



Tender Addendum Notice

NB: Please note the addition of the site visit for the SABC Radio Park Building, K1 canteen date and time.

**SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
("the SABC")
REQUEST FOR PROPOSAL (RFP)**

RFP NUMBER: RFP/LOG/2024/10243169/14
RFP TITLE: SOURCING OF A SERVICE PROVIDER FOR CANTEEN AND CATERING SERVICES AT THE RADIO PARK BUILDING K1 FOR 5 YEAR-PERIOD.

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	03 July 2024
Bid Documents Available From	National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Non-Compulsory Briefing Session Date & Time	Date: 10 July 2024 Time: 14:00 PM to 15:00 PM
Venue / Link for Virtual Briefing Session	Venue: Microsoft Teams Link: Join the meeting now Meeting ID: 369 206 626 912 Passcode: tWt4S5
Bid Closing Date and Time	26 July 2024 AT 12H00 PM
SABC Site Visit	Date: 16 July 2024 Time: 14:00 PM - 15:00 PM Venue: SABC RADIO PARK BUILDING, K1 CANTEEN, AUCKLAND PARK.
Contact details	tenderqueries@sabc.co.za

The SABC retains the right to change the timeframe whenever necessary and for whatever reason it deems fit and to refresh the panel every twelve months.

PHYSICAL SUBMISSIONS SABC's Tender Box
SABC Office
Radio Park
Henley Road; Auckland Park
Johannesburg
OR
Electronic submission RFPSubmissions@sabc.co.za

Late Bid submissions will not be accepted for consideration by the SABC

1. MANDATORY REQUIREMENTS

No.	Description	Bidders to indicate Compliance	
		Yes/No	Supporting evidence (refer to page number or Annexure)
1.	Copy of Certificate for a qualified chef Minimum of 2 years Relevant Diploma qualification from an institute ACCREDITED by City & Guilds or HLC (Higher Learning Commission) or Cathsseta.		

NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

2. REQUIRED DOCUMENTS

- 2.1 Central Supplier Database (CSD) Registration details
- 2.2 SARS "Pin" to validate supplier's tax matters
- 2.3 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 2.4 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 3.3.1. Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 3.3.2. Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended.

- 2.5 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally.
- 2.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.

- 2.7 Certified copy of Shareholders' certificates.
- 2.8 Certified copy of ID documents of the Directors or Members.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOM THEIR TAX AND TV LICENCE MATTERS ARE NOT IN ORDER. NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO IS NOT REGISTERED ON CSD.

NOTE: SABC RESERVES THE RIGHT TO APPOINT MULTIPLE SUPPLIERS.

C O N T E N T S

DOCUMENT A: CONDITIONS TO BE OBSERVED WHEN BIDDING

DOCUMENT B: GENERAL CONDITIONS OF THE BID/PROPOSAL

DOCUMENT C: QUESTIONNAIRE

DOCUMENT D: DECLARATION OF INTEREST

DOCUMENT E: FUNCTIONALITY REQUIREMENTS

DOCUMENT F: CONFIDENTIALITY

DOCUMENT G: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017- SBD 6.1

DOCUMENT H: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT
PRACTICES - SBD 8

DOCUMENT I: CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9

DOCUMENT J: ACCEPTANCE OF CONDITIONS OF BID

DOCUMENT A

CONDITIONS TO BE OBSERVED WHEN BIDDING

1.0 LODGING OF PROPOSALS

1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).

1.2 Bidders may submit bids in the tender box or electronically until further notice as follows:

1.2.1. Tender box submission

Bids submitted in the tender box must adhere to the following:

- Bids must be submitted in one (1) original, one (1) copy of the original and memory stick should be by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All soft copies should be in PDF format and must contain proposal, all completed forms, and attachments. This envelope must indicate the Bid number and the name and delivery address of the Bidder.

1.2.2. Electronic submission:

Bids submitted electronically must adhere to the following:

- The single point of entry is RFPSubmissions@sabc.co.za
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- Financial/pricing information must be presented in a **separate** attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
- All electronic submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.4 The SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- Receipt of incomplete bid
- File size should not exceed 25-30MB
- Delay in transmission or receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.5 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected. The bid box is generally open 24 hours a day, 7 days a week.

1.6 The outside of the envelope/File Must indicate the following:

Company Name
Tender Description
Tender Number
Closing Date

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

2.1 No alteration, amendment or variation of the submitted proposal by the closing date of this bid shall be permitted, unless otherwise agreed in writing by both the SABC and the bidder. Should the bidder desire to make any amendments to the conditions of their proposal document, they shall stipulate upfront in their proposal document. The SABC reserves the right to reject such bid document.

3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

3.1 All bidders are required to submit bids in accordance with stipulated technical specification as indicated on this bid document. Failure to comply with the required technical specification will result in disqualification.

4.0 SCHEDULE OF QUANTITIES

4.1 Bidders are required to submit a detailed Schedule of Quantities indicating how the bid amount is composed. This schedule shall contain itemised descriptions, quantities and unit prices.

5.0 BID PRICES

- 5.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.
- 5.2 All prices are to be quoted in the Republic of South African Rand with VAT as a separate item.
- 5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable. The local suppliers must provide reasons with evidence why they are quoting in foreign currency
- 5.4 The prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guarantee bonds, taxes and duties, customs, customs clearance, inland transportation, storage, unpacking, positioning, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.
- 5.5 This bid document is not an offer to purchase, order or contract.
- 5.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 5.7 Bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivery on site as specified.
- 5.8 Bid prices shall, where necessary, include packaging. If desired, packaging material may be returned to the bidder provided the amount of credit that will be allowed for the returnable packaging is shown against each item concerned.
- 5.9 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

6.0 SOURCE OF SERVICE AND MATERIAL

- 6.1 In the case of equipment/goods, which are partially or completely designed and/or manufactured in the Republic of South Africa, Bidders shall state the local content percentage.
- 6.2 Documentation certifying the local content percentage shall be submitted.

7.0 ACCEPTANCE OF PROPOSALS

- 7.1 The SABC does not bind itself to accept the lowest or any bid/proposal, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Bidders in the preparation and delivery of its/his/her bid/proposal. The SABC reserves the right to accept a separate bid/proposal or separate bids/proposals for any one or more of

the sections of a specification. The SABC also reserves the right to withdraw the bid at any stage.

- 7.2 No bid shall be deemed to have been accepted unless and until a formal contract/letter of award is prepared and signed.
- 7.3 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:
- that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely;
 - that, if there are changes in the control of the company, these should be brought to the attention of the SABC.
 - that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidders must immediately advise the SABC and the SABC shall approve same as it deems fit.
 - successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC.
 - audit the successful Bidder's contract from time to time.
- 7.4 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

8.0 DEFAULT BY BIDDERS

- 8.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the bid, the SABC may, without prejudice to any other legal remedy which it may have, accept their bid(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable bid or call for bids afresh and may recover from the defaulting Bidders any additional expense it has incurred for the calling for new bids or the acceptance of any less favourable bid.

9.0 AMPLIFICATION OF PROPOSALS

- 9.1 The SABC may, after the opening of bids, call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.

9.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.

9.3 The SABC reserves the right to:

- not evaluate and award bids that do not comply strictly with this bid document.
- Make a selection solely on the information received in the bids.
- Enter negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid.
- contact any Bidder during the evaluation process, in order to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the bid shall be sought, offered or permitted.
- award a contract to one or more Bidder(s);
- accept any bid in part or full at its own discretion; and
- cancel this bid or any part thereof at any time.

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the SABC and not necessarily on the basis of the lowest costs.

10.0 IMPORT/EXPORT PERMITS

10.1 Bidders are required to include complete information on equipment and/or components requiring export/import permits.

11.0 COST OF BIDDING

11.1 The Bidder shall bear all costs and expenses associated with preparation and submission of its bid/proposal, and the SABC shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

12.0 COMMUNICATION

12.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this bid is strongly discouraged**

and will result in disqualification of the respective Bidder's bid/proposal submission.

12.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.

12.3 The closing time for clarification of queries is 3 (three) days before the deadline for bid/proposal submission. The Bidders should take note that questions together with responses will be sent to all Bidders who attended compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

13.1 All enquiries in respect of this bid must be addressed to:

Tender Office

SCM Division

Radio Park Office Block

Henley Road

Auckland Park

Johannesburg

South Africa

E-mail: tenderqueries@sabc.co.za

14.0 BROAD-BASED ECONOMIC EMPOWERMENT

14.1 According to the 2013 B-BBEE Revised Code of Good Practice the Exempted Micro Enterprise (EME) is only required to produce a sworn affidavit signed by the Commissioner of Oaths as per the requirement in the Justice of Peace and Commissioners of Oaths Act, 1963 (Act No. 61 of 1963) or the Companies and Intellectual Property Commission ("CIPC") certificate on an annual basis.

14.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.

14.3 Only South African Accreditation Systems (SANAS) is the authorised body to issue B-BBEE certificates

14.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes

14.5 EME's and QSE's must submit an affidavit confirming that the entity's turnover is below R10 million and percentage of black ownership to claim BBBEE points

14.6 QSEs have to comply with all elements

14.7 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the

QSE and Generic Scorecard

- 14.8 QSE with at least 51% black ownership or above are only required to obtain a sworn affidavit on an annual basis with a confirmation of turnover and black ownership
- 14.9 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that B-BBEE status level certificate under the consortium name is submitted.
- 14.10 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 14.11 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

15.0 MISREPRESENTATION AND FRONTING IS PROHIBITED

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

It is an offence to misrepresent or provide false information regarding a company's information or engaging in a fronting practice. If there is any contravention of some sought, the SABC may open a criminal and/or civil case/s against the bidder and its directors/members in terms of applicable legislation, and ban the bidder & its directors/members from doing business with the SABC for a pre-determined period.

It is important to note that any proposal that does not conform fully to the instructions and requirements in this RFP may be disqualified.

Suppliers might be required to demonstrate their proposed capabilities by means of a presentation, clear and easily verifiable reference documentation and/or a visit to an existing client site where their capabilities may be demonstrated.

Bids, which do not meet the technical requirements, will not be considered for further evaluation.

END OF DOCUMENT A

DOCUMENT B

GENERAL CONDITIONS OF PROPOSAL

1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL

- 1.1 The bid forms should not be retyped or redrafted, but photocopies may be prepared and used.
- 1.2 Bid forms must be signed in the original form; in ink and forms with photocopied signatures or other such reproduction of signature will be rejected.
- 1.3 Should bid forms not be filled in by means of mechanical devices, for example typewriters, ink, preferably black, must be used to fill in bid.
- 1.4 Bidders shall 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. Incomplete bids will result in disqualification.

2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 2.1 Unless a departure is clearly stated by the Bidder at the time of bidding, the works shall be taken as complying in detail with the Technical Specifications, and the Bidder shall be held liable on all the terms and conditions of the contract as if this bid contained no departures. Technical specifications contained in any brochures, or any other descriptions submitted shall apply for acceptance test purposes.

3.0 WARRANTY

- 3.1 If there are any defects arising from failure of goods to meet the specifications within the period specified in the contract, the Bidder shall replace the defective items at his expense or shall refund the SABC such costs as the SABC may incur in replacing such defective item. The Bidder shall also bear the cost of transporting replaced/repaired items to the place of destination.

4.0 INSPECTION

- 4.1 The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

5.0 PACKAGING

5.1 Goods purchased on this bid must be adequately protected and securely packaged during shipment and until delivery at the destination.

5.2 Goods must be clearly marked with the Bidder's name, description of contents and the SABC's order number and delivery address.

6.0 RISK

6.1 The Bidder will be responsible for losses that SABC incurred due to Bidder's negligence or intention and Bidder must provide Liability Insurance. This will be a condition of contract.

7.0 DELIVERY

7.1 Delivery will be to the Stores of the SABC Auckland Park, Johannesburg, Republic of South Africa. The contractual delivery date must be strictly complied with and each delivery must be preceded or accompanied by delivery note. If delivery does not take place within the period stipulated, the SABC may cancel the contract concluded with the bidder without further notice to the Bidder and with immediate effect without prejudice to any other course of action available to the SABC to recover any damages out of such delay. Receipt of the goods by the SABC will not be regarded as acceptance thereof until the goods have been acceptance tested in compliance with the Technical Specifications.

8.0 PAYMENT

8.1 Payment, in currency other than South African Rand, will be made by means of a telegraphic or wired bank transfer.

The Bidder must provide:

- Name and address of their bank.
- Company account number to be credited.
- Sort/swift code of bank.

8.2 The SABC's standard payment terms are 60 days from date of Invoice.

9.0 ASSIGNMENT OF CONTRACT

9.1 The Bidder shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the SABC.

10.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

10.1 Representations made in the bid/proposal, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Bidder on

acceptance of the bid/proposal by the SABC and same will be form part of the contract to be concluded, unless specifically noted by the Bidder in the bid/proposal that same maybe subject to change.

11.0 COMPLIANCE WITH SABC POLICIES

- 11.1. SABC will not procure any goods, services, works or content from any employee or employee-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.2. SABC will not procure any goods, services, works or content from any SABC Independent Contractor or Independent Contractor-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.3. No former employees, SABC's non-executive members and Independent Contractors will be awarded contracts with the SABC within 24 months after resigning from SABC employment or not being engaged with the SABC.
- 11.4. Should former employees, SABC's Non-Executive members and Independent Contractors resign from the employment of the SABC or not being engaged with the SABC and become directors of other businesses bidding with SABC, such bid will not be considered until the cooling off period of two years has expired.
- 11.5. "The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as laying of criminal charges or even removal from the SABC database of service providers. Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving SABC employees or other suppliers rendering services to the SABC, contact the SABC whistle blowers hotline at **"0800 372 831"**

12.0 FAILURE TO COMPLY WITH THESE CONDITIONS

- 12.1 These conditions form part of the bid and failure to comply therewith may invalidate a bid.

13.0 RFP SCHEDULE

- 13.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidders may be asked to meet with SABC representatives. Bidders should provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

14.0 ADDITIONAL NOTES

- 14.1 All returnable documents as indicated in the bid form must be returned with the response
- 14.2 Changes by the Bidder to his/her submission is not allowed after the closing date.
- 14.3 The person or persons signing the bids must be legally authorized by the Bidder to do so. A list of the person(s) authorized to negotiate on your behalf must be submitted along with the bid.
- 14.4 SABC reserves the right to undertake post-bid negotiations with the preferred Bidder or any number of short-listed Bidders.

FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS MAY RESULT IN THE BID BEING OVERLOOKED.

15.0 DISCLAIMERS

- 15.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this BID and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
- 15.2 Change all services on bid and to have Supplier re-bid on any changes.
- 15.3 Reject any bid which does not conform to instructions and specifications issued herein
- 15.4 Disqualify bids after the stated submission deadline
- 15.5 Not necessarily accept the lowest priced bid
- 15.6 Reject all bids, if it so deems fit
- 15.7 Award a contract in connection with this bid at any time
- 15.8 Award only a portion as a contract
- 15.9 Split the award of the contract to more than one Supplier
- 15.10 Make no award of a contract.

Kindly note that SABC will not reimburse any Bidder for any preparation costs or other work performed in connection with this bid, whether or not the Bidder is awarded a contract.

END OF DOCUMENT B

DOCUMENT C**QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING**

If the information required in respect of each item cannot be inserted in the space provided, additional information may be provided on a separate sheet of paper with a suitable reference to the questionnaire number concerned.

1. Company's Treasury CSD unique registration reference number.	
2. Have your company been issued with a SARS Compliance Status PIN.	
3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.	
4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
5. If so, state your VAT registration number and original current tax clearance certificate to be submitted	
6. Are the prices quoted fixed for the full period of contract?	
7. Is the delivery period stated in the bid firm?	
8. What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable)	
9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
10. Where are the stock held?	

11. What facilities exist for servicing the items offered?	
12. Where are these facilities available?	
13. What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required?	

*

ALSO INDICATE WHICHEVER IS NOT APPLICABLE

END OF DOCUMENT C

DOCUMENT D
SBD-4
DECLARATION OF INTEREST

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

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2.0 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

¹"State" means –

- a. any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999)
- b. any municipality or municipal entity.
- c. provincial legislature.

- d. national Assembly or the national Council of provinces; or
e. Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES/NO** the appropriate authority to undertake remunerative work outside employment in the state?

2.7.2.1 If yes, did you attach proof of such authority to the bid **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES /NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

.....

3.0 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number Number	Employee / Pers.



4.0 DECLARATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

END OF DOCUMENT D

DOCUMENT E

TECHNICAL SPECIFICATION

1. BACKGROUND

The SABC Head Office in Auckland Park, Johannesburg has varied equipped operational canteen and catering facilities in its premises. It also has a culturally diverse staff complement and with diverse catering needs including those of various religious and ethnic groups. The model that for the canteen services is similar to the canteens found in other corporate organisations. A variety of fresh foods and drinks that are prepared daily and complete meals that are prepared onsite must be offered.

The SABC therefore seeks the services of an experienced Catering Service Provider to operate its canteen, providing canteen solution that provides SABC staff and visitors access to basic, nutritious, healthy and fresh meals for breakfast and lunch: including provision of drinks and snacks. The service providers will also, on ad-hoc basis be required to provide catering service on a quotation basis.

The potential service providers are invited to participate in this Request for Proposal.

2. REGULATORY REQUIREMENTS

Bidders must provide Canteen and Catering services in compliance with, notwithstanding any worded clause or stipulation contained in any applicable Law or Regulations, the following:

- 2.1 Food Handlers Regulations, Abattoir Regulations and the Occupational Health and Safety Act 85 of 1993. as well as rules set out by SASHON and the Medical Professions Health Counsel.
- 2.2 Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972
- 2.3 Health Act 63 of 1977
- 2.4 Agricultural Products Standards Act 119 of 1990
- 2.5 Meat Safety Act 40 of 2000 (Dept of Agriculture)
- 2.6 The International Health Regulations Act 28 of 197
- 2.7 All applicable SABS
- 2.8 The bidder will also ensure that he/ she complies with all relevant local authority by-laws in terms of trading licenses.
- 2.9 Occupational Health and Safety Act and any Regulations.

A panel of vendors will be chosen solely on the basis of capability and capacity, not necessarily price.

3. SCOPE OF SERVICE

Currently the Canteen Services rendered are to approximately 2000 employees, contractors, students and freelancers with a varying number of visitors of diverse cultural, ethnic and religious groups who regularly use the canteens, ranging from a cup of coffee to a full lunch daily. The SABC has adopted a hybrid working system where some employees work from home therefore reducing daily employees' numbers.

The services provider will be required to provide various options in terms of operating times, food options, catering service etc.

3.1 Various types of food services to be offered such as

- Pre-packed fresh food prepared using the best produce
- Hot and cold dishes
- Nutritionally balanced meals
- Vegetarian choices
- Snacks and Sweets
- Various Fruits
- Various Salads
- Desserts
- Cakes and Pastries

3.2 General Operating times

The canteens operating days are Monday to Friday, excluding weekends and public holidays. The general operating hours are from 07:00 to 16:00.

3.3 Canteen Services Daily catering for staff

The average number of employees utilising the SABC Radio Park canteen on a daily basis range between approximately 200 – 300. The SABC staff pays the service provider directly for their orders on cash basis. The daily requirements are as follows:

3.3.1 Breakfast

Breakfast must be served from 07:00 until 10:30 (seated and take-away).

Breakfast service includes hot and cold items: examples - fried eggs, boiled eggs, sausages, toasted sandwiches, fried tomatoes, loose seasonal fruit, soup, slices of bread (brown & white bread), hot and cold cereals, yoghurt, fruit salads, muffins, tea, coffee, cappuccinos, etc.

3.3.2 Lunch

Lunch must be served from 12:00 until 15:00 (seated and take-away).

Lunch service to include hot items: minimum 2 protein, 2 starches/ carbohydrates, vegetarian, dessert, loose seasonal fruit assorted warm and cold drinks. The menu must include a variety of dishes which cater for employees' preferences.

3.3.3 Health Bar

Health Bar must operate from 07:00 until 15:00

The Health Bar will be located in the canteen and must serve fresh juices, smoothies, health and fruit platters, loose seasonal fruit, health bars, health muffins.

3.3.4 Coffee Bar

Coffee Bar must operate from 07:00 until 15:30

The Coffee Bar will be in the canteen and must serve all hot beverages such as **coffee and teas**.

3.4 Catering for functions and meetings:

The successful bidder could be required to cater for special function services on a quotation basis, as and when required (e.g. farewells, long service awards and meetings), with the prior written acceptance in a form of a Purchase Order from the SABC, to enable the bidder to cater for meetings and functions. It is important for the successful bidder to obtain a Purchase Order before services rendered. This charge will be based on offer and acceptance between the successful bidder and the SABC.

The SABC will follow normal procurement process of obtaining quotations from catering companies and not confide these to the appointed Canteen Service providers only. For purposes of clarity and for the avoidance of doubt, it is important to note that the SABC reserves the right to obtain and/or accept quotations from external catering companies.

3.5 Canteen Facilities

The service provider will be required to ensure that the facilities are always kept clean and tidy and ready for use when needed. All Catering facilities are to be used exclusively for the preparation of catering for consumption by SABC personnel, contractors and guests i.e. facilities cannot be used for external functions.

The SABC will conduct, through an independent hygiene audit firm, an audit once every six (6) months without notifying the contractor and the findings of which shall be discussed with the contractor for corrective measures to be taken if any.

3.5.1 Canteen Facilities Location

- Radio Park Building
 - K1 level canteen

3.5.2 Types of Facilities in the Canteens

The SABC is offering the canteen facilities on a non- lease/rental basis for a period of five (5) years. The SABC will be responsible for the maintenance of all its canteen facilities throughout the contract period. The successful bidder shall provide adequate equipment, cutlery and crockery to serve the target population as indicated by the SABC. The canteen facility is equipped with the following:

Type of facility/area	Purpose of Use	Quantity
Refectory/ Canteen	Eating area for staff/customers	1
Main Kitchen	Sustenance and foodstuffs preparation	1
Delivery Entrance	Delivery entrance for catering purchases	1
Kiosk	Selling of takeaways	1
Health Bar	Selling of health food	1
Coffee Bar	Tea, coffee and soft drinks service	1
Admin Office	Administration office for catering service	1
Deep Freezer/refrigerator	Keeping of food stuffs	1
Change Rooms	For use by catering staff	2
Auditoriums	Catering services at the auditorium during events/ functions	3
Storeroom	Storage for catering equipment	1
Service Area	Preparation of coffee, tea and other soft drinks for staff	1

3.6 Resource Requirements

The successful service provider will be required to make provision for adequate resources in a form of number of chefs, waiters, kitchen staff and management team to run an effective and efficient Catering Service. As a guide, the service provider should be resourced to maintain the following:

Area	Staff Compliment
Refectory	Cashiers, Call Order Waiters Health Bar Call Order Chef.
Main Kitchen	Chefs, Scullery (Cleaning),
Administration Office	Executive Chef (Site Manager) Administration staff Stock Controller
Waiters	Tea Service Staff Waiters/Waitresses Coffee Bartender

Note: Supply the number of staff you'll be providing; Fill Annexure E attached.

3.7 SECURITY AND VETTING

SABC is a National Key Point (NKP), it is therefore important to note that all personnel of the successful bidder will be vetted for security clearance by the SABC as an NKP requirement, before the commencement of this contract. It is the responsibility of the successful bidder to

ensure that SABC be informed of the appointment of new staff throughout the contract period, to ensure vetting is done timeously.

The successful bidder's staff shall be required to conform to the security regulations applicable to the staff of the SABC. The SABC shall provide details of its security processes and procedures to the successful bidder on commencement of the contract. The staff will be required to wear ID cards in a visible manner, at all times while on the premises.

4.0 POSSIBLE FOOD MENU

4.1 For The Canteen Services

DESCRIPTION
BUFFET BREAKFAST (incl. Cereals)
BUFFET BREAKFAST (excl. Cereals)
SANDWICHES (TOASTED OR PLAIN)
Cheese
Cheese and Tomato
Cheese and Ham
Cheese, Ham and Tomato
Bacon
Bacon and Egg
Bacon, Egg and Cheese
Bacon, Egg, Cheese and Tomato
Salami and Cheese
Chicken Mayonnaise
Tuna Mayonnaise
Mince and Cheese
Other
ROLLS
Roast Beef and Mustard
Cheese, Ham and Tomato
Cheese
Salami and Cheese
Egg Mayonnaise
Chicken Mayonnaise
Tuna Mayonnaise
Avocado and Cheese
Russian Roll
Hotdog
Chip Roll

DESCRIPTION
Fish and chips Roll
BURGERS
Hamburger
Cheeseburger
Egg Burger
Cheese and Egg Burger
Bacon and Egg Burger
Dagwood
Chicken Burger
FRIES
Chips Regular size
Russian
SOFT DRINKS
330ml (e.g. Coke, Sprite, Fanta, Stoney)
500ml (e.g. Coke, Sprite, Fanta, Stoney)
Grapetiser, Appletiser (330ml)
Liquifruit (330ml)
Ice Tea (330ml)
Ice Tea (500ml)
Energy Drinks (500ml)
Mineral Water (500ml)
Fruit Juices 330ml
HOT BEVERAGES (VARIOUS)
Filter Coffee
Tea
Hot Chocolate
Espresso
PASTRIES AND CAKES (VARIOUS)
Cake per slice
Pastries
Muffins
Croissants
Scones
OTHER
Soup 250ml
Yoghurt 175g
Seasonal Fruit Salad 500g
Salad Platter

DESCRIPTION
Sweets, Chip, Gums and Chocolates and various snacks
Other

LUNCH DAILY MEALS:
Item
Starch <i>grams</i>
Hot Vegetable
Cold Vegetables (salad)
Protein (fish 200g/
Protein (Chicken)
Protein (Beef)
Protein (Lamb Chops)
Protein (Pork Chops)
Beef Stew/ Curry
Chicken Stew/ Curry
Lamb Stew/ Curry

Note: The above list serves only as a guideline of what is required by SABC and will be used for comparative reasons only. The final menu proposals will be reviewed and agreed between SABC and the successful bidder.

4.2 For The Catering Services

Provision of the following services on an “as and when” required basis:

SCOPE OF SERVICE:
Provision of snacks, drinks and beverages for internal meetings, according to the following set menu options: ○ Option 1: Tea/ Coffee/ Water (minimum lead time of 1 working hour) ○ Option 2: Tea/ Coffee/ Water/ Biscuits (minimum lead time of 1 working hour) ○ Option 3: Tea/ Coffee/ Water/ Sandwiches (minimum lead time of 4 working hours) ○ Option 4: Tea/ Coffee/ Water/ Pastries (minimum lead time of 4 working hours) ○ Option 5: Tea/ Coffee/ Water/ Cold drinks/ Finger lunch (minimum lead time of 12 working hours) ○ Option 6: Tea/ Coffee/ Water/ Cold drinks/ Executive Finger lunch (minimum lead time of 12 working hours)

5.0 ADDITIONAL GENERAL CONDITION

5.1	PREPARATION AND STANDARDS:
5.1.1	The quality of food served must be in line with all the acceptable food industry standards and be in compliance with all the applicable Laws, Rules and Regulations.
5.1.2	The food preparation and serving methods and areas must meet all applicable hygiene standards to avoid any health hazards.
5.1.3	The meals/ beverages served must be of good, attractive and of high-quality standards prepared from fresh raw materials in a clean and hygienic manner.
5.1.4	The successful bidder will be responsible for general cleanliness of the operational areas at his/her own cost. The successful bidder will also be responsible for general cleanliness of the seating areas.
5.2	STAFF:
5.2.1	The successful bidder is to provide its own experienced management and staff and shall ensure that all staff is adequately trained and/or undergo training according to a suitable training program during the duration of the 5 year contract.
5.2.2	The staff employed by the successful bidder must be neatly dressed in appropriate uniform, taking into consideration food health and safety, supplied by their employer, so that the staff can be clearly identifiable when on duty. SABC reserves the right to order the immediate removal of a staff member that does not adhere to this requirement.
5.2.3	The successful bidder shall at his/ her own expense ensure that all staff is medically examined bi-annually. These bi-annual certificates must be submitted to the SABC representative on the dates as mutually agreed upon on awarding of the contract.
5.2.4	The successful bidder is to submit training and medical fitness certificates from a registered medical practitioner within 14 days after the award of the tender. All personnel of the successful bidder must be free from any contagious and/infectious diseases while at the premises providing the service.
5.2.5	The successful bidder shall ensure that all the catering staff is at all times clean and presentable. HYGIENE IS OF THE UTMOST IMPORTANCE. Frequent inspections will be carried out by the SABC Wellness Department.
5.2.6	The successful bidder should provide all staff with adequate and appropriate Personal Protective Equipment (PPE) to be worn at all times when delivering the services.
5.2.7	The successful bidder must ensure that his/her personnel at the SABC site are earning the minimum wages as prescribed by law.
5.3	INDUSTRIAL RELATIONS:
5.3.1	The successful bidder must comply with all relevant employment legislations. The successful bidder must submit proof with his or her tender that his or her personnel are paid wages, as a minimum, in line with the Hospitality Sector minimum wage as prescribed by law.
5.4	MANAGEMENT OF THE FACILITIES:
5.4.1	The SABC Internal Services will manage the facilities and monitor the prices charged by the successful bidder.
5.4.2	The bidders must submit a plan of the proposed alterations to the premises. It is important to note that the cost of these alterations and any improvements will be for the cost of the successful bidder. Fixed improvements will become the SABC'S property unless otherwise agreed in writing between the parties.

5.4.3	All furniture and fittings added by the successful bidder must be of the same or better quality and aesthetics compliment the rest of the SABC's premises.
5.4.4	The successful bidder will be responsible for repairs to their equipment that in use on the premises. The SABC will only be responsible for its equipment in use on the premises.
5.4.5	The successful bidder shall provide adequate equipment, cutlery and crockery to serve the target population as indicated by the SABC.
5.5	OFF-SITE PREPARATION FACILITY:
5.5.1	The SABC reserves the right to inspect the off-site preparation facility of the successful bidder on a regular basis, without prior notice.

6. TENDER RESPONSE FORMAT

The quotation will be requested from service providers in the panel based on the speciality required at a time and the response should be within one day.

The SABC services rendered will be for the successful bidders' own account, taking responsibility for all risks including profit/loss, stock and cash control. The prices of the items offered are to be canteen market related prices as the SABC provides the canteen facilities.

For evaluation purposes bidders are required to provide detailed pricing using the format provided in the Pricing Schedule. A pricing schedule sheet is attached as Annexure B of this RFP.

Total contract pricing broken down by component as per the Pricing Schedule and including line items. Fixed pricing for each section as defined in this document. Prices offered shall remain fixed for a year and reviewed annually.

7. FUNCTIONAL CRITERIA

Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria are designed to reflect the SABC's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

7.1 Functional Evaluation

- 7.1.1 The tender submission will be technically evaluated out of **75 points**.
- 7.1.2 A minimum threshold of **75** out of a maximum of **100** has been set.
- 7.1.3 All bidders achieving less than the set threshold will be declared non-responsive and will be eliminated from further evaluation, Site Inspection.
- 7.1.4 A minimum threshold of **75** out of a maximum of **100** has been set for site inspection.
- 7.1.5 All bidders achieving less than the set threshold will be declared non-responsive and will be eliminated from further evaluation, Price and Specific Goals.
- 7.1.6 SABC further reserve the right not to award this RFP to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.

7.2 Evaluation Criteria

The tender submission will be evaluated as follows:

Evaluation area	Evaluation Criteria	Min Points	Max Points
Companies Previous Track record in operating a Canteen or food outlet or catering services.	The bidder to submit valid reference letters of successfully completed canteen services or food outlet projects from previous clients. Valid Reference must be on a client letterhead and duly signed with contact details (telephone numbers/email address). Serving an average of 150 cooked meals daily. A minimum of 3 valid reference letters with similar services must be provided for projects delivered within the past five years. • More than 3 valid reference letters = 30 points • 3 valid reference letters = 20 points • Less than 3 references = 0 points	20	30
Companies Previous Experience in operating Canteen or food outlet or catering services.	Provide a company profile demonstrating a minimum of 3 years' experience in operating a Canteen or food outlet or catering services. Experience in years • < 3 years' experience = (0 points) • 3 years' experience = (15 points) • 4 years' experience = (20 points) • Over 5 years' experience = (30 points)	15	30
Profile of Staff	Bidder to submit personal CVs of staff that will be handling the SABC project with a minimum of three (3) years' experience (no submission of CVs with relevant experience will amount to zero) • On- site experience – Head Chef/Site manager (5 points) • On-site experience – Health Chef Bar (5 points) • On-site experience – Barista (5 points) • On-site experience – Cook (5 points) • On-site experience – First aider (5 points) Bidder required to comply with all of the above requirements, failure to comply the bidder will score zero.	25	25
SAMPLE of Disposal Certificate of Fatty Waste	Provide a copy of a safe disposal certificate for Fatty waste, from previous disposal as a sample (15 Points)	15	15

TOTAL Points		75	100
---------------------	--	-----------	------------

Note: SABC reserve the right to verify the information provided on the reference letters and any misrepresentation will lead to elimination from the bid process.

7.3 SITE INSPECTION

As part of the evaluation process, the SABC reserves the right to inspect all prospective bidders' off-site preparation facilities. The address to be provided with this tender submission.

The SABC will have site inspections of bidders' operational sites/clients.

Each point will be evaluated

1. Poor/ Strongly Disagree,
2. Fair/ Disagree,
3. Average Neither Agree nor Disagree,
4. Good/ Agree,
5. Excellent/ Strongly Agree

Evaluation Area	Evaluation Criteria
Food Offerings	• Presentation of meal on a plate = (Scale of 1-5) • Quality of food in terms of freshness = (Scale of 1-5) • Quality of food in terms of taste = (Scale of 1-5) • Presentation and display of meals at serving points= (Scale of 1-5) • All food stock must not have reached Expiry dates = (Scale of 1-5)
The staff	• PPE (Safety Shoes, Head Covers, gloves, Aprons) = (Scale of 1-5) • Full uniform with company identification = (Scale of 1-5) • General cleanliness of the staff (Fingernails, Jewellery) = (Scale of 1-5)
Health and Safety	• Storage of Chemicals in line with Health and Safety Act. = (Scale of 1-5) • Availability of Hand Sanitisers = (Scale of 1-5) • Fully equipped First Aid Kit/Box = (Scale of 1-5) • First Aider, Safety Representative and Fire marshal = (Scale of 1-5) • Fumigation register = (Scale of 1-5) • Inspection of Health and Safety file (including food handlers' medical certificate) = (Scale of 1-5)
License	• Certificate of Compliance in the Canteen or Food outlet
Facilities	• General cleanliness of current facilities (Sanitisation of work surfaces, kitchen floors, dining areas) = (Scale of 1-5) • General cleanliness of the equipment (utensils, storage) = (Scale of 1-5)
Total:	100

Bidders' operational offices that will be considered for site inspection evaluation must be in the Gauteng Province. Bidders whose operational offices are outside the stipulated province will not qualify for site inspection and will not be considered any further in the process.

Threshold for Site Inspection:

Bidders who obtain less than 75 points out of a maximum of 100 points will be declared non-responsive and qualified bidders will be evaluated on Price and Specific goal.

7.4 Preference Points

- 7.4.1 The award of the tender to panel of service providers will be based on functionality evaluation.
- 7.4.2 The preference points will only be applicable during the allocation of work after contracting.
- 7.4.3 When SABC identifies a specific requirement or need for services, a Request for Quotation (RFQ) together with, specifications, scope of work or instructions will be issued to all contractors approved on the panel for the required works.
- 7.4.4 The appointment of a contractor to render the works will be based on the evaluation of the quotation submitted.
- 7.4.5 A contract/purchase order will be placed against the bidder scoring the highest number of points for each requirement in accordance with the 80/20 preference point system or it may be a lower scoring bid on justifiable grounds or no award at all.

8 Objective Criteria

- 8.1 The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 8.2 The SABC further reserve the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- 8.3 Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.
- 8.4 Former employees, SABC's non-executive members and Independent Contractors:

- No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.
- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 6 (six) months has expired.
- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 6 (six) months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any independent contractor or independent contractor owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 6 (six) months has expired.
- Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged

END OF DOCUMENT E

DOCUMENT F**CONFIDENTIALITY**

All information related to this bid both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the SABC, written approval to divulge such information will have to be obtained from SABC.

The bidders must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that bidders maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFP; and not reproduced in any form except as required for the purpose of considering and responding to this bid. Bidders must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFP; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

Bidder's contact person:

Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address : _____

END OF DOCUMENT F

DOCUMENT G

SBD 6.

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

1.0 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value below R50 000 000 (all applicable taxes included).

1.1 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- The applicable preference point system for this tender is the 80/20 preference point system.
- Either the 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.

1.2 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.

1.3 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

1.4 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.

- 1.5 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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
SMMEs (inclusive or QSEs and EMEs) 51% owned by Black people	10	

Tender Number: RFP/LOG/2024/10243169/14

RFP Title : Sourcing of a Service Provider for Canteen and Catering Services at the Radio Park Building K1 for 5 Year-Period

51% owned by Black people;	5	
51% owned by Black people who are women	3	
Black Youth	2	

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero

Source Documents to be submitted with the Bid

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company

Tender Number: RFP/LOG/2024/10243169/14

RFP Title : Sourcing of a Service Provider for Canteen and Catering Services at the Radio Park Building K1 for 5 Year-Period

Y State Owned Company
[TICK APPLICABLE BOX]

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

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

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

END OF DOCUMENT G

DOCUMENT H
SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0** This Standard Bidding Document must form part of all bids invited.
- 2.0** It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0** The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4.0** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

Tender Number: RFP/LOG/2024/10243169/14

RFP Title : Sourcing of a Service Provider for Canteen and Catering Services at the Radio Park Building K1 for 5 Year-Period

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

END OF DOCUMENT H

DOCUMENT I

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for SABCs who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid RFP NO: **RFP/LOG/2024/10243169/14**

in response to the invitation for the bid made by: **South African Broadcasting Corporation
SOC Limited "SABC"**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

Tender Number: RFP/LOG/2024/10243169/14

RFP Title : Sourcing of a Service Provider for Canteen and Catering Services at the Radio Park Building K1 for 5 Year-Period

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

..... Signature	 Date
..... Position	 Name of Bidder

END OF DOCUMENT I

DOCUMENT J**ACCEPTANCE OF CONDITIONS OF BID**

By signing the BID document, the Bidder is deemed to acknowledge and accept that all the conditions governing this BID, including those contained in any printed form stated to form part thereof and SABC Limited will recognize no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating bided prices or otherwise.

SIGNEDat_____this_____day of
_____2024.

NAME OF COMPANY _____

NAME OF THE SIGNATORY (IES)_____

CAPACITY:_____

Are you authorised to sign on behalf of the company (YES/NO) _____

WITNESSES:

1. _____

2. _____

BIDDER

END OF DOCUMENT J

Tender Number: RFP/LOG/2024/10243169/14

RFP Title : Sourcing of a Service Provider for Canteen and Catering Services at the Radio Park Building K1 for 5 Year-Period

ANNEXURE A

TENDER PRICE SUMMARY

BREAKDOWN OF AN ALL-INCLUSIVE TENDER PRICE

Fixed Amount (Duration of Contract) R_____

Variable Amount (Exchange Rate dependent) R_____ @ R/\$ 18.36 (Where applicable)

R_____ @ R/€ 19.70 (Where applicable)

R_____ @ R/£ 21.19 (Where applicable)

=====

SUB TOTAL R_____

Add 15% Vat R_____

=====

TOTAL TENDER AMOUNT R_____

BIDDER'S DETAILS:

Name of Tenderer: _____

Address: _____

Telephone: _____

Signature: _____

Date: _____

ANNEXURES B: COSTING MODEL BREAKFAST AND OTHER.

DESCRIPTION	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
BUFFET BREAKFAST (incl. Cereals)			
BUFFET BREAKFAST (excl. Cereals)			
SANDWICHES (TOASTED OR PLAIN)	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Cheese			
Cheese and Tomato			
Cheese and Ham			
Cheese, Ham and Tomato			
Bacon			
Bacon and Egg			
Bacon, Egg and Cheese			
Bacon, Egg, Cheese and Tomato			
Salami and Cheese			
Chicken Mayonnaise			
Tuna Mayonnaise			
Mince and Cheese			
Other			
ROLLS	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Roast Beef and Mustard			
Cheese, Ham and Tomato			
Cheese			

Tender Number: RFP/LOG/2024/10243169/14

RFP Title : Sourcing of a Service Provider for Canteen and Catering Services at the Radio Park Building K1 for 5 Year-Period

DESCRIPTION	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Salami and Cheese			
Egg Mayonnaise			
Chicken Mayonnaise			
Tuna Mayonnaise			
Avocado and Cheese			
Russian Roll			
Hotdog			
Chip Roll			
Fish and chips Roll			
BURGERS	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Hamburger			
Cheese Burger			
Egg Burger			
Cheese and Egg Burger			
Bacon and Egg Burger			
Dagwood			
Chicken Burger			
FRIES	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Chips Regular size			
Russian			
SOFT DRINKS	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
330ml (e.g. Coke, Sprite, Fanta, Stoney)			

Tender Number: RFP/LOG/2024/10243169/14

RFP Title : Sourcing of a Service Provider for Canteen and Catering Services at the Radio Park Building K1 for 5 Year-Period

DESCRIPTION	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
500ml (e.g. Coke, Sprite, Fanta, Stoney)			
Grapetiser, Appletiser (330ml)			
Liquifruit (330ml)			
Ice Tea (330ml)			
Ice Tea (500ml)			
Energy Drinks (500ml)			
Mineral Water (500ml)			
Fruit Juices 330ml			
HOT BEVERAGES (VARIOUS)	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Filter Coffee			
Tea			
Hot Chocolate			
Espresso			
PASTRIES AND CAKES (VARIOUS)	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Cake per slice			
Pastries			
Muffins			
Croissants			
Scones			
OTHER	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Soup 250ml			
Yoghurt 175g			

Tender Number: RFP/LOG/2024/10243169/14

RFP Title : Sourcing of a Service Provider for Canteen and Catering Services at the Radio Park Building K1 for 5 Year-Period

DESCRIPTION	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Seasonal Fruit Salad 500g			
Fruit Platter for 2 people			
Sweets, Chip, Gums and Chocolates and various snacks			
Approximate of 125g Maynard Wine Gums			
Chocolates slab 150g			
Approximate of 40g Bar-one/ Lunch Bar/ Kit-Kat/ etc			
Doritos 45g,			
Lays Chips 36g			
Simba 36g			
Willards 30g			
Pop Corn			
Peanuts 60g			
Biltong 50g			

ANNEXURES C: COSTING MODEL LUNCH MEALS

DESCRIPTION: LUNCH OPTION	Unit Price (Excl. VAT)	Unit Price (Incl. VAT)	Comments
Meal of the Day comprising of :			
1 protein			
1 Starch			
2 x Veggies (1 x hot vegetable and 1 x Salad)			
Starch <i>grams</i>			
Hot Vegetable			
Cold Vegetables (salad)			
Protein (fish 4-6 size)			
Protein (Chicken) Quarter Portion			
Protein (Beef Steak) 350g			
Protein (Lamb Chops) 200g			
Protein (Pork Chops) 200g			
Beef Stew/ Curry (200g)			
Chicken Stew/ Curry 200g			
Lamb Stew/ Curry 200g			

ANNEXURES D: COSTING MODEL CATERING SERVICES

DESCRIPTION	PRICE PER PERSON	OVERHEADS	MARK-UP	PRICE FOR 50 PAX
Option 1: Tea/ Coffee/ Water (minimum lead time of 1 working hour)				
Option 2: Tea/ Coffee/ Water/ Biscuits (minimum lead time of 1 working hour)				
Option 3: Tea/ Coffee/ Water/ Sandwiches (minimum lead time of 4 working hours)				
Option 4: Tea/ Coffee/ Water/ Pastries (minimum lead time of 4 working hours)				
Option 5: Tea/ Coffee/ Water/ Cold drinks/ Finger lunch (minimum lead time of 12 working hours)				
Option 6: Tea/ Coffee/ Water/ Cold drinks/ Executive Finger lunch (minimum lead time of 12 working hours)				

Note: Include any items that are not listed above you can supply to the SABC e.g. salads, dairy products and special meals.

ANNEXURES E: COSTING MODEL AND STAFF COMPLIMENT.

Area	Description	Number of Bidders Proposed Staff Compliment	Proposed Staff Costs
Refectory	Cashiers, Call Order Waiters Health Bar Call Order Chef.		
Main Kitchen	Chefs, Scullery (Cleaning),		
Administration Office	Executive Chef (Site Manager) Administration staff Stock Controller		
Waiters	Tea Service Staff Waiters/Waitresses Coffee Bartender		

ANNEXURES F: SUMMARY OF COSTING.

Item	Description	Monthly Fee (VAT Excl.)	Annual Fee (VAT Excl.)
1.	BREAKFAST AND OTHER		
2.	LUNCH MEALS		
3.	CATERING SERVICES		
4.	STAFF COMPLIMENT		
5.	OTHER		
Total Annual Fee -Year 1			
Total Annual Fee -Year 2			
Total Annual Fee -Year 3			
Total Annual Fee -Year 4			
Total Annual Fee -Year 5			
Total over 5 years (VAT Excl.)			
Total over 5 years (VAT Incl.)			

Please insert total cost (TC) including the price offered, and specify any indirect costs associated with the service delivery per month.

END OF THE REQUEST FOR PROPOSAL DOCUMENT