



social development

Department:
Social Development
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



Provident House Building
Private Bag X 6
Mmabatho, 2735

FINANCIAL MANAGEMENT AND ADMINISTRATION

Tel: +27 (18) 388 – 2798/1529
Fax:
E-mail: JMguni@nwpg.gov.za

INVITATION TO BID

Bid reference number	NW/DSD/03/2022
Bid description	Appointment of duly authorized service provider for provision of catering services for substance used disorder clients at Taung Treatment Centre- North West Province
Briefing session date	Date: 30 June 2022 Time: 11h00 Venue: Taung Treatment Centre
Bid information	The bid document is obtainable from the e-tender portal: www.etenders.co.za or from the Departmental website: https://dsd.nwpg.gov.za
Bid submission address	Tender box situated at: Department of Social Development University Drive, Provident House, 1 st Floor Supply Chain Management division, North Entrance, Mmabatho
Bid closing date	01 August 2022
Bid closing time	11H00 am
Bid validity period	90 days

Prospective suppliers who are interested in participating in aforementioned bid are invited to submit their proposals in full compliance to the requirements of this bid document. Completed, signed and clearly labelled proposals sealed in an envelope be submitted to the above mentioned address on or before the closing date and time.

JB MARKS TREATMENT CENTRE CONTRACT SPECIFICATION

TABLE CONTENTS

ITEM NO	DESCRIPTION	PAGE NO
1.	Scope of work (deliverables).	4
2.	Definitions	4
3.	Duration of contract	5
4.	Delivery address	5
5.	Bid requirements	6
6.	Bid conditions	6
7.	Submission of bids	6
8.	Late bids	6
9.	Bid validity period	7
10.	Duration of contract	7
11.	Value added Tax (VAT)	7
12.	BBBEE	7
13.	Joint venture	7
14.	Bid document	7
15.	Deviation	7
16.	Alterations to document	7
17.	Rejection of a tender	8
18.	Bid evaluation stages	8
19.	Stage 1: Bid evaluation /administrative pre – qualification stage	8
20.	Stage 2: Local content	8
21.	Stage 3: Mandatory qualification	9
22.	Special Conditions of Contract	9
23.	Stage 4: Evaluation criteria to be used	10 – 11
24.	Stage 5: Price and BBBEE	11 – 12
25.	Stage 6: Additional objective criteria	12
26.	Duties and obligation of the Private Caterer	12 – 13
27.	Provision of Staff	13

28.	Management of Staff	13 - 17
29.	Duties and Obligations of the Department	17 – 19
30.	Catering Handover	19
31.	Equipment and Utensils	19
32.	Ownership of Storage	20
33.	Riot, Unrest and Stock Loss	20
34.	Meals for Catering Staff	20
35.	Escalation	20
	INVOICES	
36.	Annexure A : Food Invoice Format	21
37.	Annexure B : Overhead	22
38.	Annexure C : Menu	23 – 25
39.	Annexure D : Food Specification List	26 - 29
40.	Annexure E : Winter Menu, Summer Menu	30 - 37
41.	Annexure E : Food Specifications list of Equivalents	38 - 40
42.	Annexure F : Detail Of Designated Allocated Staff	41
	SCHEDULES	
43.	Schedule A : Institution Financial Summary	42
44.	Schedule B : Calculation of Overhead Structure	43
45.	Schedule C : Tenderers own Personnel	44
46.	Inspections	45
47.	Bid Enquiries	45

1. SCOPE OF WORK (DELIVERABLES)

The agreement shall consist of the rendering of catering service at **Taung Treatment Centre** the Institution for 36 months.

2. DEFINITIONS

"Catering Services" means the services provided by the Private Caterer to the Department as specified in the Bid Document.

"Institution" shall mean TAUNG TREATMENT CENTRE under the control of the Department of Social Development

"Schedule of daily food costs" means the Schedule of daily costs per person per meal provided by the Private Caterer as per Schedule B

"Schedule of overhead structures" or "Fixed overhead" means the schedule of fixed monthly overhead costs incurred by the Department for the management service and other related incidental items provided by the Private Caterer as per Schedule D

"Schedule of price per meal pack" means the schedule of charges of the Private Caterer providing meal pack, including packaging as per Schedule E.

"Management staff" shall mean any management staff provided by the Private Caterer as per Schedule E.

"Allocated staff" shall mean any management staff provided by and remunerated by the Department who shall be supervised by the Food Service Manager. In the absence of a foodservice Manager, the Private Caterer will take full responsibility for allocated staff. See Annexure F

"VAT" means any tax levied on supplies, in terms of the value – added Tax Act of 1991 of the Republic of South Africa

"Food Specifications" shall mean the schedule of food types and quantity to be supplied.

"Department" shall mean the, Department of Social Development.

"The Private Caterer" shall mean a company awarded in terms of this bid.

"Agreement" shall comprise the full documentation included herewith, specifically, the documents headed:

SBD FORMS

FINANCIAL SCHEDULES A, B, C, D, E, & F

ANNEXURE: A, B, C, D & F

SERVICE LEVEL AGREEMENT

CONTRACT SPECIFICATIONS

ANNEXURE A TO B

"Food Invoice or an Overhead Invoice" shall mean the standard invoice format, which will be used as set out in Annexure A and B.

"Broadsheet" (Annexure C) will be used on a daily basis by the institution to provide the participation detail of each meal to the Private Caterer.

PERIOD OF AGREEMENT

The agreement shall endure for a period of 24 MONTHS from the first day of the month following the date before awarding of the contract or at any other date as mutually agreed on conditions.

Tender prices quoted in the schedule A, B, C, D, E & F shall be fixed for the first twelve (12) months of the contract and an escalation on the anniversary will be calculated in accordance with the CPIX for the remainder of the contract.

3. DURATION OF CONTRACT

The contract will be awarded for a period of **thirty six (36) months**.

4. DELIVERY ADDRESS

4.1.1 The Catering services is required for person with Substance Used Disorder at JB Marks Treatment Centre (inside Taung Treatment Centre) stipulated in this document.

5. BID REQUIREMENTS

5.1 BID CONDITIONS

- 5.1.1 Faxed, emailed bids will not be considered, only hand delivered bids will be accepted.
- 5.1.2 The hard copy of the bid response will serve as the legal bid document.
- 5.1.3 All bid prices must be quoted in South African currency and must be VAT inclusive where applicable.
- 5.1.4 The Institution shall provide all required facilities for inspections, tests and analysis of the available apparatus, which may be required free of charge unless otherwise specified.
- 5.1.5 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest on BBEEE in line with Section 18 of Implementation Guide PPR 2017.
- 5.1.6 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest on Functionality in line with Section 18 of Implementation Guide PPR 2017.
- 5.1.7 Should it happened that two or more bids scored equal points in all respects, the award shall be decided by the drawing of lots in line with Section 18 of Implementation Guide PPR 2017.
- 5.1.8 The bid will be awarded subject to the parties signing a Service Level Agreement (SLA).
- 5.1.9 As from the effective date the Successful Bidder(s) shall render the services, expertise and facilities to the Department as set out in this document and Service Level Agreement (SLA)
- 5.1.10 The General Conditions of Contract (GCC) and Bid Forma, as well as other conditions accompanying this invitation are applicable.

5.2 SUBMISSION OF BIDS

Bidders must submit the bid in hard copy format (paper document) to: University Drive, Provident House, 1st Floor Supply Chain Management division, East wing, Mmabatho on or before the closing date and time.

The hard copy of the bid response will serve as the legal bid document.

5.3 LATE BIDS

Bids received after the closing date and time, at the address indicated above will not be accepted for consideration. Please note that bids are late if they are received at the address given in the bid document after bid closing date and time. Late submissions must be registered or marked as such and form part of the evaluation report.

5.4 BID VALIDITY PERIOD

Bids will be valid for a period of 90 days.

5.5 DURATION OF CONTRACT

The contract will be awarded for a period of **thirty six (36) months**.

5.6 VALUE ADDED TAX (VAT)

All bid prices must be quoted in South African currency and must be VAT inclusive where applicable.

5.7 B-BBEE

- 5.7.1** The State may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.

5.8 JOINT VENTURE

A joint venture agreement endorsed by both parties and attested by the Commissioner of Oath must also be attached. Bidders are required to submit a consolidated valid B-BBEE status level verification certificate in the joint venture name. Failure to comply with this requirement will result in the joint venture not being scored for B-BBEE status level.

5.9 BID DOCUMENT

The Department of Social Development will no longer sell bid documents. Bidders are advised to download bid documents from the Departmental website on <https://dsd.nwpg.gov.za>. No Faxed or E-mailed bids will be accepted.

5.10 DEVIATION

Any deviation from the prescribed tender format will invalidate the tender.

5.11 ALTERATIONS TO DOCUMENT

No alteration, erasure, omission or addition shall be made to the text or conditions of this document, save where expressly directed by clauses in this document. Should any unauthorized change be made the same will not be recognized but the original document will be adhered to:

5.12 REJECTION OF A TENDER

- 5.12.1 Tenders may be rejected if they make only unqualified, conditional, alternate or incomplete offers, if they contain irregularities of any kind on the Tender document, or if the tenderer after being called upon to adjust the same in a reasonable manner, fails to do so within a period of 7 (Seven) days.

6. BID EVALUATION STAGES

STAGE 1

6.1 BID EVALUATION /ADMINISTRATIVE PRE – QUALIFICATION STAGE

- 6.1.1 Central Supplier Database report/Master registration number for proof of CSD registration.
- 6.1.2 Original or certified copy of B-BBEE certificate/ Sworn Affidavit.
- 6.1.3 Fully completed and signed SBD 1: Invitation of Bid.
- 6.1.4 Fully completed and signed SBD 3.3: Pricing Schedule: Professional Service.
- 6.1.5 Fully completed and signed SBD 4: Bidders Disclosure.
- 6.1.6 Fully completed and signed SBD 6.1: Preferential Point Claim form in Terms of the Preferential Procurement Regulation 2001.
- 6.1.7 Fully completed and signed SBD 6.2: Local Content and Production Form
- 6.1.8 Attach General Conditions of Contract.
- 6.1.9 Completed and signed Bid document.

STAGE 2

6. LOCAL CONTENT

PRODUCT	LOCAL CONTENT THRESHOLD
Canned and processed vegetables	80%

Bidders will be required to submit together with their bid, SBD 6.2 and its Annexures C, D, E on the closing date.

STAGE 3

8. MANDATORY QUALIFICATION

- 8.1 Acceptability certificate(kitchen)
- 8.2 Occupational Health and Safety Certificate

FAILURE TO SUBMITT THE ABOVE MENTIONED DOCUMENT THE BIDDER WILL BE DECLARED NON-RESPONSIVE

9. SPECIAL CONDITIONS OF CONTRACT

- 9.1 The Bidder must comply to FOODSTUFF, COMSMETICS AND DISINFECTANTS ACT 1972 (ACT No 54 OF 1972)**
- 9.2 The company must have a supervisor on site to react to emergencies and ensure that the (food) stock is sufficient to cater for at-least five days.
- 9.3 The bidder must comply with all labour regulations.

STAGE 4**10.EVALUATION CRITERIA TO BE USED:****10.1 FUNCTIONALITY**

FUNCTIONALITY	REQUIREMENTS	VALUE	POINTS	WEIGHT
Company profile and Health and Safety certificate	Five years' experience	Three Reference letter for similar project	5 reference letter = 5 points 4 reference letter = 4 points 3 reference letter = 3 points 2 reference letter = 2 points 1 reference letter = 1 point 0 reference letter = 0 points	30%
Experience of Management and Key Personnel	Detailed CV and Municipality confirmation letter to handle food in the premises	Valid Food Acceptability Certificate	5 points Non submission = 0 points	40%
Qualifications of Management and Key Personnel	Food and beverage certificate	National Diploma Food Service Management/ Food and beverage Management	5 points Non submission = 0 points	30%
Total				100

Minimum acceptable score				60%
--------------------------	--	--	--	-----

NB: Bidder must obtained a minimum score of 60% points in order to progress to the next stage of evaluation. FAILURE TO MEET THE MINIMUM THRESHOLD FOR FUNCTIONALITY, THE BIDDER WILL BE NON-RESPONSIVE.

STAGE 5

11 PRICE AND BBBEE

11.1 Price

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be evaluated by the State on the *80/20*-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

The following formula will be used to calculate the points for price:

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

Where:-

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

11.2 BBBEE

Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof in order to claim the B-BBEE status level points. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.

11.2.1A maximum of 20 points may be allocated to a bidder for attaining its B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

STAGE 6

12 ADDITIONAL OBJECTIVE CRITERIA

This tender/bid will be subjected to an additional objective criteria.

13. DUTIES AND OBLIGATIONS OF THE PRIVATE CATERER

13.12 ACCOUNTING

13.1.1 The Private Caterer shall be responsible for the completion of all accounting records.

13.1.2 The accounting period shall be the end of each calendar month.

13.1.3 The accounting documents shall consist of an official invoice of the Private Catering Company, supported by a specified food invoice format (Annexure A) and overhead invoice format (Annexure B)

13.1.4 Actual numbers of meals served, as reflected in the accounting documents referred to in 4.1.3. above shall in respect of: Service Users be the number

certified by the Institution's Food Service Manager responsible for the dining areas. (See 5.3).

13.1.4 It is agreed that payment of the account must be effected within 30 days after receipt of a correctly completed and certified invoice.

13.1.5 The Private caterer working time must comply with Basic Conditions of Employment.

13.1.6 The private caterer shall maintain and provide; per invoice; information for catering provided to the Food Service Manager.

13.1.7 The Department does not accept responsibility for delays in payment due to erroneous invoices submitted by the Private Caterer.

13.2 PROVISION OF STAFF

13.2.1 MANAGEMENT OF STAFF

The private caterer shall:

Provide Management and the Food Service Manager on the basis, which appears on the "Schedule of Overhead Structures" annexed hereto, as per Schedule D.

THE PRIVATE CATERER SHALL:

13.2.1.1 Handle all minor offences and discipline of all people appointed by the Private Caterer and refer any serious matters to the Institution Manager in writing within 24 hours.

13.2.1.2 Report all matters/ offences to the Institution Manager within 24 hours.

13.3 MANAGEMENT

The Private Caterer undertakes to:

13.3.1 Provide Management Services in respect of quantity and quality, control and supervision of the preparation of food by all staff concerned. If a Foodservice Manager is available on the staff establishment of the Institution the role of supervision of the preparation of food will be his/her responsibility.

13.3.2 Provide accounting services as defined in paragraph 4.1.

13.3.3 If management staff of the Private Caterer will be away from the Institution for longer than 5 working days, a relief Manager should be available.

13.4 TRANSPORT

The Private Caterer undertakes to:

- 13.4.1 Provide all suitable and approved transport services necessary for the proper completion of its management and food supply obligations and shall undertake full responsibility for conveying supplies to the Institution at the tendered prices.
- 13.4.2 If meals have to be supplied away from the catering facility the Institution will be responsible for transportation thereof.
- 13.4.3 The private caterer must ensure that all perishable products must be transported in an insulated or refrigerated truck and that the supplies complies with relevant health and safety regulations.

13.5 PURCHASE AND SUPPLY OF FOODSTUFFS

13.5.1 The Private Caterer undertakes to:

- 13.5.1.1 Purchase and acquire all foodstuffs and other materials necessary for the proper fulfillment of its catering.
- 13.5.1.2 Arrange for the supply and delivery of all the ingredients necessary for the proper preparation of all menus appearing on the Food Specifications and any equivalent thereof.
- 13.5.1.3 Ensure that all foodstuffs supplied to the institution are of the highest quality and, where required, undertakes to submit the food to both quality and quantity control inspections by the Department or delegated relevant authority on testing of Menu Specifications.
- 13.5.1.4 The amount claimed monthly from the Department in respect of foodstuffs, will be restricted to the amount tendered for as per Schedule A.
- 13.5.1.5 The Private Caterer shall provide the food stock/material for the preparation of meal packs, as requested by the institution. The specification for a meal pack is per Annexure F. The price of foodstuffs to be purchased from the Private Caterer, per specification per pack is to be reflected on Schedule F and should include the cost of packaging material and required items.
- 13.5.1.6 The menu reflecting the meal of the day must be available in the foodservice to all allocated staff members and management.

13.6 KITCHEN FACILITIES

- 13.6.1 The Private Caterer shall have full access to all kitchens, food stock stores, dining and catering areas and the supervision thereof to render catering services in terms of these conditions. In this regard the Private Caterer shall have custody and control of all keys that allow access to the kitchen food stock stores, catering and dining areas and keys to the lockable furniture, equipment, fixture and fittings. However access will be limited to those areas and any surrounding buildings and facilities necessary for the rendering of the catering services.
- 13.6.2 The Caterer shall not use (or allow to be used) the designated catering localities or premises for any purpose other than the catering services in terms of these conditions, nor will he/she be allowed to prepare food or serve food on premises on other than the designated premises.
- 13.6.3 The Caterer shall use (or allow to be used), all furniture, fixtures, equipment, stoves and other materials / supplies only for the purpose for which they are providing.
- 13.6.4 The Caterer shall not remove any property of the Department from the premises or locality where the Department kept it nor use any Department utensils for private use.
- 13.6.5 No structural changes will be made by the Caterer to the existing premises. Any proposed change in a structure should be submitted to the Department in writing for consideration and the Department's decision as to the necessity of it will be final.

13.7 CLEANING MATERIALS, UNIFORM, STATIONERY AND CROCKERY

The Private Caterer undertakes to:

- 13.7.1 Provide appropriate cleaning materials/chemicals and insecticides that are S.A.B.S. approved for cleaning purposes of the Food Service and related stores/areas.
- 13.7.2 Ensure the safe storage of cleaning materials /chemicals and insecticides.
- 13.7.3 Provide non-consumable items such as packaging materials/cling wrap/ Polystyrene glasses and lids/serviettes for meal packs and items to use for issuing food preparation and dishing up purposes which includes salt, pepper, tomato sauce, chutney and vinegar portions.

- 13.7.4 Provide disposable gloves to be used during food preparation/dishing up.
- 13.7.5 Provide stationery for administrative purposes for personnel of Private Caterer.
- 13.7.6 Provide uniforms to Private Catering staff.
- 13.7.7 Provide protective clothing, including disposable caps / masks / aprons and shoes for Private Caterer Staff.

13.8 HYGIENE AND CLEANLINESS

The Private Caterer undertakes to:

- 13.8.1 The Private Caterer shall, to the satisfaction of the Department, keep all kitchen, stores and dining areas including all windows, floors, walls, catering equipment fixtures, fittings and kitchen drains and all utensils used, in hygienic and tidy condition.
- 13.8.2 Ensure that all Private Catering staff is at all times tidy and neatly dressed and that they are free of infectious diseases.
- 13.8.3 Medical examination for the possibility of the Tuberculosis, Venereal Disease and Typhoid must be done annually at the Private Caterer's expense for the private catering staff. Results on Tuberculosis of Private caterer's staff must be immediately reported and availed to the Head of the Institution.
- 13.8.4 The Private Caterer shall conform to the requirements of the Health and Safety Act 85/93 and the provision of the Children's Act, 38, 2005
- 13.8.5 The Private Caterer will be responsible for Pest Control on a monthly basis of Food Service and related stores, which will include full spray. The caterer should inform the Institution Manager at least (5) five working days before pest control will be done.
- 13.8.6 A register must be kept by the Institution as proof of Pest Control, and must be signed by an authorized person of the institution and Catering Company.
- 13.8.7 The private caterer shall provide cleaning equipment and SABS approved materials (chemicals) to all areas used by all staff within the food service unit.
- 13.8.8 To ensure safety, all cleaning material (chemicals) should be compliant with hazards analysis critical control point recommendation.
- 13.8.9 Ensure that company staff is trained on handling chemicals and that emergency care training procedure is displayed at the allocated area.

13.9 SECURITY

13.9.1 The Private Caterer must conform to all Security regulations applicable in the Institution.

13.10 USE OF RESOURCES

13.10.1 The Private Caterer undertakes to use resources in an economical, efficient and transparent manner.

13.10.2 The Private Caterer must provide own telecommunication facilities. (i.e. Cell phones).

13.11 TRAINING

13.11.1 The Private Caterer shall be responsible for the training of all private caterer's staff on an ongoing basis to enhance the efficient functioning of the Catering Service.

14 DUTIES AND OBLIGATIONS OF THE DEPARTMENT

14.1 PAYMENT

14.1.1 As consideration for catering services provided by the Private Caterer to the Department, and for food stuffs supplied, the Department shall pay the Private Caterer amounts determined with reference to the calculation of daily food costs as per Schedule B, and the calculation of overhead structures as per Schedule D. Completion of appointments, resignations, transfer and leave taking in conjunction with the Institution Manager or person in charge of institution.

14.2 THE INSTITUTION SHALL PROVIDE:

14.2.1 Catering equipments and Utensils. All existing catering furniture, fixtures and equipment including gas, oil, steam and electric stoves, as well as cooking utensils, cutlery, crockery and any other relevant catering equipment.

14.2.2 Damage or loss to the items referred to in paragraph 5.2.1. Due to the negligence or incorrect use or operation on the part of the Private Caterer or the staff under his control, must be replaced by the Private Caterer at his expense.

- 14.2.3 Fuel (whether electricity, gas, oil or wood) and water as is required for cooking, cleaning and freezing purposes, which the Private Caterer undertakes to use economically.
- 14.2.4 The items accounted in terms of paragraph 5.2.1. Shall be recorded on an "inventory register" which shall be signed by both parties.
- 14.2.5 The Department and The Private Caterer Shall Agree on Menu based on dietary requirements at the time of signing the contract.

14.3 ALLOCATED STAFF (INSTITUTION'S FOOD SERVICES MANAGER)

14.3.1 Monitor the preparation of Meals

- Customize and Implement the menu for the unit in relation to the specification.
- Monitor food preparation methods, portion sizes, and garnishing and presentation of food order to ensure that food is prepared and presented in an acceptable manner.
- Monitor compliance with health conditions regarding food preparation and serving does correspond with the diet list.
- Ensure that prescribed menu is rotated according to the diet and nutritional needs.
- Ensure that different diets are served accordingly
- Coordinate assignments of cooking personnel in order to ensure economical use of food and timely preparation.
- Supervising the implementation and alteration of the prescribed menu

14.3.2 Monitoring health and hygiene

- Monitor that equipment's and utensils are adequately issued.
- Monitor that all tasks pertaining to disinfection cleaning, dusting and refuse removal are performed accordingly.
- Request fumigation and ensure maintenance of treatment is done monthly
- Ensure compliance with OHS standards in the food service unit, (protective clothing, fire extinguishers, first aid kit, and signage boards).
- Inspect kitchen, dining areas, kitchen utensils and equipment to ensure sanitary standards are met.

14.3.3 Perform Administration Service users

- Ensure that health and safety system of work are implemented and maintained
- Adhere to cost effective and timeous reporting of incidents in relation to OHS.
- Check all operational books and work sheets
- Plan requests in relation to budget
- Check food and beverage deliveries, also check delivery contents in order to verify goods quantity and quality.
- Arrange for equipment maintenance and repairs.
- Coordinate a variety of services such as waste removal and pest control.

- Maintain equipment inventories, and keep inventory records.

14.3.3 Ensure dishing and serving of service users

- Monitor dishing, serving and distribution of meals to the different units.
- Ensure cooking for events, Setup, cleaning after events and programs held in the unit are prepare meals (Lunch packs) for outgoing clients as requested.
- Test cooked food by tasting and smelling it in order to ensure palatability and flavour conformity
- Ensure that measurements are accurate and correct quantities are prepared

15 CATERING HANDOVER

15.1 Commodities perishables / Non perishables

The Private Caterer will on the commencement date of the contract take stock of all commodities, perishable and non-perishable. This stock taking will be performed in conjunction with an authorized representative of the Institution and copies shall be prepared in duplicate which will be furnished to:

- a) The Private Caterer
- b) The Institution Manager

Negotiations will take place between the Private Caterer and Institution to purchase the stock on hand, or will arrange for transferring of stock to other institutions. All Institution stock (not purchased by the Private Company) must be removed from stores and related areas within 7 (seven) days of hand over.

16. EQUIPMENT AND UTENSILS

- 16.1 The Private Caterer representative and the representative of the Institution will take inventory within 1 (one) day after commencement of the contract. Inventory list must be available in the foodservice and must be updated when circumstances require.
- 16.2 The Private Caterer, together with the person mentioned in Paragraph 11.1, undertakes to do an inventory and inspection of all furniture, fixtures, catering equipment and utensils as mentioned in paragraph 5.2.1. On a date prior to commencing with the service which is convenient to both parties.

17. OWNERSHIP OF STORAGE

- 17.1 The Private Caterer is permitted at its own risk to maintain a stock of foodstuffs and other materials on the premises of the Department.
- 17.2 Ownership of the foodstuffs and other materials shall pass from the Private Caterer to the Institution upon issue of such from storage areas.
- 17.3 The Private Caterer shall retain ownership of all accounting and control documentation used by it in the performance of its contractual obligations.

18. RIOT, UNREST AND STOCK LOSS

- 18.1 Notwithstanding the closure of the Institution due to the service user's riot and / or unrest, the Department shall be liable for payments of management fees as determined in accordance with the provision of this contract.
- 18.2 The Private Caterer shall be liable for the rendering of the catering services as tendered irrespective of any riot and / or unrest affecting management staff.
- 18.3 During any period of unrest or riot, the Private Caterer occupies the premises of the Department at its own risk and the Department shall not be liable for any damage to the Private Caterer's property and equipment.

19. MEALS FOR CATERING STAFF

- 19.1 Private Catering staff, if entitled to meals whilst on shift, costs will be borne by the Private Caterer.

20. ESCALATION

- 20.1 All prices agreed upon when the agreement is concluded shall remain unchanged for the first Twelve (12) months. Price escalation will be effected on the second and third year of the contract. Price escalation will be determined by the latest Consumer Price Index (CPIX)

ANNEXURE A

FOOD INVOICE FORMAT

(INCLUSIVE OF VAT ITEM REQUIREMENTS)

NB: Number of beneficiaries 20 (Taung Treatment Centre)

TYPE	MEAL	ACTUAL	CHARGE	TOTAL
MENU	BREAKFAST			
	AM TEA			
	LUNCH			
	PM TEA			
	DINNER			
	EVENING TEA			
			VAT	
			GRAND TOTAL	

ANNEXURE B**OVERHEAD
INVOICE FORMAT**

ITEM	INVOICE OVERHEAD	
CLEANING MATERIALS		
TRAVEL		
STATIONARY		
MANAGEMENT FEE		
SUNDRY		
SALARIES & WAGES		
OFFICIAL DATE STAMP	TOTAL	
	CERTIFIED ABOVE IS AS PER TENDER CONTRACT	
	<u>RANK</u>	<u>SIGNATURE</u>

ANNEXURE C

MENU

(Please see attached specification list)

MEAL	FOOD CATEGORY		RAW SPECIFICATION	COMMODITY	FREQUENCY
BREAKFAST	Porridge		20g	Maize – Meal	X2
			20g	Maltabella/ Mabele	X2
			20g	Cereals	X1
	protein		50g	Egg(scrambled)	X3
	Bread-brown		15g	½ Slice	X7
	Margarine		2.5g		X7
	Peanut butter + Syrup		5g		X7
	Tea		1.5g		X7
	Rooibos Tea		2.5g		
	Sugar		20g		X7
	Low fat Milk(fresh full cream)		50ml		X7
	Fruit		½ a portion	See fruit spec	
				First/Second/Third Food	X7
LUNCH	PROTEIN				
		Meat without bone			
		Poultry-with bone			
		Fish-without bone			

	STARCH			
		25g	Potato	X2
		25g	Maize meal	X2
LUNCH CONTINU	Vegetables Cooked or as salad	2 Portion	Gemsquash, butternut, carrots and spinach	X7
	Dessert See specification list	3.5g	Jelly + 50ml Custard cooked	1 per week
		80g prepared	Canned fruit pureed + 50 ml custard cooked	1 per week
	50% Fruit Juice	100ml		X6
	Teething biscuits	15g		X6
SUPPER	Smooth crushed vegetable Soup	100ml	Home made (Winter Menu)	X7
	P R O T E I N			
			Vegetables	X1

	STARCH		Milk	X1
				X2
				X1
				X1
	Vegetables cooked or as salads	1 portion	See specification list	X7
	Late night snack	250ml		X7

ANNEXURE D no. 1

FOOD SPECIFICATIONS LIST

QUALITY OF FOOD PRODUCTS AND MENU SPECIFICATIONS

Approved certificates from suppliers of fresh meat, milk/milk products and poultry must be available on the day of commencing delivery on behalf of the caterer.

Summer Menu 1st October – 31st March

Winter Menu 1st April – 30th September

1. MEAT AND MEAT PRODUCTS

- 1.1. No textured vegetable protein will be allowed.
- 1.2. Pure 100% beef/chicken patties must be used.
- 1.3. The mass specified under the minimum required is for raw mass only.
- 1.4. All meat must be ordered in portions and ready to cook.
- 1.5. The fat content of stewing meat served shall consist of not more than 2% visible fat and 18% bone. Only A & B Grade's meat will be accepted.
- 1.6. Beef lean mince must be served for all menus.
- 1.7. All meat and meat products must be of high quality standard.
- 1.8. Only frozen IQF chicken portions must be purchased to ensure that all patients receive equal cuts.
- 1.9. For stews only chicken breasts or thighs must be used.
- 1.10. For roast chicken: Only Thighs must be used.
- 1.11. A variety of cooking methods must be used when preparing chicken – only 1(one) times per 14 day menu cycle will chicken stew be accepted – the rest must be grilled / fried.
- 1.12. Only the best quality Polony and Vienna's will be accepted. Only sliced cold meats should be purchased.
- 1.13. All fish portions must be prepared e.g. skinless and fillet (without bone).
- 1.14. All chicken products must be Halal.
- 1.15. When chicken portions and steak are grilled or baked it must be counted according to number of patients.

2. VEGETABLES AND FRUIT

- 2.1. Only choice grade frozen vegetables may be used for vegetable dishes.
- 2.2. Caterer's grade frozen vegetables may be used for soups and stews.
- 2.3. Fresh fruit and vegetables shall be of good standard and quality.

- 2.4. It must be noted that potatoes, sweet potatoes, sweet corn, cut corn, and baked beans (salad beans) as such are not regarded as vegetables products, but as starch products.
- 2.5. "Raw mass" of vegetables shall mean ready prepared – excluding peels, pips, stalks and tops.
- 2.6. All fresh vegetables will be ordered and delivered fresh, ready prepared. Weight of vegetables reflected in food specifications, are for ready prepared items. In case where there are challenges with getting prepared, whole vegetables can be provided following the agreement with the food service manager. Provisioning staff should be pre-pared those whole vegetables.

3. MILK AND MILK PRODUCTS

- 3.1. Low fat milk should be served to all service users in small plastic containers as per the required ml.
- 3.2. No milk blends or coffee creamers / whiteners allowed.

4. BREAD AND STARCH

- 4.1. The preference of the institution regarding fortified brown or whole wheat bread must be adhered to for all service users, except in the case of certain therapeutic diets.
- 4.2. Only sliced bread must be ordered.
- 4.3. One slice of bread should be 30g.
- 4.4. A variety of types of biscuits must be available Quality/taste must be accepted to service users. Provision must be provided for therapeutic diets. The packaging size of biscuits must not exceed 200g.
- 4.5. Only fortified flour, maize and bread must be used.
- 4.6. Scone / Muffins / rolls may be used as substitutes for bread.

5. COFFEE AND ROOIBOS

- 5.1. Provide service users with coffee sachets/sticks, black Ceylon tea envelopes, rooibos tea envelopes, white sugar tubes, brown sugar tubes.
- 5.2. Good quality ground or instant coffee to use with not more than 25% chicory.
- 5.3. Only good quality Rooibos tea to be used.
- 5.4. Good quality Ceylon type blended tea.
- 5.5. No coffee or tea mixes containing milk and sugar may be used.

6. FRUIT JUICE AND WATER

- 6.1. Only 100% pre-packed containers 250ml size pure fruit juice must be used for all menus as well as therapeutic diets. Preferred flavours will be specified by the Institution.
- 6.2. Only purified pre- packed containers 250ml size water must be used for all menus as well as therapeutic diets.

7. MARGARINE

- 7.1. Only full fat margarine bricks must be used for cooking purposes.
- 7.2. Medium fat portions must be served with bread to clients who are allowed to spread their own bread / snack.

8. CEREALS

- Ready to serve breakfast cereals must be available in case of strikes / riots/ unrest or request. In such instances the fresh milk portion will be increased to 200ml at no cost.

9. SPREAD / JAM / SUGAR

- 9.1. At least a variety of 2 (two) flavours of jam (excluding syrup) must be served per day. Provision must be made for therapeutic diets e.g. diabetic jam portions.
- 9.2. Bulk jam is required when bread is spread in the foodservice unit.
- 9.3. Only sugar portions will be served to service users. Bulk sugar will only be used for cooking.
- 9.4. Diabetic service users must be served non-nutritive sweetener sachets.
- 9.5. Peanut butter must be easy to spread and should not separate on standing.

10. DESSERT

- 10.1. Provision must be made for normal and therapeutic diet for baked and under baked desserts.
- 10.2. Whole wheat flour and non- nutritive artificial sweeteners must be available for therapeutic diet.
- 10.3. The following items must be available to prepare / serve dessert to specific diets:
 - Oat – bran
 - Ice cream
 - Diabetic canned fruits

11. HOME MADE SOUP (winter menu)

Must contain a basis of grated vegetables and thickened / flavored with soup powder.

At least 4 (four) different types of soups must be served on a 14 day winter menu cycle.

12. COOKING OIL

12.1. Cooking oil will be used for deep and shallow frying purposes only.

12.2. Private caterer must test used cooking oil, before re- using to ensure that it is still safe for human consumption.

13. RAW MASS OF MENU ITEMS DOES NOT INCLUDE:

- Margarine / oil for cooking purposes
- Spices for cooking purposes
- Garnish for cooking purposes
- Thickening agents for cooking purposes
- Vegetables for uses in soups and stews
- Milk for custard, white sauce, ext.
- Juice for salads.

14. SERVING OF FOOD

14.1. A sample plate must be dished for portion control purposes.

14.2. The food service manager and private catering manager must taste the prepared food before dishing up to ensure the good quality and flavor.

14.3. Substitute for specific diets e.g. no fish/egg/red meat/ chicken must be served with no extra cost and portions will be according to the menu.

14.4. All pre-plated food must have a proper edible garnish. Garnish must be indicated on the menus and does not include salt, pepper, chutney, tomato/ Worcester sauce sachets.

15. CULTURAL HABITS

15.1. Cultural differences must be taken into consideration at all times to ensure client satisfaction.

15.2. Muslim, Kosher, Hindu and 7th Day Adventists with special dietary request must be accommodated if circumstances require **DELIVERY ADDRESS**.

15.3. The Security services is required within offices in Bojanala as stipulated in this document.

ANNEXURE E

WINTER MENU

Week 1 cycle

	Spec	Monday	Spec	Tuesday	Spec	Wednesday	Spec	Thursday	Spec	Friday	Spec	Saturday	Spec	Sunday
BREAKFAST	80g	Maize meal soft porridge	80g	Maltabella	80g	maize meal soft porridge	80g	Oats	80g	maize meal soft porridge	80g	All bran flakes	80g	Oats
	100ml	Low fat milk	100ml	Low fat milk	100ml	Low fat milk	100ml	Low fat milk	100ml	Low fat milk	200ml	Low fat milk	100ml	Low fat milk
	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	3x25g	Fish fingers	90g	Vienna	100g	Lean mince	100g	Fish cakes	50g	Fried egg	90g	Beef sausage	60/50	Bacon and egg
	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread
AM TEA	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine
	15g	Jam	15g	Jam	15g	Jam	15g	Jam	15g	Jam	15g	Jam	15g	Jam
	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee
	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
LUNCH	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit
	250ml	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water
	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice
	150g	Mince meat	150g	Beef stew	210g	Roast Chicken	150g	Roast beef	200g	Beef burger	150 g	Savoury mince	210g	Chicken curry
	100g	Spaghetti	80-20g	Samp & Beans	100g	Rice	100g	Samp	2 piece	Burger bun	100g	Macaroni	100g	Maize rice
PM TEA	100g	Mixed veg	135g	Beetroot salad	180g	Pumpkin	90g	cauliflower with cheese sauce	200g	Tossed salad	90g	Country mix vegetables	135g	Beetroot salad
	180g	Baked butternut	80g	Stewed Green beans	180g	Creamy spinach	160g	Stewed baby marrow	110g	Chakalaka	180g	Hubbard squash	90g	Stewed green beans
	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee	2.5-5g	Roobos tea / Ceylon coffee
	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
SUPPER	30g	Short bread biscuit	30g	Crunchy biscuit	30g	Lemon creams biscuit	30g	Chocolate Chip Biscuit	30g	Ginger biscuit	30g	Tennis biscuit	30g	Marie Biscuit
	200ml	Beef soup	200ml	Chicken soup	200ml	Mushroom soup	200ml	Vegetable soup	200ml	Minestrone soup	200ml	Lentil soup	200ml	Beef & vegetable soup
	210g	Grilled chicken	150g	Baked/fried/grilled hake	150g	Boerewors	150g	Chicken Schnitzel	210g	Grilled chicken thighs	150g	Baked/fried/grilled hake	150g	Beef goulash
	100g	Pap	280g	Chips	100g	Pap	200g	Mashed potato	100g	Rice	200g	Mash potato	100g	Pap
	150 + 70	Stewed spinach	100g	Carrot salad	150g	Stewed cabbage	100g	Country mix vegetables	135g	Beetroot salad	100g	Coleslaw	90g	Stewed carrots roundels
	60ml	Chicken Gravy	20ml	Tatar sauce	60ml	Gravy	60ml	Jelly & custard	120+100	Fruit salad & custard	60 ml	Tartare sauce		Malva pudding & custard
	80g	Milk tart	80 + 100	Malva pudding & custard	125+15	Instant pudding & jelly	15g+100ml				80g	Apple crumble tart	80 + 100	

EVENING TEA	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee
	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread
	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine
	30g	Cheese	20g	Polony	20g	Polony	20g	Polony	20g	Cheese & Tomato

FISH FINGER AND FISH CAKE MUST BE SERVED WITH LEMON SLICE, 2X TOMATO SLICES AND 2X CUCUMBER SLICES GARNISH; FRUITS MUST BE SERVED ACCORDING TO SEASONAL AVAILABILITY AND MUST BE A VARIATION. BOILED EGG, FRIED EGG, VIENNA, SAUSAGES MUST BE SERVED WITH 2 X TOMATO SLICES AND 2 X CUCUMBER SLICES FOR GARNISH. TOMATO SAUCE, PEPPER AND SALT SACHET MUST BE SERVED WITH ALL MEALS.

FOOD TO BE PREPARED ON SITE AND FOOD PREPARATION REGULATIONS AND GUIDELINES TO BE COMPLIED WITH

ANNEXURE E – WINTER MENU

Week 2 cycle

BREAKFAST	Spec	Monday	Spec	Tuesday	Spec	Wednesday	Spec	Thursday	Spec	Friday	Spec	Saturday	Spec	Sunday
	60g	Maltabella	80g	maize meal soft porridge	60g	Oats	60g	Maltabella	80g	Corn flakes	80g	maize meal soft porridge	60g	Maltabella
	100ml	Low fat milk	100ml	Low fat milk	100ml	Low fat milk	100ml	Low fat milk	200ml	Low fat milk	200ml	Low fat milk	100ml	Low fat milk
	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	75g(1.5)	Scrambled egg	100g	Fish cake	100g	Lean mince	60g(2 slices)	Bacon and egg	90g	Chicken sausage	60g(2 slices)	Fish fingers	3x25g	Fried egg
	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread
	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine
	15g	Jam	15g	Jam	15g	Jam	15g	Jam	15g	Jam	15g	Jam	15g	Jam
	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee
	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit
	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water
	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice
	150g	Chicken schnitzel	150g	Grilled steak	150g	Beef stew	150g	Beef Lasagna	150g	Baked/fried/grilled hake	120g	Grilled boerewors	150g	Bak ⁺ chicken thigh
	100g	Rice	100g	Stiff maize	100g	Samp	100g	Mash potatoes	200g	Mash potatoes	100g	Stiff maize	100g	Sav ⁺ rice
	90g	Steamed peas	150 + 70	Steamed spinach	135g	Beetroot	110g	Tossed salad	90g	Buttered peas	140g	Braised cabbage	170g	Creamed spinach
	180g	Butternut	130g	Sweet and sour carrot salad	80-130	Stewed Green beans	110 g	Baked butternut	100g	Glazed carrot	130g	Chakalaka Salad	180g	Baked butternut
	60ml	Chicken sauce	60ml	Brown Gravy					20ml	Tartar sauce	60ml	Tonard ⁺ onion relish / gravy	60ml	Chicken gravy

AMTE	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit
	250ml	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water
	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice
	150g	Minced meat	150g	Beef stew	150g	Beef stew	150g	Beef burger	150g	Savoury mince	210g	Chicken curry
	100g	Spaghetti	80-20g	Samp & Beans	100g	Samp	100g	Burger bun	100g	Macaroni	100g	Maize rice
	100g	Mixed veg	135g	Beetroot salad	180g	Pumpkin	90g	cauliflower with cheese sauce	200g	Tossed salad	90g	Beetroot salad
	180g	Baked butternut	80g	Green beans	180g	Creamy spinach	160g	Stewed baby marrow	110g	Chakalaka	180g	Hubbard squash
						Gravy	60ml	Gravy		Chicken gravy		
	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee
	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
	30g	Short bread biscuit	30g	Crunchy biscuits	30g	Lemon creams biscuit	30g	Chocolate Chip Biscuit	30g	Ginger biscuit	30g	Marie biscuit
	210g	Grilled chicken	150g	Baked/fried/grilled hake	150g	Boerewors	150g	Chicken Schnitzel	210g	Grilled chicken thighs	150g	Beef goulash
	100g	Pap	200g	Chips	100g	Pap	200g	Mashed potato	100g	Rice	200g	Mash potato
	150 + 70	Stewed spinach	100g	Carrot salad	150g	Braised cabbage	100g	Country mix vegetables	135g	Beetroot salad	100g	Coleslaw
	60ml	Chicken Gravy	20ml	Tartar sauce	60ml	Gravy	60ml	Jelly & custard	120+100	Fruit salad & custard	60 ml	Tartare sauce
	120+100	Fruit salad & custard	80 + 100	Malva pudding & jelly	125+15	Instant pudding & jelly	15g+100ml	Jelly & custard	120+100	Fruit salad & custard	125+15	Ice cream & chocolate sauce
	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Milo (milk)	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee
	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	1 piece	Bread roll	60g (2 slices)	Brown bread
	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine
	30g	Cheese	20g	Polony	50g	Egg mayonnaise	20g	Polony	1 piece	Margarine	5g	Cheese & Tomato

FISH FINGER AND FISH CAKE MUST BE SERVED WITH LEMON SLICE, 2X TOMATO SLICES AND 2X CUCUMBER SLICES GARNISH; FRUITS MUST BE SERVED ACCORDING TO SEASONAL AVAILABILITY AND MUST BE A VARIATION. BOILED EGG, FRIED EGG, VIENNA, SAUSAGES MUST BE SERVED WITH 2 X TOMATO SLICES AND 2X CUCUMBER SLICES FOR GARNISH. TOMATO SAUCE, PEPPER AND SALT SACHET MUST BE SERVED WITH ALL MEALS.

FOOD TO BE PREPARED ON SITE AND FOOD PREPARATION REGULATIONS AND GUIDELINES TO BE COMPLIED WITH

FISH FINGER AND FISH CAKE MUST BE SERVED WITH LEMON SLICE, 2X TOMATO SLICES AND 2X CUCUMBER SLICES GARNISH; FRUITS MUST BE SERVED ACCORDING TO SEASONAL AVAILABILITY AND MUST BE A VARIATION. BOILED EGG, FRIED EGG, VIENNA, SAUSAGES MUST BE SERVED WITH 2 X TOMATO SLICES AND 2 X CUCUMBER SLICES FOR GARNISH. TOMATO SAUCE, PEPPER AND SALT SACHET MUST BE SERVED WITH ALL MEALS.

FOOD TO BE PREPARED ON SITE AND FOOD PREPARATION REGULATIONS AND GUIDELINES TO BE COMPLIED WITH

SUMMER MENU
ANNEXURE E – MENU

Week 1 cycle

	Spec	Monday	Tuesday	Wednesday	Thursday	Friday	Spec	Saturday	Spec	Sunday
BREAKFAST	80g	Oats	Maltabella	maize meal soft porridge	Oats	maize meal soft porridge	80g	All bran flakes	80g	Oats
	100ml	Low fat milk	Low fat milk	Low fat milk	Low fat milk	Low fat milk	100ml	Low fat milk	100ml	Low fat milk
	20g	Sugar	Sugar	Sugar	Sugar	Sugar	20g	Sugar	20g	Sugar
	3x25g	Fish fingers	Vienna	Lean mince	Fish cakes	Fried egg	90g	Beef sausage	60/50	Bacon and egg
	60g (2 slices)	Brown bread	Brown bread	Brown bread	Brown bread	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread
	8g	Margarine	Margarine	Margarine	Margarine	Margarine	8g	Margarine	8g	Margarine
	15g	Jam	Jam	Jam	Jam	Jam	15g	Jam	15g	Jam
AMTEA	2.5-5g	Roobos tea / Ceylon tea / coffee	Roobos tea / Ceylon tea / coffee	Roobos tea / Ceylon tea / coffee	Roobos tea / Ceylon tea / coffee	Roobos tea / Ceylon tea / coffee	2.5-5g	Roobos tea / Ceylon tea / coffee	2.5-5g	Roobos tea / Ceylon tea / coffee
	20g	Sugar	Sugar	Sugar	Sugar	Sugar	20g	Sugar	20g	Sugar
	50ml	Low fat milk	Low fat milk	Low fat milk	Low fat milk	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
LUNCH	2 pieces	Fresh fruit	Fresh fruit	Fresh fruit	Fresh fruit	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit
	250ml	Bottled purified water	Bottled purified water	Bottled purified water	Bottled purified water	Bottled purified water	Bottled water	Bottled purified water	Bottled water	Bottled purified water
	250ml	Fruit juice	Fruit juice	Fruit juice	Fruit juice	Fruit juice	250ml	Fruit juice	250ml	Fruit juice
	150g	Mince meat	Beef stew	Roast Chicken	Roast beef	Beef burger	150g	Savoury mince	210g	Chicken curry
	100g	Spaghetti	Samp & Beans	Rice	Samp	Burger bun	100g	Macaroni	100g	Maize rice
PM TEA	100g	Mixed veg	Beetroot salad	Pumpkin	cauliflower with cheese sauce	Tossed salad	90g	Country mix vegetables	135g	Beetroot salad
	180g	Baked butternut	Green beans	Creamy spinach	Stewed baby marrow	Chakalaka	180g	Hubbard squash	90g	Stewed green beans
	2.5-5g	Roobos tea / Ceylon tea / coffee	Roobos tea / Ceylon tea / coffee	Roobos tea / Ceylon tea / coffee	Roobos tea / Ceylon tea / coffee	Roobos tea / Ceylon tea / coffee	2.5-5g	Roobos tea / Ceylon tea / coffee	2.5-5g	Roobos tea / Ceylon tea / coffee
	20g	Sugar	Sugar	Sugar	Sugar	Sugar	20g	Sugar	20g	Sugar
SU PP	50ml	Low fat milk	Low fat milk	Low fat milk	Low fat milk	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
	30g	Short bread biscuit	Crunchy biscuit	Lemon creams biscuit	Chocolate Chip Biscuit	Ginger biscuit	30g	Tennis biscuit	30g	Maria biscuit
	210g	Grilled chicken	Baked/fried/grilled hake	Boerewors	Chicken Schnitzel	Grilled chicken thighs	150g		150g	Beef goulash

EVENING TEA	100g 150 + 70	Pap	200g	100g	Pap	200g	Mashed potato	100g	Rice	200g	Baked/fried/grilled hake	
	60ml	Stewed spinach	100g	150g	Carrot salad	100g	Country mix vegetables	135g	Beetroot salad	100g	Mash potato	100g
	120+100	Chicken Gravy	20ml	60ml	Tartar sauce	60ml	Jelly & custard	120+100	Fruit salad & custard	60 ml	Tartare sauce	
		Fruit salad & custard	80 + 100	125+15	Malva pudding & custard	15g+100ml	Instant pudding & jelly			125+15	Ice cream & chocolate sauce	Malva pudding & custard
	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	200ml	Milo (milk)	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	Rooibos tea / Ceylon coffee
	20g	Sugar	20g	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	Sugar
	50ml	Low fat milk	50ml	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	Low fat milk
	60g (2 slices)	Brown bread	60g (2 slices)	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	1 piece	Bread roll	2 pieces	Pancake	Brown bread
	8g	Margarine	8g	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	Margarine
	30g	Cheese	20g	50g	Egg mayonnaise	20g	Polony	1 piece	Vienna	5g	Syrup	Cheese & Tomato

FISH FINGER AND FISH CAKE MUST BE SERVED WITH LEMON SLICE, 2X TOMATO SLICES AND 2X CUCUMBER SLICES GARNISH; FRUITS MUST BE SERVED ACCORDING TO SEASONAL AVAILABILITY AND MUST BE A VARIATION. BOILED EGG, FRIED EGG, VIENNA, SAUSAGES MUST BE SERVED WITH 2 X TOMATO SLICES AND 2X CUCUMBER SLICES FOR GARNISH. TOMATO SAUCE, PEPPER AND SALT SACHET MUST BE SERVED WITH ALL MEALS.

FOOD TO BE PREPARED ON SITE AND FOOD PREPARATION REGULATIONS AND GUIDELINES TO BE COMPLIED WITH

SUMMER MENU ANNEXURE E – MENU

Week 2 cycle

	Spec	Monday	Spec	Tuesday	Spec	Wednesday	Spec	Thursday	Spec	Friday	Spec	Saturday	Spec	Sunday
BREAKFAST	60g	Maltabella	80g	maize meal soft porridge	60g	Oats	60g	Maltabella	80 g	Corn flakes	80g	maize meal soft porridge	60g	Maltabella
	100ml	Low fat milk	100ml	Low fat milk	100ml	Low fat milk	100ml	Low fat milk	200ml	Low fat milk	100ml	Low fat milk	100ml	Low fat milk
	20g	Sugar	20g	Low fat milk	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	75g(1.5)	Scrambled egg	100g	Fish cake	100 g	Lean mince	60/50g	Bacon and egg	90g	Chicken sausage	3x25g	Fish fingers	60g	Fried egg
	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread
	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine	8g	Margarine
	15g	Jam	15g	Jam	15g	Jam	15g	Jam	15g	Jam	15g	Jam	15g	Jam
	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee	2.5-5g	Rooibos tea / Ceylon coffee
	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
AM TEA	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit	2 pieces	Fresh fruit
	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water	250ml	Bottled purified water
	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice	250ml	Fruit juice
	150g	Chicken schnitzel	150g	Grilled steak	150g	Beef stew	150+100	Beef lasagna	150g	Baked/fried/grilled hake	120g	Grilled boewors	150g	Baked chicken thigh
	100g	Rice	100g	Stiff maize	100g	Samp	100g	Stiff maize	100g	Stiff maize	100g	Stiff maize	100g	Savoury rice
LUNCH	90g	Steamed peas	150 + 70	Stewed spinach	135g	Beetroot	110g	Tossed salad	90g	Buttered peas	140g	Braised cabbage	170g	Creamed spinach
	180g	Butternut	130g	Sweet and sour carrot salad	80+30	Stewed Green beans	110 g	Baked butternut	100g	Glazed carrot	130g	Chakalaka Salad	180g	Baked butternut

	60ml	Chicken sauce	60ml	Brown Gravy		Roolbos tea / Ceylon tea / coffee	2.5-5g		Roolbos tea / Ceylon tea / coffee	20ml	Tartar sauce	60ml	Tomato & onion relish / gravy	60ml	Chicken gravy
PM TEA	2.5-5g	Roolbos tea / Ceylon tea / coffee	2.5-5g	Roolbos tea / Ceylon tea / coffee	2.5-5g	Roolbos tea / Ceylon tea / coffee	2.5-5g		Roolbos tea / Ceylon tea / coffee	2.5-5g	Roolbos tea / Ceylon tea / coffee	2.5-5g	Roolbos tea / Ceylon tea / coffee	2.5-5g	Roolbos tea / Ceylon tea / coffee
	20g	Sugar	20g	Sugar	20g	Sugar	20g		Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	500ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml		Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
	30g	Peanut butter biscuits	30g	Ginger biscuit	30g	Chocolate Crunchy Biscuit	30g		Chocolate Crunchy Biscuit	30g	Wafer biscuit	30g	Chocolate chip biscuits	30g	Shortbread biscuits
SUPPER	150g	Mince meat	210g	Baked chicken	150g	Baked/fried/grilled hake	210g		Chicken stew (thighs)	150g	Beef stew	150g	Chuck steak	150g	Fried hake
	100g	Spaghetti	100g	Maize rice	200g	Potato wedges	100g		Rice	100g	Samp	100g	Maize Rice	200g	Potato wedge
	100g	Country mixed vegetables	110g	Tomato, cucumber and onion salad	135g	Coleslaw	170g		Creamed Spinach	135g	Beetroot salad	80g	Country mixed vegetables	110g	Green salad
	125g	Fruit jelly whip	125+15	Instant pudding & jelly	100ml	Banana custard	80 + 100		Malva pudding & custard	80g	Apple crumble / milk tart	15+100	Jelly & custard	180g	Ice cream & chocolate sauce
EVENING TEA	2.5-5g	Roolbos tea / Ceylon tea / coffee	2.5-5g	Chicken gravy	20ml	Tartar sauce	2.5-5g		Roolbos tea / Ceylon tea / coffee	200ml	Milk (milk)	2.5-5g	Chicken gravy	60ml	Tartare sauce
	20g	Sugar	20g	Sugar	20g	Sugar	20g		Sugar	20g	Sugar	20g	Sugar	20g	Sugar
	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml		Low fat milk	50ml	Low fat milk	50ml	Low fat milk	50ml	Low fat milk
	2 portions	muffin	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	2 portions		Scones	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread	60g (2 slices)	Brown bread
	8g	Margarine	8g	Margarine	8g	Margarine	8g		Margarine	8g	Margarine	8g	Margarine	8g	Margarine
	15g	Jam	30g	Cheese	20g	Polony	15g		Jam	50g	Egg mayonnaise	30g	Cheese & Tomato	20g	Polony

FISH FINGER AND FISH CAKE MUST BE SERVED WITH LEMON SLICE, 2X TOMATO SLICES AND 2X CUCUMBER SLICES GARNISH; FRUITS MUST BE SERVED ACCORDING TO SEASONAL AVAILABILITY AND MUST BE A VARIATION. BOILED EGG, FRIED EGG, VIENNA, SAUSAGES MUST BE SERVED WITH 2 X TOMATO SLICES AND 2 X CUCUMBER SLICES FOR GARNISH. TOMATO SAUCE, PEPPER AND SALT SACHET MUST BE SERVED WITH ALL MEALS.

FOOD TO BE PREPARED ON SITE AND FOOD PREPARATION REGULATIONS AND GUIDELINES TO BE COMPLIED WITH

ANNEXURE E**FOOD SPECIFICATIONS LIST OF EQUIVALENTS****QUALITY OF FOOD PRODUCTS AND MENU SPECIFICATIONS**

All items are indicated as raw mass except when indicated otherwise.

Food item		Equivalent	
STARCH			
280g	Potatoes or other commodity according to menu	200g	Baked beans canned
		200g	Sweet corn canned
		200g	Cut corn frozen
		80g	Dried beans / lentils / peas
		120g	Samp / 40g bean mix
90g	Maize meal	120g	Mabele
BREAKFAST PORRIDGE			
60g	Maize meal	60g	Cornflakes
		60g	Weetbix
BEVERAGES			
1.5g	Tea/	5g	Milo
2.5g	Coffee	1.5g	Rooibos tea
MILK			
200ml	Fresh, low-fat cream	175ml	Plain / Flavored yoghurt
		200ml	Buttermilk
		200ml	2% Low fat milk
JAM			
20g	Unportioned	15g	Jam portion (tub)
BREAD			
30g	Slice brown bread	50g	Scones
			Roll (hamburger bun)
MEAT / FISH/POULTRY			
150G	Pork	150g	Chuck
200g	Chicken portion	130g	Breast fillet
100g	Beef mince		

150g	Hake portions – ready battered	120g	Hake fillet – prepare own batter
-------------	---------------------------------------	-------------	---

Vegetables

– ready pre-pared weight

1 portion equals:

(vegetables used for meat stews is not included)

Vegetable		Menu D Children 4-18years
Beetroot	Fresh	160g
Cabbage	Fried	140g
	Salad	100g
	Stew potato +	120g+50g
Carrots	Fresh without tops	130g
	Frozen	80g
	Salad	100g
	Stew potato +	100g+30g
Gems	Fresh	180g
Green beans	Canned	150g
	Frozen	80g
	Stew potato +	80g+30g
Green peas	Canned	100g
	Frozen	65g
Mixed Vegetables	Canned	150g
	Frozen	80g
Pumpkin	Fresh	180g
Spinach	Stew +	170g+50g

	potato	
Tossed salad can contain any (3/4) mixture of onions, tomatoes, lettuce, cucumber, pineapple		100g

FRUIT		
FRUIT		
Apples	Canned	100g
	Fresh	120g-150g
Banana	Fresh	150g-180g
Grapes	Fresh	120g
Guavas	Canned	2x50g=100g
	Fresh	160g-200g
Oranges	Fresh	200g-250g
Peaches	Canned	2x50g =100g
	Fresh	120g-150g
Pears	Canned	2x50g=100g
		120g-150g
Naartjies	Fresh	120g-150g
Melons	Fresh	250g-300g
Watermelons	Fresh	250g-300g
Fruit Salad must contain at least 3-4 fruits	Fresh	140g
	Canned	100g

ANNEXURE F

DETAIL OF DESIGNATED ALLOCATED STAFF (INSTITUTION STAFF)

1. Food Service Manager X 1

SCHEDULE A

INSTITUTION FINANCIAL SUMMARY

Tender Number :
Name of Tender :
Institution :
Validity : **90 DAYS**
Period : **36 MONTHS**

TENDER PRICES IN SA CURRENCY

INCLUSIVE OF VAT

ESTIMATED FOOD COSTS AS PER SCHEDULE B	COST FOR 12 MONTHS
Menu Week 1	
Menu Week 2	
FIXED OVERHEADS (Schedule D)	
GRAND TOTAL FOOD AND OVERHEADS	

SCHEDULE B**CALCULATION OF OVERHEAD STRUCTURES****INCLUSIVE OF VAT**

Tender Number :

Name of Bidder :

Institution :

Validity : **90 DAYS**

Period : **36 MONTHS**

MANAGEMENT AND OTHER INCIDENTAL CHARGES INCLUSIVE OF VAT	(1) COST FOR ONE (1) YEAR	(2) COST PER MONTH
CLEANING		
TRAVEL COSTS		
STATIONARY		
MANAGEMENT FEE		
SUNDRY		
SALARIES AND WAGES FOR BELOW (Schedule E)		
TOTAL		

- **Transfer to " Fixed overhead" on Financial Summary**

SCHEDULE C

TENDERER'S OWN PERSONNEL DAILY FOOD COST SUMMARY

Tenderer :
Institution :
Tender :
Validity : **90 DAYS**
Period : **36 MONTHS.....**

POSITION	SALARY WAGES	ALLOWANCES			TOTAL PACKAG E	NUMBER OF STAFF	TOTAL COST
		PENSION	PROVIDENT FUND	BONUS			
					LEVY		

1. INSPECTIONS

- 1.1.** All prospective Tenderers shall visit the Institutions and acquaint themselves with the facilities and circumstances.

17. BID ENQUIRIES

Contact Person: Supply Chain Management related matters:

Name: Mr Job Mnguni

Contact: 018 388 2798/ 1529

E-mail: JMnguni@nwpg.gov.za

Contact person: Technical matters:

Name: Ms Angelinah Tshili

Tel: (053) 994 1379

E-mail: ATshili@nwpg.gov.za

NB: All enquiries must be in writing

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT							
BID NUMBER: NW/DSD/03/2022		CLOSING DATE: 01 August 2022		CLOSING TIME: 11H00			
DESCRIPTION		APPOINTMENT OF DULY AUTHORIZED SERVICE PROVIDER FOR THE PROVISION OF CATERING SERVICES TO SUBSTANCE USED DISORDER CLIENTS AT TAUNG TREATMENT CENTRE- NORTH WEST PROVINCE					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
FIRST FLOOR UNIVERSITY DRIVE							
PROVIDENT HOUSE BUILDING							
SUPPLY CHAIN MANAGEMENT DIRECTORATE							
NORTH WING ENTRANCE, MMABATHO 2735							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON		Mr SJ Mnguni		CONTACT PERSON		MS A TSHILI	
TELEPHONE NUMBER		018 388 2798/1529		TELEPHONE NUMBER		(053) 994 1379	
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS		JMnguni@nwpg.gov.za		E-MAIL ADDRESS		ATshili@nwpg.gov.za	
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER		CODE		NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER		CODE		NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]	
		☐ Yes ☐ No				☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?						☐ YES ☐ NO	

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-	Required by:		
-	At:		
-	Brand and model		
-	Country of origin		
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)		
-	Period required for delivery		
-	Delivery:		*Firm/not firm

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills deveiopment levies.

*Delete if not applicable

PRICE ADJUSTMENTS

A. NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

P_a	=	The new escalated price to be calculated.
$(1-V)P_t$	=	85% of the original bid price. Note that P_t must always be the original bid price and not an escalated price.
$D_1, D_2..$	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors $D_1, D_2...$ etc. must add up to 100%.
$R_{1t}, R_{2t}.....$	=	Index figure obtained from new index (depends on the number of factors used).
R_{1o}, R_{2o}	=	Index figure at time of bidding.
$V P_t$	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

[illegible]

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- ~~3.4 The terms of the accompanying bid have not been, and will not be,~~
 disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

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

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

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	☒	☒
Black people who are youth	☐	☐
Black people who are women	☐	☐

Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
company/firm:.....

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS