



public works & infrastructure

Department of
Public Works & Infrastructure
FREE STATE PROVINCE

**THE DEPARTMENT OF PUBLIC WORKS AND
INFRASTRUCTURE, FREE STATE HEREBY INVITES
INTERESTED BIDDERS TO SUBMIT A PROPOSAL FOR THE LEASE OF
CAFETERIA IN FIDEL CASTRO BUILDING WITH TOTAL AREA 122 M² FOR A
PERIOD OF FIVE (05) YEARS AT A RESERVED MONTHLY RENTAL OF R17,820
(Exc. Vat)**

BID NUMBER: DPWFS RFP 006/2023

CLOSING DATE AND TIME OF THE PROPOSAL:
01 November 2023 AT 11:00 AM

COMPULSORY CLARIFICATION MEETING VENUE, DATE AND TIME:
**THE MEETING WILL BE HELD ON 17 October 2023 AT 11H00 AT 24TH FLOOR FIDEL
CASTRO BUILDING AT THE CAFETERIA IN BLOEMFONTEIN.**

COORDINATES

Facility Name	Longitude (East)	Latitude (South)	Town Name As Per Deeds
Fidel Castro	26.2128	-29.115925	Bloemfontein

VALIDITY PERIOD OF THE PROPOSAL:
90 DAYS

ENQUIRIES

BIDDING PROCESS: MR. MOSIUOA KOLOBE – kolobem@fsworks.gov.za OR 051 492 1750/3886

TECHNICAL: MR. REUBEN THIBINYANE...EMAIL- thibinyaner@fsworks.gov.za OR 051- 410 7539/ 082 882 2283

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BEWARE OF SCM FRAUD AND PHISHING

WHAT IS FRAUD AND PHISHING?

- *SCM fraud is a careful thought dishonesty, deceptive and corrupt process with the intention to influence any stage of the SCM process in order to make a financial gain or cause a loss. It can be perpetrated by contractors or sub-contractors external to the organisation, as well as officials within the Department.*
- *Phishing is a form of fraud in which an attacker masquerades as a reputable entity or person in email or other forms of communication. Attacker will commonly use phishing emails to distribute malicious links or attachments that can perform variety of functions. Some will extract login credentials or account information from victims*

How does phishing work?

- The phisher may begin by **determining who their targeted victims** will be (whether at an organization or individual level) and creates strategies to collect data they can use to attack.
- Next, the phisher will create **methods like fake emails or phony web pages to send messages** that lure data from their victims.
- Phishers then send messages that **appear trustworthy** to the victims and begin the attack.
- Once the attack has been deployed, phishers will **monitor and collect the data** that victims provide on the fake web pages.
- Finally, phishers use the collected data to make illegal purchases or **commit fraudulent acts**.

That being said, not all attacks look and operate the same way. Phishing scams can take a variety of forms and can have different goals in their deployment.

IMPORTANT:

- No official of the department is allowed to request any form of gratuity and/or reward for assisting any bidder with their bid is considered over other bids for appointment.

Report all suspicious acts and requests to South African Police Service on 08600 10111.

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PUBLIC NOTICE **INVITATION TO TENDER**

BID NUMBER: DPWFS (RFP) 006/2023

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES INTERESTED BIDDERS TO SUBMIT A PROPOSAL FOR THE LEASE OF FIDEL CASTRO BUILDING CAFETERIA IN BLOEMFONTEIN FOR A PERIOD OF FIVE (05) YEARS.

REQUEST FOR PROPOSAL (THE "RFP") TO INVITE BIDDERS TO SUBMIT PRICED PROPOSALS FOR THE LEASE OF FIDEL CASTRO BUILDING CAFETERIA IN BLOEMFONTEIN FOR A PERIOD OF FIVE (05) YEARS.

(THE LETTABLE SPACE OF THE PROPOSED BUILDING MUST BE IN FIDEL CASTRO BUILDING CAFETERIA IN BLOEMFONTEIN)

The Department is not bound to appoint any tender who submits a response to this RFP. The Department further reserves the right to accept any tender in whole or in part.

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SECTION 1:

RETURNABLE DOCUMENTS

1. Returnable Documents

Returnable Documents will be used for tender evaluation purposes and be incorporated into the contract. The tenderer must return the following returnable documents legibly completed and signed in **FULL**.

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- 1.1. All documents stated on Mandatory requirement and non-mandatory requirements above.
- 1.2. Resolution of Board of Directors
- 1.3. Resolution of Board of Directors to enter into Consortia or Joint Ventures (in case of Joint Venture or Consortia)
- 1.4. Special Resolution of Consortia or Joint Ventures.
- 1.5. Standard Bidding Document 1 (SBD 1) – Invitation to Bid
- 1.6. Standard Bidding Document 4 (SBD 4) – Bidder's Disclosure
- 1.7. Standard Bidding Document (SBD 6.1) – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 1.8. Annexure A: Record of Addenda to tender documents
- 1.9. Annexure B: Proposed amendments and qualifications
- 1.10. Schedule of Plant and Equipment offered
- 1.11. Bid Offer

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THE BIDDER MUST COMPLETE AND/OR SUBMIT THE FOLLOWING DOCUMENTS, FAILURE WHICH WILL LEAD TO DISQUALIFICATION:

Bid Document Name: DPWFS (RFP) 006/2023	Number of Pages:	Returnable document:
SBD 1: Invitation to Bid	2 Pages	<input type="checkbox"/>
SBD 4: Bidder's Disclosure	3 Pages	<input type="checkbox"/>
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022	4 Pages	<input type="checkbox"/>
Annexure A: Record of addenda to tender documents	1 Page	<input type="checkbox"/>
Annexure B: Proposed amendments and qualifications	1 Page	<input type="checkbox"/>
Annual Financial Declaration	1 Page	<input type="checkbox"/>
Resolution of Board of Directors	1 Page	<input type="checkbox"/>
Resolution of Board of Directors to enter into Consortia or JV	3 Pages	<input type="checkbox"/>
Special Resolution of Consortia or Joint Venture	3 Pages	<input type="checkbox"/>
Schedule of Plant and Equipment offered	2 Pages	<input type="checkbox"/>
Bid Offer	1 Page	<input type="checkbox"/>

Name of Bidder	Signature	Date

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SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DPWFS (RFP) 006/2023	CLOSING DATE:	01 November 2023	CLOSING TIME:	11:00
DESCRIPTION	THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES INTERESTED BIDDERS TO SUBMIT A PROPOSAL FOR THE LEASE OF FIDEL CASTRO BUILDING CAFETERIA IN BLOEMFONTEIN FOR A PERIOD OF FIVE (05) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor (Main Entrance Foyer)					
O.R Tambo House (Lebohang Building);					
Cnr. Markgraaff and St Andrews Street,					
Bloemfontein, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. M.Kolobe		CONTACT PERSON	Mr. Reuben Thibinyane	
TELEPHONE NUMBER	051 492 3886/ 1750		TELEPHONE NUMBER	051- 410 7539/ 0828822283	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	kolobem@fsworks.gov.za		E-MAIL ADDRESS	thibinyaner@fsworks.gov.za	
SUPPLIER INFORMATION					
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
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
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.					

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SBD 1

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

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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.

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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.

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.

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- 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.

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

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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

(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:

	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;

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- (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:

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

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:

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

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

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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 (90/10 system) (To be completed by the tenderer)
Race: Black ownership 100%	5	
Free State Based companies (FICA approved documents in the name of the bidder must be attached) 100%	4	
Gender: Women ownership 100%	7	
People living with Disability 100%	2	
Youth ownership 100%	2	
Total Points Claimed out	20	

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

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- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

TENDER NO: DPWFS (RFP) 006/2023

DESCRIPTION: THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES REQUEST FOR A PROPOSAL FOR THE LEASE OF CAFETERIA IN FIDEL CASTRO BUILDING WITH TOTAL AREA 122 M² FOR A PERIOD OF FIVE (05) YEARS AT A RESERVED MONTHLY RENTAL OF R17,820 (Exc. Vat)



Annexure A: Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title of Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature

Date

Name

Position

Tenderer

TENDER NO: DPWFS (RFP) 006/2023

DESCRIPTION: THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES REQUEST FOR A PROPOSAL FOR THE LEASE OF CAFETERIA IN FIDEL CASTRO BUILDING WITH TOTAL AREA 122 M² FOR A PERIOD OF FIVE (05) YEARS AT A RESERVED MONTHLY RENTAL OF R17,820 (Exc. Vat)



Annexure B: Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

Page	Clause or item	Proposal

Signature.....

Date.....

Name.....

Position.....

Tenderer.....

TENDER NO: DPWFS (RFP) 006/2023

DESCRIPTION:

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES REQUEST FOR A PROPOSAL FOR THE LEASE OF CAFETERIA IN FIDEL CASTRO BUILDING WITH TOTAL AREA 122 M² FOR A PERIOD OF FIVE (05) YEARS AT A RESERVED MONTHLY RENTAL OF R17,820 (Exc. Vat)



Annual Financial Statements Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the respondent, confirms that:

- 1) The enterprise's financial year end is
- 2) The enterprise's financial statements have been prepared in accordance with the provisions of the Companies Act of 2008 or the Close Corporation Act of 1984, as applicable
- 3) The enterprise has compiled its financial accounts [tick one box]:
☐ internally ☐ independently
- 4) The following statement applies to the enterprise [tick one box and provide relevant information]
☐ enterprise has had its financial statements audited;
name of auditor
☐ enterprise is required by law to have an independent review of its financial statements
name of independent reviewer
☐ enterprise has not had its financial statements audited and is not required by law to have an independent review or audit of such statements
- 5) The attached income statement and balance sheet is a true extract from the financial statements complying with applicable legislation for the preceding financial year within 12 months of the financial year end.
[Attach the income statement and the balance sheet contained in the financial statement]
- 6) The annual turnover for the last financial year is R
- 7) The total assets as at the end of the last financial year is R
- 8) The total liabilities as at the end of the financial year is R

I hereby declare that the contents of this Declaration are within my personal knowledge, and save where stated otherwise are to the best of my belief both true and correct.

Signature _____

Date _____

Name _____

Position _____

Tenderer _____

TENDER NO: DPWFS (RFP) 006/2023

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RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(legally
correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- 1 The Enterprise submits a Tender to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(project
description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

- 2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

1. * Delete which is not applicable.
3. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise

ENTERPRISE STAMP

--

TENDER NO: DPWFS (RFP) 006/2023

DESCRIPTION: THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES REQUEST FOR A PROPOSAL FOR THE LEASE OF CAFETERIA IN FIDEL CASTRO BUILDING WITH TOTAL AREA 122 M² FOR A PERIOD OF FIVE (05) YEARS AT A RESERVED MONTHLY RENTAL OF R17,820 (Exc. Vat)



RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at _____ (place) on _____ (date)

RESOLVED that:

1 The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

to the Department of Public Works and Infrastructure, Free State Province in respect of the following project:

(Project description as per Tender Document)

Tender Number: _____ (Tender Number as per Tender Document)

2 *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4 The Enterprise choose as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above.

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DESCRIPTION:

**THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE,
FREE STATE HEREBY INVITES REQUEST FOR A PROPOSAL FOR
THE LEASE OF CAFETERIA IN FIDEL CASTRO BUILDING WITH
TOTAL AREA 122 M² FOR A PERIOD OF FIVE (05) YEARS AT A
RESERVED MONTHLY RENTAL OF R17,820 (Exc. Vat)**



Physical address:

_____ (code) _____

Postal address:

(code) _____

Telephone number: _____(code)_____

Fax number: _____(code)_____

TENDER NO:

DPWFS (RFP) 006/2023

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	Name	Capacity	Signature
1			
2			
3			
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11			
12			
13			
14			
15			

Note:

1. *Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.

ENTERPRISE STAMP

--

TENDER NO: DPWFS (RFP) 006/2023

DESCRIPTION: THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES REQUEST FOR A PROPOSAL FOR THE LEASE OF CAFETERIA IN FIDEL CASTRO BUILDING WITH TOTAL AREA 122 M² FOR A PERIOD OF FIVE (05) YEARS AT A RESERVED MONTHLY RENTAL OF R17,820 (Exc. Vat)



SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture).*

1	<hr/> <hr/>
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3	<hr/> <hr/>
4	<hr/> <hr/>
5	<hr/> <hr/>
6	<hr/> <hr/>
7	<hr/> <hr/>
8	<hr/> <hr/>

Held at _____ (place)

on _____ (date)

RESOLVED that:

A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public and Infrastructure Works, Free State Province in respect of the following project:

<hr/>
<hr/>

(Project description as per Tender Document)

Tender Number: _____ *(Tender Number as per Tender Document)*

TENDER NO: DPWFS (RFP) 006/2023

DESCRIPTION: THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES REQUEST FOR A PROPOSAL FOR THE LEASE OF CAFETERIA IN FIDEL CASTRO BUILDING WITH TOTAL AREA 122 M² FOR A PERIOD OF FIVE (05) YEARS AT A RESERVED MONTHLY RENTAL OF R17,820 (Exc. Vat)



B. Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address:

_____ (code) _____

Postal Address:

_____ (code) _____

Telephone number (code): _____

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SCHEDULE OF PLANT AND EQUIPMENT

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DESCRIPTION: THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES REQUEST FOR A PROPOSAL FOR THE LEASE OF CAFETERIA IN FIDEL CASTRO BUILDING WITH TOTAL AREA 122 M² FOR A PERIOD OF FIVE (05) YEARS AT A RESERVED MONTHLY RENTAL OF R17,820 (Exc. Vat).



Schedule of Plant and Equipment

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signature.....

Date.....

Name.....

Position.....

Tenderer.....

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SECTION 2:

TERMS OF REFERENCE

TENDER NO: DPWFS (RFP) 006/2023

DESCRIPTION: THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, FREE STATE HEREBY INVITES REQUEST FOR A PROPOSAL FOR THE LEASE OF CAFETERIA IN FIDEL CASTRO BUILDING WITH TOTAL AREA 122 M² FOR A PERIOD OF FIVE (05) YEARS AT A RESERVED MONTHLY RENTAL OF R17,820 (Exc. Vat)



1. Introduction

The Department of Public Works and Infrastructure is requesting proposals from qualified and appropriately registered companies to enter into a five (05) years lease contract with an option to renew on its expiry date. The successful Bidder will be expected to provide an efficient, convenient and nutritious food and beverages for employees and visitors at Fidel Castro Cafeteria in Bloemfontein, Free State Province with a reserved amount of R17,820 (exc. Vat).

2. Definitions

In addition to the Definitions presented in the General Conditions of Bid, and unless in this Bid the context otherwise requires or admits, the following words and/or expressions shall have the meanings respectively ascribed to them below.

Where the context requires, words importing the singular number shall include the plural and vice versa

Bid Period	Means the period from the Bid Date to the date that the Bid expires
Building	The subject property is a shop inside the main hospital building leading from the main entrance foyer. The shop has plastered brick walls and glass shop-front windows adjoining the foyer side of the shop. The building is new and has good quality finishes including tiled floors and suspended ceilings with fluorescent lighting. The shop is divided in a dining section, shop area, rest rooms, and kitchen and storage area.
Clean	means free from any dirt, impurity, objectionable matter or contamination to the extent that a state of hygiene is attained
Food	a foodstuff intended for human consumption as defined in Section 1 of the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972)
Beverages	No alcohol beverages should be sold at these premises.
Food premises	means an building or a place used for or in connection with the handling of food
Good working environment	application of principles of hygiene such as Hazard Analysis and Critical Control Point (HACCP) and safety to prevent contamination of food during the production and distribution process
Service	Any work, functions, tasks, services, and or goods to be performed, rendered and supplied by the Bidder/ contractor, including any subsequent variations or changes to such work, functions, tasks, or goods as may be agreed in terms of this agreement.
Nuisance	Any physical part (such as cistern, water closet, sink or drain) of the cafeteria or activities such as accumulation of refuse or any offensive activity so construed by the Environmental Health Practitioner or a Departmental representative during an inspection
Perishable food	Any foodstuff on account of its composition, moisture content, ingredients and or pH value of its lack of preservative and suitable packaging is susceptible to an uninhibited increase in microbes thereon and therein if the foodstuff is kept within the temperature spectrum of 4 to 65 degrees Celsius, and it includes the perishable foodstuffs listed in Government Gazette No. R.1183 of June 1990, as amended, excluding fruit and vegetables

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3. Terms and conditions of the bid

3.1. Bid period

The Bid period will be five (05) years contract with an option to extend.

3.2. Special Conditions

No bidder/s with a previous bad payment record will be considered especially those that has outstanding debts with Department of Public Works and Infrastructure.

The bid will be subject to the General Conditions of contract and other Treasury regulations and instruction notes.

The property will be leased at its current condition (voetstoots)

4. Scope of service

The successful Bidder will be responsible for:

- 4.1. Providing minimum required food service hours as per 6.1.1 and 6.1.2 below:
 - 4.1.1. Monday – Sunday: 07h00 – 17h00 (reasonable periods);
 - 4.1.2. Breakfast and lunch will be served.
- 4.2. Keeping food and associated ingredients according to the required regulated standards;
- 4.3. Keeping perishable foods within the required temperature spectrum as per required regulatory standards;
- 4.4. Storing, displaying and serving food within the recommended temperature regulatory standards;
- 4.5. Providing functional and correctly calibrated temperature monitoring equipment at all times;
- 4.6. Providing accurate written daily recording of temperature of fridges/freezers, display area and core temperature of prepared food;
- 4.7. Providing written monthly report on the types of food served, quantity and or mass, and price per item sold for that month,
- 4.8. Providing written monthly summary report of health and safety measures (including incidents) implemented within the reporting month, the report should include temperature of fridges/freezers, display area and core temperature of food served, and the physical condition of Departmental owned equipment;
- 4.9. Providing resources including human and equipment on daily basis;
 - 4.9.1. Personnel provided by the service provider shall in terms of the Bid be:
 - 4.9.1.1. Members of the South African Citizens or foreigners with valid documents e.g. work permit;
 - 4.9.1.2. Healthy and fit to work in a food environment;
 - 4.9.1.3. At all times be presentable and uphold the corporate image of entity and the Department of Health and the bidding company;
 - 4.9.1.4. Presentable and conform to corporate uniform (includes Personal Protective Clothing) and wear identity card at all times during the contract period. The information on the card must have at least the following information:
 - 4.9.1.5. Colour photograph;
 - 4.9.1.6. Full names and surname;
 - 4.9.1.7. Comply with the safety and security measures within the precinct of the Department of Public Works and Infrastructure premises.

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- 4.10. Serve staff and guests/ visitors at the cafeteria on a first come first serve basis. Ensure that the pre-allocation or reserving of tables in the cafeteria is arranged two (02) working hours prior to onset.
- 4.11. Keeping the internal serving area, kitchen including fixtures, storage, equipment and dining area in an acceptable hygienic and safe condition throughout the contract period;
- 4.12. Prevent occurrence of any nuisance, offensive conditions and any other condition that could be harmful or dangerous to the health of any person within the premises;
- 4.13. Daily transportation of refuse to the refuse collection area;
- 4.14. Daily compliance with the requirements of the Regulation governing the general hygiene requirements for food premises and the transportation of food;
- 4.15. Daily compliance with all National, Provincial and Local health or health and safety regulations or by-laws on licensing requirements relating to food service operations and preparation, hygiene and maintenance of the kitchens, dining area, storage areas, personnel, clothing, etc.;
- 4.16. Conducting specific programs of inquiry and evaluation through surveys or other means to determine the level of satisfaction of the community has with the food services being offered. The results of this inquiry and evaluation process shall be shared with the Department on six monthly basis;
- 4.17. Disseminate information electronically and feature displays to educate employees on healthy eating habits, such as nutritional requirements and nutritional content of foods served;
- 4.18. Comply with all National, provincial and local regulations governing or relating to conditions of employment for its employees, including, but not limited to, the Labour Relations Act and its related regulations, Employment Equity Act, Occupational Health and Safety Act, Occupational Injuries and Diseases Act and related regulations, etc.;
- 4.19. Comply with minimum wage requirements as prescribed in Labour Act and related Regulations or Wage Agreements;
- 4.20. Providing pest control service in line with the Departmental Policies and relevant legislation;
- 4.21. Employing environmentally sound practices and good working environment.

5. Equipment supply

- 5.1. Installation of any equipment shall be in line with the manufacturer's specifications and shall comply with Occupational Health and Safety Act and related Regulations and the South African National Standards. Proof of such compliance should be submitted to the Departmental authorised representative upon request;
- 5.2. If equipment is deemed to not be in good condition, then the cost to repair or replace damaged equipment shall be borne by the Bidder. Replacement equipment shall be of equal or greater quality and performance and shall be deemed as approved by Department of Public Works and Infrastructure prior to acceptance;
- 5.3. Electrical equipment/appliances connected to power points should not exceed 2 000 watts per power points without prior approval by the Departmental authorised representative;
- 5.4. Any augmentation to the floor, walls and ceiling should be done in consultation with the duly authorised representative of the Department of Public Works and Infrastructure. Any structural changes should not compromise or prejudice the health and safety of employees and breach the terms and conditions of the insurance policy requirements or may adversely affect the policy insurance premiums;
- 5.5. If available storage facility is not sufficient, the Bidder may provide additional storage facility at his own cost and should be jointly approved by the representative of the Department of Public Works and Infrastructure and the Bidder. The storage facility should not compromise the security and health and safety of employees and visitors;
- 5.6. Upon termination of the service, whether initiated or voluntary, the Bidder shall remove all equipment on the agreed inventory list and available stock within seven days of such termination. The Bidder shall during the handover period ensure that the premises are in a sound structural and hygienic condition to the satisfaction of

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both parties. Failures to do so, the Department of Public Works and Infrastructure will at the cost of the Bidder remove such equipment and ensure that the premises are in a sound structural and hygienic state.

6. Departmental owned equipment

- 6.1. The cafeteria/ CAFETERIA departmental owned equipment shall remain the sole property of the Department throughout the Bid Period;
- 6.2. The successful Bidder shall only use the departmental owned equipment for the purpose of providing, performing, rendering and supplying the services in terms of the agreement;
- 6.3. The successful Bidder shall maintain and repair departmental owned equipment at its own cost to the satisfaction of the Department;
- 6.4. The successful Bidder shall keep and maintain a register of existing Departmental owned equipment that is made available to the successful Bidder. The representative of the Department and the successful Bidder shall on a monthly basis check the equipment status against the register;
- 6.5. Before the successful bidder takes over the premises, Department and the successful Bidder will inspect the equipment and draw up an inventory which both parties will sign;
- 6.6. Existing Departmental own equipment must be maintained in accordance with the manufacturer's conditions. All equipment not serviced or maintained according to manufacturer conditions or damaged to the premises or building by the successful Bidder will be repaired or replaced for the account of the successful Bidder and to the satisfaction of the Department,
- 6.7. Upon termination of this agreement for any reason, the successful Bidder shall return the existing Departmental own equipment to the Department, in good working condition, fair wear and tear accepted.

7. Green procurement

- 7.1. The Bidder is required to employ environmentally sound business practices in order to reduce the adverse environmental impacts. The Bidder is required to purchase goods and services that do not negatively impact on the environment from manufacturers and suppliers who share the departmental environmental concern and commitment;
- 7.2. After consultation and authorisation by the Department of Public Works and Infrastructure authorised representative, the Bidder should implement environmentally friendly initiatives to recycle waste, conserve water and electricity;
- 7.3. The Free State Department of Public Works and Infrastructure and the Bidder may negotiate during the contract term to permit the substitution or addition of environmentally-preferable equipment or products when such equipment or products are readily available at a competitive cost and satisfy the FS Department of Public Works and Infrastructure performance needs. If a Bidder is citing environmentally preferable product claims, the Contractor must be able to provide proper certification or detailed information on environmental benefits, durability and recyclable properties;
- 7.4. All cleaning products should be biodegradable and environmentally friendly.

8. Rollout period

- 8.1. The Bid shall have approximately 6 weeks to prepare the facilities and provide resources with all required supplies, signage, etc. prior to actual commencement of operations.

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9. Termination

- 9.1. The FS Department of Public Works and Infrastructure may also consider termination of the contract pursuant to Clause 23 of the General Conditions of Contract.

10. Preferences

Each bidder should note that preference will be given to People Living with Disability, youth and women entrepreneurs

REASONS FOR DISQUALIFICATION

The department reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

- Bidders who's tax matters are not compliant with SARS requirements as reflected on e-Filing and/or CSD at the time of award (however such bidders will be advised in writing to approach the SARS in order ensure that tax matters are compliant within a period of seven working days;
- Bidders who submitted incomplete information and documentation according to the requirements of this bid document, e.g. not submitting both a fully completed document with all returnable documents as stated on this tender document;
- Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- Bidders who received information not available to other bidders through fraudulent means.

11. EVALUATION CRITERIA FOR THE RFP

- The contract resulting from this RFP, if any, will be awarded to the most technically responsive Bidder offering the best value for money to the Department.
- Proposals will be evaluated by a Bid Evaluation Committee. The main objective of the Bid Evaluation Committee will be the examination of each bid proposal to determine how effectively it satisfies the Department requirements. The evaluation of bid submissions will be conducted in three (3) phases:

Phase:	Details:
Stage 1	Mandatory requirement - evaluation of bid submission - compliance with the set mandatory requirements and technical specification.
Stage 2	Compliance with functionality criterion.
Stage 3	Price and preference - evaluation of preferred bids in accordance to the Preferential Procurement Regulations of 2022 using 80/20 Preference points system

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11.1. Stage 1 - Mandatory requirements

The following mandatory requirements will be applicable for this contract.

Note: Bidders who fail to adhere to these minimum requirements will not be eligible for further evaluation on responsiveness, standard requirements, price and preference.

- 11.1.1. Provide unique security personal identification number (PIN) issued by the South African Revenue Services and/or Central Supplier Database's MAAA number which will be used to verify valid tax compliance status of the bidding entity. (Where Consortium / Joint Venture / Sub-contractors are involved, each party to the association must have a compliant tax status which will be confirmed at the time of award).
- 11.1.2. A valid proof of registration on the National Treasury's Central Supplier's Database must accompany this bid (where Consortium / Joint Venture are involved, each party to the association must submit a separate or a unique security personal Identification number):
 - However, joint ventures, partnerships, including unincorporated partnerships must register on the CSD within 15 days of the date of the bid being awarded to the successful bidder.
- 11.1.3. Attach duly completed and signed – SBD documents (SBD 1 and SBD 4).
- 11.1.4. Attach duly completed and signed – Annual Financial Declaration.
- 11.1.5. Attach duly completed and signed – Annexure A: Record of Addenda to tender documents.
- 11.1.6. Attach duly completed and signed – Annexure B: Proposed amendments and qualifications
- 11.1.7. Attendance of the mandatory clarification meeting the details of which are listed in the tender notice and invitation.
- 11.1.8. **Bidder will be expected to complete the document with black pen**

11.2. Stage 1 (b) - Non Mandatory requirements.

- 11.2.1. Completed and signed schedule of equipment offered.
- 11.2.2. Attach a valid municipal services (water, sanitation, rates and electricity) clearance certificate or a current bill of account not owing more than ninety (90) days or a valid lease agreement with a current statement from the lessor not owing more than ninety days.
- 11.2.3. Duly completed and signed SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022.
- 11.2.4. A valid Letter of Good Standing issued by the Department of Labour must accompany the bid:
 - Each bidder must provide proof of compliance to Compensation for Occupational Injuries and Diseases Act (COIDA).
- 11.2.5. Letter of intent from Financial Institution/Bank or a Funder if you are not going to fund the development on your own.

11.3. Stage 2 – Evaluation on Functionality

- 11.3.1. Evaluation process will be carried out as follows:
 - a. This proposal will first be evaluated on the basis of functionality and bidders who fail to obtain a minimum of 70 points out of 100 points for functionality will not be considered for further evaluation on price and preference.

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The functionality criteria will be as follows:

Criterion	Guideline for criterion		Score
Business plan with clear timeframes	Provide detailed business plan with financial projection for the period of 3 years. Focusing on the following criterion: Detailed business plan with clear timeframes which the bidder intends to operate from the facility		80
	<ul style="list-style-type: none">Business plan covering the following items:<ul style="list-style-type: none">Financial capacity<ul style="list-style-type: none">Confirmation of the availability of cash flow or access to capital of at least R25 000 – 10 points.Analysis of the Annual Financial Declaration and its supporting documents – 10 points.Products / Services Analyses.Operational strategy including costs.SWOT Analysis.	0 to 20 points	
		0 to 20 points	
		0 to 20 points	
Health and Safety Plan	Detailed Safety Health and Environment (SHE) programme to maintain safety and hygiene standards.		20
Total Points			100

The following rubric scoring will be used to score the functionality above:

Rating	Score out of 5	Score out of 20	Approach and methodology
Poor	1	4	The approach and/or methodology is poor / is very unlikely to satisfy project objectives or requirements. The tenderer has completely misunderstood all aspects of the scope of work and does not deal with any critical aspects of the project.
Average	2	8	The approach and/or methodology is not good / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Good	3	12	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc, is too generic.
Very Good	4	16	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc, is specifically tailored to the critical characteristics of the project.
Excellent	5	20	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.

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11.4. Stage 3 – Evaluation on price and preference

11.4.1. Reserved monthly rental amount:

- 11.4.1.1. A minimum reserve rental amount of R17820.00 (exc. Vat) has been determined
- 11.4.1.2. The lease agreement will be for a period of five (05) years with an option to extend for one (01) year at an annual escalation of 7, 5 percent.
- 11.4.1.3. The monthly rental amount does not include water and electricity. This will be determined and provided to the successful bidder.

11.4.2. Alternative Formulae

- i. The following formula must be used to calculate the points for price in respect of an invitation for tender for income-generating contracts, with a Rand value equal to or below R50 million, inclusive of all applicable taxes:
- ii.

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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

- iii. A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- iv. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- v. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

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Table for specific goals:

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)
Race: Black ownership 100%	5	
Free State Based companies (FICA approved documents in the name of the bidder must be attached) 100%	4	
Gender: Women ownership 100%	7	
People living with Disability 100%	2	
Youth ownership 100%	2	
Total Points Claimed out	20	

11.4.3. Claiming of preference points for Specific goals:

- i) Bidders will be required to submit CIPC documents and Central Supplier Database (CSD) report in order to claim points for specific goal on Race: Black ownership 100%.
- ii) Bidders will be required to submit CIPC and FICA approved documents with the address corresponding with the municipal statement or lease agreement address in order to claim points for specific goal on Free State Based Companies.
- iii) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report, share certificates and certified ID copy /(ies) in order to claim points for specific goal on Gender: Women ownership 100%.
- iv) Bidders will be required to submit a medical certificate from a Registered Medical Practitioner or a letter condition from department of Labour confirming the bidder's disability in order to claim points for specific goal on People living with disability.
- v) Bidders will be required to submit CIPC documents, Central Supplier Database (CSD) report and certified ID copy /(ies) in order to claim points for specific goal on Youth: Youth ownership 100%.

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.

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.

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SECTION 3:

BID OFFER

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1. BID OFFER – CAFETERIA

Bid no:	DPWFS (RFP) 006/2023	Closing date:	01 November 2023
Advertising date:	29 September 2023	Validity period:	90 days

2. TUCKSHOP PARTICULARS

Name of building	
Address of building	
Gross floor area of CAFETERIA	m ²
Preferred lease period	
Option period	

3. RENTALS (TUCKSHOP)

	Tuckshop
Rental per month	R
Total per month	R

Escalation Rate	%
Total (1 + 2)	R /m ²

4. COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

Bid no:	DPWFS (RFP) 006/2023	Closing date:	01 November 2023
Advertising date:	29 September 2023	Validity period:	90 DAYS

TENDER NO: DPWFS (RFP) 006/2023
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SECTION 4:

GENERAL CONDITIONS OF CONTRACT (GCC)