

## SPECIFICATIONS FOR BULK REFRESHMENTS

### 1. PURPOSE

1.1. To request quotations for procurement of bulk refreshments.

### 2. BACKGROUND

The National Consumer Commission (NCC), herein referred to as the Commission, is a juristic person established as an organ of state within the public administration, but as an institution outside the public service in terms of section 85 of the Consumer Protection Act; No 68 of 2008 ("Act"). The NCC has been operational since 1 April 2011, with its mandate being to promote and advance the social and economic welfare of consumers in South Africa.

### 3. SPECIFICATIONS

No.	Unit of measurement	Quantity	Description
1.	Box	6	Milk (Full cream)
2.	Box	3	Goodhope milk (Soya) Regular
3.	Each	3	Brown Sugar 5kg
4.	Each	3	White Sugar 5kg
	Each	2	Canderel sweetener (200)
5	Box	3	Rooibos Tea 400g
6.	Box	3	Five Roses Tea 500g
7.	Box	3	Premium Rooibos (Five roses) 160g
8.	Each	7	Jacob Coffee
9.	Each	5	Douwe Egbert Coffee
10	Each	5	Romany Cream
11.	Each	5	Eet Sum Mor
12.	Each	5	Tennis

13.	Each	5	Choice Assorted
14.	Each	5	Lemon Creams
15.	Each	5	Marrie biscuits
16.	Each	5	Rusks

The products must have at least 6 months life span

## 9. EVALUATION CRITERIA

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

### Stage 1 - Price Evaluation (80 Points)

Criteria	Points
<b>Price Evaluation</b>  $P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

### Stage 2 – BBBEE Evaluation (20 Points)

#### BBBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18

3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and

B-BBEE Certificate

**a. Joint Ventures, Consortiums and Trusts**

- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **National Consumer Commission** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

## 10. CONDITIONS OF CONTRACT

The NCC reserves the right to refuse the lowest quote and elements outlined in the evaluation criteria above, will play a major role when evaluating the

requested proposals. Similarly, the NCC is not bound to select any of the entities or individuals submitting proposals.

## **11. PAYMENT STRUCTURE**

Payment will be made upon submission of invoice(s), accompanied with an itemised statement of account, covering all services rendered. Such payment will be effected within thirty (30) days from date of receipt of undisputed invoice.

## **12. CONFIDENTIALITY**

The NCC will treat all relevant and available data and/or information provided by the Service Provider with confidentiality. The Service Provider is not to allowed to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the Commissioner or his delegate.

## **14. SUBMISSION OF QUOTATIONS**

Quotations must be send via the following email: [quotations@thencc.org.za](mailto:quotations@thencc.org.za)

Or alternatively at:

**The National Consumer Commission**

**South African Bureau of Standards Campus**

**Main Reception**

**1Dr Lategan Road**

**Groenkloof**

**Pretoria**

## **15. ENQUIRIES**

**For SCM enquiries:**

Ms. Mapula Moropene

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