


# Mintek Request for Proposal

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## TENDER DOCUMENT

In terms of the Supply Chain Management Regulations (Government Gazette 27636 of 30 May 2005)

 <p><b>MINTEK</b> A global leader in mineral and metallurgical innovation</p>	<p><b>TENDER NO: MTK 12/2025</b></p> <p><b>REQUEST FOR PROPOSAL (RFP)</b></p> <p><b>PROVISION OF CANTEEN SERVICES FOR A PERIOD OF THREE (3) YEARS</b></p> <p><b>VALIDITY PERIOD: 90 DAYS FROM CLOSING DATE</b></p>
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CLOSING DATE & TIME:	<b>02 February 2026 at 12h00</b>
TENDER SUBMISSION GUIDELINES:	<b>Tenders are to be submitted online using the Online Tender Box that is located on the Tender Notice Page, where procurement documentation is downloaded. Detailed instructions for online submission are published on the Online Tender Box.</b>
TENDER/TECHNICAL QUERIES:	All tender enquiries must be submitted in a written format. Queries relating to this tender must be addressed in writing by using the dedicated submit query button accessible on the online tender box. Closing date for tender/ technical queries is <b>29 January 2026 at 15h00.</b>
BRIEFING SESSION:	<b>20 January 2026 at 11:00am</b>
BRIEFING SESSION VENUE:	<b>Mintek Auditorium</b> (200 Malibongwe Drive, Praegville, Randburg, 2194)

# Mintek Request for Proposal

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<b>GENERAL TENDER INFORMATION</b>
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**TENDER ADVERTISED:** 12 December 2025

**CLOSING DATE FOR TENDER ENQUIRIES:** 29 January 2026 at 15h00

**TENDER CLOSING DATE & TIME:** 02 February 2026 at 12h00

**TENDER SUBMISSION PLATFORM:** Online Tender Box

**TENDER SUBMISSION  
GUIDELINES**

NB: Tenders must be properly received and submitted to the online tender box on or before the closing date and before the closing time. No late tender offers will be accepted under any circumstances. No tender offers will be accepted via facsimile, email, telegram or in the tender box. Tenders shall be submitted electronically via the Online Tender Box that may be accessed using the same website address for downloading the tender documents.

Tenders must be prepared and submitted as follows:

- Zip File 1: Compliance documents
- Zip File 2: Tender submission, including all supporting documents
- Zip File 3: Financial offer

**Identification details for files that are submitted to the Online Tender Box:**

Files are to be saved with the Tender number and the tenderer's name separated by a dash eg: XXXXX-[tenderername].xxx

Only file types specified on the Online Tender Box are to be submitted.

Files are not to exceed the file size stipulated on the Online Tender Box.

**Bank Details**

**All bidders must include (inside their bid) proof of payment of a R500 fee when submitting their tenders.**

**Bank: ABSA**  
**Account number: 01000041501**  
**Branch code: 632005**

## Mintek Request for Proposal

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### **General Information**

Please note that this is a generic document used for both goods and services, and for different types of tenders. Therefore, there might be sections that are not applicable to this tender. Please indicate them as not applicable and sign the document as required.

# Mintek Request for Proposal

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## TABLE OF CONTENTS

Bidders are to ensure that they have received all pages of this document which consist of the following:

### **SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS**

1. REQUEST FOR TENDER.....	6
GENERAL CONDITIONS OF TENDER.....	9
1. SUBMISSION OF BIDS.....	9
2. EVALUATION OF BIDS.....	12
3. VALUE ADDED TAX .....	13
4. TAX CLEARANCE REQUIREMENTS.....	13
GENERAL CONDITIONS OF CONTRACT (GCC).....	14
1. GENERAL.....	14
2. STANDARDS .....	14
3. PATENT RIGHTS .....	14
4. PACKAGING.....	14
5. WARRANTY .....	14
6. PRICE AND PAYMENT SCHEDULE.....	15
7. VARIATION ORDERS.....	16
8. DELAYS IN THE SUPPLIER'S PERFORMANCE .....	16
9. PENALTIES .....	17
10. TERMINATION FOR DEFAULT .....	17
11. FORCE MAJEURE .....	19
12. TERMINATION FOR INSOLVENCY .....	19
13. SETTLEMENT OF DISPUTES .....	20
14. GOVERNING LANGUAGE.....	20
15. APPLICABLE LAW.....	20
16. ASSIGNMENT .....	20
17. AMENDMENT OF CONTRACT .....	21
18. INDEMNITY .....	21
19. INSURANCE.....	22
20. COMPLIANCE WITH LEGISLATURE.....	23
21. WORKMEN'S COMPENSATION .....	23
22. TERMS OF REFERENCE .....	24
23. SCOPE OF WORK.....	24
24. EVALUATION OF THE PROPOSAL.....	33

# Mintek Request for Proposal

---

## SECTION B: MINTEK TENDER FORMS (MTF) FOR COMPLETION

### B1 – FINANCIAL OFFER FORMS

- MTF 01: Financial Offer and Price Declaration
- MTF 02: Price
- MTF 03: Validity of Tender Price
- MTF 04: Form of Offer and Acceptance

### B2 – STANDARD BIDDING DOCUMENTS

- MTF 05: Service Provider Declaration Form and Experience
- MTF 06: Bank Details Form
- SBD 4: Bidder's Disclosure
- SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022

# Mintek Request for Proposal

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## TENDER DOCUMENT

### SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS

#### 1. REQUEST FOR TENDER

<b>TENDER NUMBER:</b>	<b>MTK 12/2025</b>
<b>TENDER CLOSING DATE &amp; TIME:</b>	<b>02 February 2026 at 12:00pm</b>

#### ANY ENQUIRIES RELATING TO THE BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED AS FOLLOWS:

All technical enquiries must be submitted in a written format. No questions will be answered telephonically. All tender queries should be sent using the dedicated submit query button accessible on the online tender box.

#### REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION:

All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer through the submit query button on the online tender box.

All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing through the submit query button on the online tender.

Any communication by a Bidder to Mintek will be effective upon receipt by the Tender Officer (provided such communication is in the required format).

Mintek has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.

Except where Mintek is of the opinion that issues raised apply only to an individual Bidder, questions submitted, and answers provided will be made available to all Bidders on the online tender box.

A bidder may, by notifying the tender officer in writing, withdraw a question submitted in circumstances where the bidder does not wish Mintek to publish its response to the question to all bidders.

## Mintek Request for Proposal

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### NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

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All prospective bidders are required to:

- All prospective bidders are required to:
  - Be registered on the National Treasury's Central Supplier Database. Registrations can be completed online at: [www.csd.gov.za](http://www.csd.gov.za)
  - Provide Mintek with their CSD registration number attached to their proposals.
  - **Mintek will only issue a Purchase Order to a supplier/ service provider who is tax compliant.**
  - In the event of a Joint Venture agreement, the JV must be registered on CSD, and the registration number of the JV must be submitted.
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## Mintek Request for Proposal

### DETAILS OF TENDERER

Name of firm/ entity/ enterprise	
Trading as (if different from above)	
Company registration no.	
Company Income Tax no.	
VAT registration no.	
Any other registration applicable to this Industry	
Postal address	Postal Code _____
Physical address	Postal Code _____
Contact details of the <b>Person signing the Tender</b>	Name: _____ Telephone: _____ Fax: _____ Cellular Telephone: _____ e-mail address: _____
Contact Details of the Tenderer's proposed <b>Project Manager</b> who will represent the Tenderer in the <b>implementation</b> processes	Name: _____ Telephone: _____ Fax: _____ Cellular Telephone: _____ e-mail address: _____
Contact Details of the <b>Person responsible for Accounts / Invoices</b>	Name: _____ Telephone: _____ Fax: _____ Cellular Telephone: _____ e-mail address: _____



# Mintek Request for Proposal

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<b>GENERAL CONDITIONS OF TENDER</b>
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**1. SUBMISSION OF BIDS**

- 1.1** Bids must be submitted with all official Bid Forms that are contained within this tender document and duly completed.
- 1.2** Bids must be delivered at the platform that is indicated in the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
- 1.3** Late submissions **will not** be accepted under any circumstances. The tender shall be closed at exactly 12:00 Noon and tenders arriving only a second after 12:00 or any time thereafter **will not** be accepted under any circumstance. Tenderers are therefore strongly advised to ensure that their tenders when uploaded allow enough time for any unforeseen events that may delay the delivery of the tender.
- 1.4** This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022, the General Conditions of Contract (GCC) as listed in this document and, if applicable, any other special conditions of contract as specified.
- 1.5** The successful bidder will be reduced to a contract by signing the acceptance of offer.
- 1.6** It is an absolute condition that the taxes of the bidder **must be in order**.
- 1.7** A tax compliance status must be submitted with the tender proposal on or before the closing date and time of the tender.
- 1.8** Each party to a consortium/ sub-contractors must submit a separate tax compliance status. Application forms for the renewal of/ or application for a tax compliance status is available at any Receiver's Office (SARS).
- 1.9** All the documents reflected to this RFP must be completed and returned with this tender proposal. Failure to submit completed documents with the tender proposal may invalidate the tender proposal.
- 1.10** Tender forms contained within the tender document requesting information have been drawn up so that certain essential information is furnished in a specific manner

## Mintek Request for Proposal

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and format. Any additional particulars should be furnished on this document where appropriate, or in a separate annexure.

- 1.11** Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its quotation in any way, the tender shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein, failing which, the tender shall be deemed to be unqualified unless it conforms **exactly** with the requirements of this tender. Unless otherwise specified and stipulated in writing, any part of the tenderer's tender/bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 1.12** This tender document, together with associated forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 1.13** Bidders should check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
- 1.14** The tender price shall be open for acceptance for a period of at least 90 calendar days **after the closing date of the tender**. It should be noted that Tenderers may offer a shorter validity period, but their bid may in that event, be disregarded for such a reason. Tenderers shall clearly state whether or not prices will remain firm for the duration of the contract. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange of variations) will not be considered. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 1.15** Failure to have the Price declaration of this tender document signed by a duly authorized person will constitute non-commitment by the bidder of the tender price, and **the bid will be invalidated**.
- 1.16** All prices shall be quoted in South African currency and be **VAT inclusive**.
- 1.17** Mintek reserves the right to only accept part of the submitted bid by a supplier.
- 1.18** Mintek reserves the right to withdraw this tender.

## Mintek Request for Proposal

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- 1.19** Mintek reserves the right not to award or cancel this bid at any time and shall not be bound to accept the lowest or any bid.
- 1.20** Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by telegram, telex, facsimile, e-mail or similar apparatus.
- 1.21** It should be noted that Mintek reserves the right to accept or reject any tender proposal without being obliged to give any reasons in this respect.
- 1.22** The bidder's **company letterhead** must be used for the proposal's cover letter and reflect the company name, address and contact details.
- 1.23** The correct Tender reference number (See the front page of this RFP for the tender number) must be quoted and the bidding company's name must appear on all pages of the proposal.
- 1.24** All pages of the proposal must be **initialled** by the responsible person.
- 1.25** Only those tenderers who score a minimum score of 80 points and above in respect of the functionality criteria will be considered.
- 1.26** The functionality criteria is contained towards the end of this document.
- 1.27** The persons named in the Schedule of Key Persons of tenderers who satisfy the minimum quality criteria may be invited to an interview if there need arises.
- 1.28 Responsiveness criteria of submissions**

No tender will be considered by Mintek unless it meets the following responsiveness criteria:

- a. The tender must be properly received as per the submission guidelines.
- b. The Tender must be **submitted in the relevant online tender box** as indicated on the notice of the tender on or before the closing date and time of the Tender.
- c. The official tender document must be **fully completed** and must **not be dismembered**. Where information requested does **not** apply to the Tenderer and **the space is left blank**, it will be **deemed** to be **not applicable**.
- d. All requested relevant and/or additional documentation **must** be submitted with the Tender on or before the closing date and time.

## Mintek Request for Proposal

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- e. If the entity submitting a Tender is a **Joint Venture or a Consortium or Partnership**, each party to that formation **must** submit all the above information. A JV /consortium agreement must be submitted signed by all members of the JV.
- f. The Tenderer **must** be in **good standing** to do business with the public sector in terms of Regulation 38 of the Supply Chain Management Regulations (Government Gazette 27636 of 30 May 2005).
- g. Complies with the **requirements of the Specification**.
- h. Adheres to **Pricing Instructions**.
- i. Complies in full and observes the requirements of the **Notice to Tenderers (if applicable)**.
- j. In addition to the terms and conditions stipulated in this document, for the Tender to be considered responsive, the tenderer **must** submit the following tender information:
  - A fully completed and signed tender form;
  - The tenderer's details;
  - The necessary document authorising the Representative to sign and submit the Tender on the Tenderer's behalf;
  - The Declaration by Tenderer.

## 2. EVALUATION OF BIDS

- 2.1 All tenders received shall be evaluated in terms of administrative documents, mandatory pre-qualification, functionality, food presentation & tasting, price and specific goal.
- 2.2 Mintek reserves the right to accept all, some, or none of the tenders submitted – either wholly or in part – and is not obligated to accept the lowest tender.
- 2.3 Mintek reserves the right not to award this bid to any bidder.
- 2.4 Mintek reserves the right not to award the bid to the highest scoring or lowest price bidder if in the opinion of Mintek, a supplier's bid presents risk to time, cost or quality.

## Mintek Request for Proposal

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**2.5** Mintek may also award the bid to a bidder whose offering is superior to other bidders in terms of functionality, features or any other relevant technical criteria, even if the bidder is not the highest scoring or lowest priced.

**2.6** Mintek may make a partial award of the tender to any bidder and is not obligated to procure the number of quantities stipulated in the RFP and/or quotation.

### **3. VALUE ADDED TAX**

**Where the value of an intended contract exceeds R1 000 000.00, a tenderer must be registered with the SA Revenue Service for VAT purposes to be able to issue Tax Invoices.**

It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice. The tender price will read: **Total Value of Service excluding VAT**. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R1m should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

### **4. TAX CLEARANCE REQUIREMENTS**

**4.1** Bidders must ensure compliance with their tax obligations.

**4.2** Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.

**4.3** Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).

**4.4** Bidders may also submit a printed TCS together with the bid.

**4.5** In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.

**4.6** Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

**4.7** Mintek will not do business with a bidder who is not tax compliant.

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## Mintek Request for Proposal

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<b>GENERAL CONDITIONS OF CONTRACT (GCC)</b>
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**1. GENERAL**

- 1.1** Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable, a non-refundable fee for documents may be charged.

**2. STANDARDS**

- 2.1** The goods shall conform to the standards mentioned in the bidding documents and specifications.

**3. PATENT RIGHTS**

- 3.1** The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**4. PACKAGING**

- 4.1** The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and absence of heavy handling facilities at all points in transit.
- 4.2** The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in any subsequent instructions ordered by the purchaser.

**5. WARRANTY**

- 5.1** The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The

## Mintek Request for Proposal

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supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 5.2** This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 5.3** The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 5.4** Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 5.5** If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

### **6. PRICE AND PAYMENT SCHEDULE**

- 6.1** The Tenderer shall supply all the price information required in the price schedule, failure to do so shall invalidate the Tender.
- 6.2** No claim for price escalation will be considered unless it is specifically stated that this Tender is subject to adjustment. Failure to complete this clause will result in the Tender prices being deemed to be firm.
- 6.3** Notwithstanding anything to the contrary contained in Mintek's Conditions of Tender, Memorandum of Agreement or the Price Schedule, any claim for an increase in the Tender prices herein quoted shall be submitted in writing.
- 6.4** Mintek reserves the right to withhold payment of any escalation while only provisional figures are available until the final (revised) figures are issued by the Government's

## Mintek Request for Proposal

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Central Statistical Services. **When submitting any such claim, the tenderer shall indicate the actual amount claimed for each item. A mere notification of** a claim for an increase without stating the new price claimed for each item shall, for the purpose of Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his Tender, with the exception of any price adjustments authorized or in the purchaser's request for Tender validity extension, as the case may be.

- 6.5** The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 6.6** The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 6.7** Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of statement by the supplier.
- 6.8** Payment will be made in Rand unless otherwise stipulated.

### **7. VARIATION ORDERS**

- 7.1** In cases where the estimated value of the envisaged changes in purchase does not vary by more than 25% of the total value of the original contract, the Contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the Contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

### **8. DELAYS IN THE SUPPLIER'S PERFORMANCE**

- 8.1** Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 8.2** If at any time during performance of the contract, the supplier or its sub-Contractor(s) encounters conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties,



## Mintek Request for Proposal

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in which case the extension shall be ratified by the parties by the amendment of the contract.

- 8.3** The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises if the supplier's point of supply is not situated at or near the place where the goods are required, or when the supplier's services are not readily available.
- 8.4** Except as provided under clause 11 (*Force Majeure*), a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to clause 9, unless an extension of time is agreed upon pursuant to clause 8.2 above without the application of penalties.
- 8.5** Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

### **9. PENALTIES**

- 7.1** Subject to clause 11 (*Force Majeure*), if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to clause 10 (*Termination for default*).

### **10. TERMINATION FOR DEFAULT**

- 10.1** The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

## Mintek Request for Proposal

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- a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to clause 8.2;
- b) if the supplier fails to perform any other obligation(s) under the contract; or
- c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

**10.2** In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

**10.3** Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding ten (10) years.

**10.4** If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

**10.5** Any restriction imposed on any person by the Accounting Officer/ Accounting Authority will, at the discretion of the Accounting Officer/ Accounting Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Accounting Authority actively associated.

**10.6** If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following:

- i. the name and address of the supplier and/or person restricted by the purchaser;

- ii. the date of commencement of the restriction;
- iii. the period of restriction; and
- iv. the reasons for the restriction.

The details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 10.7** If a court of law convicts a person of an offense as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five (5) years and not more than ten (10) years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **11. FORCE MAJEURE**

- 11.1** Notwithstanding the above provisions of clauses 9 (*Penalties*) and 10 (*Termination for default*), the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 11.2** If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **12. TERMINATION FOR INSOLVENCY**

- 12.1** The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

### **13. SETTLEMENT OF DISPUTES**

- 13.1** If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 13.2** If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 13.3** Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 13.4** Mediation proceedings shall be conducted in accordance with the rules of procedure specified by the purchaser in accordance with best practice.
- 13.5** Notwithstanding any reference to mediation and/or court proceedings herein:
- d) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - e) the purchaser shall pay the supplier any monies due to the supplier.

### **14. GOVERNING LANGUAGE**

- 14.1** The contract shall be written in English. All correspondence and other documents pertaining to the contract that are exchanged by the parties shall also be written in English.

### **15. APPLICABLE LAW**

- 15.1** The contract shall be interpreted in accordance with the laws of the Republic of South Africa, unless otherwise specified.

### **16. ASSIGNMENT**

- 16.1** The supplier shall not abandon, transfer, cede or assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

### **17. AMENDMENT OF CONTRACT**

- 17.1** No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement be amended or varied shall be in writing, shall also be in writing.

### **18. INDEMNITY**

- 18.1** The Contractor agrees that the occupational use of Mintek's premises and buildings shall be at his own risk, and that he acknowledges the risks and dangers inherent therein. The Contractor furthermore acknowledges that Mintek and / or its employees shall not be liable or responsible for any loss, liability, damages, accident or injury, whether fatal or otherwise, of whatsoever nature and howsoever arising, whether directly from the permission granted by Mintek to execute certain events or otherwise, including but not limited to, the use of the premises and / or buildings, and indemnifies Mintek and/or its employees against all and any loss of / or damage to property, or injury or death, and any claim for such loss, damage, injury or death, from any cause whatsoever and howsoever arising, which may be suffered in this regard.

- 18.2** The Contractor and / or its officers, employees, agents, concessionaires, suppliers, Contractors or customers shall not have any claim of any nature against the Mintek for any loss, damage, injury or death which any of them may directly or indirectly suffer (whether or not such loss, damage, injury or death is caused through negligence of Mintek or its agents or employees) or for:

- any latent or patent defect in the premises;
- a fire on the premises;
- a theft from the premises;
- the Premises or any part thereof being in a defective condition or state of disrepair;
- force majeure of causus fortuitus or any other cause either wholly or partly beyond the Mintek's control;
- the use of the services offered on the premises;

## Mintek Request for Proposal

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- consequential loss howsoever caused;
- any loss or damage whether to persons or property caused by riots, civil commotion, insurrection or actions taken by the Contractor or Mintek to mitigate the effect of / or prevent the aforesaid; and any other cause whatsoever.

**18.3** Save for any wilful acts or omission or gross negligence by Mintek, its officers, employees, agents, concessionaires, suppliers and Contractors, the Contractor indemnifies Mintek and holds it harmless from and against all claims, actions, damages, liability and expense in connection with loss of life, personal injury and / or damage to property arising from or out of any occurrence in, upon or at the premises or the occupancy or use by the Contractor of the premises.

### **19. INSURANCE**

**19.1** Without limiting the obligations of the Contractor in terms of this Agreement, the Contractor shall effect and maintain the following insurances, covering:

- Public liability insurances, in the name of the Contractor, covering the Contractor and Mintek against liability for the death of / or injury to any person, or loss of / or damage to any property, arising out of / or in the course of this agreement.
- The Lessee shall insure all its own possessions and equipment kept on the premises, in its own name.

**19.2** In the case of an occurrence giving rise to claim (and in accordance with the directives of the insurer), the Contractor shall proceed in the following manner:

- Over and above any statutory and / or other requirements contained in the conditions of this agreement, Mintek must immediately be notified telephonically (and confirmed by means of a telefax or email ) of the circumstances, nature and estimate of the loss or damage; and
- Any claim settlement shall be subject to the approval of both Mintek and the Contractor.
- Mintek reserves the right to make enquiries regarding the cause and result of any such occurrence giving rise to a claim, and the Contractor shall assist Mintek in this regard.

**19.3** All insurance must remain in force for the duration of this agreement.

## Mintek Request for Proposal

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**19.4** Should the Contractor fail to arrange insurance or to maintain it, Mintek shall be entitled to arrange for such insurance and to maintain it, and pay the premiums, as may be necessary. Amounts for this purpose will be paid by Mintek as a debt of Contractor.

**19.5** The Contractor hereby guarantees that it shall make the necessary submissions of insurance to the satisfaction of Mintek after awarding/acceptance of this contract, as proof that the required insurances exist and that it will comply with all terms, requirements and conditions in respect of insurance applicable to this agreement.

### **20. COMPLIANCE WITH LEGISLATURE**

**20.1** All successful Tenderers, Tendering on items where labour and/or equipment are included, shall enter into an agreement with Mintek, indemnifying Mintek from the provisions of the Occupational Health and Safety Act (85 of 1993).

**20.2** The Contractor is to ensure compliance with the provisions of the Occupational Health and Safety Act (85 of 1993) & all relevant regulations, inclusive of all its employees & other Contractors on the site. The Tenderer shall provide a suitable health and safety plan appropriate for the contract tendered for.

**20.3** The Contractor shall comply with all laws relating to wages and conditions generally governing the employment of labour.

### **21. WORKMEN'S COMPENSATION**

The Tenderer shall, prior to commencement of any work on site in terms hereof, give written proof that he is registered as an employer in terms of Section 80 of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993 and the Tenderer shall remain registered as such for the duration of the contract awarded and shall pay all monies due to the Compensations Fund in terms of Section 15 of Act 130 of 1993. Failure to comply will result in the Tenderer being disqualified.

### 22. TERMS OF REFERENCE

The purpose of this tender is to invite suitably qualified suppliers to submit proposals for the provision of canteen services for a period of three (3) years. The equipment is required at Mintek's premises located at *200 Malibongwe Drive, Strydom Park, Randburg*.

### 23. SCOPE OF WORK

#### 23.1 Provision of canteen services

- Mintek has a staff complement in excess of 600.
- The service provider will be responsible for the establishment and operation of a canteen on Mintek premises, utilising the allocated area for the provision of meals, beverages, snacks & other items on a daily basis to on-site personnel.
- Operation of the canteen will be from 08:00 to 15:00, Kitchen to be open from 08:00 to 14:00 on weekdays, excluding Public Holidays.
- Operation of the canteen outside the standard hours shall be by special arrangement between Mintek and the Service Provider.
- The serving times shall be as follows:  
Breakfast: 8:00 – 10:30  
Lunch: 12:00 – 14:00
- Shift worker's catering arrangements will be negotiated between Mintek and the service provider.
- Resale items should be sold from 08:00 to 15:00.
- The service provider should provide a varied choice of breakfast, lunches and snacks daily as agreed.
- The service provider may be required to provide additional equipment, cutlery and crockery as indicated by Mintek, from time to time.
- The service provider should provide suitable environmentally friendly disposable containers (as per sample provided at the briefing session) for the serving of food & beverages as well as condiments and sauces to the catering presented.
- The service provider must ensure that only fresh ingredients are on offer and ensure that no items that are beyond date are on offer.



## Mintek Request for Proposal

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- Preparation of snacks, coffee and other beverages should be to acceptable food industry standards whilst also ensuring that no food preparation other than specified takes place on the premises.
- The service provider is also required to supply fresh, pasteurized milk (full cream and low-fat) on a daily basis for all Mintek divisions. Milk quantities required is 80 1litre full cream and 20 1litre low fat daily.
- The purchase prices of the items offered should be market related and competitive.
- The services will not be subsidised.
- All menu items are to be individually priced for sale and must be approved by Mintek management.
- Mintek reserves the right to compare the rendered prices to prices in the area and other Service Providers.
- The successful company must be able to produce a valid food serving license for the canteen. Mintek reserves the right to audit at any time.
- The preferred service provider must be prepared to cater for all dietary preferences, religions, culture etc. Daily Halaal or Kosher meals will not be required, it will only be required by special request. Mintek kitchen will not be certified for Halaal or Kosher meals.
- The preferred service provider must prepare daily meals as follows: budget, middle and premium options. Healthy as well as fast selections must also be available.
- The preferred service provider is estimated to cater for:
  - a) 50% budget meals
  - b) 30% middle meals
  - c) 20% premium meals

### 23.2 Daily meal portion control

#### 23.2.1 Portion control: Breakfast

- **Cereal:** Cooked meal porridge (maize or/and Oats) and other suggestions.
- **Cooked breakfast at least but not limited to:**
  - Egg: fried and boiled – (on demand cooked options preferred i.e. scrambled egg, omelette etc.)
  - Bacon and Sausages

## Mintek Request for Proposal

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- Potato Fries
- Vetkoek and Baked goods
- **Pap:** Served with wors/ cooked fish/ minced meat and gravy
- **Bread:** Brown, whole-wheat and white
- **Toasted Sandwiches:** Variety

Contents	Weight
Cereals: Bran, Cornflakes, Muesli, Oats, Porridge, Wheat,	200ml
Bread: Whole-wheat, Brown, White	Per slice
Cooked Meal: Eggs (boiled/ fried), Sausages, Bacon	Each
Yoghurt: (Unsweetened, plain and fruit)	175ml
Fruit salad	150ml
Toasted sandwiches	

**NOTE:** Total breakfast meal to provide about 380Kcal

### 23.2.2 Portion control: Lunch

- A daily preparation of a minimum of nine (9) dishes:
  - a) 3 protein, 2 starch & 2 vegetable options.
  - b) 2 salad options (minimum).
  - c) The service provider can increase the options at their discretion.
- The service provider is required to provide quality meat; red and white meat must be at least A grade.
- Protein options must cover white and red meat on a daily basis.

Contents	Weight
Protein (Choice of white and red meat, including fish)	200 – 250g
Gravy	50ml
Starch (Choice of 2)	250 – 300g
Vegetables x 2 (Yellow/white & Green)	125g
Salads x 2 (including green salad)	125g

## Mintek Request for Proposal

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- The lunches must be served in suitable “environmentally friendly” takeaway containers with takeaway cutlery and packaged condiments.
- For special events with sit-in eating, the lunches must be served in plates and kitchen cutlery provided by Mintek. This will be done by special arrangements.
- A minimum of two-day stock level to be maintained at all times to ensure that the 600 employees are considered as a baseline for consumption daily.
- A two-week sample menu must be provided on submission of tender, and all pricing must be based on weight when cooked.
- One week look-ahead menu to be made available for duration of contract.

The service provider is also required to cater for special orders such as vegetarian, vegan, gluten-free, dairy-free, wheat-free, non-spicy, diabetic, Halaal, Kosher, etc.

### **23.3 Canteen Staff Complement (minimum):**

- 1 x Key Accounts Manager
- 1 x Catering Manager
- 1 x Chef
- 2 x Cooks
- 2 x Cashiers
- 2 x Waitrons
- 2 x Front line
- 1 x General Assistant

The **Catering Manager** should have the following skills and competence:

- Managerial Skills
- Customer Service Skills.
- Computer Literate.
- Minimum 3 years' experience in similar role.
- Menu costing and invoicing for functions.
- Resolution of food related issues.
- Excellent communication skills.
- Knowledge of Health, Safety and Hygiene Standards.

The **Chef** should have the following skills and competence:

- Daily operation of kitchen and production.
- Preparation of high-quality meals within budget and in accordance to recipe.
- Minimum 3 years' experience in similar role.
- Ongoing development and improvement of the menu.
- Formal relevant Culinary Qualification

**\*Bidders are required to submit an organogram.**

### **23.4 Provision of Catering Services**

- The service provider will be required to provide Catering Services for internal meetings and/or third-party functions & ad-hoc functions within Mintek when required.
- **Response Time:** The Service Provider is to ensure that meals ordered are prepared and delivered to the conference centre and/or respective venue(s) as stipulated by the client. The response times shall be adhered to. Failure to adhere to the times stipulated may result in non-payment or the reduction of the quoted price for the service.
- The catering function is to operate within the confines of the Mintek environment only.
- The service provider will not be allowed to remove prepared food from Mintek premises without prior approval.
- Provide meals in a presentable manner to clients.
- Remove catering equipment and clean/tidy venue at the end of functions/meetings.
- This cost to cater will be agreed upon between the Service Provider and the respective client and Mintek management hosting the function/meeting.
- Mintek reserves the right to obtain catering for special functions and meetings from other local suppliers.

### **23.5 Preparation and standards**

- Meals/ snacks/ beverages served should be of high quality and prepared in a clean and hygienic manner in accordance with all health and safety regulations.
- The Service Provider will be responsible for general cleanliness of the food preparation and serving area.

## Mintek Request for Proposal

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- The Service Provider will be responsible for pest control and general cleanliness of the food preparation and serving area.
- The Service Provider is to remove all waste (wet, dry and used oil) on a daily basis. Waste must be appropriately packaged for disposal with the use of proper refuse bags.
- The service provider is expected to comply with ISO 9002 standard. Ad-hoc audits of compliance will be done.

### **23.6 Off-site preparation facility**

In the event of meals being prepared off-site, Mintek reserves the right to inspect such facilities to ensure compliance with the Occupational Health and Safety Act.

### **23.7 Facilities provision**

Mintek will provide the following facilities for the service provider's use:

- Telephone and email connection
- Water points
- Geyser
- Refrigeration
- Microwave ovens
- Wash hand basin
- Dishwasher
- Industrial stoves
- Extraction systems
- Storage facility for equipment and stock
- Natural Gas (Cost of use to supplier)
- Deep cleaning once a month
- Cold room and freezer room

### **23.8 Water, Electricity and Telephone Facilities**

- The cost of utility consumption by the Service Provider will be for the service provider's account.

## Mintek Request for Proposal

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- Mintek will provide a telephone point in the canteen area. All costs associated with rental, calls, etc. will be for the account of the Service Provider.
- The Service Provider will be billed on a monthly basis to this effect.
- Average monthly costs: Water = R3 030.00; Electricity (Summer) = R3 000.00; Electricity (Winter) = R3 500.00; Telephone Charges = R2 000.00 & Gas = R3 000.00.

### **23.9 Storage**

- The Service Provider shall maintain a stock of consumables in storage, at own risk, and provided that all local council by laws and the Occupational Health and Safety Act are adhered to.
- Mintek shall not be responsible or liable for any loss or damage to the Service Provider's stock of consumables and equipment stored on Mintek's premises.
- Mintek will not accept responsibility for loss or damage to excess stock in fridges and freezers in the event of power failure or other.
- Stocktaking must be executed outside normal trading hours.

### **23.10 Occupational Health & Safety**

The successful bidder must comply with the Compensation for Occupational Injuries and Diseases Act and Regulations, as amended, from time to time.

### **23.11 Service conditions**

- The contract includes the provision of canteen and catering services as well as the consumables required.
- Preparation of snacks, coffee and other beverages should be to acceptable food industry standards, whilst also ensuring that no food preparation other than specified takes place on the premises.
- This scope of work shall be undertaken in the manner stated in this document as well as in the Service Level Agreement.

### **23.12 Tasks and activities**

- Tasks not specified in this document will be identified and mutually agreed between the Service Provider and Mintek.

## Mintek Request for Proposal

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- All written deliverables must be phrased in terms and language that can be easily understood by non-technical personnel (e.g. laypersons without subject matter expertise).
- All document deliverables must be in formats (hard copy and electronic) i.e. industry accepted standards (e.g., MS Word, MS PowerPoint, MS Project).

### **23.13 Catering for functions/ events**

- The service provider will also be required, on ad hoc basis, to render catering services for functions/ events. The events may be held on-site or off-site.
- The service provider will also be required, to cater for different classed functions (normal, executive and premium).

### **23.14 General Conditions**

The service provider is required to:

- Conduct business in a courteous and professional manner.
- Provide the necessary documentation as requested prior to the contract being awarded.
- Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE etc. Proof must be submitted within 14 days from awarding the contract to the successful Service Provider.
- Provide proof of public liability insurance cover within 14 days from awarding the contract.
- Ensure that all personnel working under this contract are in good health and pose no risk to any personnel in Mintek.
- Comply with Mintek security and emergency policies, procedures and regulations.
- Ensure that all work performed and all vehicles, plant and equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act of 85 of 1993 and any Regulations promulgated in terms of this Act and the standard instructions of Mintek.
- Maintain its equipment in good order so as to comply with Mintek's occupational health and safety standards.
- The service provider will be liable for any damage to Mintek equipment.
- Ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.

## Mintek Request for Proposal

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- Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers, Mintek personnel, etc. Mintek reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.
- Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are worn at all times.
- Ensure that Mintek is informed of any removal and replacement of personnel. For security reasons, Mintek reserves the right to vet all personnel working under this contract.
- Provide general cleanliness to the food preparation and serving area at his/her own cost.
- Demonstrate his modus operandi to Mintek with regards to supplies delivered to site.
- Provide a Key Accounts Manager, available at all times.
- Issue and circulate weekly menus to employees by the preceding Friday.
- All price increases are subject to Mintek's approval, prior to implementation.
- All canteen staff will be required to undergo compulsory entry medicals prior to commencement of contract. Costs of the medicals will be for the service provider's account.

### **Mintek shall:**

- Conduct business in a courteous and professional manner with the Service Provider.
- Provide appropriate information as and when required and only in situations where it is required by the Service Provider to fulfil their duties.
- Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- Not accept any responsibility of accounts/ expenses incurred by the Service Provider that was not agreed upon by the contracting parties.

### **23.15 Specific Conditions**

All responses must be fully completed and provide all information requested. Failure to adhere to this request may result in the tender being invalid /disqualified.

### **23.16 Industrial Relations**



## Mintek Request for Proposal

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The Service Provider must ensure compliance with the minimum wage requirement as prescribed by law/ bargaining council.

### 24. EVALUATION OF THE PROPOSAL

Tender proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (PPPFA) (Act 5 of 2000).

#### **24.1 Phase 1: Administrative Documents**

Without limiting the generality of Mintek's other critical requirements for this bid, a bidder(s) must submit the documents listed in the table below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). A bidder's proposal may be disqualified for non-submission of any of the documents.

Administrative documents	Tick if submitted	
	Yes	No
MTF 01: Financial Offer and Price Declaration	Yes	No
MTF 02: Price	Yes	No
MTF 03: Validity of Tender Price	Yes	No
MTF 04: Form of Offer and Acceptance	Yes	No
MTF 05: Service Provider Declaration Form and Experience	Yes	No
MTF 06: Bank Details Form	Yes	No
SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Yes	No
SBD 4: Bidder's Disclosure	Yes	No
Central Supplier Database (CSD) Report	Yes	No
Joint Venture, Consortium, or Partnership agreement signed by all parties of agreement (if applicable)	Yes	No

## Mintek Request for Proposal

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### **24.2 Phase 2: Mandatory Pre-qualification Criteria**

The following prequalification criteria will form the basis for evaluating all bids and failure to comply with this criterion will result in the immediate disqualification of the proposal.

NO.	MANDATORY PRE-QUALIFICATION REQUIREMENTS
1.	A valid certificate of good standing with a compensation fund for occupational injuries and diseases. A valid letter of good standing issued by the Department of Labour (COIDA).
2.	The site briefing is compulsory. Certificate of attendance will be issued on the day of the site briefing and must be attached to the proposal.
3.	Certification of registration/ membership with an accredited hospitality body such as FEDHASA or similar.

### **24.3 Phase 3: Functionality**

The following functionality criteria will be used for evaluating all tenders/ bid proposals. The functional evaluation process will be based on the bidder's response in respect of the proposal evaluated on the minimum offering. Proposals must score a minimum of **80%** to qualify for further evaluation.

#### **24.3.1 Framework for Evaluation of Functionality Criteria**

NO	CRITERIA	DESCRIPTION	POINTS
1.	<b>Service Delivery</b>		<b>10</b>
1.1	<b>Delivery capacity</b>	The service provider must demonstrate if they have the necessary capacity to provide the required service in terms of the following (this information should be provided in a detailed company profile, including pictures): <ul style="list-style-type: none"><li>• Coffee serving standards</li></ul>	10

## Mintek Request for Proposal

		<ul style="list-style-type: none"> <li>• Function catering standards</li> <li>• Food preparation standards</li> <li>• Food procurement standards.</li> <li>• Detailed list of equipment that will be assigned to Mintek.</li> </ul> <p>Bidder provided a company profile covering all the aspects stated above = 10 points</p> <p>Bidder provided a company profile that lacks some of the requirements stated above = 5 points</p> <p>Bidder did not provide any evidence = 0 points</p>	
<b>2.</b>	<b>Occupational Health &amp; Safety</b>		<b>20</b>
<b>2.1</b>	<b>Risk assessment</b>	<p>Provide a risk assessment and risk management plan specific to the Mintek environment.</p> <p>Bidder provided a risk assessment and risk management plan specific to the Mintek environment = 10 points</p> <p>Bidder did not provide a risk assessment and risk management plan specific to the Mintek environment = 0 points</p>	10
<b>2.2</b>	<b>Legal appointments</b>	<p>Provide proof of legal appointments and training of First Aider, Fire Warden and OHS Representative. Bidder to provide legal appointment letters for all 3 resources signed by all parties involved and also valid training certificates.</p> <p>Bidder provided as required above = 10 points</p> <p>Bidder did not provide as required above = 0 points</p>	10
<b>3.</b>	<b>Track Record &amp; Experience</b>		<b>55</b>

## Mintek Request for Proposal

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3.1	<b>Service provider's experience</b>	<p>Provide three (3) verifiable references for canteen services delivered in the last five (5) years to include client name, contract value, contract term, number of employees served, contact person, contact details and client testimonial on a client letterhead. Bidders must also provide copies of health certificates for each reference.</p> <p>The reference provided must be available and willing to engage with Mintek to complete a questionnaire.</p> <p>Bidder provided 3 references as required above = 10 points</p> <p>Bidder provided 2 references as required above = 5 points</p> <p>Bidder provided 1 reference as required above = 2 points</p>	10
		<p><b>Compatibility of references:</b></p> <p>The references provided by the bidder above will be issued a questionnaire to ascertain the level and quality of service provided. Bidders must submit contactable and verifiable references. Failure to submit contactable and verifiable references will lead to a score of zero.</p> <p>The references provided will be required to respond to the questionnaire within a specified timeframe, failure to do so will lead to the bidder scoring zero.</p>	30

## Mintek Request for Proposal

<b>3.2</b>	<b>Experience of key personnel</b>	<p><b>Experience of key accounts manager in managing the contract/ account:</b></p> <p>Maximum points will be awarded for the Key accounts manager who has 3 years and more relevant experience. Provide abridged CV.</p> <p>Key accounts manager who has 3 years and more relevant experience = 5 points</p> <p>Key accounts manager who has 2 years' or more, but less than 3 years' experience = 2 points</p> <p>Key accounts manager who has less than 2 years' experience/ did not provide any evidence = 0 points</p>	5
		<p><b>Qualifications and competencies of Catering Manager.</b></p> <p>Provide abridged CVs of the Catering Manager.</p> <p>Catering Manager has 3 years and more experience = 5 points</p> <p>Catering Manager has less than 3 years' experience/ did not provide any evidence = 0 points</p>	5
		<p><b>Qualifications and competencies of the Chef.</b></p> <p>Provide abridged CVs and copies of qualifications of the Chef.</p> <p>Chef has 5 years and more experience; and a formal relevant qualification = 5 points</p> <p>Chef has 3 - 4 years' experience; and a formal relevant qualification = 3 points</p> <p>Chef has 1 - 2 years' experience; and a formal relevant qualification = 1 point</p>	5

## Mintek Request for Proposal

		Chef has less than 1 year experience or no formal qualification or did not provide any evidence = 0 points	
4.	Project Implementation Plan		15
The service provider must provide a proposed implementation plan that depicts the following:			
4.1	Consumables, contractual and logistical arrangements	<p>Contractual agreements with suppliers for the supply of major consumables i.e. <b>milk, meat, fruits &amp; vegetables, bakery and soft drinks.</b></p> <p>Bidder provided contractual agreements for all the 5 major consumables stated above = 15 points</p> <p>Bidder did not provide contractual agreements for all the 5 major consumables stated above = 0 points</p> <p>*In the event that the major consumables are done in-house, proof of evidence must be provided.</p>	15
Total			100

Bidders who score a minimum 80% for functionality will be invited for the next phase of evaluation which is the food presentation and tasting.

### **24.4 Phase 4: Food presentation and tasting**

- Bidders who meet the minimum threshold for functionality will be subjected to a food presentation and tasting at Mintek's premises, at the service provider's cost, as part of the evaluation process.

## Mintek Request for Proposal

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- Qualifying bidders will be requested to provide food for tasting as per the tender requirements.
- Bidders will be required to cater for 10 people.

### **Bidders are required to provide the following:**

Lunch meal portions:

- Lunch meal options for 10 people as described above.
- Fried chips and vetkoeks (amagwinya).

Event catering:

- Stylistic platter for an executive meeting.

***Note: The meals should be prepared according to the tender specification (number 23.2 above).***

### **Bidders will be evaluated on the following points:**

- Serving method and presentation (fresh and colourful, easy to eat, stylistic but practical and an honest representation).
- Portion size and nutritional balance (balance protein and carbohydrate. Weight boundary within tolerance of total meal nutritional breakdown supplied).
- Menu and ingredients compatibility (do the recipe ingredients complement each other in colour, flavour and texture).
- Creativity and practicality (showing something new or an old idea modernised and whether the dish can be prepared for up to 600 people).
- Flavour, taste, texture and doneness (whether the specified major ingredients carry the dominant flavours and whether the components fit together).

**The following criteria will be used the food presentation and tasting:**

## Mintek Request for Proposal

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The food presentation and tasting stage will be evaluated by assigning a score for each criterion not exceeding the stipulated weight. The total attainable score for this stage is 50. The scores for this stage will be weighted out of 10 as per table below.

No.	Criteria	Weight
1.	Serving method and presentation	10
2.	Portion size and nutritional balance	10
3.	Menu and ingredients compatibility	10
4.	Creativity and practicality	10
5.	Flavour, taste, texture and doneness	10
	<b>Total Score</b>	<b>50</b>

### Combination of functionality and food presentation & tasting scores:

Evaluation Criteria	Final Weighted Scores
Functionality	80
Food presentation & tasting	20
<b>Total Score:</b>	<b>100</b>

The bidders will be required to meet the minimum threshold of 80% overall (for both phase 3 and phase 4 combined) in order to be evaluated further on price and specific goal.

### **24.5 Phase 4: Price & Specific Goal**

Evaluation Criteria	Final Weighted Scores
<b>Price</b>	<b>80</b>
<b>Specific Goals</b>	<b>20</b>
<b>Total Score:</b>	<b>100</b>

Method to be used to calculate points for specific goals:



## Mintek Request for Proposal

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No.	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders
1.	A company that is South African owned	4	Companies and Intellectual Property Commission (CIPC) documents.
2.	A company which is at least 51% owned by black people	8	SANAS Accredited B-BBEE Certificate or Sworn Affidavit where applicable.
3.	A company which is at least 30% owned by black women	4	SANAS Accredited B-BBEE Certificate or Sworn Affidavit where applicable.
4.	A company which is at least 30% owned by black youth	2	SANAS Accredited B-BBEE Certificate or Sworn Affidavit where applicable.
5.	A company which is at least 30% owned by black people with disability	2	SANAS Accredited B-BBEE Certificate or Sworn Affidavit where applicable.

### 24.6 Due diligence

Mintek may carry out a site visit to as part of the evaluation process for this tender.

### 24.7 Quality of proposal

24.7.1 Ensure that all the document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well-marked format together with an index.

24.7.2. An introductory covering letter using the company's official stationery (letterhead) reflecting the company's name and address should accompany the tender proposal.

# Mintek Request for Proposal

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## TENDER DOCUMENT

### SECTION B: MINTEK TENDER FORMS (MTF) FOR COMPLETION

<b>B1 – FINANCIAL OFFER FORMS</b>
<b>MTF 01: Financial Offer and Price Declaration</b>
<b>MTF 02: Price</b>
<b>MTF 03: Validity of Tender Price</b>
<b>MTF 04: Form of Offer and Acceptance</b>
<b>B2 – STANDARD BIDDING DOCUMENTS</b>
<b>MTF 05: Service Provider Declaration Form and Experience</b>
<b>MTF 06: Bank Details Form</b>
<b>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022</b>
<b>SBD 4: Bidder's Disclosure</b>

# Mintek Request for Proposal

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-1-

**MTF 01**

## **MTF 01: Financial Offer and Price Declaration**

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period. I/We confirm the availability of the proposed team members. I/We confirm that this tender will remain binding upon us and may be accepted by you at any time before the expiry date.

Name and Surname: .....

Signature: .....

Date: .....

Are you duly authorized to  
commit this tender:

Yes	No
-----	----

Capacity under which this tender  
is signed: .....

**TOTAL TENDER PRICE**  
**Total Cost of Ownership (TCO)**  
**to Mintek**  
**(Inclusive of VAT, Discounts,**  
**etc.)**

R\_\_\_\_\_

## Mintek Request for Proposal

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-1-

**MTF 02**

### **MTF 02: Price**

	<b>Fixed Management Fee Per Month</b>	<b>Total Management Fee Per Year</b>
Year 1		
Year 2		
Year 3		
<b>Total Cost</b>		<b>R</b>

### **Provide pricing for the following meals:**

1. Cheapest breakfast meal                      R.....per plate

2. Cheapest lunch meal                            R.....per plate

# Mintek Request for Proposal

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-1-

**MTF 03**

## **MTF 03: Validity of Tender Price**

The Bidder is required to complete the following information on the duration for acceptance of the tender price, as follows:

The tender price holds good until:

.....  
(State alternative period if less than 90 days  
after tender closure date)

Print Name: .....

Signature of Tenderer: .....

Name of Company: .....

Date: .....

# Mintek Request for Proposal

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-1-

**MTF 04**

## **MTF 04: Form of Offer and Acceptance**

### **Offer**

Mintek, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: ..... (Enter full description of project here)

The Tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract.

### **THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS**

..... Rand (in words);

R..... (In figures)

This offer may be accepted by Mintek by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

## Mintek Request for Proposal

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### For the Tenderer

- 1) I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to Mintek in accordance with the requirements and specifications stipulated in bid number .....at the price/s quoted. My offer/s remain binding upon me and open for acceptance by Mintek during the validity period indicated and calculated from the closing time of bid.
- 2) The following documents shall be deemed to form and be read as part of this agreement:
- 3) I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  - i. Bidding documents, viz
    - Invitation to bid
    - Tax clearance certificate
    - Pricing schedule(s)
    - Technical specification(s)
    - Declaration of interest
    - Special Conditions of Contract
  - ii. General Conditions of Contract; and
  - iii. Other (specify)
- 4) I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 5) I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 6) I confirm that I am duly authorised to sign this contract.

Signature : .....

Name : .....

Capacity : .....

Date : .....

## Mintek Request for Proposal

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Name and address of organisation

.....

.....

Signature and name of witness

Signature : .....

Name : .....

Date : .....



# Mintek Request for Proposal

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## **Acceptance**

By signing this part of this Form of Offer and Acceptance, Mintek accepts the Tenderer's Offer. In consideration thereof, Mintek shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between Mintek and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract, are contained in:

1. The Proposal, (which includes this Agreement)
2. Pricing Data
3. Scope of Work
4. Site information

Deviations from and amendments to the documents listed in the Tender Document and any addenda thereto as listed in the Tender Schedules/annexures as well as any changes to the terms of the Offer agreed by the Tenderer and Mintek during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact Mintek (whose details are given in the Acceptance form) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five working days of the date of such receipt notifies Mintek in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

## **For Mintek**

Signature : .....

Name : .....

Capacity : .....

## Mintek Request for Proposal

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Date : .....

Name and address of organization

.....

.....

Signature and name of witness

Signature : .....

Name : .....

Date : .....

## Mintek Request for Proposal

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-1-

MTF 05

### MTF 05: Service Provider Declaration Form and Experience

Tenderers must complete the Service Provider's Declaration Form.

#### SERVICE PROVIDER DECLARATION FORM

**NB: Should your form not be completed in full with your Tender/ Proposal, your submission may be rejected. Information in this questionnaire received will be treated with confidentiality.**

COMPANY NAME: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_  
Full name and Surname

DESIGNATION: \_\_\_\_\_

DATE: \_\_\_\_\_

**IMPORTANT NOTES: PLEASE READ CAREFULLY**

## Mintek Request for Proposal

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-2-

MTF 05

To be completed by all Service Providers responding to a tender/ proposal or upon registration as an approved service provider on the procurement data base;

The application must be completed in full, be signed and commissioned by a Commissioner of Oaths where required.

A company profile must accompany the registration form but will not be accepted as a substitute for the application form – all fields on the application form must be completed by the tenderer.

**Attach the following:**

- Tax compliance status
- Copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement, whichever is applicable.
- Company profile including experience.
- A copy of the previous three years audited/ signed-off financial statements.
- Copies of SABS or any other rating or accreditation, certificates etc. where applicable.

## Mintek Request for Proposal

-3-

MTF 05

SERVICE PROVIDER DETAILS		
Registered Name of the Company:		
Trading Name of the Company:		
Company/ Close Corporation Registration Number:	VAT Registration Number:	Income Tax Reference Number:
Telephone Number:		Fax Number:
Web Address:		E-mail Address:
Name of Contact Person:		Contact Numbers Cell:
Business Physical Address: ..... ..... ..... .....		Postal Address: ..... ..... ..... .....
Web Address:		E-mail Address:
<b>TYPE OF FIRM</b> (Please the relevant box or boxes)		
<input type="checkbox"/> <b>Public Company (Ltd)</b>		
<input type="checkbox"/> <b>Private Company (Pty) Ltd</b>		
<input type="checkbox"/> <b>Closed Corporation (CC)</b>		
<input type="checkbox"/> <b>Sole Proprietor</b>		
<input type="checkbox"/> <b>Partnership</b>		

Company Name: \_\_\_\_\_

Initials: \_\_\_\_\_

## Mintek Request for Proposal

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<input type="checkbox"/> <b>Trust</b>
<input type="checkbox"/> <b>Section 21 Company</b>
<input type="checkbox"/> <b>Government/ Parastatal</b>
<input type="checkbox"/> <b>Joint Venture</b>
<input type="checkbox"/> <b>Consortium</b>

# Mintek Request for Proposal

-4-

MTF 05

<input type="checkbox"/> Other, (Specify) .....
<b>PARTICIPATION CAPACITY</b> (Please the relevant box or boxes)
<input type="checkbox"/> Prime Contractor
<input type="checkbox"/> Sub-Contractor
<input type="checkbox"/> Supplier
<input type="checkbox"/> Services including Professional
<input type="checkbox"/> Manufacturer
<input type="checkbox"/> Repairer
<input type="checkbox"/> ISO Listed
<input type="checkbox"/> Importer
<input type="checkbox"/> Exporter
<input type="checkbox"/> Distributor
<input type="checkbox"/> Sales
<b>BUSINESS SECTOR</b> (Please the relevant box or boxes)
<input type="checkbox"/> Agriculture
<input type="checkbox"/> Mining and Quarrying
<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Electricity, Gas and Water
<input type="checkbox"/> Construction
<input type="checkbox"/> Retail and Motor trade
<input type="checkbox"/> Wholesale trade, commercial and other trade
<input type="checkbox"/> Catering, accommodation and other
<input type="checkbox"/> Transport, storage and other trade
<input type="checkbox"/> Communications
<input type="checkbox"/> Finance and Business Services
<input type="checkbox"/> Repair/Allied Services
<input type="checkbox"/> Commercial Agents
<input type="checkbox"/> Community and Social Services
<input type="checkbox"/> Personal Services
<input type="checkbox"/> Other, (Specify).....

# Mintek Request for Proposal

-5-

MTF 05

<b>SMALL, MEDIUM, MICRO ENTERPRISE (SMME) STATUS</b> (Please the relevant box)						
<input type="checkbox"/> <b>Micro</b>						
<input type="checkbox"/> <b>Very Small</b>						
<input type="checkbox"/> <b>Small</b>						
<input type="checkbox"/> <b>Medium</b>						
<input type="checkbox"/> <b>Large</b>						
<b>TOTAL NUMBER OF EMPLOYEES</b> (Please the relevant box and state the number)						
<input type="checkbox"/> <b>Full Time</b> <b>Number:</b> .....						
<input type="checkbox"/> <b>Part Time</b> <b>Number:</b> .....						
<b>LIST ALL PARTNERS, PROPRIETORS &amp; SHAREHOLDERS AS INDICATED BELOW (COMPULSORY)</b>						
NAME AND SURNAME	IDENTITY NUMBER	CITIZEN SHIP	DATE OF OWNER SHIP	% OF OWNE RSHIP	SPECIFY STATUS IF HDI, WOMEN, OR DISABLED	% VOTING
<b>LIST AND IDENTIFY ANY OWNER OR MANAGEMENT OFFICE BEARER WHO HAS AN OWNERSHIP INTEREST IN ANOTHER FIRM</b>						
NAME AND SURNAME	IDENTITY NUMBER	CITIZEN SHIP	DATE OF OWNER SHIP	% OF OWNE RSHIP	SPECIFY STATUS IF HDI, WOMEN, OR DISABLED	% VOTING



**Mintek Request for Proposal**

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# Mintek Request for Proposal

-6-

MTF 05

IDENTIFY ANY OWNER OR MANAGEMENT OFFICER WHO IS AN EMPLOYEE OR HAS DUTIES IN ANOTHER BUSINESS ENTERPRISE						
NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OCCUPATION	DESIGNATION	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% TIME DEVOTED

LIST THE MAJOR ITEMS OF EQUIPMENT, PLANT AND VEHICLES OWNED BY THE FIRM		
ITEM DESCRIPTION	QUANTITY	ESTIMATED VALUE

INDICATE BY NAME AND STATUS, THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON-OWNERS) RESPONSIBLE FOR THE DAY TO DAY MANAGEMENT AND BUSINESS DECISIONS				
ACTIVITY	NAME AND SURNAME	RACE	GENDER (MALE/FEMALE)	DISABLED (YES/NO)

## Mintek Request for Proposal

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FINANCIAL DECISIONS				
Cheque Signing				
Acquisition of lines of credit				
Sureties				
Major Purchase or Acquisition				
Signing of Contract				

## Mintek Request for Proposal

-7-

MTF 05

MANAGEMENT DECISIONS				
Estimating				
Marketing and Sales Operation				
Hiring & Firing of Management				
Supervision of Office Personnel				
Supervision of Field/ Production Activities				
<b>CLIENT DETAILS WHERE SIMILAR PROJECTS TO THIS TENDER HAVE BEEN UNDERTAKEN</b>				
Company/ Institution Name				
Address				
Contact Person		Telephone:		
Value of contract	R	Date:		
Description of Work				
<b>Company/ Institution Name</b>				
Address				
Contact Person		Telephone:		
Value of contract	R	Date:		
Description of Work				
<b>Company/ Institution Name</b>				
Address				

Company Name: \_\_\_\_\_

Initials: \_\_\_\_\_

## Mintek Request for Proposal

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Contact Person		Telephone:
Value of contract	R	Date:
Description of Work		

## Mintek Request for Proposal

-8-

MTF 05

<b>Company/ Institution Name</b>		
Address		
Contact Person		Telephone:
Value of contract	R	Date:
Description of Work		
<b>Company/ Institution Name</b>		
Address		
Contact Person		Telephone:
Value of contract	R	Date:
Description of Work		
<b>LIST YOUR CURRENT MAIN CLIENTS BELOW</b>		
<b>Client</b>		
Rand Value P.A.	R	% Turnover:
Contact Person		Telephone:
<b>Client</b>		
Rand Value P.A.	R	% Turnover:
Contact Person		Telephone:
<b>Client</b>		
Rand Value P.A.	R	% Turnover:
Contact Person		Telephone:
<b>Client</b>		
Rand Value P.A.	R	% Turnover:

Company Name: \_\_\_\_\_

Initials: \_\_\_\_\_

## Mintek Request for Proposal

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Contact Person	Telephone:	
<b>Clients</b>		
Rand Value P.A.	R	% Turnover:
Contact Person	Telephone:	

## Mintek Request for Proposal

---

-9-

MTF 05

GENERAL
1. Did the firm exist under a previous name? YES/ NO
If <b>YES</b> , what was its previous name?
2. Does your company/any of its employees have a vested interest in <b>MINTEK</b> ? If <b>YES</b> , state which Department within <b>MINTEK</b> the said employee/s have such vested interest
3. Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of <b>MINTEK</b> , or has been in the service of <b>MINTEK</b> in the previous twelve months?
4. At what % of full capacity are you operating?
5. What percentage of work, directly/indirectly, is for <b>MINTEK</b> ?
6. What was your average turnover (excluding VAT) during the previous three financial years?



## Mintek Request for Proposal

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7. Have you previously been on an approved supplier list with <b>MINTEK</b> ? If <b>YES</b> , specify

## Mintek Request for Proposal

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-10-

**MTF 05**

8. Who are your present material / equipment suppliers?


9. Does your company have an after-hours service policy? (If **YES**, specify)


10. Are warranties offered on new items / repairs etc.? If **YES**, state particulars


**MTF 06: Bank Details Form**

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **Mintek** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

**Bank Account Name** : \_\_\_\_\_

**Name of Bank** : \_\_\_\_\_

**Branch Code & Name** : \_\_\_\_\_

**Account Number** : \_\_\_\_\_

Type of Account:    Cheque ☐                      Savings ☐                      Transmission ☐

**Bank details to be certified as correct by DATE STAMP of BANK:**

**Name and Surname** : \_\_\_\_\_

**Signature** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Tel number** : (\_\_\_\_\_) \_\_\_\_\_

**Fax number** : (\_\_\_\_\_) \_\_\_\_\_

**DATE STAMP OF BANK**

**I/ We the undersigned, acknowledge(s) that:**

- The information furnished is true and correct.
- Any conflict of interest has been declared in writing.
- An official Mintek Purchase Order will be accepted.
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of a valid invoice.

## Mintek Request for Proposal

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**NAME AND SURNAME** : .....

**SIGNATURE** : .....  
(Duly authorised to sign)

## Mintek Request for Proposal

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MTF 06

### BANKING DETAILS

ON BEHALF OF : .....  
(Name of Organization)

ADDRESS : .....  
.....  
.....

TELEPHONE NUMBER : .....

DATE : .....

### REGISTERED COMMISSIONER OF OATHES:

SIGNATURE : .....

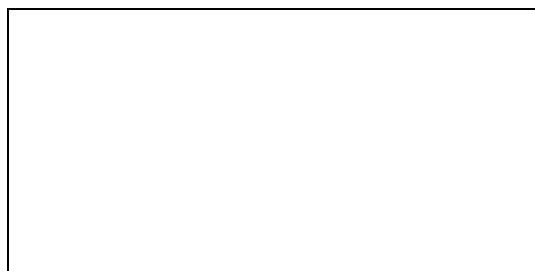
DATE : .....

#### STAMP:

(Commissioner's Stamp with registered number)

Failure to have a copy of this document signed by

A Commissioner of Oaths may invalidate this tender/ proposal submission



**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:

- (a) the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- (b) the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

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

# Mintek Request for Proposal

<b>TOTAL POINTS FOR PRICE &amp; 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:

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

Where

$P_s$  = Points scored for price of tender under consideration

## Mintek Request for Proposal

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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:

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

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>max</sub> = 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.



## Mintek Request for Proposal

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**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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A company that is South African owned	N/A	4	N/A	
A company which is at least 51% owned by black people	N/A	8	N/A	
A company which is at least 30% owned by black women	N/A	4	N/A	
A company which is at least 30% owned by black youth	N/A	2	N/A	
A company which is at least 30% owned by black people with disability	N/A	2	N/A	

### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

Company Name: \_\_\_\_\_

Initials: \_\_\_\_\_

## Mintek Request for Proposal

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### 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.

## Mintek Request for Proposal

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

**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 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.

Full Name	Identity Number	Name of State institution

<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.

## Mintek Request for Proposal

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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 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.

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<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.

## Mintek Request for Proposal

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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