



**iThemba
LABS**

Laboratory for Accelerator
Based Sciences

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REQUEST FOR QUOTATION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF MARGARINE, CHEESE AND FROZEN VEGETABLES (LOCAL), PIES AND PASTRIES FOR A PERIOD OF TWELVE (12) MONTHS

Supplier Name:

GOODS

SERVICE

Request For Quotation Number:	iLABS/RFQ 2021/22:188
Date Issued:	21 January 2022
Description:	Appointment of panel of Service Providers for the Supply and Delivery of Margarine, Cheese and Frozen Vegetables(local), Pies and Pastries for a Period of Twelve (12) Months to iThemba LABS, Old Faure Road, Faure, Canteen.
Closing Date:	04 February 2022
Closing Time:	11:00 am
Delivery Address:	scm1@tlabs.ac.za (quotes / proposals must be sent via email only)
Submit RFQ To:	scm1@tlabs.ac.za (quotes / proposals must be sent via email only)
Date Goods or Service Required:	From March 2022 (as and when required)
For More Information:	Ms Nombini Biko scm1@tlabs.ac.za

THE FOLLOWING CONDITIONS WILL APPLY:

- **Preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least thirty (30) 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 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.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder:
 - SBD 4 – Declaration of Interest with Government
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
 - SBD 6.2 – Declaration Certificate for Local Production and Content for Designated Sectors (where applicable)
 - SBD – 8 – Declaration of Bidder’s past SCM Practices
 - SBD – 9 – Certificate of Independent Bid Determination
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2017, 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, 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
CSD Unique Registration Reference Number:	
Currency:	ZAR
Lead Time for Delivery:	<i>(Specified in specifications, but to be mutually agreed upon.)</i>

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 BBEE certificate or sworn affidavit (applicable for local bidders).	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Declaration of Local Production and Content for designated sectors (SBD 6.2), completed and signed with the supporting annexures completed as outlined on pages 22-25	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Declaration of Past SCM Practices (SBD 8), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Independent Bid Determination (SBD 9), signed and completed.	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
Provide a copy of the Certificate of Acceptability of Food Premise (R638, 2018) OF THE DISTRIBUTION WAREHOUSE/ SUPPLIER.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide a copy of the Certificate of Acceptability of Food Premise (R638, 2018) for the VEHICLE that will be allocated for deliveries, if not the same as the DISTRIBUTION WAREHOUSE/ SUPPLIER.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide a copy of the certification of the Quality Management Programme (such as HACCP) of the DISTRIBUTION WAREHOUSE/ SUPPLIER.	M	<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 and Delivery of Margarine, Cheese and Frozen Vegetables(local), Pies and Pastries for a Period of Twelve (12) Months to iThemba LABS, Old Faure Road, Faure, Canteen

2. Compliance with National Legislation and Standards

- 2.1. 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). These include, but are not limited to:
- **Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972):** To control sale, manufacture and importation of foodstuffs, cosmetics and disinfectants and to provide for incidental matters.
 - **Government Notice No. R638 of 22 June 2018:** Regulation Governing General Hygiene Requirements for Food Premises and the Transport of food. No person must handle food or permit food to be handled on food premises in respect of which a **valid certificate of acceptability** has not been issued or is not in force (**Regulation R638 of 22 June 2018**) by the local authority.
 - **Agricultural Product Standards Act, 1990 (Act No. 119 of 1990):** To provide for the control over the sale and export of certain agricultural products, control over the sale of certain imported agricultural products, control over related products and for matters connected with.
 - **Marketing of Agricultural Products Act, 1996 (Act No 47 of 1996)**
 - **The South African Food Labelling Regulations** (Government Notice R146 of 1 March 2010)
 - **SANS 10049:2012 (SABS049):** Food safety management – Requirements for prerequisite programmes (PRPs).
- 2.2. Legislation put in place by the Directorate of Food control within the National Department of Health can be accessed at: <http://www.doh.gov.za/department/foodcontrol/legis.html>
- 2.3. Legislation regarding agricultural products as governed by the Department of Agriculture can be accessed at: www.daff.gov.za
- 2.4. South African National Standards can be ordered from: <https://www.sabs.co.za>

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 of margarine, cheese, frozen veg, pies and pastries		
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). Provide proof of capability to conform with this requirement such as a copy of the Certificate of Acceptability of Food Premise (R638, 2018) for the DISTRIBUTION WAREHOUSE/ SUPPLIER.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Specification or equivalent. Equivalent must be as close as possible to description and specification. Deviation of unit size and pack size will be acceptable. Order and costs will be calculated accordingly. It is not mandatory for the Service Provider to quote on all items on the Pricing Schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	Product Specifications		
1	All products must be local. No imports will be allowed.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

MANDATORY PHYSICAL REQUIREMENTS		Indicate Yes/No	
2	Product specifications are described in Pricing and Specification schedule.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C Packaging Specifications			
1	The product should be packed into suitable packaging as specified by relevant legislation and should be free from any leakage.	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"/>
D Transport and Delivery Specifications			
1	Goods must be delivered as per the agreed delivery schedule between iThemba LABS and the successful bidder.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Delivery is required monthly within forty-eight (48) hours of receipt of official purchase order or as mutually agreed upon between successful bidder and iThemba LABS.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	Margarine and Fresh Cheese are to be delivered in a closed refrigerated truck (or equivalent), with a temperature below 5 degrees Celsius (5 °C). Frozen Vegetables, Cheese, Ice cream, pies and pastries are to be delivered in a closed refrigerated truck (or equivalent), with a temperature below minus18 degrees Celsius (-18 °C). Provide proof of capability to conform with this requirement such as a copy of the Certificate of Acceptability of Food Premise (R638, 2018) for the VEHICLE that will be allocated for deliveries –if not the same as the DISTRIBUTION WAREHOUSE/ SUPPLIER.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	All products delivered must be securely crated, boxed, wrapped or bagged and hauled in refrigerated trucks.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	No other items will be transported in the same vehicle which might in any way contaminate or damage the products.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	The product should be delivered at temperatures not exceeding 5 degrees (5 °C) or minus 12 degrees Celsius (-12 °C) respectively.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	Drivers and delivery assistants must be properly attired with the correct PPE.	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 between 8:00 and 11:00.
- 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 only be issued as their notice to proceed with supply and delivery as and when needed.
- 3.6. The contract award will be split according to the successful service providers. Quotations will be requested on an “as and when required basis” 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.
- 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, 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 meat products.

4. Documentation Requirements and Certification of Quantity and Quality

- 4.1. All products delivered will be inspected at the time 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 supplier 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 statement.
- 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 will be used for comparative analysis. Quotations will be requested for placing of orders as and when needed.

Item no.	Product description and specification	Specification of pack size (or equivalent)	Unit of measure	Estimated annual amount (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
	AS A GUIDE AN EXAMPLE OF HOW TO PRICE :	100 GR UNIT OR EQUIVALENT	KG	36	6KG	R192.00	R32.00	R1152.00
LOCAL PRODUCTION AND CONTENT (Item 1 – 19)								
1	FROZEN BROCCOLI FLORETS	1KG PACK or equivalent	KG	60				
2	FROZEN CARROT BABY	1KG PACK or equivalent	KG	12				
3	FROZEN CAULIFLOWER FLORETS	1KG PACK or equivalent	KG	60				
4	FROZEN CHIPS POTOTA 12MM	1KG PACK or equivalent	KG	240				
5	FROZEN CHIPS SWEET POTATO	1KG PACK or equivalent	KG	60				
6	FROZEN COUNTRY CROP MIXED VEGETABLES	1KG PACK or equivalent	KG	60				
7	FROZEN CUT CORN	1KG PACK or equivalent	KG	18				
8	FROZEN GINGER 250GR	250GR PACK or equivalent	KG	15				
9	FROZEN GREEN BEAN CUT	1KG PACK or equivalent	KG	60				

Item no.	Product description and specification	Specification of pack size (or equivalent)	Unit of measure	Estimated annual amount (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
10	FROZEN GRILLED/ ROAST MIXED VEGETABLES	1KG PACK or equivalent	KG	18				
11	FROZEN HASHBROWNS	1KG PACK or equivalent	KG	24				
12	FROZEN HAWAIN/ ORIENTAL MIXED VEGETABLES	1KG PACK or equivalent	KG	18				
13	FROZEN MIXED VEGETABLES	1KG PACK or equivalent	KG	60				
14	FROZEN MUSHROOM	250GR PACK or equivalent	KG	50				
15	FROZEN PEAS	1KG PACK or equivalent	KG	60				
16	FROZEN PEPPERS TRICOLOUR/MIXED	1KG PACK or equivalent	KG	60				
17	FROZEN RATATOUILLE	1KG PACK or equivalent	KG	24				
18	FROZEN VEGETARIAN SCHNITZEL	100GR UNIT or equivalent	KG	12				
19	FROZEN SPINACH	1KG PACK or equivalent	KG	70				
20	MARGARINE 70% FAT WRAPPED	500gr x 30 pack or equivalent	500gr x 30	6				
21	MARGARINE MARVELLO SPREADABLE TUB	1.5kg TUB x 12 pack or equivalent	1 kg x12	6				
22	MARGARINE PORTIONS FLORO GOLD	8gr x 294 pack or equivalent	8gr x 294	2				
23	CHEESE COTTAGE SMOOTH	2.5kg pack or equivalent	2.5kg	3				
24	CHEESE CREAM CHEESE	2.5kg pack or equivalent	2.5kg	3				

Item no.	Product description and specification	Specification of pack size (or equivalent)	Unit of measure	Estimated annual amount (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
25	CHEESE FETA ORIGINAL	3kg pack or equivalent	3kg	10				
26	CHEESE GRATED CHEDDAR	2kg pack or equivalent	2kg	20				
27	CHEESE GRATED MOZZARELLA	2kg pack or equivalent	2kg	8				
28	CHEESE GRATED PARMESAN	1kg pack or equivalent	kg	5				
29	CHEESE LOAF CHEDDAR	or equivalent	kg	24				
30	CHEESE LOAF GOUDA	or equivalent	kg	24				
31	CHEESE LOAF MOZZARELLA	or equivalent	kg	6				
32	CHEESE SLICED CHEDDAR	or equivalent	kg	45				
33	CREAM/ DESSERT TOPPING MEADOWLAND BRAND	1lit x 6 pack or equivalent	1lit x 6	12				
34	ICE CREAM VANILLA	5lit pack or equivalent	5lit	4				
35	FRZ BUN HAMBURGER UNBAKED	100GR UNIT or equivalent	EACH	120				
36	FRZ BUN HAMBURGER PLAIN BAKED	100GR UNIT or equivalent	EACH	120				
37	FRZ BUN HAMBURGER SEEDED BAKED	100GR UNIT or equivalent	EACH	120				
38	FRZ ROLL PORTUGUESE	70GR UNIT or equivalent	EACH	12				
39	FRZ CROISSANT	40GR UNIT or equivalent	EACH	120				
40	FRZ DANISH SELECTION MINI UNBAKED	42GR UNIT or equivalent	EACH	800				
41	FRZ MUFFINS ASSORTED BAKED	55GR or equivalent	EACH	1800				
42	FRZ PANINI BROWN	or equivalent	EACH	60				

Item no.	Product description and specification	Specification of pack size (or equivalent)	Unit of measure	Estimated annual amount (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
43	FRZ PANINI WHITE	or equivalent	EACH	60				
44	PASTRY PHYLLO ROLL	500GR or equivalent	EACH	12				
45	PASTRY PUFF PASTRY ROLL	400GR or equivalent	EACH	120				
45	PASTRY SHORT CRUST ROLL	400GR or equivalent	EACH	24				
47	PASTRY VOL AU VENT UNBAKED	20GR or equivalent	EACH	200				
48	PIE PHYLLO SPINAKOPITA COCKTAIL	or equivalent	EACH	100				
49	PIE UNBAKED SAUSAGE ROLL BEEF	190GR UNIT or equivalent	EACH	150				
50	PIE UNBAKED SAUSAGE ROLL CHICKEN	190GR UNIT or equivalent	EACH	50				
51	PIE UNBAKED BEEF STEAK	170GR UNIT or equivalent	EACH	48				
52	PIE UNBAKED CHICKEN AND MUSHROOM	170GR UNIT or equivalent	EACH	48				
53	PIE UNBAKED MUTTON CURRY	170GR UNIT or equivalent	EACH	48				
54	PIE UNBAKED PEPPER STEAK	170GR UNIT or equivalent	EACH	48				
55	PIE UNBAKED SPINACH AND FETA	170GR UNIT or equivalent	EACH	48				
56	PIE UNBAKED STEAK AND KIDNEY	170GR UNIT or equivalent	EACH	48				
57	PIES UNBAKED COCKTAIL BOBOTIE	or equivalent	EACH	100				
58	PIES UNBAKED COCKTAIL CHEESE	or equivalent	EACH	100				
59	PIES UNBAKED COCKTAILCHICKEN	or equivalent	EACH	100				
60	PIES UNBAKED COCKTAIL STEAK	or equivalent	EACH	100				

Item no.	Product description and specification	Specification of pack size (or equivalent)	Unit of measure	Estimated annual amount (per Unit of measure)	Supplier pack/unit size	Supplier price (incl. vat) per pack/unit size	Supplier price (incl. vat) per unit of measure	Total price per estimated amount, (incl. vat)
61	PITA BREAD POCKETS 150MM	150MM UNIT or equivalent	EACH	200				
62	PITA POCKETS COCKTAIL	or equivalent	EACH	100				
63	PIZZA BASE TOMATO	30 CM or equivalent	EACH	50				
64	RISSOLES JALEPENO CHEESE	45GR UNIT or equivalent	EACH	48				
65	ROTI STANDARD	25CM or equivalent	EACH	240				
66	SAMOOSA COCKTAIL BEEF	20GR or equivalent	EACH	200				
67	SAMOOSA COCKTAIL CHICKEN	20GR or equivalent	EACH	200				
68	SPRINGROLL COCKTAIL BEEF	or equivalent	EACH	100				
69	SPRINGROLL COCKTAIL CHICKEN	or equivalent	EACH	100				
70	SPRINGROLL COCKTAIL MIXED VEGETABLE	or equivalent	EACH	300				
71	TORTILLA WRAP	26CM or equivalent	EACH	240				
72	Delivery Charge to iThemba LABS (if extra)						Per delivery	Estimated delivery for 12 months
	Minimum order amount to qualify for free delivery (if applicable).	EACH	EACH	12				
TOTAL (VAT INCLUSIVE)								R

*RDW: Random Weight

SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the STATE ¹, or persons having a kinship with persons employed by the STATE, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the STATE, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The Bidder is employed by the STATE; and/or

The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder, member):

Registration number of company, enterprise, close corporation, partnership agreement:

Tax Reference Number:

VAT Registration Number:

The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:

Schedule attached with the above details for all directors/members/shareholders

Are you or any person connected with the Bidder presently employed by the STATE? If so, furnish the following particulars in an attached schedule	YES / NO
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Name of person/ director/ trustee/ shareholder/member:

Name of STATE institution at which you or the person connected to the Bidder is employed

Position occupied in the STATE institution:	
Any other particulars:	
If you are presently employed by the STATE, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
If Yes, did you attach proof of such authority to the Bid document?	
If No, furnish reasons for non-submission of such proof as an attached schedule	
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)	
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the STATE in the previous twelve months?	YES / NO
If so, furnish particulars as an attached schedule:	
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the STATE and who may be involved with the evaluation and or adjudication of this Bid?	YES / NO
If so, furnish particulars as an attached schedule.	
Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES / NO
If so, furnish particulars as an attached schedule:	

PREFERENCE POINTS CLAIMED (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution
NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
- 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2.
- 1.2.1. The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

- 1.2.2. the 80/20 preference point system will be applicable to this tender

1.3. Points for this bid shall be awarded for:

- 1.3.1. Price; and
- 1.3.2. B-BBEE Status Level of Contributor.

1.4. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. The purchaser 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 purchaser.

2. DEFINITIONS

- 2.1. “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3. “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5. **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.6. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor”** means:
- 2.8.1. B-BBEE Status level certificate issued by an authorized body or person;
- 2.8.2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.10. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
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

5. BID DECLARATION

5.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1. B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
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7.1.1. If yes, indicate:

- 7.1.1.1. What percentage of the contract will be subcontracted.....%
- 7.1.1.2. The name of the sub-contractor.....
- 7.1.1.3. The B-BBEE status level of the sub-contractor.....
- 7.1.1.4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
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7.1.1.5. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1. Name of company/firm:
- 8.2. VAT registration number:
- 8.3. Company registration number :.....
- 8.4. TYPE OF COMPANY/ FIRM
 - Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company

(Pty) Limited
[TICK APPLICABLE BOX]

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6. COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7. Total number of years the company/firm has been in business:

8.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 8.8.1. The information furnished is true and correct;
- 8.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 8.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 8.8.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - 8.8.4.1. disqualify the person from the bidding process;
 - 8.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 8.8.4.3. 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;
 - 8.8.4.4. 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
 - 8.8.4.5. forward the matter for criminal prosecution.

SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably). Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

- 3. Does any portion of the goods or services offered have any imported content?
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	

Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

- The obligation to complete, duly sign, and submit this declaration cannot be transferred to an external authorized representative, auditor, or any other third party acting on behalf of the bidder.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial development/ip.jsp](http://www.thdti.gov.za/industrial%20development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names), do hereby declare,
in my capacity as of(name of
bidder entity), the following:

- The facts contained herein are within my own personal knowledge.
- I have satisfied myself that:
 - the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:	YES / NO
Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as an attached schedule:	YES / NO
Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	YES / NO
Was any contract between the Bidder and any NRF terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	YES / NO
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	

SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the NRF, do hereby make the following statements that I certify to be true and complete in every respect:	
I have read and I understand the contents of this Certificate;	
I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;	
I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;	
Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;	
For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who: <ul style="list-style-type: none"> a) Has been requested to submit a Bid in response to this Bid invitation; b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder 	
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 consortium ³ will not be construed as collusive bidding.	
In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: <ul style="list-style-type: none"> a) Prices; b) Geographical area where product or service will be rendered (market allocation); c) Methods, factors or formulas used to calculate prices; d) The intention or decision to submit or not to submit, a Bid; e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or f) Bidding with the intention not to win the Bid. 	

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.
The terms of this 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 the bid or to the signing of the contract.
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
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

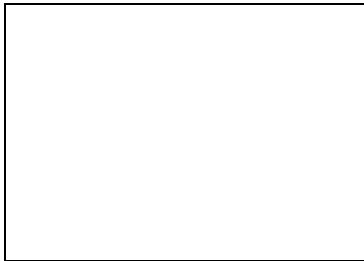
By signing this request for order form the supplier offers to supply the goods or service in respect of **RFQ and Description** of goods or services

_____, as described in this document.

Signature

Date

Print name: _____
On Behalf of the Supplier (duly authorized)



COMPANY STAMP Note: It is advised that documents be returned in PDF