

REQUEST FOR QUOTATION

Supplier Name:

GOODS

X

SERVICE

Request for Quotation Number	iLABS/RFQ 2022/23:239
Date Issued:	10 February 2023
Description of Services/ Goods:	Appointment of a Service Provider for the Supply and Delivery of Fresh Produce (Eggs, Fruit and Vegetables) on an as and when required basis for a period of 36 months to iThemba LABS, Old Faure Road, Faure, Canteen.
Closing Date:	24 February 2023
Closing Time:	11:00 am
Delivery Address:	iThemba LABS, ATT: SCM Department, Old Faure Road, Faure, 7131
Submit RFQ to:	scm2@tlabs.ac.za
Date Goods or Service Required:	From March 2023
For More Information (Technical):	Elizma Van Zyl Email: e.vanzyl@ilabs.nrf.ac.za Tel: 021 843 1377 / 1289
For More Information (Supply Chain Management):	Khanyisa Maqwara scm2@tlabs.ac.za Tel: 021 843 1379

THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations / proposals are R 2 000.00 or more, preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least sixty (60) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for Equity/ B - BBEE points, failing which, the B - BEEE claimed will be forfeited or zero points will be allocated.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Declaration of Interest with Government
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

Introduction to the NRF

The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

Evaluation Process

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received are more than R 1 000 000.00, the proposal will be cancelled and re-issued.

Supplier Response

Name of Supplier:	
Address of Supplier:	
Contact Person:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Lead Time for delivery	
Currency:	ZAR
Payment terms:	30 days from the date of receiving invoice

RETURNABLE DOCUMENTS

Bidders not submitting mandatory returnable administrative and evaluation documents will not be considered for price and preference evaluation and will be disqualified automatically.

<u>Administrative Compliance Returnable Documents</u> (M – Mandatory); (O – Optional)	Submitted	
Procurement Invitation (SBD 1), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Declaration of Interest with Government (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit (applicable for local bidders).	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Registration with Central Supplier Database (CSD)(www.csd.gov.za): Only CSD registered suppliers may submit offers for this bid. Provide a CSD Summary Report.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Valid B - BBEE Certificate as accredited with SANAS if you are claiming for Equity/ B - BBEE points, failing which, the B - BEEE claimed will be forfeited or zero points will be allocated.	O	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of address (e.g. Utility Bill): To demonstrate that the bidder's satellite office is based within 60km of iThemba LABS	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Evaluation Returnable Documents</u> (M – Mandatory); (O – Optional)	Submitted	
Pricing schedule	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Written references according to specified criteria from three (3) customers to which similar scope of works (Supply and delivery of fresh produce (fruit and vegetables) have been performed over the past two (2) years, as per the format under reference letter format on page 16 . The form MUST be completed by customers whom this bidder has completed work for within the last twelve months and current work in progress.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide a copy of the <u>Certificate of Acceptability of Food Premise</u> (R638, 2018) in terms of the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), Such certificate must be for the premises and/or vehicles which are to be used for processing and delivery of fresh and pre-cut fruit and vegetables under this contract.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
If supply and delivery will be made on behalf of the bidder by a third party, a <u>declaration</u> by such third party stating this, must be included. In such cases the Certificate of Acceptability, as required above, of this third party must be provided	M (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

SPECIFICATIONS:

1. Intent

The intent of this RFQ is to outline the scope of work and specifications for the Supply, Delivery of Fresh Produce (Fruit and vegetables) on an as and when required basis for a period of 36 months to iThemba LABS, Old Faure Road, Faure, Canteen

2. Compliance with National Legislation and Standards

The successful bidder must, in performance of work under this contract, fully comply with all applicable legislation (Acts and their regulations) and South African National Standards (SANS).

2. Specifications and Physical Requirements

- 2.1. The products must meet the physical requirements as stipulated in table 1.1.
- 2.2. Bidders to state their conformance to specifications in table 1.1. by indicating yes/no - this is compulsory.
- 2.3. Bidders who do not comply will be non-complaint and may be disqualified from this evaluation process.

Table 1.1: Specifications for Mandatory Physical Requirements

	MANDATORY PHYSICAL REQUIREMENTS	Indicate Yes/No	
A	Physical Specifications		
1	Quality specifications of the goods will be class 1, specifications for classification, composition, labelling and quality are the same as per current Legislation and South African National Standards (Acts, regulations and its amendments). All products (fruit and vegetable) should be free from: <ul style="list-style-type: none">• Any damage from insects or disease• Decomposition or decay• Blemishes and unattractive appearance• Bruises from sun or heat damages• Soil and/or sprouts	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	iThemba LABS recognizes that all of the items listed on the pricing schedule will not be available at all times during the year due to seasonal availability, iThemba LABS will mainly order fresh produce in season.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	Quantities		
1	<u>Estimated</u> average weekly fruit and vegetable usage: <ul style="list-style-type: none">• Pre-cut vegetables: 40 kg/ week• Other whole vegetables: 40 kg/ week• Whole fruits: 30 kg/ week	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	The amounts estimated above may differ from week to week depending on operational requirements.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	Pricing		
1	The pricing of fresh produce offered by the supplier must be market related. iThemba LABS reserves the right to check the weekly pricing of the supplier whether or not it is market related. Due to the expected price fluctuation of fresh produce, the supplier shall provide a weekly pricelist to the foodservice supervisor. The weekly pricelist for fresh produce must be provided to the foodservice supervisor via email for the purpose of creating an official order.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

	MANDATORY PHYSICAL REQUIREMENTS	Indicate Yes/No	
D	Packaging Specifications		
1	The product should be packed into suitable packaging as specified by relevant legislation and should be free from any leakage. <ul style="list-style-type: none"> All leafy vegetables should be bagged The packaging and secondary packaging (boxes/ crates) must protect the goods from contamination and/or damage during transport and delivery. 	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	The producer name, product name and production date, as well as a best before date should be visible on the packaging for storage and rotation purposes as per relevant legislation.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
E	Transportation and Delivery		
1	Delivery will be required 2 - 3 times per week, preferably on a Monday, Wednesday and Friday between 7:00 and 15:30 or as mutually agreed upon between iThemba LABS and the successful bidder.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Delivery schedules will be altered to meet holiday schedules. If the holiday falls on a scheduled delivery day, the delivery shall be made on a day to be mutually agreed upon by iThemba LABS and the successful bidder.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	The products must be transported under hygienically acceptable conditions i.e. closed vehicles.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	Delivery vehicles are to be equipped so that the proper state of refrigeration is maintained for any perishable product as per applicable legislations, standards and regulations. Temperatures shall be no lower than one degree Celsius and no higher than 14 degrees Celsius during transport and at the time of delivery. Secondary packaging such as boxes and crates must be clean and in good condition.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

3. Delivery Schedule and Conditions:

- 3.1. Supplier will be notified of official order for delivery via email forty-eight (48) hours prior to delivery time.
- 3.2. Site location for delivery: NRF iThemba LABS
Attention: Kitchen Stores
Old Faure Road
Faure, 7131
Western Cape, South Africa
- 3.3. Delivery must be made on the schedule mutually agreed between iThemba LABS and the successful bidder.
- 3.4. Suppliers must adhere to delivery schedule and iThemba LABS conditions.
- 3.5. The successful bidder will be issued with a Purchase Contract (SBD7.1) from iThemba LABS as confirmation of the award. An official purchase order will be issued as their notice to proceed with supply and delivery as and when needed.
- 3.6. Quotation/pricelist will be requested weekly and an official order will be raised via email forty-eight (48) hours prior to the required delivery date by the foodservice supervisor or a supply chain official for the duration of the agreement. On-line platforms where pricing can be obtained and orders can be placed is also accepted.
- 3.7. The quantities listed herein are estimates only and are not intended to commit iThemba LABS to purchase any specific quantity. In the event that iThemba LABS's requirements do not result in

the request for the full amount described herein, such occurrences shall not constitute the basis for fee adjustments under this contract.

- 3.8. If the successful supplier is unable to supply the product required on the PO, he/she shall recommend an acceptable replacement product to the foodservice supervisor for approval.
- 3.9. If the bidder requires a minimum order quantity in order to qualify for free delivery, it must be stated on their proposal.
- 3.10. Service provider must confirm receipt of an official order and confirm the delivery date and time with the foodservice supervisor. The foodservice supervisor must be informed of any changes in the agreed delivery times before-hand.
- 3.11. The products must be transported under hygienically acceptable conditions i.e. securely crated, boxed, or bagged and hauled in covered refrigerated vehicles as previously specified. No other items will be transported in the same vehicle which might in any way contaminate or damage the products.

4. Documentation Requirements and Certification of Quantity and Quality

- 4.1. All products delivered will be inspected at the point of delivery.
- 4.2. The foodservice supervisor or designee will check items delivered against the official purchase order and invoice at the time of delivery with both the supervisor and the driver signing the appropriate documentation for shortages and errors, and/or obviously damaged / non-compliant goods.
- 4.3. The service provider will be responsible for products rejected at the point of delivery and products found to be deformed or defective within the use by date for the product as previously specified. Damaged or inferior products for which the supplier is responsible will be replaced at no additional cost to iThemba LABS or a credit note will be issued for goods returned for credit.
- 4.4. iThemba LABS reserves the right to reject any product that does not conform to the specifications and quantity of invoiced product when received. Rejected items to be removed immediately and credit memo issued.
- 4.5. Original tax invoices indicating PO number, description of products supplied, units of measure, quantity supplied, price per unit and total cost inclusive of vat must be supplied per PO for each delivery.
- 4.6. The successful bidder shall bear the full burden of ownership until the goods is accepted at the final destination. Any shortages, damages, losses or otherwise undelivered goods shall remain the successful bidder's responsibility.
- 4.7. If deliveries are made in crates, boxes, containers or bags, these items remain the property and responsibility of the service provider. Such containers used for delivery should be unpacked at point of delivery and iThemba LABS should not be invoiced or levied for such crates/ containers.
- 4.8. Payment terms are strictly 30 days from the date of invoice and goods delivered.
- 4.9. iThemba LABS reserves the right to conduct inspections of the production process, the product and the premises of the supplier, by appointment, during the contract period or prior to entering into a contract.

5. Pricing and Specification Schedule

The estimated annual amount (per unit of measure) are for illustrative evaluation purposes only.

NB: Please note pricing presented in the **pricing schedule will be used for comparative analysis and estimation of contract value**. Weekly price variation/ escalation is expected and accepted but will be tested against the percent changes of the food and non-alcoholic beverages indicators of the Consumer Price Index (CPI) and the food products, beverages and tobacco products indicators of the Producer Price Index (PPI) as published by <http://www.statssa.gov.za/> to ensure that pricing remains market related for the duration of the contract. Weekly quotation/ pricelist will be requested to place orders as and when needed.

No		SPECIFICATIONS OF FRESH AND PRE-CUT FRUIT AND VEGETABLE		Unit of measure	Price per unit of measure	Estimated annual quantity	Total price per estimated amount, (incl. vat)
1	FRUIT	APPLE GOLDEN DELICIOUS	FRESH	KG		180	
2	FRUIT	APPLE GRANNY SMITH	FRESH	KG		75	
3	FRUIT	APPLE PINK LADY	FRESH	KG		75	
4	FRUIT	APPLE STARKING	FRESH	KG		180	
5	FRUIT	APRICOT	FRESH	KG		75	
6	FRUIT	BANANA	FRESH	KG		525	
7	FRUIT	BERRIES BLUE	FRESH	KG		2	
8	FRUIT	BERRIES FROZEN	PROCESSED	KG		2	
9	FRUIT	BERRIES GOOSE	FRESH	KG		2	
10	FRUIT	BERRIES RASP	FRESH	KG		2	
11	FRUIT	BERRIES STRAW	FRESH	KG		30	
12	FRUIT	BERRIES STRAW FROZEN	PROCESSED	KG		2	
13	FRUIT	DATES	FRESH	KG		2	
14	FRUIT	DRAGON FRUIT	FRESH	KG		2	
15	FRUIT	FIGS	FRESH	KG		2	
16	FRUIT	FRUIT SALAD	PRE-CUT	KG		25	
17	FRUIT	GRANADILLA	FRESH	KG		2	
18	FRUIT	GRAPEFRUIT	FRESH	KG		2	
19	FRUIT	GRAPES BLACK	FRESH	KG		30	
20	FRUIT	GRAPES WHITE	FRESH	KG		75	
21	FRUIT	GRAPES RED	FRESH	KG		30	
22	FRUIT	GUAVA	FRESH	KG		75	
23	FRUIT	KEBAB FRUIT	PRE-CUT	EACH		300	
24	FRUIT	KEBAB VEG	PRE-CUT	EACH		100	
25	FRUIT	KIWI FRUIT	FRESH	KG		2	
26	FRUIT	KIWI FRUIT	FRESH	EACH		75	
27	FRUIT	LEMONS	FRESH	KG		75	
28	FRUIT	LIMES	FRESH	KG		2	

No		SPECIFICATIONS OF FRESH AND PRE-CUT FRUIT AND VEGETABLE		Unit of measure	Price per unit of measure	Estimated annual quantity	Total price per estimated amount, (incl. vat)
29	FRUIT	LITCHI	FRESH	KG		2	
30	FRUIT	MANGO	FRESH	KG		30	
31	FRUIT	MANGO	FRESH	EACH		2	
32	FRUIT	MELON SPANSPECK	FRESH	KG		75	
33	FRUIT	MELON WATER	FRESH	EACH		15	
34	FRUIT	MELON WATER	FRESH	KG		2	
35	FRUIT	MELON WINTER	FRESH	KG		2	
36	FRUIT	NAARTJIES	FRESH	KG		150	
37	FRUIT	NECTARINES	FRESH	KG		75	
38	FRUIT	ORANGE	FRESH	KG		225	
39	FRUIT	ORANGE BLOOD	FRESH	KG		30	
40	FRUIT	PAPINO or PAW-PAW	FRESH	KG		2	
41	FRUIT	PEACH DESERT	FRESH	KG		45	
42	FRUIT	PEACH YELLOW	FRESH	KG		75	
43	FRUIT	PEARS ECONO	FRESH	KG		75	
44	FRUIT	PEARS FORELLE	FRESH	KG		150	
45	FRUIT	PEARS PACKHAMS	FRESH	KG		150	
46	FRUIT	PEARS PRICKLY	FRESH	KG		2	
47	FRUIT	PINEAPPLE	FRESH	KG		2	
48	FRUIT	PINEAPPLE	FRESH	EACH		525	
49	FRUIT	PLUMS RED	FRESH	KG		75	
50	FRUIT	PLUMS YELLOW	FRESH	KG		75	
51	FRUIT	POMEGRANATE	FRESH	KG		2	
52	FRUIT	POMEGRANATE SEEDS	PRE-CUT	KG		2	
53	HERB	BASIL	FRESH	KG		3	
54	HERB	CORIANDER	FRESH	KG		3	
55	HERB	DANIA	FRESH	BUN		2	
56	HERB	DILL	FRESH	KG		2	
57	HERB	FENNEL	FRESH	KG		2	
58	HERB	LEMON GRASS	FRESH	KG		1	
59	HERB	MINT	FRESH	KG		3	
60	HERB	ORIGANUM	FRESH	KG		2	
61	HERB	PARSLEY	FRESH	KG		2	
62	HERB	PARSLEY	FRESH	BUN		38	
63	HERB	PARSLEY ITALIAN	FRESH	KG		2	
64	HERB	ROSEMARY	FRESH	KG		2	
65	HERB	THYME	FRESH	KG		2	
66	VEG	ASPARAGUS	FRESH	KG		2	
67	VEG	AVOCADO	FRESH	KG		2	
68	VEG	AVOCADO	FRESH	EACH		150	

No		SPECIFICATIONS OF FRESH AND PRE-CUT FRUIT AND VEGETABLE		Unit of measure	Price per unit of measure	Estimated annual quantity	Total price per estimated amount, (incl. vat)
69	VEG	BEAN SPROUT FINE	FRESH	KG		2	
70	VEG	BEANS GREEN	FRESH	KG		2	
71	VEG	BEANS GREEN CUT	PRE-CUT	KG		75	
72	VEG	BEETROOT	FRESH	KG		180	
73	VEG	BEETROOT BABY	FRESH	KG		2	
74	VEG	BRINJAL	FRESH	KG		75	
75	VEG	BRINJAL CUBED	PRE-CUT	KG		2	
76	VEG	BROCCOLI	FRESH	KG		2	
77	VEG	BROCCOLI FLORETS	PRE-CUT	KG		180	
78	VEG	BROCCOLI TENDER STEM	FRESH	KG		2	
79	VEG	BRUSSEL SPROUTS	FRESH	KG		2	
80	VEG	BUTTERNUT	FRESH	KG		75	
81	VEG	BUTTERNUT BABY	FRESH	KG		2	
82	VEG	BUTTERNUT CUBED	PRE-CUT	KG		2	
83	VEG	BUTTERNUT DICED	PRE-CUT	KG		225	
84	VEG	BUTTERNUT DISK	PRE-CUT	EACH		2	
85	VEG	BUTTERNUT GRATED	PRE-CUT	KG		2	
86	VEG	CABBAGE	FRESH	KG		2	
87	VEG	CABBAGE	FRESH	EACH		2	
88	VEG	CABBAGE CHINESE	FRESH	KG		2	
89	VEG	CABBAGE CHINESE	FRESH	EACH		2	
90	VEG	CABBAGE GRATED	PRE-CUT	KG		2	
91	VEG	CABBAGE RED	FRESH	KG		2	
92	VEG	CABBAGE RED	FRESH	EACH		2	
93	VEG	CABBAGE RED SHREDDED	PRE-CUT	KG		30	
94	VEG	CABBAGE SHREDDED	PRE-CUT	KG		180	
95	VEG	CARROT	FRESH	KG		75	
96	VEG	CARROT BABY	FRESH	KG		2	
97	VEG	CARROT BATTON	PRE-CUT	KG		2	
98	VEG	CARROT CANALAY	PRE-CUT	KG		75	
99	VEG	CARROT DICED	PRE-CUT	KG		75	
100	VEG	CARROT GRATED	PRE-CUT	KG		75	
101	VEG	CARROT JULIENNE	PRE-CUT	KG		75	
102	VEG	CARROT PEELED	PRE-CUT	KG		2	
103	VEG	CARROT ROUNDELS	PRE-CUT	KG		180	
104	VEG	CAULIFLOWER	FRESH	KG		2	
105	VEG	CAULIFLOWER	FRESH	EACH		2	
106	VEG	CAULIFLOWER FLORETS	PRE-CUT	KG		180	
107	VEG	CELERY	FRESH	KG		2	

No		SPECIFICATIONS OF FRESH AND PRE-CUT FRUIT AND VEGETABLE		Unit of measure	Price per unit of measure	Estimated annual quantity	Total price per estimated amount, (incl. vat)
108	VEG	CELERY	FRESH	BUN		180	
109	VEG	CHILLIES MIX	FRESH	KG		2	
110	VEG	CHIVES	FRESH	KG		2	
111	VEG	COLESLAW	PRE-CUT	KG		75	
112	VEG	CORN BABY	FRESH	KG		2	
113	VEG	CORN DISKS	PRE-CUT	KG		2	
114	VEG	CORN ON COB	FRESH	KG		75	
115	VEG	CUCUMBER	FRESH	EACH		450	
116	VEG	CUCUMBER	FRESH	KG		2	
117	VEG	GARLIC	FRESH	KG		2	
118	VEG	GARLIC CRUSHED	PROCESSED	KG		38	
119	VEG	GEM SQUASH	FRESH	KG		75	
120	VEG	GEM SQUASH BABY	FRESH	KG		2	
121	VEG	GEM SQUASH HALVED	PRE-CUT	KG		180	
122	VEG	GINGER	FRESH	KG		9	
123	VEG	LEEKS	FRESH	KG		2	
124	VEG	LEEKS	FRESH	BUN		300	
125	VEG	LETTUCE BUTTER	FRESH	KG		2	
126	VEG	LETTUCE BUTTER	FRESH	EACH		75	
127	VEG	LETTUCE BUTTER P/PACK	PRE-CUT	EACH		2	
128	VEG	LETTUCE BUTTER P/PACK	PRE-CUT	KG		2	
129	VEG	LETTUCE COSS	FRESH	KG		2	
130	VEG	LETTUCE COSS	FRESH	EACH		75	
131	VEG	LETTUCE COSS P/PACK	PRE-CUT	EACH		2	
132	VEG	LETTUCE COSS P/PACK	PRE-CUT	KG		2	
133	VEG	LETTUCE ICEBERG	FRESH	KG		2	
134	VEG	LETTUCE ICEBERG	FRESH	EACH		300	
135	VEG	LETTUCE MIX FANCY P/PACK (400gr)	PRE-CUT	EACH		23	
136	VEG	LETTUCE MIX FANCY P/PACK	PRE-CUT	KG		2	
137	VEG	MANGE TOUT	FRESH	KG		2	
138	VEG	MARROW BABY	FRESH	KG		30	
139	VEG	MARROW BABY JULIENNE	PRE-CUT	KG		60	
140	VEG	MIX VEG DICED	PRE-CUT	KG		15	
141	VEG	MIX VEG: COUNTRY CROP	PRE-CUT	KG		225	
142	VEG	MIX VEG: GREEN MIX	PRE-CUT	KG		75	
143	VEG	MIX VEG: POTJIE MIX	PRE-CUT	KG		120	
144	VEG	MIX VEG: ROASTING	PRE-CUT	KG		225	

No		SPECIFICATIONS OF FRESH AND PRE-CUT FRUIT AND VEGETABLE		Unit of measure	Price per unit of measure	Estimated annual quantity	Total price per estimated amount, (incl. vat)
145	VEG	MIX VEG: STIRFRY VEG	PRE-CUT	KG		225	
146	VEG	MUSHROOM BROWN	FRESH	KG		2	
147	VEG	MUSHROOM BUTTON	FRESH	KG		2	
148	VEG	MUSHROOM CATER MIX	FRESH	KG		150	
149	VEG	MUSHROOM PIZZA MIX	PRE-CUT	KG		75	
150	VEG	ONION	FRESH	KG		2	
151	VEG	ONION	FRESH	POC		90	
152	VEG	ONION BABY/PICKLE	FRESH	KG		2	
153	VEG	ONION RED	FRESH	KG		75	
154	VEG	PARSNIPS	FRESH	KG		2	
155	VEG	PATTY PANS	FRESH	KG		2	
156	VEG	PEPPER GREEN	FRESH	KG		150	
157	VEG	PEPPER RED	FRESH	KG		150	
158	VEG	PEPPER YELLOW	FRESH	KG		150	
159	VEG	POTATO BABY	FRESH	KG		150	
160	VEG	POTATO BABY PEELED	PRE-CUT	KG		2	
161	VEG	POTATO CHIPS	PRE-CUT	KG		150	
162	VEG	POTATO MEDIUM LARGE	FRESH	KG		2	
163	VEG	POTATO MEDIUM LARGE	FRESH	POC		300	
164	VEG	PUMKIN PEELED	PRE-CUT	KG		2	
165	VEG	PUMPKIN	FRESH	KG		2	
166	VEG	PUMPKIN CUBED	PRE-CUT	KG		225	
167	VEG	RADISH	FRESH	KG		2	
168	VEG	RADISH	FRESH	BUN		2	
169	VEG	ROCKET	FRESH	KG		2	
170	VEG	SOUPMIX	PRE-CUT	KG		15	
171	VEG	SPINACH	FRESH	KG		2	
172	VEG	SPINACH BABY	FRESH	KG		2	
173	VEG	SPINACH DEVAINED	PRE-CUT	KG		2	
174	VEG	SPINACH SHREDDED	PRE-CUT	KG		180	
175	VEG	SPRING ONION	FRESH	KG		2	
176	VEG	SPRING ONION	FRESH	BUN		75	
177	VEG	SPROUTS FINE	FRESH	KG		2	
178	VEG	SUGAR SNAPS	FRESH	KG		2	
179	VEG	SWEET POTATO BATTONS	PRE-CUT	KG		2	
180	VEG	SWEET POTATO CUBED	PRE-CUT	KG		225	
181	VEG	SWEET POTATO LARGE	FRESH	KG		2	
182	VEG	SWEET POTATO	FRESH	KG		75	

No		SPECIFICATIONS OF FRESH AND PRE-CUT FRUIT AND VEGETABLE		Unit of measure	Price per unit of measure	Estimated annual quantity	Total price per estimated amount, (incl. vat)
		MEDIUM					
183	VEG	SWEET POTATO ORANGE	FRESH	KG		2	
184	VEG	SWEET POTATO PEELED	PRE-CUT	KG		2	
185	VEG	SWEET POTATO SLICED	PRE-CUT	KG		2	
186	VEG	TOMATO	FRESH	KG		525	
187	VEG	TOMATO CHERRY/MINI/COCKTAIL	FRESH	KG		45	
188	VEG	TOMATO PLUM	FRESH	KG		75	
189	VEG	TOMATO SUNDRIED	PROCESSED	KG		2	
190	VEG	TURNIPS	FRESH	KG		2	
191	EGG	EGGS LARGE	30doz	BOX		40	
192	DEL	Delivery Charge to iThemba LABS (if extra)		EACH		200	
193	DEL	Minimum order amount to qualify for free delivery (if applicable).		EACH			
SUB TOTAL VAT INCLUSIVE YEAR 1							
SUBTOTAL VAT INCLUSIVE YEAR 2*							
SUBTOTAL VAT INCLUSIVE YEAR 3*							
TOTAL CONTRACT VALUE VAT INCLUSIVE							

*Fruit and vegetables increased by 12.6% year-on-year, and the total PPI annual rate was 13.5 % in Dec 2022. Food increased by 12.7% year-on-year, and the total CPI annual rate was 7.2% in Dec 2022. (Ref: <https://www.statssa.gov.za/publications/P0141/P0141December2022.pdf>) It is recommended that contract pricing for year 2 should therefore be estimated at year 1 pricing plus 12.6%, and year 3 at year 2 pricing plus 12.6% approximately. The purpose of this calculation is to estimate total contract value. Pricing will be based on weekly quotations, which shall be market related, for the duration of the contract.

REFERENCE LETTER

<u>Referee Legal Name:</u>			
<u>REFERENCE ON COMPANY:</u>			
RFQ Number:	iThemba LABS – RFQ/2022/23:239		
RFP Description <i>The Appointment of a Service Provider to supply and deliver fresh produce – fruit and vegetables on and as and when required basis for a period of 36months to iThemba Labs, Faure, Cape Town.</i>			
Describe the service/work the above bidder provide to you below:			
PLEASE TICK BOX REPRESENTATIVE OF PERFORMANCE FOR EACH CRITERIA LISTED BELOW	Below requirements	Meets requirements	Exceeds requirements
Delivery according to agreed times or schedules.			
Documentation accuracy such as invoices, credit notes and statements.			
Satisfaction with quality and shelf life of products (fresh produce – fruit and vegetables)			
Hygiene and sanitation of delivery trucks, crates, personnel and temperature of supplied goods (fresh produce – fruit and vegetables).			
Overall Impression			
Approximate value of contract			
Duration of contract (indicate Adhoc and or period; Total of Months or Years)			
Other comments			
Will you make use of this service provider again?			<input type="checkbox"/> YES <input type="checkbox"/> NO

Completed by:	
Signature:	
Company Name:	
Contact Telephone Number:	
Date:	

SPECIAL CONDITIONS AND STANDARD REQUIREMENTS FOR MANAGING THE CONTRACTUAL OBLIGATIONS

The bidders are expected to have the expertise and skilled staff to perform of work under this contract, which fully comply with all applicable legislation (Acts and their regulations) and South African National Standards (SANS) and international best practise.

SERVICE PERFORMANCE LEVELS (MANDATORY)

Service being Measured	Measurement	Minimum level
Delivery	As per agreement	Within 24 - 48 hours of request or as per mutual agreement
Quality of products	Class 1 as per current Legislation and South African National Standards (Acts, regulations and its amendments)	Meets requirements
Documentation	According to specific and general conditions	Complete according to the specifications
Weekly pricing	Market related pricing provided weekly	Weekly pricelist emailed as per mutual agreement. Prices must remain market related for duration of contract.
Hygiene and sanitation	Cleanliness of delivery vehicles, personnel, crates, bags and products, including product temperature	Clean on delivery. Temperature within legislation requirements

SERVICE PERFORMANCE LEVELS (MANDATORY)

Service being Measured	Penalty where minimum levels are breached
Delivery	Letter of non-compliance.
Product quality	Reject/return goods for credit or replace.
Documentation	Letter of non-compliance
Weekly pricing	Letter of non-compliance with reference to market related pricing obtained from 3 CSD registered suppliers
Hygiene and sanitation	Reject/return goods for credit. Letter of non-compliance.

STANDARD BIDDING DOCUMENT (SBD) 4

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

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 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 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.
- 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.

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.

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

STANDARD BIDDING DOCUMENT (SBD) 6.1

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & \\ Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & & \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest 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 either the 80/20 or 90/10 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 either the 80/20 or 90/10 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 both the 90/10 and 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 90/10 or 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 (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

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.

SURNAME AND NAME: SIGNATURE(S) OF TENDERER(S)
DATE:
ADDRESS:

Note: It is advised that documents be returned in PDF