

Request for Proposals (RFP)

For the Provision of Canteen and Catering Services to the CSIR Pretoria Campus for a Period of 5 Years.

RFP No. 1232/20/08/2026

Date of Issue	Wednesday, 05 August 2026	
Compulsory Online Briefing Session (Ms Teams)	Date	Tuesday, 11 August 2026
	Time	13:00 – 14:00
	Link	Microsoft Teams meeting Join: https://teams.microsoft.com/meet/316127813762187?p=Mp9FvbYvgb2x6OsQ1g Meeting ID: 316 127 813 762 187 Passcode: H92Wp6BV
Enquiries	Supply Chain Management	E-mail: tender@csir.co.za
	Please use RFP No and RFP Description as subject reference	
Last date for submission of enquiries/clarifications	Friday, 14 August 2026 at 16:30	
Electronical Submission	tender@csir.co.za (If tender submission exceeds 25MB multiple emails can be sent)	
CSIR business hours	08h00 – 16h30	
Category	Professional Services	
Closing Date and Time	Date: Thursday, 20 August 2026	
	Time: 16:30	
Bid Validity period	180 Days	

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RFP STRUCTURE

SECTION A: GENERAL RFP TERMS AND CONDITIONS

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SECTION A

GENERAL RFP TERMS AND CONDITIONS

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 SUBMISSION OF PROPOSALS

- 2.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 2.2 All proposals will only be considered if received by the CSIR before the closing date and time (***as indicated on the cover page***). The CSIR business hours are between **08h00** and **16h30**.
- 2.3 All proposal submissions are to be clearly subject referenced with the **RFP number and RFP Description**. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:

PART 1: Technical Proposal (**Please indicated the RFP Number on each File/folder**)
PART 2: Pricing Proposal, Specific Goals claim documentation: **RFP No.:** (**Please indicated the RFP Number on each File/folder**)
- 2.4 Proposals submitted must be signed by a person or persons duly authorised.
- 2.5 Proposals submitted at incorrect location and/or address, will not be accepted for considerations and where practicable, will be returned unopened to the Bidder(s).

- 2.6 Proposals received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).
- 2.7 All dates and times in this bid are South African standard time.
- 2.8 Any time or date in this bid is subject to change at the CSIR's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the CSIR to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the CSIR extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.
- 2.9 **Documents submitted via cloud solutions such as: WeTransfer, Google Drive, Dropbox, etc. will not be considered.**
- 2.10 The naming / labelling syntax of files or documents must be short and simple.
- 2.11 The CSIR will award the contract to qualified bidder(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, specific goals and objective criteria.

3 COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the RFP Conditions or setting of counter conditions by Bidders or qualifying any RFP Conditions will result in the invalidation of such bids.

4 FRONTING

- 4.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

- 4.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the RFP evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CSIR may have against the Bidder / contractor concerned.

5 **PRICING PROPOSAL**

- 5.1 Pricing must be provided in South African Rand (including all applicable taxes less all unconditional discounts).
- 5.2 Prices that are subject to escalation and exchange rate fluctuations are to be clearly indicated, with the currency and ROE used in the quotation must be clearly indicated.
- 5.3 Price should include additional cost elements such as travel cost, freight, insurance until acceptance, duty where applicable, etc.
- 5.4 Payment will be according to the [CSIR Payment Terms and Conditions](#).
- 5.5 Please provide a detail pricing using a Pricing Schedule outlined under **Annexure D. Pricing must strictly be in accordance with the Pricing Schedule.**

6 **APPOINTMENT OF SERVICE PROVIDER**

- 6.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 6.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.

- 6.3 Awarding of contracts will be published on the same platform where the bid was published, and no regret letters will be sent to unsuccessful bidders.

7 SERVICE LEVEL AGREEMENT

- 7.1 Upon award the CSIR and the successful bidder will conclude an agreement in line with applicable form of contract (i.e. **Draft Supplier Agreement**) regulating the specific terms and conditions applicable to the services being procured by the CSIR, more or less in the format of the draft Service Level Indicators (Annexure J) included in this tender pack.

- 7.2 Bidder(s) are requested to:

7.2.1. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;

7.2.2. Explain each comment and/or amendment; and

7.2.3. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

- 7.3 The CSIR reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the CSIR or pose a risk to the organisation.

8 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR to the email and format outlined in the table on cover page of this RFP document.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

9 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

10 CORRECTNESS OF RESPONSES

- 10.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 10.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

11 VERIFICATION OF DOCUMENTS

- 11.1 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 11.2 Pricing schedule and specific goals credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

12 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that the CSIR allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the CSIR will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

13 ADDITIONAL TERMS AND CONDITIONS

- 13.1 A bidder shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

13.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

13.3 In case of proposal/s from a joint venture, the following must be submitted together with the proposal/s:

- A joint venture agreement signed by both parties clearly indicating the lead partner, including split of work;
- Copy of a valid certificate or consolidated B-BBEE score card;
- The Tax Compliance Status (TCS) or CSD Report of each joint venture partner;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificate/s.

13.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

13.5 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

13.6 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

14 SPECIAL CONDITIONS

The CSIR reserves the right to:

14.1 Extend the closing date of this RFP;

14.2 Correct any mistakes before closing date and time of the tender that may have been in the Bid documents or occurred at any stage of the tender process;

14.3 Verify any information contained in the bidder's submission;

- 14.4 Request documentary proof regarding the bidder's submission;
- 14.5 Carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the product/service offered by the bidder(s) or verify any information whether before or after the adjudication of this RFP;
- 14.6 Award this tender to a bidder that did not score the highest total number of points, only in accordance with Section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 14.7 Request audited financial statements or other documents for the purpose of a due diligence exercise to determine if the bidder will be able to execute the contract;
- 14.8 Award this RFP as a whole or in part;
- 14.9 Award this RFP to multiple bidders;
- 14.10 Cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;
- 14.11 Post tender negotiate on any elements on the bid, including but not limited to technical, transformation, price, and contractual terms and conditions.;
- 14.12 Not to award a contract to a bidder who is associated with a security breach that materially adversely affects other entities or if any directors or officers of a bidder are formally charged of fraudulent or illegal conduct which, would harm the CSIR's reputation by its continued association with the bidder.

15 CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- 15.1 The CSIR reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management,

whether in respect of CSIR or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- d. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- e. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- f. has in the past engaged in any matter referred to above; or
- g. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

16 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 16.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the CSIR relies upon the bidder's Tender as a material

representation in making an award to a successful bidder and in concluding an agreement with the bidder.

- 16.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the CSIR against the bidder notwithstanding the conclusion of the Service Level Agreement between the CSIR and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

17 PREPARATION COSTS AND LIMITATION OF LIABILITY

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the CSIR, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

A bidder participates in this bid process entirely at its own risk and cost. The CSIR shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

18 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, the CSIR incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the CSIR harmless from any and all such costs which the CSIR may incur and for any damages or losses the CSIR may suffer.

19 PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

20 TAX COMPLIANCE

No tender shall be awarded to a bidder who is not tax compliant. The CSIR reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to the CSIR, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The CSIR further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

21 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The CSIR reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

22 GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

23 CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the CSIR's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the CSIR remain proprietary to the CSIR and must be promptly returned to the CSIR upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the CSIR's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

24 AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid, the CSIR may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

25 PERSONAL INFORMATION

25.1 Each Party consents to the other Party holding and processing "personal information" (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any "special personal information" relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The bidder further agrees to comply with all CSIR's reasonable internal governance requirements pertaining to data protection.

25.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

25.3 While performing any activity where a Party is handling personal information as a “responsible party” (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party’s instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.

25.4 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.

Where relevant, the bidder shall procure that all of its personnel, agents, representatives, contractors, sub-contractors and mandataries shall comply with the provisions of this clause 25 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit bidders’ compliance with the requisite POPI Act safeguards.

26 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the bidder or any other party in connection therewith.

SECTION B

EVALUATION METHODOLOGY

27 TERMS OF REFERENCE

This RFP is for the provision of canteen and catering services to the CSIR Pretoria campus for a period of 5 years. The service offering must include all requirements as set out in **Annexure B**.

28 EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Site visit and Food Presentation (Phase 3)	Price and Preference Points Evaluation (Phase 4)	Objective Criteria
Only bidders that comply with ALL the criteria set on paragraph 28.1 on Phase 1 below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a predetermined minimum threshold on each of the individual criteria, and a predetermined minimum threshold on 100 points overall. Only bidder (s) who met and/or exceeded the minimum threshold points on Phase 2 below will proceed to Site Visit and Food Presentation (Phase 3).	Bidder(s) are required to achieve a predetermined minimum threshold of 50 points overall. Only bidder (s) who met and/or exceeded the minimum threshold points on Phase 3 below will proceed to Price and Preference Points Evaluation. (Phase 4)	Bidder(s) will be evaluated out of 100 points i.e., 80 points for Price and 20 points for Preference Points.	The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000). Any bidder who was previously issued with non-conformance notice due to their failure to comply with contractual obligations including food safety practices and hygiene requirements in line with R638 of 2018 and Certificate of Acceptability (CoA) will not be eligible for the award of business.

28.1 Elimination Criteria (Phase 1)

Proposals will be eliminated under the following conditions:

- a) Bidder that submits late bids will not be considered.
- b) Bidder that submits to the incorrect location or email address will not be considered (Only electronic submission to tender@csir.co.za would be considered).
- c) Bidder that is listed on the NT database of restricted suppliers will not be considered.
- d) Bidder that is registered on the NT Register of Tender Defaulters will not be considered.
- e) Bidder who fails to attend the compulsory MS Teams online briefing session will not be considered.
- f) Bidder that did not submit mandatory returnable documents as outlined in **Annexure E: Proposal Form and List of Returnable Documents (Mandatory Returnable Documents Table)**.

28.2 Technical Evaluation Criteria (Phase 2)

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No	ELEMENT	WEIGHT
1	Company experience	20%
2	Experience of Project / Operations Manager	20%
3	Bank rating letter	10%
4	Methodology and Approach	40%
5	SHEQ Plan, SHEQ Policy Statement and SHEQ Risk Register	10%
TOTAL (%)		100%

Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** and less than **50%** on each of the individual criteria will be eliminated from further evaluation on Site Visit and Food Presentation evaluation.

Refer to **Annexure C (a) (Technical Evaluation Matrix/Rubrics)** for the scoring ranges/rubrics that will be used to evaluate functionality.

28.3 Site visit and Food Presentation (Phase 3)

No	ELEMENT	DESCRIPTION OF CRITERIA	WEIGHT
1	Site visit and food presentation	The bidder must make a facility accessible where they are currently working and be able to demonstrate the following: ○ Kitchen Preparation Area ○ Dishwashing Cleanliness ○ Walk-In Refrigeration ○ Food Servery ○ Staff Appearance	100%
TOTAL (%)			100

Proposal with site visit and presentation score of less than the pre-determined minimum percentage of **50%**, will be eliminated from further evaluation on Price and Preference Points Evaluation.

Refer to **Annexure C (b) (Site Visit and Food Presentation Evaluation Matrix/Rubrics)** for the scoring ranges/rubrics that will be used to evaluate functionality.

28.4 Price and Preference Points Evaluation (Phase 4)

Only Bidders that have met minimum thresholds on site visit and presentation will be evaluated for price and preference points. Price and Preference Points will be evaluated as per **Annexure G: Preference Points Award Form**.

29 OBJECTIVE CRITERIA

The CSIR reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000)", under the following conditions:

- The directors, shareholders or officers of the bidder must not be formally charged of fraudulent or illegal conduct which could harm the CSIR's reputation by associating with the bidder.
- Any bidder who was previously issued with non-conformance notice due to their failure to comply with contractual obligations including food safety practices and hygiene requirements in line with **R638** of 2018 and Certificate of Acceptability (CoA) will not be eligible for the award of business.

30 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. In order to enable the CSIR to verify information on the CSD, Respondents are required to provide the unique registration reference number.

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number.

Annexure A

Standard Bidding Document (SBD) 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CSIR					
BID NUMBER:	RFP No.1232/20/08/2026	CLOSING DATE:	20 August 2026	CLOSING TIME:	16:30
DESCRIPTION	Request for Proposals (RFP) for the provision of Canteen and Catering Services to the CSIR Pretoria campus for a period of 5 years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT CSIR SCIENTIA					
The CSIR requires that all tender submissions be submitted electronically to tender@csir.co.za . Should tender file size exceed 25MB, bidders submit tender in multiple emails. Use the tender number RFP No.1232/20/08/2026 and description of the tender as the subject on your email.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	012 841 - 2291		TELEPHONE NUMBER	012 841 - 2291	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tender@csir.co.za		E-MAIL ADDRESS	tender@csir.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

Annexure B

Technical Specification/Scope of Services

For the provision of Canteen and Catering Services to the CSIR Pretoria campus for a period of 5 years.

RFP No.1232/20/08/2026

1. INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of Canteen and Catering Services to the CSIR Pretoria campus for a period of 5 years.

The purpose of the Request for Proposal (RFP) is to obtain capability, pricing and general information on the business of potential Contractors for the CSIR to determine the Contractors most capable of providing the service.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the CSIR.

This RFP does not constitute an offer to do business with the CSIR, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

Responses to this Request for Proposal (RFP) (hereinafter referred to as a Bid or a Proposal) are requested from suitably qualified entities (hereinafter referred to as a Respondent or Bidder) for the provision of Canteen and Catering Services to the CSIR Pretoria campus for a period of 3 years.

2. PROPOSAL REQUIREMENTS

All proposals are to be submitted in a format specified in this enquiry. However, bidders are welcome to submit additional / alternative proposals over and above the originally specified format.

2.1. Technical Proposal

The following must be submitted as part of the **technical** proposal:

- a. The bidder must submit a detailed company profile detailing the number of years in catering and canteen servicing. The bidder must also include projects which they have completed in the past. This includes a minimum of three (3) contactable references for services completed between 2018 and 2026 including current one.
- b. The bidder must submit a detailed CV of the Project / Operations Manager, as a point of contact to the CSIR Scientia campus. The CV must clearly indicate a minimum of 3 years relevant experience in managing canteen and catering services.
- c. The bidder must submit a satisfactory bank rating letter.
- d. The bidder must submit a detailed Methodology and Approach, indicating how they will execute the services to meet the requirements of the CSIR.
- e. The bidder must submit SHEQ Plan, SHEQ policy statement and SHEQ Risk Register.

2.2. Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- Cover Letter.
- Completed Pricing Schedule (**Annexure D**) on official company letterhead.
- CSD registration report (RSA suppliers only).

3. PROPOSAL SPECIFICATION

3.1. Scope of Work

A Service Level Agreement will be entered into with the successful bidder, which will also include performance measurement scorecard and management tools to be adhered to in order to ensure efficient performance of the contract. This Scope of Work is subject to all conditions and requirements as stated in this section of this document as well as any other accompanying documents in this pack and shall be undertaken in the manner stated herein as well as the Service Level Agreement. CSIR's business hours are from 08h00 to 16h30, Monday to Friday.

3.1.1 The provision of Services

- a) This is an all-inclusive canteen and catering service providing basic meals (breakfast and lunch, cooked and fast foods), non-alcoholic beverages, snacks and other items on a daily basis to on-site personnel, visitors, tenants and contractors.
- b) This facility will be operated and managed on a full risk (no subsidy or management fee payable by the CSIR) basis. A monthly minimal service fee of R3000.00, subject to annual review will be payable by the Service Provider and discussed at contract negotiation.
- c) The contract will make provision for:
 - Canteen services
 - Catering Services
 - Maintenance of own equipment (CSIR owned equipment to be maintained by the CSIR on a fair wear and tear basis).

3.1.2 The canteen and catering services should offer the following:

- a) Breakfast in the morning (07h00 – 10h00)
- b) Lunch (12h00 – 14h00)
- c) Provide a 'Meal-of-the day'
- d) A small menu, varied on a regular basis, consisting of stylish light lunches
- e) Halaal, vegetarian and kosher alternatives should always be accommodated on the menu on request
- f) Pastries/light snacks for teatime/meetings on request
- g) Quality and variety of hot and cold beverages (excluding alcoholic beverages)
- h) Convenience food available during the day
- i) Provide a catering service for internal meetings and ad-hoc functions on request. However, this will not prohibit service receivers from making use of external Service Providers for catering services relating to internal meetings and ad-hoc functions, although such practice shall not be promoted.

3.1.3 The preferred Service Provider must:

- a) Provide catering services for meetings and functions in line with customer requirements which will be done on a pre-order only.

- b) Be prepared to cater for all dietary preferences with valid certification such as Certificate of Acceptability for Food Premises from respective authorities where applicable.
- c) Ensure that the quality of food prepared adheres to acceptable food industry standards and is prepared in a clean and hygienic manner in accordance with all health and safety regulations.
- d) Provide adequate catering equipment, cutlery and crockery as required.
- e) Serve takeaway meals in packaging appropriate for a microwave.
- f) Price each category and indicate the price per category from the meal table below, the proposed rates must be valid for 12 months after the date of submission.
- g) Deliver the services within a reasonable time frame as agreed in the Service Level Agreement.
- h) Provide a variety of menu options as per agreed menu cycles.
- i) Shortlisted candidates will be subjected to hosting and food tasting as part of the selection criteria.

3.1.4 Compliance with SHE requirements

The Service Provider shall, at all times, comply with Safety, Health and Environmental requirements of the CSIR during the performance of their contract as per Annexure L, Site SHEQ file content.

3.2 Specific Terms and Conditions

3.2.1 The Service Provider is required to:

- a) Ensure compliance with their tax obligations for the duration of the contract.
- b) Comply with all relevant employment legislations, applicable bargaining council agreements (including UIF, PAYE, etc.).
- c) Comply with the Occupational Health and Safety Regulation Act and applicable standards and requirements (e.g., prior to operations, ensure availability of risk assessment, training of staff on their duties and risks applicable in their environment, appoint and train key staff who will perform safety, health, and environmental roles, etc).
- d) Comply with the requirements of "Regulation 638" of the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 and obtain Certificate of Acceptability (CoA) for food premises prior to operations.

- e) Ensure adequate food safety and hygiene standards are maintained at all times.
- f) Appoint a key person who will be responsible for the implementation, management and coordination of the agreement between the CSIR and the service provider.
- g) Conduct business in a courteous and professional manner.
- h) Ensure that all personnel working under this contract are in good health and pose no risk to any of CSIR's employees, visitors, contractors and tenants (documentary evidence of conformance –e.g., periodic medical surveillance records etc. - to be availed as and when required by the CSIR or any other authority acting on its instruction).
- i) Ensure operational risk assessment is conducted and appropriate mitigating actions are put in place prior to the commencement of operations.
- j) Ensure that all personnel working under this contract are adequately trained prior to the commencement of operations (competency training, firefighting, and first aider training). Documentary evidence of staff competence to be availed as and when required by the CSIR or any other authority acting on its instruction.
- k) Comply with the CSIR security and emergency policies, procedures and regulations (The staff shall be subjected to a security audit performed by CSIR).
- l) Ensure that all work performed, and all vehicles, plant and equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act of 85 of 1993 and any other applicable standards, by-laws and regulations promulgated in terms of this Act and the standard instructions of the CSIR.
- m) Maintain its equipment in good order so as to comply with the CSIR's occupational health and safety standards.
- n) Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers, CSIR personnel, etc. The CSIR reserves the right to order the immediate removal of a staff member that does not adhere to CSIR rules.
- o) Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are in an acceptable condition for the type of environment being used in and worn at all times.
- p) Ensure that the CSIR is informed of any removal and replacement of personnel. For security reasons, the CSIR reserves the right to conduct security screening and vetting of all personnel working under this contract.
- q) Take reasonable care of CSIR owned equipment and facilities.
- r) Issue and circulate monthly and/or weekly menus to CSIR employees.

3.2.2 The CSIR shall

- a) Conduct business in a courteous and professional manner with the Service Provider.
- b) Provide appropriate information as and when required and only in situations where it is required by the Service Provider to fulfil their duties.
- c) Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- d) Not accept any responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- e) Provide a fully fitted kitchen and a storage facility for equipment and materials in Building 44.
- f) Shall provide or make available to the service provider:
 - Electricity
 - Water points
 - Geyser
 - Refrigeration
 - Equipment list and signed schedule as per finished build.

3.3 Contractor's Obligations

3.3.1 Safety, Health and Environment (SHE) requirements

The service provider shall comply with Safety, Health and Environmental requirements of the CSIR during the performance of their contract as per Annexure L, Site SHEQ file content. The service provider shall ensure that personnel to be assigned for this contract are adequately trained on material and equipment safety in respect of their duties. Refresher and outlined training and development programmes should be held on a continuous basis and proof of participation provided to the CSIR. The service provider shall provide their staff with relevant Personal Protective Equipment (PPE) in a form of uniform with name tags, for efficient performance of their duties. All safety equipment, PPE, Chemicals etc. shall be approved according to the legislated industry standards, thus SABS.

3.3.2 Security and Identification

The CSIR will issue the service providers' personnel with personal identification cards provided the service provider can provide proof that the assigned personnel are under their employ. The costs for the CSIR identification cards will be carried by the service provider. It is the responsibility of the service provider to ensure that proper identification of their staff

in their company's uniform is provided. The successful bidder will be required to conduct background checks and proper vetting of the personnel to be assigned for this contract, then provide evidence of such reports to the CSIR. The service providers' personnel will be required to at all times wear their uniforms to be supplied by the service provider, at their cost, bearing the name and logo of the service provider.

3.3.3 Medical Fitness

The Contractor shall ensure that all the workers are certified medically fit by a registered Occupational Health Nursing Practitioner. The service providers personnel must be covered for health insurance purposes and such cover will be at the service provider's cost.

3.3.4 First Aid

- a) The service provider shall be responsible for the provision and replenishing of first aid boxes, which shall be under the control of a trained first aid provider.
- b) In cases of emergency, the supervisor on site shall refer the incident to the on-site clinic to assess the situation or assistance.

3.3.5 Fair Labour Practice

The service provider is expected to comply with all Department of Employment and Labour legislation, Codes of Conduct and Fair Labour Practices.

3.3.6 Insurance

The service provider is required to have Public Liability Insurance to the value of R5 million and/ or above. Proof to be submitted with Bid.

3.3.7 Relief Staff

- a) The service provider will provide relief-staff, in the event of labour unrest, seasonal workload peaks or to replace staff on training, leave or sick leave provided that CSIR's Contract Manager is given reasonable notice and details of this.
- b) The service provider will bear all costs related to the provision of relief staff.

3.3.8 Contract Management

- a) The Operations Manager, deployed at CSIR Pretoria Campus as point of contact with the CSIR Contract Manager for all service requests and ensuring compliance with service level agreements.
- b) Prepare and submit a consolidated monthly canteen and catering report with performance measurement scorecard to CSIR Contract Manager and Supervisor: Estate Management.
- c) Attend to quarterly contract performance review meetings, ensure remedial actions are implemented and improved contractor performance.

3.4 Performance Management

3.4.1 Supervision

The Service Provider

- a) At all times during the rendering of the contracted services ensure strict and effective supervision of the work and of its employees.
- b) At all times respond to the reasonable instructions or requests of the CSIR Contract Manager and Supervisor: Estate Management.
- c) Furnish CSIR Contract Manager with a monthly meal plan/schedule.
- d) Furnish CSIR Contract Manager and Supervisor: Estate Management with a monthly report stating services delivered as well as progress made in implementation of the plan/schedule furnished to CSIR.
- e) Furnish CSIR with plans to deliver on undelivered services and reasons for omitted services as part of the monthly report. Plans to prevent reoccurrences will also be part of the report.
- f) Attend to quarterly contract performance review meetings, ensure remedial actions are implemented and improved contractor performance.

3.4.2 Control of Works

- a) The service provider shall be responsible to provide records for services rendered, consumables used, equipment and any applications it may deem necessary for the execution of the service. This shall form part of the monthly reporting.
- b) The expected response time, upon request for services will be forty-eight (48) hours.

3.4.3 Service Level Agreement

- a) The service provider will sign a Service Level Agreement with the CSIR to ensure scope of work is achieved and continually monitor the quality of the catering and canteen service rendered through a performance measurement scorecard.
- b) Poor contractor performance, if not resolved timeously within stipulated time frames and to the satisfaction of CSIR management, could result in termination of the contract.

3.4.4 Complaints and Compliments Register

- a) A complaint and compliment register, in which complaints/compliments in respect of the service have been recorded, will be made available at an agreed point or points per building.
- b) The supervisor will be required to check the entries in the book(s) on a daily basis to ascertain what complaints have been made and to ensure that these receive attention within 24 hours at the most. Complaints will need to be resolved within 48 hours, will be registered in writing with the CSIR Contract Manager and Supervisor: Estate Management.
- c) All complaints and compliments shall be included in the monthly performance report and performance measurement scorecard indicating the nature of the complaint and remedial actions implemented.
- d) The Service Provider will be required to conduct the customer satisfaction surveys in consultation with the Contract Manager / Supervisor Estates on regular basis.

3.4.5 Staff Welfare

- (a) Service Provider(s) must make a provision of adequate Managerial and Supervisory staff to ensure successful execution of the contract.
- (b) The Service Provider(s) must disclose a pay date for its employees and maintain good staff welfare practices.
- (c) Promotion of staff welfare (employee value proposition and corporate social responsibility) through submission of a written and approved /signed-off employment policy inclusive of pay / salary date, on company letterhead, indicating conditions of employment as per Basic Conditions of Employment Act 75 of 1997 requirements and associated benefits such as medical support, job security, categories of leaves, skills development, performance rewards, staff retention

Annexure C(a)

Technical Evaluation Matrix/Rubrics

For the provision of canteen and catering services to the CSIR Pretoria campus for a period of 5 years

RFP No.1232/20/08/2026

Annexure C (a) Scoring sheet to be used to evaluate functionality.

Criteria	Proof required	Points allocation	Weight								
1. Company experience	Project List form to be completed as per Annexure J. The service provider must have a minimum of Three (3) years' experience in catering and canteen services as evidenced by a minimum of Three (3) contactable references for services completed between 2018 and 2026 including current one for site visit purpose.	<table><tr><td>No submission of project list or less than 2 contactable projects listed</td><td>0 points</td></tr><tr><td>3 to 4 contactable projects listed</td><td>5 points</td></tr><tr><td>5 to 6 contactable projects listed</td><td>7 points</td></tr><tr><td>7 and more contactable projects listed</td><td>10 points</td></tr></table>	No submission of project list or less than 2 contactable projects listed	0 points	3 to 4 contactable projects listed	5 points	5 to 6 contactable projects listed	7 points	7 and more contactable projects listed	10 points	20%
No submission of project list or less than 2 contactable projects listed	0 points										
3 to 4 contactable projects listed	5 points										
5 to 6 contactable projects listed	7 points										
7 and more contactable projects listed	10 points										
2. Experience of Project / Operations Manager	The bidder must submit a detailed CV of the Project / Operations Manager, as a point of contact to the CSIR Scientia campus. The CV must clearly indicate the relevant experience in managing canteen and catering services. A minimum of three (3) years experiencing in managing catering and canteen services.	<table><tr><td>No submission of CV or with less 2years' experience</td><td>0 points</td></tr><tr><td>3 – 4 years' experience</td><td>5 points</td></tr><tr><td>5 – 7 years' experience</td><td>7 points</td></tr><tr><td>8 and more years' experience</td><td>10 points</td></tr></table>	No submission of CV or with less 2years' experience	0 points	3 – 4 years' experience	5 points	5 – 7 years' experience	7 points	8 and more years' experience	10 points	20%
No submission of CV or with less 2years' experience	0 points										
3 – 4 years' experience	5 points										
5 – 7 years' experience	7 points										
8 and more years' experience	10 points										

3. Bank rating letter	The bidder must submit a satisfactory bank rating letter	<table><tr><td>No submission or D rating or less.</td><td>0 points</td></tr><tr><td>C rating.</td><td>5 points</td></tr><tr><td>B rating.</td><td>7 points</td></tr><tr><td>A rating.</td><td>10 points</td></tr></table>	No submission or D rating or less.	0 points	C rating.	5 points	B rating.	7 points	A rating.	10 points	10%
No submission or D rating or less.	0 points										
C rating.	5 points										
B rating.	7 points										
A rating.	10 points										
4. Methodology and Approach	Management/ Operational Plan to include the following information: • Method Statement: The Service Provider(s) must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document. • Human Capital Plan ○ Proposed staff rosters. ○ Organizational structure indicating all relevant trade and qualifications. • Implementation plan to include but not limited to ○ Proposed menu types and options including ability to produce a minimum of 120 plates during lunch time. ○ Proposed menu cycles ○ List of main suppliers ○ Equipment required to run operations. ○ Settling-in plan ○ High level food safety and hygiene plan ○ Proposed cleaning schedules	<table><tr><td>No plan or the management plan is poor / unlikely to satisfy the CSIR requirements for canteen and catering services. The management plan is generic and not tailored to address the specific project objectives and requirements. The management plan does not adequately deal with the CSIR requirements.</td><td>0 points</td></tr><tr><td>The management plan meets the required CSIR canteen and catering services. General requirements for canteen and catering services are outlined.</td><td>5 points</td></tr><tr><td>The management plan meets all the CSIR requirements, and it is sufficiently flexible to accommodate changes that may occur during project execution.</td><td>7 points</td></tr><tr><td>The management plan meets all the requirements to obtain a good score, there is evidence of digital innovation (App) and sustainable practices, and the tenderer is able to deliver value to the CSIR by implementing practices that will also benefit the CSIR.</td><td>10 points</td></tr></table>	No plan or the management plan is poor / unlikely to satisfy the CSIR requirements for canteen and catering services. The management plan is generic and not tailored to address the specific project objectives and requirements. The management plan does not adequately deal with the CSIR requirements.	0 points	The management plan meets the required CSIR canteen and catering services. General requirements for canteen and catering services are outlined.	5 points	The management plan meets all the CSIR requirements, and it is sufficiently flexible to accommodate changes that may occur during project execution.	7 points	The management plan meets all the requirements to obtain a good score, there is evidence of digital innovation (App) and sustainable practices, and the tenderer is able to deliver value to the CSIR by implementing practices that will also benefit the CSIR.	10 points	40%
No plan or the management plan is poor / unlikely to satisfy the CSIR requirements for canteen and catering services. The management plan is generic and not tailored to address the specific project objectives and requirements. The management plan does not adequately deal with the CSIR requirements.	0 points										
The management plan meets the required CSIR canteen and catering services. General requirements for canteen and catering services are outlined.	5 points										
The management plan meets all the CSIR requirements, and it is sufficiently flexible to accommodate changes that may occur during project execution.	7 points										
The management plan meets all the requirements to obtain a good score, there is evidence of digital innovation (App) and sustainable practices, and the tenderer is able to deliver value to the CSIR by implementing practices that will also benefit the CSIR.	10 points										

5. SHEQ Plan, SHEQ policy statement and SHEQ Risk Register	• SHEQ Plan taking into consideration the impact of the canteen and catering activities within CSIR Pretoria site as guided by the SHEQ File Content (Annexure L). • Company SHEQ Policy statement. • SHEQ Risk Register for planned activities at the CSIR site.	<table><tr><td>No submission or SHEQ Plan, SHEQ policy and SHEQ Risk Register submitted but does not cover CSIR minimum requirements</td><td>0 points</td></tr><tr><td>SHEQ Plan, SHEQ policy and SHEQ Risk Register submitted and meets the CSIR minimum requirements</td><td>5 points</td></tr><tr><td>SHEQ Plan, SHEQ policy, SHEQ Risk Register submitted and tailored made to suit the key aspects of the RFP with digital customer satisfaction survey tool.</td><td>7 points</td></tr><tr><td>SHEQ Plan, SHEQ policy, SHEQ Risk Register are of excellent quality, acceptable and collaborated with ISO standards (ISO 14001, ISO 45001, ISO 9001; and/or ISO 22000).</td><td>10 points</td></tr></table>	No submission or SHEQ Plan, SHEQ policy and SHEQ Risk Register submitted but does not cover CSIR minimum requirements	0 points	SHEQ Plan, SHEQ policy and SHEQ Risk Register submitted and meets the CSIR minimum requirements	5 points	SHEQ Plan, SHEQ policy, SHEQ Risk Register submitted and tailored made to suit the key aspects of the RFP with digital customer satisfaction survey tool.	7 points	SHEQ Plan, SHEQ policy, SHEQ Risk Register are of excellent quality, acceptable and collaborated with ISO standards (ISO 14001, ISO 45001, ISO 9001; and/or ISO 22000).	10 points	10%
No submission or SHEQ Plan, SHEQ policy and SHEQ Risk Register submitted but does not cover CSIR minimum requirements	0 points										
SHEQ Plan, SHEQ policy and SHEQ Risk Register submitted and meets the CSIR minimum requirements	5 points										
SHEQ Plan, SHEQ policy, SHEQ Risk Register submitted and tailored made to suit the key aspects of the RFP with digital customer satisfaction survey tool.	7 points										
SHEQ Plan, SHEQ policy, SHEQ Risk Register are of excellent quality, acceptable and collaborated with ISO standards (ISO 14001, ISO 45001, ISO 9001; and/or ISO 22000).	10 points										
Total			100%								

Annexure C (b) (Site Visit and Presentation Evaluation Matrix/Rubrics

Criteria	Proof required/Visual Evidence	Points allocation	Weight						
1. Kitchen Preparation Area	All food preparation basins and taps (especially their handles) are visibly kept clean	<table><tr><td>The area is not clean</td><td>0 points</td></tr><tr><td>The area shows signs of being cleaned</td><td>5 points</td></tr><tr><td>The area is clean</td><td>10 points</td></tr></table>	The area is not clean	0 points	The area shows signs of being cleaned	5 points	The area is clean	10 points	20%
The area is not clean	0 points								
The area shows signs of being cleaned	5 points								
The area is clean	10 points								

2.	Dishwashing Cleanliness	The dishwasher machine and the washing tank in the dishwasher are kept clean and the wash water replenished, at least after each shift. All items that have been washed and rinsed are visibly clean and free from dirt and grease build up.	<table><tr><td>Dishes are not clean</td><td>0 points</td></tr><tr><td>Dishes are in the process of being cleaned</td><td>5 points</td></tr><tr><td>Dishes are clean</td><td>10 points</td></tr></table>	Dishes are not clean	0 points	Dishes are in the process of being cleaned	5 points	Dishes are clean	10 points	20%
Dishes are not clean	0 points									
Dishes are in the process of being cleaned	5 points									
Dishes are clean	10 points									
3.	Walk-In Refrigeration	All prepared foods stored in refrigerators or freezers at the temperatures prescribed by R638 are covered, with the exception of raw, whole, unprocessed fruits and vegetables and cooled bulk foods.	<table><tr><td>Refrigeration capacity is in place but not working</td><td>0 points</td></tr><tr><td>Limited refrigeration capacity and prepared food are covered</td><td>5 points</td></tr><tr><td>Refrigeration capacity is place, working and prepared food are well covered</td><td>10 points</td></tr></table>	Refrigeration capacity is in place but not working	0 points	Limited refrigeration capacity and prepared food are covered	5 points	Refrigeration capacity is place, working and prepared food are well covered	10 points	20%
Refrigeration capacity is in place but not working	0 points									
Limited refrigeration capacity and prepared food are covered	5 points									
Refrigeration capacity is place, working and prepared food are well covered	10 points									
4.	Food Servery Practices	All food preparation surfaces in serveries are kept clean when not in use.	<table><tr><td>Servery not clean</td><td>0 points</td></tr><tr><td>Servery in the process of being cleaned</td><td>5 points</td></tr><tr><td>Servery is clean</td><td>10 points</td></tr></table>	Servery not clean	0 points	Servery in the process of being cleaned	5 points	Servery is clean	10 points	20%
Servery not clean	0 points									
Servery in the process of being cleaned	5 points									
Servery is clean	10 points									
5.	Staff Appearance	Staff wearing identifiable uniform and interacting with customers/patrons in a friendly and professional manner.	<table><tr><td>Staff not identifiable and unfriendly to customers</td><td>0 points</td></tr><tr><td>Staff identifiable and inconsistent in treating customers</td><td>5 points</td></tr><tr><td>Staff identifiable and friendly to customers</td><td>10 points</td></tr></table>	Staff not identifiable and unfriendly to customers	0 points	Staff identifiable and inconsistent in treating customers	5 points	Staff identifiable and friendly to customers	10 points	20%
Staff not identifiable and unfriendly to customers	0 points									
Staff identifiable and inconsistent in treating customers	5 points									
Staff identifiable and friendly to customers	10 points									
Total										
				100%						

Annexure D

Pricing Schedule- Firm Prices

For the provision of canteen and catering services to the CSIR Pretoria campus for a period of 5 years.

RFP No.1232/20/08/2026

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Pricing Schedule: Menu Pricing Schedule				
Company Name:				
ITEM	DESCRIPTION	QTY	PRODUCT SPECIFICATION	UNIT RATE
	Meal of the Day			
1	Traditional/Ethnic meal	1	Starch (pap/ ting/ samp/ rice /dumpling) + 2 vegetables + 1 salad + protein (chicken/ trotters/ chicken feet/ mopane worms (masonja)Starch (pap/ ting/ samp/ rice/ dumpling) + 2 vegetables + 1 salad + ponded meat(tshotlho)/tripe (mogodu)/ sheep half head (half skop)/ ox liver/ head meat (nama ya tlhogo)	R
2	Western ' Meal	1	Starch (pap, ting, samp, rice or dumpling) + 2 vegetables + 1 salad + wors/ chicken casserole/ chicken curry/ chicken ala king	R
3	Vegetarian Meal	1	Vegetable Wrap/ Cheese and Macaroni Vegetable lasagna/ Biryani/ Fish and vegetables Vegetable Biryani	R
4	Chefs Specials 1	1	Spaghetti Bolognaise	R
	Chefs Specials 2	1	Lasagna (beef/ chicken)	R
	Chefs Specials 3	1	Ribs & chip/wedges, wings & chips	R
5	Kosher/Halaal/Other	1	Provided only on prior request	R
6	English Breakfast	1	2 slice brown toast, 2 slices back bacon, 1 slice fried tomato, 2 fried eggs (lg), 1 x pork sausage (not chipolatta)	R
7	Omelette	1	3 eggs, Ham (15mg), diced tomato and onion	R

	Call Order/Grab and Go			
8	Toasted Ham Cheese and Tomato	1	2 slices bread, 30 gm's cheese, 2 slice tomato, 1 slice sandwich ham	R
9	Bacon and Egg	1	2 slices rye bread, 1 large egg 2 slices back bacon	R
10	Chicken mayonnaise	1	2 slices health bread, lettuce, 30 gm's Chicken Mayo, 2 slices tomato	R
11	Roast Beef and Mustard Tramezzini	1	1 x Tramezzini, 2 slices Beef, 2 slice tomato	R
12	Cheese Tomato and Cucumber on Rye	1	2 x Slice Rye, 30 gm's Cheese, 2 Slice tomato, 4 Slice Cucumber	R
13	Cheeseburger and Chips	1	1 Bun, 150gm Patty, Condiment, Gherkins slice x 2, 1 x Tomato slice Cheese slice x 1, chips x 100gm's	R
14	Russian Roll	1	70 gm Russian, 1 x Hot dog roll	R
15	Potato (slap) chips	1	200 gm portion	R
16	Pies - name supplier and minimum filling grammage	1	The country pie 180g	R
	Resale/Confectionary			
17	Bar One 100gm	1		R
18	Simba Chips 36 gm's	1		R
19	Tumbles 65gms	1		R
20	Popcorn 65 gm's	1		R
21	Biltong 50gms	1		R
22	Fizzpop	1		R
23	Maynard's 75gms	1		R
24	Cadburys Slab 80gms	1		R
	Bakery/Pastries		Example of Individual description	
25	Croissant	1	1 x Croissant 1 x butter portion, 1 x jam portion	R
26	Muffin - std size	1	Assorted	R
27	Danish - std size	1	Apple	R
28	Slice of cake	1	Black Forest /vanilla	R

	Cold Beverages		As per ml spec	
29	Buddy - Carbonated soft drink 500ml	1	Coca Cola Product	R
30	Can - Carbonated soft drink 330ml	1	Coca Cola Product	R
31	Bottled Water - 500ml	1	Valpre	R
32	Bottled Juice - 350ml	1	100% Juice	R
33	Energy drink - 500ml	1	Powerade/ Energade	R
34	Energy drink - 250ml	1	Red bull	R
	Platters for Functions		Platter to serve – Example: 10 pax - cost for 1.5 items per person	
35	Sweet - desserts	1	Swiss rolls, Danishes, tumblers, cupcakes, chocolate fudges, toffees, biscuits nugget etc.	R
36	Sandwich Platter	1	Ham and cheese, chicken mayo, tuna mayo sandwiches, egg and bacon, egg mayo	R
37	Cold Meat Platter	1	Pastrami, ham, cold chicken slices, pepperoni, cold meat sausages, sliced turkey,	R
38	Cheese Platter	1	Blue cheese, cheddar cheese, gouda cheese, Swiss cheese, crackers, cream cheese, types of grapes	R
39	Fruit Platter	1	sliced seasonal fruit	R
	TOTAL BID PRICE (Excl VAT)			R

Annexure E

Proposal Form and List of Returnable Documents

For the provision of canteen and catering services to the CSIR Pretoria campus for a period of 5 years.

RFP No.1232/20/08/2026

I/We _____

[name of entity, company, close corporation or partnership] of [full address]

carrying on business trading/operating as

represented by _____ in my capacity as

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated _____ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should CSIR decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S) CAPACITY SIGNATURE

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in CSIR's:

1. General RFP Terms and Conditions; and [CSIR's Purchasing Terms and Conditions](#) or Any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless CSIR should otherwise decide and so inform me/us in writing of award/intent, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with CSIR's acceptance thereof shall constitute a binding contract between CSIR and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Services within 4 [four] weeks thereafter, CSIR may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period as determined by the CSIR.

Furthermore, I/we agree to a penalty clause/s which will allow CSIR to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Services due to non-performance by ourselves, failure to meet Subcontracting.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide CSIR with cause for cancellation.

ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The domicilium citandi et executandi shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its domicilium citandi et executandi hereunder:

Name of Entity:

Facsimile:

Address:

NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [**the Service provider**] will be informed of the acceptance of its Proposal. Unsuccessful Respondents may be advised in writing of the name of the successful Service provider and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE or for any other reason.

VALIDITY PERIOD

CSIR requires a **validity period of 90 [Ninety calendar Days from closing date]** against this RFP.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the RFP is submitted.

1. Registration number of company / C.C.

2. Registered name of company / C.C.

3. Full name(s) of director/member(s) Address/Addresses ID Number(s)

RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below.

a) Mandatory Returnable Documents

Failure to provide any Mandatory Returnable Documents at the closing date and time of this bid will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [**Yes** or **No**] in the table below:

ITEM NO.	MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
1.	In the case of Joint Ventures, bidder must submit a copy of the <u>signed</u> Joint Venture Agreement.	
2.	In the case of subcontracting arrangements, bidder must submit a copy of the <u>signed</u> subcontracting agreement.	
3.	A valid letter of good standing relevant to the scope of work (e.g. canteen, catering, and food stuff) from the Department of Employment & Labour (COIDA) or any approved private Insurance firm	
4.	Provide proof of valid public liability cover or letter of intent from an Insurance Firm, of a minimum of Five Million (R 5 000 000.00)	
5.	Principles and Practices of Food Safety and Hygiene Certificate issued by the accredited company/Municipality as required by R638	
6.	Annexure D: Completed Pricing Schedule on official company letterhead	
7.	A valid Certificate of Acceptability (COA) for Food Premises	

b) Essential Returnable Documents

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

Essential Returnable Documents required for evaluation purposes:

Failure to provide any essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

ITEM NO.	ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes/No]
1	Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022 (Mandatory documents to claim preference points) - Valid copy of BBEE certificate/ sworn affidavit ✓ In case of unincorporated trust, consortium or joint venture, they must submit their consolidated B-BBEE scorecard with their <u>individual B-BBEE Certificate or Sworn Affidavit</u>. ✓ In case of sub-contracting both parties must submit copies of their valid BBEE certificates. NB: Non-submission or invalid submission will result in zero points. Should the individual entity's B-BBEE Certificate or Sworn Affidavit of the unincorporated trust, consortium or joint venture parties <u>be invalid</u>, the joint venture scorecard will also be invalid.	
2	Project List form to be completed as per Annexure J. The service provider must have a minimum of three (3) years' experience in catering and canteen services as evidenced by a minimum of three (3) contactable references for services completed between 2018 and 2026 including current one.	
3	CV of Project/Operations Manager	
4	Management /Operational Plan	
5	Bank Rating letter	
6	SHEQ Plan, SHEQ policy statement, SHEQ Risk Register	

Other Essential Returnable Documents:

Failure to provide other essential Returnable Documents **may** result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below.

ITEM NO.	OTHER ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
1	Annexure A: Standard Bidding Document (SBD) 1 Form	
2	Annexure E: Proposal Form and List of Returnable documents (<u><i>This document</i></u>)	
3	Annexure F: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
4	Annexure H: Standard Bidding Document (SBD) 4 Form	
5	Annexure I: RFP Declaration and Breach of Law Form	
6	A detailed company profile	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present CSIR with such renewals as and when they become due, CSIR shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which CSIR may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES AND NAME OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

Annexure F
Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents

For the provision of canteen and catering services to the CSIR Pretoria campus for a period of 5 years

RFP No.1232/20/08/2026

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, CSIR will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by CSIR's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20_____

SIGNATURE OF WITNESSES AND NAME OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

Name: _____

Designation: _____

Annexure G

Preference Points Award Form in Terms of the Preferential Procurement Regulations 2022

For the provision of canteen and catering services to the CSIR Pretoria campus for a period of 5 years

RFP No.1232/20/08/2026

This preference form must form part of all bids invited. It contains general information and serves as a claim form for the preference points allocated on the basis of specific goals outlined in point 3 below.

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to this bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- 1.2 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Preference Points based on specific goals.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Preference Points	20
Total points for Price and Preference Points must not exceed	100

- 1.4 Failure on the part of a bidder to submit proof of preference points together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.5 The CSIR reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the CSIR.

2. POINTS AWARDED FOR PRICE

2.1 The 80/20 preference points systems

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

80/20

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

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

3. PREFERENCE POINTS AWARDED

3.1 In terms of Regulation 4 (2) and 4 (2) of the Preferential Procurement Regulations, preference points may be awarded to a bidder for the specific goal specified for the tender in accordance with the table below:

3.2 Specific goals must be determined per tender.

Specific Goals	Preference Points
Black Women Ownership	20
Total	20

3.3 Total preference points per specific goal to be determined per tender.

3.3.1. Total preference points per specific goal to be awarded as follows:

3.3.1.1. Preferential points for **black women ownership** will be awarded as follows:

Black Women Ownership	% of Preferential points
Bidder with 100% black women ownership	100%
Bidder with 30% to 99% black women ownership	50%

3.4. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture¹, will qualify for preference points as a legal entity (Incorporated), provided that the entity submits its valid B-BBEE certificate. Only valid BBBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

A trust, consortium or joint venture will qualify for preference points 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. Only valid consolidated BBBEE certificates issued by SANAS accredited verification agency will be considered for allocation of points.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. The CSIR will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. Furthermore, in bids where unincorporated joint venture and/or consortium/sub-contractors are involved, each party must submit a separate TCS PIN and CSD number.

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.

3.5. Sub-contracting

A bidder must not be awarded preference points if it is indicated in the tender documents 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, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

A bidder awarded a 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 bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

¹ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

4. BID DECLARATION

Bidders who claim points in respect of specific goals **must** submit the following documents:

Mandatory documents to claim preference points	Submitted	
	Yes √	No √
Valid copy of BBEE certificate/ sworn affidavit to claim Black Woman Ownership preference points		

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the documents submitted to claim preference points based on the specific goals are valid, and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 3 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 3, the contractor may be required to furnish further documentary proof to the satisfaction of the CSIR that the awarded are correct;
- iv) If any document is obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the CSIR may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.
 - v) If the CSIR is of the view that a bidder submitted false information regarding a specific goal, it

must—

- (a) inform the bidder accordingly; and
 - (b) give the bidder an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the bidder, the contract should not be terminated in whole or in part.
- vi) After considering the representations referred to in subregulation (v)(b), the CSIR may, if it concludes that such information is false—
- (a) disqualify the bidder or terminate the contract in whole or in part; and
 - (b) if applicable, claim damages from the bidder.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS.....

Annexure H

Standard Bidding Document (SBD) 4

RFP No.1232/20/08/2026

BIDDER'S DISCLOSURE

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 declaration 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 interest² in the enterprise, employed by the state? YES ☐ / NO ☐

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

² 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.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES ☐ /NO ☐

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES ☐ /NO ☐

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

³ 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.

may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Annexure I

DECLARATION BY BIDDER AND BREACH OF LAW FORM

For the provision of canteen and catering services to the CSIR Pretoria campus for a period of 5 years

RFP No.1232/20/08/2026

NAME OF ENTITY: _____

We _____ do hereby certify that:

1. CSIR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Proposal [RFP];
3. we have been provided with sufficient access to the existing CSIR facilities/sites and any and all relevant information relevant to the Services as well as CSIR information and Employees, and has had sufficient time in which to conduct and perform a thorough due diligence of CSIR's operations and business requirements and assets used by CSIR. CSIR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. at no stage have we received additional information relating to the subject matter of this RFP from CSIR sources, other than information formally received from the designated CSIR contact(s) as nominated in the RFP documents;
5. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by CSIR in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner; and
6. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the CSIR Group including any person who may be involved in the evaluation and/or adjudication of this Bid.
7. In addition, we declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the CSIR.
8. If such a relationship as indicated in paragraph 7 exists, the Respondent is to complete the following section:

9.

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER: ADDRESS:

Indicate nature of relationship with CSIR:

[Failure to furnish complete and accurate information in this regard may lead to the disqualification of a response and may preclude a Respondent from doing future business with CSIR]

10. We declare, to the extent that we are aware or become aware of any relationship between ourselves and CSIR [other than any existing and appropriate business relationship with CSIR] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify CSIR immediately in writing of such circumstances.
11. We accept that any dispute pertaining to this Bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought.
12. We further accept that CSIR reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

BREACH OF LAW

13. We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) have/have not been [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

Furthermore, I/we acknowledge that CSIR reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at _____ on this _____ day of _____ 20____

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date	Registration No of Company/CC
Place	Registration Name of Company/CC

ANNEXURE J

SCHEDULE OF EXPERIENCE & CONTACTABLE REFERENCES

For the provision of canteen and catering services to the CSIR Pretoria campus for a period of 5 years

RFP No.1232/20/08/2026

Firm / Company Name	Contact Person, E-mail, and Telephone Number	Nature Of Project	Value of Project (Inclusive of Vat)	Start Date	Completion Date

Duplication of Annexure J, Projects List may be made.

ANNEXURE K

Draft Service Level Agreement



The provision of canteen and catering services to the CSIR Pretoria campus for a period of 5 years

RFP No. 1232/20/08/2026

SERVICE LEVEL INDICATORS

SERVICE LEVEL INDICATORS

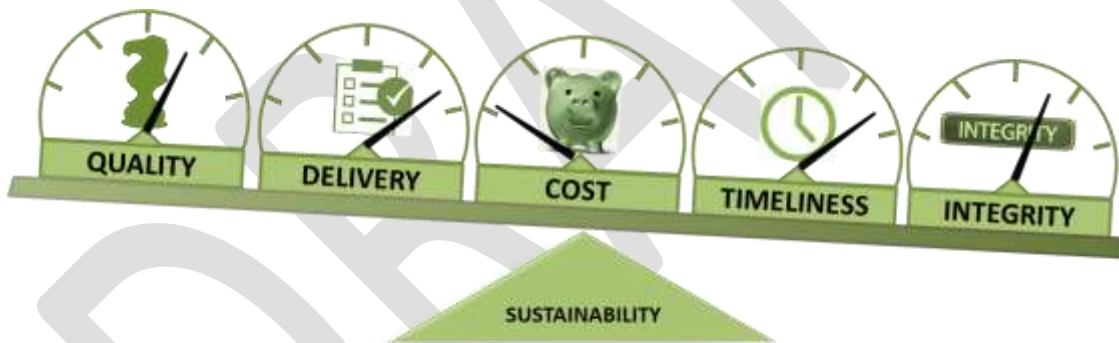
1. INTRODUCTION

The purpose of the Service Level Indicators is to guide and document the expectations and requirements of the services to be rendered to the Tendering Institutions by the Service Provider.

This document may be used as the benchmark against which reviews and, as appropriate, modifications to the service provided by the Service Provider shall take place.

2. KEY PERFORMANCE INDICATORS

Key performance indicators (KPIs) are management tools designed to monitor supplier performance and help meet the goals, objectives and service levels of the contract.



3. RANGE OF SERVICES

The Services rendered are reflected in the Scope of Work (**Annexure B**: Technical Specification).

ANNEXURE K: QUARTERLY PERFORMANCE MEASUREMENT SCORECARD

The following table lists a comprehensive number of Key Performance Areas and Indicators:

MONTH TBD: Supplier Performance Measurement Scorecard										
Key Result Area	Key Performance Objective	Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Measuring Tool	Supplier	CSIR Score	Final Weighted Score
Provision of Food Services	1. Deliver canteen and catering services within a reasonable time according to agreed menu cycles.	Negative client feedback and no evidence of improvement (Customer satisfaction survey produced a rating of 1). More than 4 complaints received per month with root cause analysis conducted and remedial action plan.	Negative client feedback received. Customer satisfaction survey produced a rating of 2). 3 complaints received per month with root cause analysis conducted and remedial action plan.	Fair client feedback (Customer satisfaction survey produced a rating of 3). 2 complaints received per month with root cause analysis conducted and remedial action plan.	Positive client feedback (Customer satisfaction survey produced a rating of 4)/ If no client satisfaction or feedback received, a default score of 4 will be applicable. 1 complaint and 1 compliment received per month.	Zero complaints recorded and two or more compliments received per month. Positive client feedback (Customer satisfaction survey produced a rating of 5)	Complaint registers with root cause analysis and remedial action plan. Compliments register. Canteen and Catering Procedures, Work Instructions and Checklists.			
Supplier Narrative on Key Performance Indicator (KPI): CSIR narrative on KPI:										
Food Safety	2. Ensure food safety practices and hygiene requirements in line with R638 of 2018, Certificate of Acceptability (CoA) and ISO 22000.	Non-compliance (50%) with food safety practices and hygiene requirements.	Partial compliance (60%) with food safety practices and hygiene requirements.	Inconsistencies to compliance (70%) with food safety practices and hygiene requirements	Acceptable compliance with food safety practices and hygiene requirements	Quarterly food safety audit to achieve continual compliance with food safety practices and hygiene requirements.	Food safety audits report and corrective action plan Cleaning and hygiene procedures in place.			
Supplier Narrative on Key Performance Indicator (KPI): CSIR Narrative on KPI:										

	3. Supply and maintenance of canteen and catering equipment and vehicles	More than four (4) complaints received on canteen and catering equipment and vehicles. Lack of canteen and catering equipment and vehicle maintenance	Three (3) complaints received on canteen and catering equipment and vehicles. Canteen and catering equipment and vehicles in place but poorly maintained.	Two (2) complaints received on canteen and catering equipment and vehicles. Canteen and catering equipment and vehicles available but inconsistently maintained	Zero complaint received on canteen and catering equipment and vehicles. All canteen and catering equipment and vehicles are functional and well managed.	Zero complaints on canteen and catering equipment and vehicles. More than two compliments received on canteen and catering equipment and vehicles	Canteen and Catering Equipment and Vehicles Maintenance Plan and Register Complaints and Compliment Register(s) Canteen and Catering service monthly report			
Supplier Narrative on Key Performance Indicator (KPI): CSIR Narrative on KPI:										
Service Quality	4. Reduce the number of cleaning service delivery complaints received from end-users / clients	> 3 complaints a month with a root cause analysis conducted to avoid a repeat	3 complaints with a root cause analysis conducted to avoid a repeat	2 complaints a month with a root cause analysis conducted to avoid a repeat	1 complaint a month with a root cause analysis conducted to avoid a repeat	zero complaints a month and more than 2 compliments	Complaints Register or Report with root cause analysis and remedial actions. Compliments Register			
Supplier Narrative on KPI: CSIR Narrative on KPI:										
	5. Compile and submit quality consolidated canteen and catering service monthly reports on time with service fee	Canteen and catering service report with service fee submitted after 5 working days after the month – end.	Canteen and catering service report with service fee submitted on 5th working days after the month –end.	Canteen and catering service report with service fee submitted on 4th working days after the month –end.	Canteen and catering service report with service fee submitted on 3rd working days after the month – end	Canteen and catering service report with service fee submitted on 2nd working days after the month – end	Consolidated Canteen and Catering Service report with proof of service fee			
Supplier Narrative on Key Performance Indicator (KPI): CSIR Narrative on KPI:										

Canteen and Catering Staff Management	6. Supplier attends to Staff Welfare and complaints without delay	Repeat employment issues raised by staff not closed off within a month. No training of staff and provision of relievers during leaves / labour protests impacting on service delivery and business continuity > 3 complaints a month from the CSIR with regards to staff deployment issues with a root cause analysis conducted to avoid a repeat	Staff raised more than one issue with CSIR or Supplier could not be closed within two weeks. 3 complaints per month from the CSIR with regards to staff deployment issues with a root cause analysis conducted to avoid a repeat	Staff raised one (1) issue with CSIR or Supplier and closed within one week. 2 complaints a month from the CSIR with regards to staff deployment issues with a root cause analysis conducted to avoid a repeat	No issues raised by staff to CSIR. Evidence of staff training. Staff work attendance reported daily. Notice of work disruptions and a contingency plan communicated to CSIR to ensure business continuity. 1 complaint a month from the CSIR with regards to staff deployment issues with a root cause analysis conducted to avoid a repeat	No issues raised by Supplier's staff to CSIR. Compliments received from CSIR on service rendered by staff. Improved staff performance, with 100% expected coverage for contingencies, e.g., relievers, strike, etc	Staff complaints reported to the CSIR, and feedback provided in writing. Staff work attendance/ time sheets of labour allocation or replacements provided on a monthly basis. Staff training and development records provided Employment policies and procedures			
Supplier Narrative on Key Performance Indicator (KPI): CSIR Narrative on KPI:										
SHE Management	7. Reduction of SHE incidents and contributes towards achieving a state of zero harm.	SHE file not updated and persistent unsafe work practices resulting in SHE incidents and work stoppages. More than 1 SHE incident reported per month. Incident investigation report submitted beyond 5 working days	SHE file not updated and poor supervision resulting in unsafe work practices and increase in SHE incidents. 1 SHE incident reported per month. Incident investigation report submitted within 4 working days.	SHE file updated and inconsistent safe work practices resulting in near misses Zero (0) SHE incident reported per month. Incident investigation report submitted within 3 working days	SHE file and SHE practices with no near misses and SHE incidents Toolbox Talks conducted weekly. Zero (0) SHE incident reported per month. Incident investigation report submitted within 2 working days	Compliance with SHE requirements with no audit findings from SHEQ department or Regulatory Authority Toolbox Talks conducted daily. Zero (0) SHE incident reported per month. Incident investigation report submitted within 1 working day	SHE Compliance Report with updates on the SHE File. Risk Assessments Register signed by Staff. Valid Medical Certificates in place Valid Training Records of Staff in place. SHE Incident investigation reports Toolbox talk register in place			
Supplier Narrative on Key Performance Indicator (KPI): CSIR Narrative on KPI:										

Annexure L: SHEQ File Content

The below provides an overview of the required SHEQ information that will be needed at the contracting stage of the process:

SHEQ requirement
SHE Structures (Organogram illustrating OHS Act S16.2; OHS Act S8 appointees; SHE Reps; First aiders; Fire fighters; etc)
SHE Appointment letters
SHEQ policy statement
A valid letter of good standing from COIDA or any other equivalent private insurer e.g. Rand Merchant Assurance (RMA)
SHE Committee minutes
SHEQ Training records
SHE Risk assessments
Waste management plans and records
Working at heights (competency training records) – ladders, scaffolding, cherry picker, fall protection planner etc. (if applicable).
PPE issue records
Safety Data Sheets (training of personnel on SDS's or cleaning chemicals).
Medical surveillance schedules
Asbestos Register where applicable
Environmental Aspects and Impacts Registers
Environmental Objectives and Targets
Environmental Risk Assessments
Environmental Incident Register
Environmental authorisations and permits
Environmental Training and Awareness records
Waste disposal certificates and manifestos
Commitment to continual improvement
Digital customer satisfaction survey guide/tool
ISO Standards: (ISO 14001, ISO 45001, ISO 9001; and/or ISO 22000)

NOTE:

1. Know where the records are kept for evidence of completed work.
2. Know the controls in place for verification or validation of results.
3. Ensure that all procedures/ work instructions have a unique document number.
 - Be prepared to share records/documents via virtual platforms if required.