

**FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE BREAKFAST,
LUNCH, REFRESHMENTS FOR 10 STAFF MEMBERS (OHS) FOR INTRODUCTION
TO SAMTRAC TRAINING**

QUOTATION NUMBER: RFP/2021/001310

CLOSING DATE: 19 NOVEMBER 2025

CLOSING TIME: 10:00



1. INTRODUCTION

- 1.1. The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.

2. OBJECTIVES OF THE ASSIGNMENT

- 2.1. Prospective Service Providers are invited to submit a quotation with detailed proposal with the aim to provide catering services for 10 employees for five (05) days at the following address:

NOSA College Centurion,
Block E, Lakefield Office Park,
272 West Ave,
Die Hoewes,
Centurion,
0157

3. SPECIFICATION

- 3.1. The service provider is expected to deliver the following services for 10 staff members:

- 3.1.1. Each delegate must receive two 500ml bottles of water in the morning and two 500ml bottles of water in the afternoon for the duration of the training.

3.1.2. 24 November 2025

Breakfast Menu:

Coffee, Tea, 2 x 1 litre Fruit Juices, Chicken Mayo sandwiches on White/Brown bread, Scones/Muffins, Fruit salad

Lunch Menu:

Dumpling/rice/samp with Beef/Lamp stew, Grilled Fish/Chicken, veggies, 2x salads, soft drinks

3.1.3. 25 November 2025

Breakfast Menu

Coffee, Tea, 2 x 1 litre Fruit Juices, Muffins/Scones, Croissants with Cheese, Fruit salad

Lunch Menu:

Dumpling/rice/samp with Beef/Lamp stew, Grilled Fish/Chicken, veggies, soft drinks

3.1.4. 26 November 2025

Breakfast Menu

Coffee, Tea, 2 x 1 litre Fruit Juices, Samosas/Small pies, Muffins/Scones, Ham & Cheese sandwiches

Lunch Menu:

Dumpling/rice/samp with Beef/Lamp stew, Grilled Fish/Chicken, 2x salads, soft drinks

3.1.5. 27 November 2025

Breakfast Menu

Coffee, Tea, 2 x 1 litre Fruit Juices, Muffins/Scones, Croissants with Cheese, Fruit salad

Lunch Menu:

Dumpling/rice/samp with Beef/Lamp stew, Grilled Fish/Chicken, veggies, soft drinks

3.1.6. 28 November 2025

Breakfast Menu

Coffee, Tea, 2 x 1 litre Fruit Juices, Chicken Mayo sandwiches on White/Brown bread, Scones/Muffins, Fruit salad

Lunch Menu:

Pap/Rolls with Braai beef/lamp, Chicken cuts/Wors, 2x salads, soft drinks

4. COMPETENCIES AND SKILLS SET REQUIRED

4.1. Ability to deliver catering for suitable breakfast and lunch to 10 employees.

5. TIME FRAME

5.1. The duration of the contract will be for a period of five (05) days during which the service provider will be contracted to render the service.

6. COSTING

6.1. A cost analysis must be given to cover the full project amount. The proposed project pricing must be all-inclusive (i.e. including professional fees, venue hire, travel expenses, disbursements and VAT). The PSETA may require a breakdown of rates on any of the items priced and service providers are required to provide same. PSETA reserves the right to negotiate the price.

7. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

The proposals will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals once the minimum functionality criteria are met. The evaluation will be based on:

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		Points
Price		80
Special goals		20
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

8. FORMAT OF THE BID SUBMISSION

8.1. Proposals must be submitted electronically.

8.2 Submission of all applicable documents as indicated below:

- Certified copy of doctor's certification with medical practice number.
- Certified copies of the director's ID's document (in order claim points for disability as per SBD 6.1)
- Certified copy of BB-BEE certificate or a sworn affidavit
- Valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- Copy of the registration document of the organisation (CIPC).
- Copy of the Central Supplier Database registration.

9. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

9.1. All Standard Bidding documents (SBD) documents must be completed and signed.

- SBD 1 (All sections must be fully completed)
- SBD 4 (All sections must be fully completed)
- SBD 6.1 (All sections must be fully completed)
- Proof of registration on Central Supplier Database.
- General Conditions of Contract (All pages must be signed or initialled)
- Certificate of acceptability for food premises.

NB: Please note that failure to submit documents requested on section 9 will render the proposal disqualified.

Please submit all proposals and applicable documentation to Supply Chain Department,
Ms Lungile Mokoena via email on lungilem@pseta.org.za



Signature