_**

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## Annexure A Continues

### **BREAKFAST DAY 7**

Assorted fruit juices (330ml) Fruits (fruit salad in a 175ml salad plastic disposable) Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk

Cheese Omelettes (60g)  
Back Bacon (50g)  
Grilled Herb Tomato (halved)  
Hash Browns (30g)

White and Brown Bread Toasted (1 slice)  
Croissant (1 per person)  
Seeded Brown Bread (1 slice)

Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT R\_\_\_\_\_**

### **BREAKFAST DAY 8**

Assorted fruit juices (330ml)  
Fruits (fruit salad in a 175ml salad plastic disposable)  
Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk

Scrambled Egg with Spring Onions (2 eggs)  
Back Bacon (50g)  
Savoury Mince (50g)  
Tomato topped with Basil Pesto (halved)

White and Brown Bread Toasted (2 slices)  
Poppy Seed Rolls (1 per person)  
Rye Bread (1 slice per person)

Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A Continues

### **LUNCH DAY 1**

Grilled Lamb Chops with Gravy (150g)  
Hardbody chicken (150g)

Savoury Rice (120g)

Samp (120g)

Pap (120g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

African spinach (80g)

Potato Salad (80g)

Beetroot and Onion Salad (60g)

Vinaigrette

White Bread Rolls/

Brown Bread Rolls (1 roll per person)

Butter (8g)

Dessert: Individual Chocolate Mouse and Cream Piping (100ml)

**Vegetarian Dish:** Individual Vegetable Wellington (180g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **LUNCH DAY 2**

Beef stew (150g)

Barbeque Chicken Thighs and Drumsticks (150g) (50/50)

Yellow Rice with Sultanas (100g)

Dumpling

Mixed veggies (100g)

Honey Roast Pumpkin (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

Celery, Egg and Potato Salad (80g)

Chakalaka Salad (60g)

Vinaigrette

Italian Roll/

Whole-wheat Rolls (1 roll per person)

Butter (8g)

Dessert: Bonofie Pie (100g)

**Vegetarian Dish:** Individual Thai Green Vegetable Curry (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

## Annexure A Continues

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## **LUNCH DAY 3**

Beef Schnitzel (150g)  
Mogodu (Tripe) (150g)

Samp (150g)  
Mielie Pap (Ting) (150g)  
Peas, Corn & Cauliflower

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

Three bean Salad (60g)  
Veggie Hot Stuff Salad (60g)  
Vinaigrette

Poppy Seed Rolls/  
Whole-wheat Rolls (1 roll per person)  
Butter (8g)

Dessert: English Trifle/ Hot pudding (100g)

**Vegetarian Dish:** Individual Vegetable Lasagne (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

## **LUNCH DAY 4**

Meatballs chutney in Mushroom Sauce (2 x 80g)  
Chicken curry (80g)

Basmati Rice(150g)

Pap (150g)  
Roti (150g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

Chakalaka Salad (60g)  
Coleslaw (60g)  
Vinaigrette

Cocktail White Rolls/  
Cocktail Brown Rolls (1 roll per person)  
Butter (8g)

Dessert: Selection of chocolate ganache and strawberry tres laches (100ml)

**Vegetarian Dish:** Individual Vegetable Lasagne (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A Continues

### **LUNCH DAY 5**

Cape Grilled Snoek Fish (150g)  
Beef Tshotlho (Pound meat) (150g)

Rice (150g)

Mealie Pap (Ting) (150)  
Sautéed Potatoes (100g)

Cabbage stir-fry (60g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Cucumber salad (60g)  
Vinaigrette

Cocktail White Rolls/  
Cocktail Brown Rolls (1 roll per person)  
Butter (8g)

Dessert: Grenadille Mousse (100ml)

**Vegetarian Dish:** Individual Feta and Tomato Cannelloni (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **LUNCH DAY 6**

Junior T Bone Steaks (150g)  
Chicken Tikka with small garlic naan (150g)

Savoury Rice (150g)  
Potato wedges (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes Creamed spinach  
Sweet corn and peas salad(60g)  
Vinaigrette

White Bread Rolls/  
Brown Bread Rolls (1 roll per person)

Garlic Bread (8g)

Dessert: Baked Banana Caramel and Mild Pudding (100ml)

**Vegetarian Dish:** Individual Feta and Tomato Cannelloni (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A Continues

### **LUNCH DAY 7**

Wors stew (150g)  
Butter Chicken (150g)

Savoury Rice (150g)  
Pap and Sauce (150g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta broccoli  
and cauliflower salad  
Sweet potato (60g)  
Vinaigrette

Cocktail White Rolls/  
Cocktail Brown Rolls  
(1 roll per person)  
Butter (8g)

Dessert: Baked New York Cheesecake (100ml)

**Vegetarian Dish:** Individual Feta and Tomato Cannelloni (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **LUNCH DAY 8**

Bunny Chaw/Chicken Briyani  
Ox liver stew (150g)

Yellow Rice with Sultanas (100g)  
Cauliflower Gratin (80g)  
Honey Roast Pumpkin (100g)  
Chips (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Celery, Egg and Potato Salad (80g)  
Spinach salad (60g)  
Vinaigrette

Italian Roll/  
Whole-wheat Rolls (1 roll per person)  
Butter (8g)

Dessert: Sticky pudding/saucing chocolate pudding (100g)

**Vegetarian Dish:** Individual Thai Green Vegetable Curry (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A Continues

### **DINNER DAY 1**

Carved Blackened Roast Sirloin of Beef (150g) with Mushroom Sauce (50ml)  
Baked line fish (150g) in Thyme Lemon Butter Sauce (50ml)

Mielie Pap (150g)  
Rosemary New Potatoes (80g)

Roast Mediterranean Vegetables (80g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Three Bean Salads (60g)  
Coleslaw (60g)  
Vinaigrette

Italian Cocktail Rolls/  
Portuguese Cocktail Rolls (1 roll per person)  
Butter (8g)

Dessert: Strawberry Cheesecake (1 Slice)

**Vegetarian Dish:** Individual Vegetable Bake (200g)

**1 x Soft Drink per person**  
Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **DINNER DAY 2**

Beef curry (150g)

Grilled chicken Kebabs (2 x 80g)  
Hardbody chicken (150g)

Gratin Potato Bake (100g)  
Peas & Corn (80g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Mixed  
vegetables (50g)  
Cabbage Salad (50g)  
Vinaigrette

Poppy Seed Rolls/ (1 per person)  
Seeded Brown Rolls  
Butter (8g)

Dessert: Cape Melle Baked Milk Tatt (80g)

**Vegetarian Dish:** Individual Vegetable and White Cheese Pancakes (200g)

**1 x Soft Drink per person**  
Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A Continues

### **DINNER DAY 3**

Lamb stew (150g)  
Roast Chicken (2 x 80g)

Baked potato

Dumpling Creamed Spinach (80g)  
Baked Butternut & Pumpkin with Cumin (80g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Penne Salad (60g)  
Beetroot & Onion Salad (60g)  
Vinaigrette

Portuguese Cocktail Rolls (1 per person)  
Health Bread  
Butter (8g)

Dessert: Warm Chocolate Brownies served with ice cream

**Vegetarian Dish:** Individual Feta and Spinach Tortellini with Red Pepper Sauce (200g)

**1 x Soft Drink per person**  
Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **DINNER DAY 4**

Lamb Curry (150g)  
Hake medallions in herbed white sauce (150g)

Châteaux Potatoes (100g)  
Rice (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Baby Marrow and Zucchini (60g)  
Vinaigrette

Bread Rolls (1 per person)  
Health Bread  
Butter (8g)

Dessert: Peppermint tart

**Vegetarian Dish:** Individual Feta and Spinach Tortellini with Red Pepper Sauce (200g)

**1 x Soft Drink per person**  
Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A Continues

### **DINNER DAY 5**

Chicken pasta (fettuccine) (150g)  
Bobotie (150)

Yellow rice

Dessert: Baked Coconut Budding

**Vegetarian Dish:** Individual Feta and Spinach Tortellini with Red Pepper Sauce (200g)

**1 x Soft Drink per person**

Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **DINNER DAY 6**

Line Fish (150g)  
Chicken Korma (150g)

Jasmin Rice (100g)  
New Potatoes (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Creamed Feta Spinach (60g)  
Vinaigrette

Italian Rolls (1 per person)  
Health Bread  
Butter (8g)

Dessert: Baked Peaken Pie and Cream / Ice Cream

**Vegetarian Dish**

Individual Vegetable Biryani (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A Continues

### DINNER DAY 7

Chesanyama Selection (150g)

Sticky Ribs(150g)

Rice (100g)

Pap (100g)

Rosemary New Potatoes (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Julienne of Carrots (60g)  
Vinaigrette

Italian Rolls (1 per person)  
Health Bread  
Butter (8g)

Dessert: Assorted Pastry Tartlets  
White Chocolate Mouse

**Vegetarian Dish:** Individual Vegetable Chow Mein (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### DINNER DAY 8

Cajun Spiced Line Fish with Lemon Cream Sauce (150g)  
Roast Chicken Thighs (150g)  
Brown Onion Sauce (50ml)

Gratin Potato Bake (100g)  
Peas & Corn (80g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and  
Mixed Peppers  
Cabbage Salad (50g)  
Vinaigrette

Poppy Seed Rolls/ (1 per person)  
Seeded Brown Rolls  
Butter (8g)

Dessert: Malva Pudding with Custard (80g)

**Vegetarian Dish:** Individual Vegetable and White Cheese Pancakes (200g)

**1 x Soft Drink per person**

Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A Continues

### Daily Snack

Examples of Menus=29 x 29 x 6cm in size

#### PACKAGE 1

**DAILY SNACK PLATTER** • Assorted biltong • Assorted Simba's • Assorted dry fruits • Crackers/Cheese • Assorted sweets •

Price per platter inclusive of VAT: R\_\_\_\_\_

#### PACKAGE 2

**ASSORTED FRUIT PLATTERS** • Seasonal fruit •

Price per platter inclusive of VAT: R\_\_\_\_\_

#### PACKAGE 3

##### SWEET PLATTER

• Mini-Swiss roll • Mini banana loaf • Mini meridian loaf • Chocolate brownies • Mini cupcakes • Mini lama tines • Mini red velvet cake

Price per platter inclusive of VAT: R\_\_\_\_\_

#### PACKAGE 4

##### CHEESE PLATTER

• Grapes, Red & green • Strawberries • Assorted cheese • Assorted crackers

Price per person inclusive of VAT: R\_\_\_\_\_

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## Annexure A Continues

### Late Night Snack Menus

(Served between midnight and 01:00)

Mid-Night Snacks to be package in a disposable packaging

### Examples of Menus

#### PACKAGE 1

Mini pizzas-150g

Mini pies-150g

Fish bites-150g

Samoosa-150g

Chicken nuggets-150g

Price per person inclusive of VAT: R\_\_\_\_\_

#### PACKAGE 2

Spring rolls-150g

Meat balls-150g

Quiches-150g

Cottages pie-150g

Cocktail viennas-150g

Price per person inclusive of VAT: R\_\_\_\_\_

#### PACKAGE 3

Assorted biltong -150g

Assorted Simba's-150g

- Assorted dry fruits -150g
- Crackers/Cheese-150g
- Assorted sweets -150g

Price per person inclusive of VAT: R\_\_\_\_\_

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Annexure A Continues

**ROC LAUNCH FUNCTION**  
**MEALS FOR ALL CULTURES MUST BE SERVED AT THE SAME TIME**  
**MENU**

**COLD CANAPES**

Served on Glass Sheets on Buffet & Waiter Served

**Italian Skewers**

Rosa Tomato, Sweet Pepper, Bocconcini, Cucumber & Stuffed Olives in a Short Glass drizzled with Basil Pesto

**Smoked Salmon**

Vegetable Nori Roll topped with a Rosette of Smoked drizzled with Wasabi Mayonnaise

**Beef Fillet**

Rare Roast Fillet of Beef topped with tomato chutney garnished with Baby Herbs & Sprouts on Bruchette

**HOT CANAPES**

Served in Chaffers & Waiter Served

**Chicken Satay**

Strips of Chicken on a Skewer with Peanut Dipping Sauce

**Panko Prawns**

Crumbed Prawns served with a Chilli Plum Sauce

**Butternut Cigars**

Butternut & Sweet Potato Cigars Served with Tzatziki

**FOOD SERVED IN BOWL (Waiter Served)**

**Tortellini**

Three Cheese Tortellini served with a Creamy Basil Sauce garnished with Fresh Herbs

**Lamb Knuckle**

Deboned Braised Lamb Knuckles in a Rich Tomato Sauce served on a bed of Rustic Mash in a China Bowl

**Butter Chicken**

Spicy butter chicken on a Bed of Basmati Rice garnished with Fresh Coriander

**DESSERTS**

Selection of Mini Desserts to include

Amarula Mouse in Chocolate Cups, Nougat Wedges, Chocolate Dipped Strawberries, Florentines & Macaroons

**R \_\_\_\_\_ per person including VAT**

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**Annexure A Continues**

**RESULTS ANNOUNCEMENT GALA DINNER**

**PLATED MENU**

**STARTER**

**Smoked Salmon Wedge**

Smoked Salmon with Cream Cheese & Horseradish layered in a Crepe accompanied by Fresh Garden Greens & a wedge of Lemon accompanied by a Dill Yoghurt Dressing

Mini Rock Salt & Rosemary Focaccia  
Rolled Butter

**MAIN COURSE**

**Duo of Beef and Chicken**

Grilled Medallion of Fillet topped with Roasted Butternut Balls, Chicken Breast stuffed with Roasted Pepper & Baby Marrow accompanied by a Basil Sauce served with Layered Potato Tower with Grated Cheese

Fresh Seasonal Vegetables

**DESSERT**

**Mississippi Mud Pie**

Rich Chocolate Brownie topped with a layer of Decadent Hazelnut & Chocolate Mousse drizzled with Chocolate Ganache & garnished with Seasonal Berries & Berry Coulis

**CHEESE BOARD**

Cheese Board of "Petit" Grand Brie, Blue Rock, Mature Cheddar & Chevin Cheese served with Fresh Fruits, Nuts, Preserves & Savoury Biscuits

Freshly Brewed Filter Coffee

**R \_\_\_\_\_ per person including VAT**

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## Annexure B

## PRICING SHEDULE

1 Pricing for the Provision of Meals – Results Operations Centre (ROC)

Refer to paragraph 3.1

Bidders must show Unit Price of each meal in Column “B”, this figure must be multiplied by the quantity of meals “A” to show a total figure “A x B”. This must be totalled to provide a total price per day.

Note: Failure to comprehensively complete this pricing schedule shall will invalidate your bid!

Note: Menus are included in this document in Annexure A for pricing purposes. Prices quoted for Halaal and Vegetarian meals must be based on meals of similar standard as the menus in Annexure A

All prices must be quoted in ZAR inclusive of VAT

ROC: DAY 1			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>118</b>		
Main Meal	100	R	R
Halaal Meal	10	R	R
Vegetarian Meal	8	R	R
<b>Lunch</b>	<b>138</b>		
Main Meal	100	R	R
Halaal Meal	10	R	R
Daily Snack Platter	20	R	R
Vegetarian Meal	8	R	R
<b>Dinner</b>	<b>96</b>		
Main Meal	80	R	R
Halaal Meal	8	R	R
Vegetarian Meal	8	R	R
<b>Late night snack</b>	<b>40</b>	R	R
<b>*TOTAL DAY 1 PRICE: VAT Incl</b>			R.....

ROC: DAY 2			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>118</b>		
Main Meal	100	R	R
Halaal Meal	10	R	R
Vegetarian Meal	8	R	R
<b>Lunch</b>	<b>138</b>		
Main Meal	100	R	R
Halaal Meal	10	R	R
Daily Snack Platter	20	R	R
Vegetarian Meal	8	R	R
<b>Dinner</b>	<b>96</b>		
Main Meal	80	R	R
Halaal Meal	8	R	R
Vegetarian Meal	8	R	R
<b>Late night snack</b>	<b>40</b>	R	R
<b>*TOTAL DAY 2 PRICE: VAT Incl</b>			R.....

\*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES. These must be totalled to give a grand total. The quantity of meals to be served above is for bidding purposes.

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ROC: DAY 3			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>220</b>		
Main Meal	200	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Lunch</b>	<b>220</b>		
Main Meal	200	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Daily Snack Platter</b>	<b>30</b>	R	R
<b>Dinner</b>	<b>170</b>		
Main Meal	150	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Late night snack</b>	<b>40</b>	R	R
<b>*TOTAL DAY 3 PRICE: VAT Incl</b>			R.....

ROC: DAY 4			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>320</b>		
Main Meal	300	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Lunch</b>	<b>380</b>		
Main Meal	350	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Daily Snack Platter</b>	<b>30</b>	R	R
<b>Dinner</b>	<b>380</b>		
Main Meal	350	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Late night snack</b>	<b>40</b>	R	R
<b>*TOTAL DAY 4 PRICE: VAT Incl</b>			R.....

\*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES. These must be totalled to give a grand total.

ROC: DAY 5 VOTING DAY			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>320</b>		
Main Meal	300	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Lunch</b>	<b>440</b>		
Main Meal	400	R	R
Halaal Meal	15	R	R
Vegetarian Meal	25	R	R
<b>Daily Snack Platter</b>	<b>50</b>	R	R
<b>Dinner</b>	<b>420</b>		
Main Meal	400	R	R
Halaal Meal	10	R	R

ROC: DAY 6			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>330</b>		
Main Meal	300	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Lunch</b>	<b>380</b>		
Main Meal	350	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Daily Snack Platter</b>	<b>50</b>	R	R
<b>Dinner</b>	<b>380</b>		
Main Meal	350	R	R
Halaal Meal	15	R	R

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Vegetarian Meal	10	R	R
<b>Late night snack</b>	<b>100</b>	R	R
<b>*TOTAL DAY 5 PRICE: VAT Incl</b>			R.....

Vegetarian Meal	15	R	R
<b>Late night snack</b>	<b>100</b>	R	R
<b>*TOTAL DAY 6 PRICE: VAT Incl</b>			R.....

ROC: DAY 7			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>430</b>		
Main Meal	400	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Lunch</b>	<b>480</b>		
Main Meal	450	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
Daily Snack Platter	60	R	R
<b>Dinner</b>	<b>480</b>		
Main Meal	450	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Late night snack</b>	<b>100</b>	R	R
<b>*TOTAL DAY 7 PRICE: VAT Incl</b>			R.....

ROC: DAY 8			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>430</b>		
Main Meal	400	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Lunch</b>	<b>480</b>		
Main Meal	450	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
Daily Snack Platter	60	R	R
<b>Dinner</b>	<b>480</b>		
Main Meal	450	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Late night snack</b>	<b>100</b>	R	R
<b>*TOTAL DAY 8 PRICE: VAT Incl</b>			R.....

**\*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES. These must be totalled to give a grand total.**

SUMMARY OF DAILY PRICES: ROC	
TOTAL PRICE DAY 1 =	R.....
TOTAL PRICE DAY 2 =	R.....
TOTAL PRICE DAY 3 =	R.....
TOTAL PRICE DAY 4 =	R.....
TOTAL PRICE DAY 5 =	R.....
TOTAL PRICE DAY 6 =	R.....
TOTAL PRICE DAY 7 =	R.....
TOTAL PRICE DAY 8 =	R.....
<b>GRAND TOTAL FOR EIGHT DAYS: VAT Inclusive</b>	<b>**R.....</b>

**\*Insert this total in Annexure H Reference B**

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**NB: The service provider will be furnished with accurate figures as part of the service level agreement (SLA/contract).**

## **Annexure C**

**All prices must be quoted in ZAR inclusive of VAT**

### **3. ADDITIONAL PRICING REQUIRED**

#### **3.1. SERVING OF TEA AND COFFEE COSTS**

**Price for the serving of 5000 cups of coffee/tea per day for 8 days:**

Price per cup R ..... X 5000 X 8 =	R.....	Ref C1
------------------------------------	--------	--------

#### **3.2 LAUNCH FUNCTION – Menu included for costing in Annexure B**

**Price for catering for a cocktail function at an Election Centre Launch Function hosted in Hall J (Note:**

**Price must include decorations, table cloths, non-alcoholic welcome drinks and ten (10) waiters to walk the floor with food trays and drinks.) for:**

500 guests @ R..... pp =	R.....	Ref C2
--------------------------	--------	--------

**Awarding of a contract for the launch function shall be at the discretion of the Electoral Commission.**

#### **3.3 RESULTS ANNOUNCEMENT FUNCTION – Menu included for costing in Annexure B**

**Price for catering at the Results Announcement Gala dinner which must include the following:**

- 1 x waiter per table for food orders;
- Cost of Décor of the tables and venue, centre pieces, tablecloths, chair covers, etc.
- Cost of up standard executive cutlery and crockery.

1000 guests @ R..... pp =	R.....	Ref C3
---------------------------	--------	--------

**Awarding of a contract for the Results Announcement Function shall be at the discretion of the Electoral Commission.**

**Note: Additional information may be supplied as Addendums**

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## Annexure D

All prices must be quoted in ZAR inclusive of VAT

Note: Failure to comprehensively complete this pricing schedule will invalidate your bid.

#### 4. STAFF COSTS

Description Of Resource		Estimated Number Required Per Day	Cost per person VAT Incl	Cost for Category Per Day (Daily Cost) VAT Incl	Price Per Eight Day Period (Daily Cost x 8) VAT Incl
<b>EXAMPLE:</b> Waiters		10	R20.00	R200.00	R1600.00
Managers		2			
Executive Chef/Kitchen Manager		2			
Chefs		4			
Commi Chefs		10			
Supervisors		4			
Kitchen Assistants		10			
Cleaners/Sculleries		15			
Waiters/Waitresses		30			
Drivers		2			
	<b>TOTAL FOR STAFF COSTS INCLUDING VAT</b>				<b>*R.....</b>

\*Insert this total in Annexure H reference D

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## Annexure E

**Note: Failure to comprehensively complete this pricing schedule will invalidate your bid.**  
**The above mentioned resources is subjected to review by IEC. The service provider will be requested to quote separately for extra human resources requested by IEC.**

## 5. EQUIPMENT AND OTHER COSTS

**All prices must be quoted in ZAR inclusive of VAT**

**Detail the costs of hiring of all specified equipment for the period of the tender.**  
**The below equipment is for bidding adjudication purposes, the service provider must ensure that all equipment for the execution of this project are available.**

DESCRIPTION OF REQUIRED EQUIPMENT	ESTIMATED TOTAL UNITS REQUIRED	PRICE PER UNIT VAT INCL	TOTAL FOR CATEGORY
<b><u>Refrigeration</u></b>			
Reefer Container in 12 metres	01		
	02		
Four door commercial freezer : 1200mm x 760mm x 1980mm			
Beverage Cooler sliding door: 1140 x 640 x 1980mm	04		
<b><u>Kitchen Equipment</u></b>			
	02		
Tilt Boiler pans: Industrial 100L			
	02		
Convection Ovens: 4 tray			
Grillers: 900mm	03		
Tilt cooking pans: Industrial 50 L	03		
Fryers: Industrial 3 x20L	03		
<b>TOTAL FOR EQUIPMENT COSTS: VAT INCL</b>			<b>*R.....</b>

**\*Insert this total in Annexure H reference E**

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## Annexure F

**7 SERVING OF PLATTERS IN VIP LOUNGE AREA AND EXECUTIVE OFFICES AND BLARDROOMS**

**Note: Failure to comprehensively complete this pricing schedule will invalidate your bid**

**All prices must be quoted inclusive of VAT**

**Reference Paragraph 3.1.1.9**

**Platter size, inside 30cm long by 20cm wide.**

<b>Platter</b> (ingredients of platter e.g. cocktail sausages, pastries, savouries, <i>et cetera</i> )	<b>A Number of platters</b>	<b>B Price per platter VAT Inclusive</b>	<b>A x B Total price VAT Inclusive</b>
Option 1 <u>Barbecue Chicken Platter</u> Drumsticks, Buffalo Wings, Chicken Wings.	40	R	R
Option 2 <u>Vegetable Crudit� Platter</u> Carrots, Cucumber, French Beans, Baby Corn, Cherry Tomatoes, Cauliflower, Broccoli, Olives.	40	R	R
Option 3 <u>Savoury Snack Platter</u> Chicken Skewers, Cocktail Frankfurters, Savoury Meat Balls, Sausage Rolls, Fish Goujons.	40	R	R
Option 4 <u>Morning Selection</u> Mini Muffins, Mini Danish, Fruit Kebabs.	40	R	R
Option 5 <u>Wrap Platter</u> Spicy Beef Wrap, BBQ Chicken Wrap, Chicken Wrap, Roasted Vegetable Wrap.	40	R	R
Option 6 <u>Vegetarian Platter</u> Vegetable Kebabs, Mini Vegetarian Quiche, Vegetable Spring Rolls, Haloumi Fingers	40	R	R
<b>Total</b>			<b>R</b>

**\*Insert this total in Annexure H reference F**

**Note: Additional information may be supplied as Addendums**

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**PRICING SCHEDULE FOR VIP SECTION****BAR FACILITIES IN THE VIP LOUNGE AND DINING AREAS**

**Note: Failure to comprehensively complete this pricing schedule will invalidate your bid**

**All prices must be quoted inclusive of VAT**

**FULL INVENTORY OF BAR STOCK ITEMS TO BE OFFERED FOR SALE AT CASH BARS:**

	ITEM	SELLING PRICE VAT Incl Each		ITEM	SELLING PRICE VAT Incl
1.			21.		
2.			22.		
3.			23.		
4.			24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		

**Note: Additional information may be supplied as Addendums. This page may be copied if not dequate.**

**Total value of stock to be on premises**

**R .....**

**NB: Local and International beers must be quoted on 330 ml measurement. Soft drinks on 200 ml and juices on 300 ml. All gins, brandies, cognacs, rums, whiskies, and vodkas must be quoted per tot of 25 ml. Wines and champagnes must be quoted on a bottle of 750 ml.**

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### SUMMARY OF TOTAL PRICES BROUGHT FORWARD FROM ANNEXURES B TO F

**All prices must be quoted inclusive of VAT**

**Note:** Failure to comprehensively complete this pricing schedule may invalidate your bid.

ANNEXURE REFERENCE	ITEM	PRICE VAT INCLUSIVE
B	Pricing for the Provision of Meals - Results Operations Centre (Grand total for eight days)	R
C1	Serving of Tea and Coffee	R
C2	Catering for Launch Function	R
C3	Catering for Results Announcement Function	R
D	Total for Staff Costs	R
E	Total Equipment and Other Costs	R
F	Total Price for The Serving of Platters	R
	<b>TOTAL TENDER PRICE INCLUSIVE OF VAT</b>	<b>R.....</b>

**NOTE:** Should a discrepancy arise from the pricing provided in the summary of total prices above, the detailed pricing from the respective schedules/annexures will be used in the bid adjudication process. The Electoral Commission may also request a service provider to clarify their cost proposals.

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<b>BIDDER NAME:</b>	<b>BID #:</b>
---------------------	---------------

**BID EVALUATION****Bid Evaluation Process****Stage 1: Assessment of Bid Compliance and Bidder's Disclosure**

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Annexure B, was extended to all entities which were invited to participate in the bid process.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-
  - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
  - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt

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Activities Act, 2004;

- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's Accounting Officer/accounting authority must inform National Treasury of any action taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to the bid submission, SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

Assessment Criteria	Bidder Requirement (YES/NO)	Comments
Bid in response received by the closing date and time.		
Bidder is registered on the National Treasury Central Supplier Database (CSD). *		
Bidder is tax compliant. **		
The bidder is not an employee of the state.		
Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a		

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Assessment Criteria	Bidder Requirement (YES/NO)	Comments
transgression of the Prevention and Combating of Corrupt Activities Act.		
Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
The bidder is not a tender defaulter as per the register published on the National Treasury website.		
The bidder is not a restricted supplier as per the register published on the National Treasury website.		

\* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

\*\* A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

## **Stage 2 Mandatory Requirements**

BID EVALUATION: CATERING SERVICES RESULTS OPERATIONS CENTRE (ROC)					
TENDER REF: IEC/SS-01/20239			Bidder:		
* Non-compliance with any one of the following in Phase One results in disqualification from further consideration.					
		Source Reference	Criteria		Comments
1	Company profile submitted with catering as main business.	9.1	YES	NO	
2	Comprehensively completed Pricing Schedules.	A to H	YES	NO	
3	Submission of three (3) reference letters confirming catering services of three meals for five hundred (500) people for five (5) consecutive days.	9.5	YES	NO	

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4	CV's of all four (4) chefs and two (2) operational management staff that will be involved in the project submitted?	9.6 to 9.7	YES	NO	
5	Provision of a methodology/project plan/project execution plan submitted?	9.10	YES	NO	
6.	Submission of valid Municipal Certificate of Acceptability for food premise.	9.4	YES	NO	
7.	Submission of proof of registration certificate with South African Chef Association for all four (4) chefs.	9.7	<b>YES</b>	<b>NO</b>	
8.	Submission of valid certificate of membership with Federated Hospitality Association of Southern Africa (FEDHASA)	9.9	<b>YES</b>	<b>NO</b>	
9.	Submission of Health and Safety Procedure responsive to this requirement.	9.22	<b>YES</b>	<b>NO</b>	
<b>BID RECOMMENDED FOR FURTHER EVALUATION?</b>			<b>YES</b>	<b>NO</b>	

### **Stage 3 Technical Evaluation**

<b>Technical Requirements</b>	<b>(Source Reference</b>	<b>(Maximum Score</b>	<b>( F ) Comments</b>
<b>1. Provision of Methodology /Project Plan/Project Execution Plan</b>  Two (2) points: for indicating how food will be sourced.  Two (2) points: for indicating how equipment will be sourced.  Two (2) points: for indicating how food will be prepared and served in response to the bid.  Two (2) points: for indicating how food will be transported from the place of preparation to the serving area.  Two (2) points: for indicating measures to be taken to prevent food contamination.  Two (2) points: for indicating how staff will be recruited and deployed.  Two (2) points for indicating how the tables will be cleared.	9.10	14	

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Technical Requirements	(Source Reference	(Maximum Score	( F) Comments
<p><b>2. Capacity to deliver: proof of a minimum of 5 years' experience for all four (4) Chefs in the hospitality industry in a form of CV. All four (4) chefs will be scored individually.</b></p> <p>Two (2) points: 5 years of experience as a Chef in the hospitality industry.</p> <p>Four (4) points: 6 to 7 years of experience as a Chef in the hospitality industry.</p> <p>Six (6) points: 8 to 9 years of experience as a Chef in the hospitality industry.</p> <p>Eight (8) points: 10 to 11 years of experience as a Chef in the hospitality industry.</p> <p>Ten (10) points: 12 years or more of experience as a Chef in the hospitality industry.</p>	9.7	40	
<p><b>3. Capacity to deliver: CV of two Operational Managers with a minimum of five years' experience. All two Operational Managers will be scored individually.</b></p> <p>Two (2) points: 5 years of experience as an Operational Manager in the hospitality industry.</p> <p>Four (4) points: 6 to 7 years of experience an Operational; Manager in the hospitality industry.</p> <p>Six (6) points: 8 to 9 years of experience as an Operational Manager in the hospitality industry.</p> <p>Eight (7) points: 10 to 11 years of experience as an Operational Manager in the hospitality industry</p>	9.7	07	
<p><b>4. Capacity to deliver: Company profile demonstrating a minimum of Five (05) years of operational experience.</b></p> <p>Two (4) points for five years of operational experience for the company.</p> <p>Four (6) points for 6 to 7 years of operational experience for the company.</p>	9.1	10	

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Technical Requirements	(Source Reference	(Maximum Score	( F) Comments
Five (8) points for 8 to 10 years of operational experience for the company.  Six (10) for 10 more than years of operational experience for the company.			
<b>5. Contingency Plan</b>  Two points each for a maximum of five (5) situations addressed: Absenteeism, Labour unrest, Electrical and mechanical faults (equipment) Transportation of meals	9.10	10	
<b>6. Staff Transportation and Accommodation Plan</b>  Two (2) points for indicating where staff will be accommodated.  Two (2) points for explaining how staff will be transported from the accommodation area to the venue and back.	9.3	04	
<b>7. Health and Safety Procedures</b>  5 points for submission of Health and Safety Procedure  5 points for evidence of registered Health and Safety Personnel  5 points for submission of a CV for Health and Safety Personnel	8.23	15	
<b>TOTAL MERIT POINTS</b>		<b>100</b>	
<b>A minimum of 75% (75 out of 100) is required to qualify for further evaluation.</b>			

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### **Stage 3: Bid Adjudication Process**

Bids will be adjudicated as set out below.

#### **Stage 3 – Adjudication of Bids**

Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

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

**Failure to submit the required supporting documents for preference claims will lead to zero (0) points for the claim.**

<b>Bid Evaluation Committee Member</b>	<b>Sign Off</b>	
	<b>Signature</b>	<b>Date</b>

**CONTENTS OF THIS PAGE NOTED:**

**SERVICE PROVIDERS INITIALS / SIGNATURE**

**Important:** Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!