



REQUEST FOR QUOTATION

Terms of Reference

**INVITATION TO BID FOR THE APPOINTMENT OF A
SUPPLIER FOR THE PROVISION OF CAFETERIA
OPERATION SERVICES FOR A PERIOD OF 12 MONTHS**

RFQ NO.

RFQ-333-22

REQUEST FOR QUOTATION

You are hereby invited to submit a price quotation for:
APPOINTMENT OF A SUPPLIER FOR THE PROVISION OF CAFETERIA OPERATION SERVICES FOR A PERIOD OF 12 MONTHS

RFQ NUMBER:	RFQ-333-22
ADVERTISEMENT DATE:	01 February 2023
CLOSING DATE:	08 February 2023
CLOSING TIME:	12:00
BID DOCUMENT DELIVERY ADDRESS:	scmquotations@sanparks.org (Please note that any submissions made to any other email other than the designated email will not be accepted)
BID VALIDITY PERIOD:	90 days (commencing from the RFQ Closing Date)
TECHNICAL RELATED QUERIES	Stacy Prinsloo
SCM RELATED QUERIES	Mpho Masia

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	RFQ-333-22	CLOSING DATE:	08 February 2023	CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF A SUPPLIER FOR THE PROVISION OF CAFETERIA OPERATION SERVICES FOR A PERIOD OF 12 MONTHS				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS					
scmquotations@sanparks.org					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mpho Masia	CONTACT PERSON	Stacy Prinsloo		
TELEPHONE NUMBER	012 426 5083	TELEPHONE NUMBER	012 426 5125		
E-MAIL ADDRESS	mpho.masia@sanparks.org	E-MAIL ADDRESS	eustacia.prinsloo@sanparks.org		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>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.</p>					

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 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:

.....

1. PURPOSE

The purpose of this RFQ is to appoint a supplier for the provision of cafeteria operation services for a 12 months.

2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: public entities.

SANParks' operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa's society in support of entrenching South Africa's democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

3. SCOPE OF WORK

Specifications for the supply and provision of cafeteria service

SANParks requests proposal for the operation of the existing cafeteria facility at SANParks Head Office in Groenkloof National Park (643 Leyds Street, Muckleneuk, Pretoria)

This scope of work shall form part of the contract.

Should a vendor have reasons to believe that the Specification is not open and/or is written for a particular service or work, the vendor shall notify procurement services within two (02) days after publication of the RFQ.

The services rendered must comply with the following:

The menu will be in accordance with the guideline as per food preparations requirement in the food preparation industries and department of health.

3.2 CANTEEN OPERATION

3.2.1 The on-site canteen is a 200 square meter facility with the following facilities:

- Dining Area 70m²
- Kitchen 71m²
- Service Area 18m²
- Admin Office 5m²
- Storeroom 22m²
- Walk in fridge 5m²
- Cold Room 9m²

3.2.2 The operation of a canteen on the SANParks premises, utilizing the allocated area for the supply of a set menu of basic meals, beverage and other items on a daily basis, to on-site personnel.

3.2.3 Provide a few options of 'Meals-of-the day' at an affordable. Market-related and reasonable price.

3.2.4 Provide suitable disposable containers for the serving of food & beverages (to be inclusive in the pricing schedule).

3.2.5 Use dry fresh ingredients in the food preparation and ensure that no items that are beyond expiry date are on offer or used in the preparation of any food offered to patrons.

3.2.6 Prepare all foods/meals to exceptionally high standards expected of the food industry whilst also ensuring that no food preparation other than specified takes place on the premises. See paragraph 3.4

3.3 Normal Working Hours

3.3.1 SANParks office hours are between 07h30 and 16h00 Monday to Friday.

3.3.2 The operation of the cafeteria will be between **06h00 and 15h00 (8 hours)** – Monday to Friday (excluding Public Holidays – no service).

3.4 FOOD SPECIFICATION

3.4.1 Application of Guidelines as laid down by the Heart and Stroke Foundation S.A. and Department of Health for preparation of a combination or variation of the following meals:

ORDER OF THE DAY:

1. Breakfast:

- Variety of sandwiches
- Cold beverages
- Hot beverages

2. LUNCH

- STARCH

- Pap
- Rice
- Samp
- Pasta
- Dumplin

- MEAT

- Beef
- Chicken
- Fish
- Pork
- Wors
- Lamb
- Tribe
- Liver
- Chicken Feet

- VEGETABLES

- Spinach
- Pumkin
- Beetroot
- Potatoes
- Carrots etc

- FRUITS

- Apples
- Bananas
- Pears etc.

3.4.2 Call order counter meal:

- not limited to the below listed in the pricing schedule in paragraph 5

3.4.3 Employees must be allowed to make their own combine- healthy meal from variety of ingredients not limited to the below:

- Raw tomato
- Low fat cheese varieties
- Cold meat
- onions
- cucumbers
- peppers
- Sauces (tomato or low fat based)
- Health breadbasket

**4. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS
(Standard Bidding Documents)**

The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply which requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of fully completed SBD 4 (Bidder's disclosure),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit.
- Submission of fully completed SBD7.1 (Contract Form),

5. MANDATORY EVALUATION PHASE CRITERIA

Bidders need to comply with all the mandatory requirements listed below in order to proceed to next phase of evaluation.

NO	CRITERIA	COMPLY	NOT COMPLY
1	Bidder must have an existing site of operation [public or private sector] currently, catering for more than 30 patrons / day. Proof to be submitted: (Contract or lease agreement) <ul style="list-style-type: none">• A current active contract for the operation of an existing cafeteria, in the required or similar environment.		
2	A copy of the Company Profile that fulfils the minimum requirements for the technical requirements including Pest control report of the current premises of operation Cleaning timetable as per the requirement of Regulation 638 at the current site.		
3	Proof of basic training of food handlers and their personal details (records / certificates)		

6. TECHNICAL REQUIREMENTS

In this phase All service providers that met all the requirements in terms of mandatory evaluation will be evaluated as per the below set of criteria:

NB: Qualification Threshold 60% – Bidders must submit all requested information under Technical requirements for consideration to the next phase evaluation. *Service Provider(s) who does not met the required minimum threshold of 60% on the below technical requirements will be eliminated and will not proceed further for evaluation on price.*

The service provider must furnish the following information as part of the tender response

CRITERIA 1 - MAIN BUSINESS AREA	WEIGHTS	POINTS	POINT ALLOCATION
EXPERIENCE: Reference letters, not older than five years (5 Years)	50	5	5 Points – 5 and more than 5 letters with an average score above 25 points total 4 Points - less than 4 letters with an average score above 25 points total 3 Points – 3 letters with an average score above 25 points total 2 Points – 2 Letters with an average score above 25 points total 1 Point - 1 letter with a score above 25 points 0 Point – No letters

Management plan – The service provider must submit together with this RFQ, a complete management plan in which, at least the following must be included: <ul style="list-style-type: none"> • Recommended number of personnel on site. • Indication of any statutory and legislative compliance required. • Qualifications and CV's of the staffs' structure. • Food handling training 	50	5	5 Points – all bullets inclusive 4 Points – only three bullets addressed 3 Points – only two addressed 2 Points – one bullet addressed 1 Point - not detailed
TOTAL POINTS 100	100		

7. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

8. PRICING

Fixed unit pricing for the duration of contract period (12 months)

PRICING SCHEDULE

8.1: CANTEEN CALL - ORDER MEALS

	DESCRIPTION	UNIT PRICE		COMMENTS
		R	C	
SANDWICHES (Plain OR Toasted)				
	Cheese			
	Cheese and Tomato			
	Cheese, Ham and Tomato			
	Bacon and Egg			
	Chicken Mayonnaise			
BURGERS				
	Hamburger			
	Cheese Burger			
	Egg Burger			
	Chicken Burger			
OPTIONAL EXTRAS				
	Slice of Toast			
	Egg			
	Bacon			
	Cheddar Cheese			
	Herb Mushrooms			
	Muffins			
	Scones			
RESALE COLD BEVERAGES				
	Soft Drinks – 330ml			
	Grapetiser – 330ml			
	Appletiser – 330ml			
	Liquifruit – 330ml			
	Mineral Water – 500ml			
	Fruit Juices (orange, fruit cocktail, guava)			
	Energy Drinks			
	Iced Tea			
HOT BEVERAGES				
	Filter Coffee			
	Hot Chocolate			
	Espresso			
	Tea (Ceylon and rooibos)			
RESALE COUNTER ITEMS				
	Assorted Potato Chips 30 – 36g			
	Assorted Potato Chips – 120g			
	Cheas Naks – 22g			

	Cheese Curls – 14g			
	Pringles Potato Chips – 100g			
	Pringles Potato Chips – 42g			
	Salted Snack Peanuts – 60g			
	Assorted Chocolate Bars 30 - 40g			
	Assorted Chocolate Slabs – 135g			
	Smarties / Astros – 150g			
	TOTAL for SCHEDULE 1			

8.2: CANTEEN DAILY MENU

	DESCRIPTION	UNIT PRICE		COMMENTS
		R	C	
	WEEK 1			
	MONDAY			
	<i>Meal of the Day</i>			
	Beef Lasagne			
	Salad / Mealie Pap			
	Gravy			
O	Chicken Curry			
	TUESDAY			
	<i>Meal of the Day</i>			
	Chicken a la King			
	Savoury Rice / Mealie Pap			
	Gravy			
O	Grilled chuck steak			
	WEDNESDAY			
	<i>Meal of the Day</i>			
	Battered Hake Fillet			
	Chips / Samp			
	Gravy			
O	Beef Stew			
	THURSDAY			
	<i>Meal of the Day</i>			
	Grilled ¼ chicken			
	Mealie Pap			
	Gravy			
O	Pork			
	FRIDAY			
	<i>Meal of the Day</i>			
	Mini Braai (Lamb / Beef / Chicken)			
	Pap and Gravy			
	Chicken Stew			
	Rice			
	Vegetarian Hamburgers			
	TOTAL FOR SCHEDULE 2			

8.3 COMBINED PRICING SCHEDULE (CANTEEN CALL ORDER MEALS AND CANTEEN DAILY MENU)

PROVISION OF CAFETERIA OPERATION SERVICES FOR A PERIOD OF 12 MONTHS				
Item No	Item Description	Quantity	Unit Price	Price Including VAT
1.	TOTAL CANTEEN CALL - ORDER MEALS	1		
2.	TOTAL CANTEEN DAILY MENU	1		
SUB-TOTAL				R
VAT @ 15%				R
GRAND TOTAL				R

NB: ANY DEVIATION OR ESCALATIONS TO THE PROPOSAL PRICING MUST BE APPROVED BY SANPARKS PRIOR TO IMPLEMENTATION

9. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

10. TIMELINES

Upon appointment, the recommended supplier is expected to start operation within agreed time not more than 30 days of receipt of the purchase order, SANParks reserve the right to cancel the Purchase Order issued. In cases whereby the service provider want to increase the price within the same year of the contract negotiations with SANParks must be conducted prior such increases.

11. FINANCIAL PAYMENT

The service provider will receive income in a form of sales made from employees buying from the cafeteria.

12. FINAL AWARD

SANParks recommends the bidder who has quoted on all the items as required in terms of the RFQ for the contract award subject to the bidder having supplied the relevant administrative documentation and complied in all aspects with the terms and conditions and requirements of the RFQ.

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 interest¹ 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

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

¹ 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.

2.2.1 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 consortium² 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.

² 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.

- 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 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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) Either the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of Company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to RFQ
 - Pricing schedule(s);
 - Bidders Disclosure;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations of 2022
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

3

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON THIS DATE:

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2