



# **REQUEST FOR QUOTATION**

**APPOINTMENT OF A SUPPLIER FOR THE  
PROVISION OF CAFETERIA SERVICES FOR A  
PERIOD OF TWELVE MONTHS A PERIOD OF  
TWELVE (12) MONTHS.**

**RFQ NO. GF25072024WELL**



## REQUEST FOR QUOTATION

You are hereby invited to submit price quotation for:

**APPOINTMENT OF A SUPPLIER FOR THE PROVISION OF CAFETERIA SERVICES FOR A PERIOD OF TWELVE MONTHS A PERIOD OF TWELVE (12) MONTHS.**

<b>RFQ NUMBER:</b>	<b>RFQ NO. GF25072024WELL</b>
<b>ADVERTISEMENT DATE:</b>	<b>25 July 2024</b>
<b>COMPULSORY SITE BRIEFING DATE:</b>	<b>31 July 2024</b>  <b>76 Boeing Road East, Bedfordview, Germiston, 2008</b>  <b>GPS <a href="#">-26.167305, 28.136210</a></b>
<b>CLOSING DATE:</b>	<b>08 August 2024</b>
<b>CLOSING TIME:</b>	<b>11h00</b>
<b>BID DOCUMENT SCANNED AND EMAILED TO:</b>	<b><a href="mailto:Thulani.mkwanazi@gauteng.gov.za">Thulani.mkwanazi@gauteng.gov.za</a></b> <b><a href="mailto:Ntsobe.sokapse@gauteng.gov.za">Ntsobe.sokapse@gauteng.gov.za</a></b>
<b>BID VALIDITY PERIOD:</b>	<b>90 days (commencing from the RFQ Closing Date)</b>
<b>TECHNICAL RELATED QUERIES</b>	<b>MS. LAURETTA NYANGINTSIMBI</b>
<b>SCM RELATED QUERIES</b>	<b>MR. THULANI MKWANAZI</b>

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

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

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### APPOINTMENT OF A SUPPLIER FOR THE PROVISION OF CAFETERIA SERVICES FOR A PERIOD OF TWELVE MONTHS A PERIOD OF TWELVE (12) MONTHS.

The Gauteng Department of Roads and Transport adhere to all relevant Acts including but not limited to, the Constitution of the Republic of South Africa of 1996, the Black Economic Empowerment Act No.53 of 2003, Preferential Procurement Policy Framework Act No.5 of 2000, Employment Equity Act No. 55 of 1998 and the Public Finance Management Act No 1 of 1999.

In terms of Preferential Procurement Regulation of 2022, the Department will be applying the 80/20 preference point system.

#### COMPULSORY/MANDATORY TENDER REQUIREMENTS:

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

NO	CRITERIA	COMPLY	NOT COMPLY
1	Provide a minimum of 3 contactable completion letters on bidder's clients' letterhead on the projects done relating to canteen/catering services.		
2	A copy of the Company Profile that fulfils the RFQ requirements and include:  Pest control report of the current premises of operation Cleaning timetable as per the requirement of Regulation 6 at the current site		
3	Proof of basic training of food handlers and their personal details (records / certificates)		
4	Complete, sign and submit all compulsory SBD documents i.e. SBD 1, SBD 4, SBD 6.1 which forms part of the tender document.		

#### **OTHER KEY RETURNABLES:**

- Valid Tax Compliant certificate and / or Tax registration pin code (A trust, consortium or joint venture must submit consolidated Tax Compliant certificate or tax compliant Certificates of each partner in the trust, consortium or joint venture) at the point of awarding, failure to submit will result in disqualifications of the bidder.
- Registration Documents of the business with the Companies and Intellectual Property Commission (CIPC) OR Master of the High Court in South Africa.
- Provide Central Supplier Database (CSD) registration summary report (Bidders are required to be registered on CSD)
- Certified ID Copies of company directors or members and shareholders (NB: the date of certification must be less than 3 months from the date of the bid closure)
- Valid B-BBEE Certificate issued by SANAS or a Sworn Affidavit or CIPC B-BBEE Certificate



### **PRICE AND PREFERENCE POINT SYSTEM EVALUATION:**

In terms of Preferential Procurement Regulation of 2022, the department will be applying the 80/20 preference point system, which is applicable to bids with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included), shall be applied, where a maximum of 80 points will be allocated for price and maximum of 20 will be allocated for the Specific Goals specified in this tender.

AREA POINTS	POINTS (80/20)
Price	80
Preference Point – Specific Goals	20
Total points for Price and Preference Points	100

### **Specific Goals Requirements:**

To qualify for Specific Goal points, Bidders must provide evidence of ownership of 51% or more per the specified Historically Disadvantaged Individuals (HDI) categories. Bidders must submit verifiable documentation as proof to claim the Preference Points.

**Bidders who fail to submit valid B-BBEE credentials will forfeit their preference points.**

SPECIFIC GOALS	PROOF OF EVIDENCE	POINTS (20)
HDI	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% black ownership to claim points.	1
Woman	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% owned by women to claim points.	7
Youth	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit with at least 51% owned by youth and copies of Identity Documents for Directors to claim points.	5
Disability	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit to claim points	3
Bidder must be located within Gauteng Province	The bidder must submit a copy of a municipal rates & taxes invoice or statement not older than three (3) months in the name of the Bidder or proof of lease agreement in the name of the Lessee signed by both parties.	2
B-BBEE status level contributors from level 1 to 4 which are QSE or EME	The bidder must submit a valid B-BBEE Certificate or Sworn Affidavit to claim points	2

**Guidance on valid B-BBEE Certificates and/or valid Sworn Affidavits to substantiate preference points claims.**

- Valid B-BBEE Certificate issued by a SANAS accredited agency.
- Bidders qualifying as EME/QSE can submit a valid Sworn Affidavit (DTIC) or B-BBEE Certificate issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the DTIC, which serves as an Affidavit.
- Any Consortium or JV must submit a valid consolidated B-BBEE Certificate issued by a SANAS accredited agency. No sworn affidavit will be accepted for a Consortium or JV.
- The entity is requesting the B-BBEE credentials in order to validate and evaluate the points claimed by the Bidder based on the Specific Goals outlined in this tender document and the SBD 6.1.

**NB:** The submission of a fraudulent B-BBEE certificate will result in the bidder being disqualified and criminal proceedings being instituted against the bidder. The bidder, the shareholders and / or directors will further be restricted from doing business with any organ of the state for a maximum period of 10 years.

**Bidders should note the following:**

- Functionality will be scored out of 100 points.
- Where the proposed prices of critical materials to be supplied to the Department are considerably less than the expected market price or rates, the Department reserves the right to verify the proposed prices by requesting quotations from the supplier(s) cited in the compilation of the bid.
- The bid validity period is 90 days (excluding public holidays) However, the Department reserves the right to request all bidders to extend such validity period should the need arise.
- The successful bidder will be required to enter into a formal contract with the Department. Such contract will be governed in terms of the General Conditions of Contract dated 2015.
- The Department will not compensate the bidder for any costs incurred in the preparation and submission of a bid offer, including the costs of any testing necessary to demonstrate that aspect of the offer complies with requirements.
- Tenderers who are listed in the National Treasury's register of defaulters and restricted suppliers will be disqualified.

**NB:** Potential suppliers must note that in terms of departmental policy, the Department reserves the right to cancel and blacklist any supplier for a period of at least 12 months if the supplier fails to adequately perform in terms of the awarded contract.



### **Correspondence**

- For the availability of the bid document and technical specification enquiries contact the following e-mail @ [Thulani.mkwanazi@gauteng.gov.za](mailto:Thulani.mkwanazi@gauteng.gov.za)
- Closing date for enquires: 08 August 2024
- Bidders to expect responses within 1 days of this closing date.



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# **SBD 1**

## **INVITATION TO BID**





**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>APPOINTMENT OF A SUPPLIER FOR THE PROVISION OF CAFETERIA SERVICES FOR A PERIOD OF TWELVE MONTHS A PERIOD OF TWELVE (12) MONTHS.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>NTSOBE SOKAPASE</b>		CONTACT PERSON	<b>LAURETTA NYANGINTSIMBI</b>	
TELEPHONE NUMBER	<b>011 372 8715</b>		TELEPHONE NUMBER	<b>011 372 8600</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:ntsobe.sokapase@gauteng.gov.za">ntsobe.sokapase@gauteng.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:lauretta.nyangintsimbi@gauteng.gov.za">lauretta.nyangintsimbi@gauteng.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



## **PART B**

### **TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

.....

DATE:

.....

## 1. INTRODUCTION

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

## 2. BACKGROUND

g-FleeT Management intends to appoint a service provider to provide canteen services to staff at g-FleeT – Bedfordview Offices. Currently g-FleeT has employed approximately 299 staff members including interns. g-FleeT will enter into a Service Level Agreement with a prospective service provider who will provide the services as required. The services rendered will be for the Service Provider's own account, taking responsibility for all risks including profit/loss, stock and cash control. The canteen services required will **NOT** be on a subsidy basis.

## 3. SCOPE OF WORK

Specifications for the supply and provision of cafeteria service

g-FleeT Management requests proposal for the operation of a cafeteria facility at its Head Office in Bedfordview (76 Boeing Road East, Bedfordview, Germiston). This scope of work shall form part of the contract.

Should a vendor have reasons to believe that the Specification is not open and/or is written for a particular service or work, the vendor shall notify procurement services within two (02) days after publication of the RFQ. The services rendered must comply with the following: The menu will be in accordance with the guideline as per food preparations requirement in the food preparation industries and department of health.

### 3.1 Canteen Operation

3.1.1 The on-site canteen is a 375 square meters facility with the following facilities:

Dining Area = 6800 x 10400.

Kitchen = 10080 x 10790.

Service Area = 8650 x 9100 + 1700 x 6000

Admin Office = 3900 x 2680.

Storeroom = 3555 x 7500.

Walk-in Fridge = 3555 x 2500.

Cold Room = 3555 x 2600.

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

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

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

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

3.1.6 Prepare all foods/meals to exceptionally high standards expected of the food industry whilst also ensuring that no food preparation other than specified takes place on the premises. See paragraph 3.3.

### **3.2 Normal Working Hours**

g-FleeT office hours are between 08h00 and 16h30 Monday to Friday.

The operation of the canteen will be between **06h00 and 15h00 (8 hour)** Monday to Friday (Excluding Public Holidays – no service)

### **3.3 FOOD SPECIFICATION**

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

## ORDER OF THE DAY:

### BREAKFAST:

- ◆ Toast (ham & cheese, cheese & tomato)
- ◆ Muffin
- ◆ Scones
- ◆ Cakes
- ◆ Banana bread
- ◆ Bacon and eggs
- ◆ Chicken mayo
- ◆ Cold beverages
- ◆ Hot beverages

### LUNCH:

- ◆ STARCH
  - Pap
  - Rice
  - Samp (plain)
  - Pasta
  - Dumpling

### MEAT

- ◆ Chicken stew
- ◆ Beef stew
- ◆ Grilled chicken
- ◆ Tribe

### VEGETABLE

- ◆ Spinach
- ◆ Pumpkin
- ◆ Beetroot
- ◆ Grilled potatoes
- ◆ Carrots etc.

### FRUITS

- ❖ Apples
- ❖ Bananas
- ❖ Pears etc.

### 3.3.2 Callorder counter meal:

- not limited to the below listed in the pricing schedule in paragraph 4

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

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

## 4 PRICING SCHEDULE

### 4.1 Fixed unit pricing for the duration of contract period – Canteen Daily Menu

DESCRIPTION	UNIT PRICE		COMMENTS
	R	C	
STARCHES			
PAP			
RICE			
DUMPLING			
SAMP			
TING			
BREAKFAST			
PLAIN TOAST			
MUFFIN			
SCONES			
CAKES			
BANANA BREAD			
HAM & CHEESE			
CHEESE & TOMATO			
BACON & EGG			
HAM, CHEESE & TOMATO			



EGG & CHEESE			
EGG & CHEESE			
EGG, CHEESE & TOMATO			
CHICKEN MAYO			
MUSHROOM, EGG, BACON & TOMATO			
CHIPS, EGG, CHEESE, TOMATO & VIENNA			
DESCRIPTION	UNIT PRICE		COMMENTS
	R	C	
MENU FOR SPHATLO/KOTA			
POLONY + ARCH + VIENNA + RUSSIAN + EGG + CHIPS			
POLONY + ARCH + VIENNA + RUSSIAN + EGG + CHEESE + CHIPS			
MEAT ONLY			
BEEF STEW			
CHICKEN STEW			
GRILLED CHICKEN			

DESCRIPTION	UNIT PRICE		COMMENTS
	R	C	
MOGODU			
HARDBODY CHICKEN			
STEAK			
FISH (HAKE)			
OX LIVER			
CHICKEN LIVER			
MINCE MEAT			
MUTTON STEW			
WORS			
CHICKEN FEET			
OTHER			
<b>SALADS AND VEGIES</b>			
CHAKALAKA			
CREAMED SPINACH			
POTATO SALAD			
3 BEANS SALADS			



COLESLAW			
3 BEANS SALADS			
BEETROOT			
GREEK SALAD			
CABBAGE			
SELSA SALAD			
SWEET POTATOES			
PUMPKIN			
MASH POTATOES			
A GREEN BEANS & POTATOES			
MIXED VEGIES			
<b>MEAT WITH 2 SALADS OR 2 VEGIES</b>			
STARCH + BEEF STEW			
STARCH + HARDBODY			
STARCH + MOGODU			
STARCH + STEAK			
STARCH + GRILLED CHICKEN			

DESCRIPTION	UNIT PRICE		COMMENTS
	R	C	
STARCH + OX LIVER			
STARCH + MINCE			
STARCH + WORS			
STARCH + CHICKEN STEW			
STARCH + MUTTON STEW			
<b>MEAL WITHOUT SALADS AND VEGIES</b>			
STARCH + BEEF STEW			
STARCH + HARDBODY			
STARCH + MOGODU			
STARCH + STEAK			
STARCH + GRILLED CHICKEN			





STARCH + OX LIVER			
STARCH + MINCE			
STARCH + WORS			
STARCH + CHICKEN STEW			
STARCH + CHICKEN A LA KING			
STARCH + MUTTO STEW			
STARCH + OXTAIL (FRIDAY)			
STARCH + MOPANI WORMS			
STARCH + HALF SKOP (MONDAY & FRIDAY)			
DESCRIPTION	UNIT PRICE		COMMENTS
	R	c	
BURGER			
BEEF BURGER			
DOUBLE CHEESE BURGER			
PIES			
DESSERT ASSOCRTED CAKES			
TRIFLE			
CUSTARD & JELLY			
FRUITS SALADS			
MALVA PUDDING			
DESCRIPTION	UNIT PRICE		COMMENTS
	R	C	
EXTRAS			
CHEESE			
VIENNA			
RUSSIAN			
SMALL CHIPS			
MEDIUM CHIPS			
LARGE CHIPS			
OTHERS			



## 4.2 Canteen call – order items

DESCRIPTION	UNIT PRICE		COMMENTS
	R	C	
RESALE COLD BEVERAGES			
Soft Drinks – 330ml			
Grapetiser – 330ml			
Appletiser – 330ml			
Liquifruit – 330ml			
Mineral Water – 500ml			
Fruit Juices (orange, fruit cocktail, guava)			
Energy Drinks			
Iced Tea			
HOT BEVERAGES			
Filter Coffee			
Hot Chocolate			
Espresso			
Tea (Ceylon and rooibos)			
RESALE COUNTER ITEMS			
Assorted Potato Chips 30 – 36g			
Assorted Potato Chips – 120g			
Cheas Naks – 22g			
Cheese Curls – 14g			
Pringles Potato Chips – 100g			
Pringles Potato Chips – 42g			
Salted Snack Peanuts – 60g			
Assorted Chocolate Bars 30 - 40g			
Assorted Chocolate Slabs – 135g			
Smarties / Astros – 150g			



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## **PRICING SCHEDULE**



## PRICING SCHEDULE

DESCRIPTION	QUANTITY	UNIT PRICE	PRICE EXCL VAT (12 MONTHS)
TOTAL CANTEEN DAILY MENU	1		
TOTAL CANTEEN CALL - ORDER MEALS	1		
SUB-TOTAL			
VAT 15%			
GROSS TOTAL			

**# Provide an overall estimate of how much it will cost to run the canteen for a period of 12 months.**

## **PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)**

g-FleeT Management adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021. As g-FleeT Management, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

## **TIMELINES AND DURATION**

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

## **FINANCIAL PAYMENT**

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



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### **SBD 4**

**(Declaration of Interest)**



## **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 interest<sup>1</sup> 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

- 1.2 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:

.....  
.....

---

<sup>1</sup> 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.

2.3 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 consortium<sup>2</sup> 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.

<sup>2</sup> 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

## **RFQ NUMBER: GF25072024WELL**

**APPOINTMENT OF A SUPPLIER FOR THE PROVISION OF CAFETERIA SERVICES FOR A PERIOD OF TWELVE MONTHS A PERIOD OF TWELVE (12) MONTHS.**

### **SBD 6.1**

#### **(Preference Points)**

## **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**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

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

### 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:

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

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	1	
BEE Points (Levels 1 – 4)	2	
Gender	7	
People with Disability	3	
Youth	5	
Township (RDP)	2	

#### 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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....