



OUR REF RFQ/20/381
ENQUIRIES Portia Semanya
TELEPHONE 012 428 6179
DATE 19 August 2021

The Bidder

RFQ/20/381: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CANTEEN SERVICES AT SABS FOR A PERIOD OF 12 MONTHS

Dear Bidder

The South African Bureau of Standards (SABS) hereby invites you to submit a quotation to render canteen services at SABS for a period of 12 months.

The details of the service to be provided is in the attached Request for Quote, **RFQ/20/381**
Please note the following:

Bidder must submit the following documents with the quotation for evaluations:

- Treasury Central Supplier Database (CSD) registration report/number
- A valid copy of BBBEE Certificate OR affidavit from Commission of Oath
- SBD 6.1 Preference points claim form in terms of the Preferential procurement Regulation 2017
- SBD 9 Certificate of Independent Bid Determination
- Annexure A- Declaration of interest
- Annexure B- Non- Disclosure agreement
- Evaluation on local content, SBD 6.2 and Annexure C, Local content Declaration summary schedule

Yours sincerely,

SOUTH AFRICAN BUREAU OF STANDARDS – Established in terms of Section 2 of the Standards Act, 1945, as amended

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1. Background

The SABS is a statutory body established in term of Standards Act, 1945 (Act No. 24 of 1945) and continues to operate in terms of the Standards Act, 2008 (Act No. 8 of 2008) as the national standardization institution in South Africa, mandated to:

- develop, promote and maintain South African National Standards;
- promote quality in connection with commodities; and
- render conformity assessment services and matters connected therewith.

2. Request for Quotation (RFQ)

This RFQ serves as an invitation to submit a quotation to render canteen services at SABS for a period of 12 months, the SABS subject to the SABS Standard Terms and Conditions, of which a copy is available on www.sabs.co.za, accessible through the link: https://www.sabs.co.za/Procurement/proc_toc.asp

The Bidder is requested to supply its quotation, in writing, by the date specified. Should the Bidder require any clarification, the clarification should be submitted by e-mail to the Procurement Specialist identified in this document.

By submitting a quotation in response to this RFQ or participating in this RFQ process, the Bidder accepts that it is subject to and bound by all the terms and conditions contained in this RFQ document.

3. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the course of RFQ process are and will be covered by the non-disclosure agreement to be signed between the SABS and the Bidder.

4. No Contract

Bidders shall note that this RFQ does not commit the SABS to any course of action resulting from the receipt of quotations and the SABS may, at its discretion reject any submission which does not conform to instructions and specifications which are contained herein or select a Bidder based upon its own unique set of criteria. The SABS also reserves the right not to select a bidder.

Nothing in this document shall be construed as a contract between the SABS and the Bidder, and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFQ.

5. No Obligation to Proceed

The SABS reserves the right to discontinue the RFQ evaluation process at any time and will not be responsible for any losses incurred by the Bidder as a result of discontinuance of the RFQ process

6. Validity of Proposals

The Bidder's quotation shall remain valid for a period of one hundred and twenty (120) days from the closing date. The SABS may at any time prior to the expiry of the bid validity period, extend the above validity period by sixty (60) days by written notice to the Bidders. In that event, the SABS will not require any consent from the Bidders, and bidders will not be required or permitted to amend any of their quotations.

The SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their quotations, prior to expiry thereof, if it has already invoked the extension referred to above and it is in the SABS' interest to further extend the bid validity period. Such request shall be in writing. The Bidder is not obliged to extend the validity period. Also, bidders will not be required or permitted to amend any of their quotations.

7. Scope of Service

INTRODUCTION

At present SABS Head Office has a head count of about 700. The SABS also provides accommodation to three tenants bringing the total number of staff on site requiring service to about 1,220.

Currently with the COVID-19 pandemic and lock down levels the actual count is between 500 – 600 employees on sites which includes SABS employees, Tenants and long term contractors.

Breakfast at the cafeteria is expected to be served from 07h00 to 11h00, coffee shop 07h00 to 14h30 and lunch from 12h00 to 14h30. The canteen's operating hours should be from 07h00 to 15h00 Monday to Friday, and the coffee shop operating hours are from 07h00 to 14h30.

BACKGROUND

SABS staff and SABS tenants, contractors and visitors may make use of the canteen services. The main hall is used as part of the canteen sit down and should be maintained for cleanliness, hygiene and tidiness by the service provider.

SABS staff and tenants may require take-away meals and these are to be served in take-away packages. Use of take away cutlery to be included in the costs.

SABS will not provide for Management Fees to the successful service provider.

QUOTATION STRUCTURE

Option 1: Canteen Standard meal

Example:

- One starch
- One protein
- Vegetable
- Gravy

Option 2: Budget Meal

Example:

- Starch
- Protein

Option 3: Chef special

- Optional meal

Option 4: Alternate Meal

Example:

- Wraps
- Sandwiches

Breakfast Options

Example:

- Tea/coffee
- Eggs
- Bacon
- Scorn
- Muffin
- Wrap
- Butter
- Jam
- Fruit platter

Additional Meal / Snack offerings

- Chips
- Cool Drinks
- Juice
- Chocolates
- Water
- ETC

Coffee Shop Menu

Example:

- Espresso
- Filter Coffee
- Cappuccino
- Café Macchiato
- Café Latte
- Café Mocha
- Hot Chocolate
- Milo
- Five Roses Tea
- Rooibos Tea
- Green tea
- Assorted Smoothies
- Muffins/Scones/Cake
- Soft drink

MONTHLY MENU

A monthly menu to be advertised at the beginning of the month

GROENKLOOF, TRAINING AND NETFA AND SPECIAL REQUESTS

The various business units may require the services of the canteen to provide catering for meetings, training, workshops, special events, etc on an ad hoc basis. These meetings could vary from 1 to 20 delegates per meeting on any day of the week between a Monday and Friday, the supplier should be in a position to provide different types of meals as and when as required by the SABS, e.g Halaal, Vegan, Vegetarian, Gluten free, etc. The service provider to offer variety meals in the cafeteria.

(Also note that NETFA is outside the SABS Groenkloof Campus. The service provider will be required to transport food to NETFA which is approximately 27km from Groenkloof.

PROVISIONS OFFERED BY THE SABS

The following provisions will be made available to the service provider at no cost and are exclusively for SABS use:

- Water and electricity
- Kitchen and cafeteria hall (Groenkloof Campus only)
- Security Access – the first issue is free, should a member of the service provider lose the access card there will be a replacement fee.
- Stoves, ovens, microwaves, Ur
- 2x Offices
- Existing equipment in the kitchen: *see point 17 below for the inventory list*
- Cafeteria which includes the dining area, kitchen, store rooms and walk-in cold room and freezer
- Meeting rooms (see AF2 form for venue)
- Change rooms and toilets (males and females)
- Tables and chairs in the dining area as well as the coffee shop
- Waste management services
- Car parking facilities
- CCTV in the main cafeteria

CROCKERY AND CUTLERY SUPPLY

All crockery and cutlery to be supplied by the service provider – an inventory list to be provided and updated regularly. Service provider to replace cracked/chipped cutlery and crockery. Seat in customers to be served with proper cutlery and crockery as well as meetings. The supplier to bring additional pots and other necessary equipment for this projects (serving dishes, table cloths, urns, tea pots, etc)

HYGIENE

- It is the responsibility of the service provider to ensure that all personnel on the premises are present at all times whilst on duty and are neatly dressed in uniforms, presentable and hygienic (e.g. hair nets, safety shoes)
- The service provider is responsible for cleaning and keeping the kitchen, dining hall and coffee shop areas tidy at all times.
- The service provider will comply and provide a Certificate of Acceptability for Food Premises.

- It is the responsibility of the service provider to comply with Occupational Health and Safety regulations. Provide SABS with a safety file.
- A cleaning procedure and monthly certificate is to be supplied to the SABS of the sub-contracted provider
- Locks and keys are the responsibility of the Service Provider and a copy handed to SABS security.
- The Service Provider will submit the MSDS file upon request from the SABS
- Safety representative to be made available for the SABS HSE Reps monthly meetings
- The service provider to have a first aid box and a qualified first aider at the cafeteria.

SABS MAINTENANCE SUPPORT

- SABS Maintenance department will support requests to respond to power failure/interruptions, for which the service provider has no control over.
- SABS Maintenance department will support requests for electrical support for SABS owned kitchen equipment.
- The Service Provider will be responsible for costs incurred due to negligence.

Evaluation of the RFQ

Stage 1: Mandatory evaluation

- Valid B-BBEE Level 1, Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) with more than 51% Black owned
- Previous certificate of Acceptability
- Valid COIDA registration

Stage 2: Returnable documents

- Signed Non-disclosure agreement
- Declaration of Interest
- CSD Report
- SBD 6.1
- SBD 9

Stage 3 – Technical/Functionality Evaluation

Responsive services providers will be evaluated on functionality. The minimum score for functionality is 80%, Bidders who do not achieve the 80% threshold on technical evaluation will be automatically disqualified.

Bidder must clearly respond to each of the be low, this will be strictly reviewed and scored according to the overall feedback provided in the proposal ***and clearly numbered in the Table of contents***

Bidders will be evaluated on a scale of 0 – 5 where; 0 = very poor, 1 = Poor; 2 = Average; 3 = Good; 4 = Very good and 5 = Excellent

No	Selection Criteria	sub criteria	Sub weight	Weight
	Values: 1 = poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent			
1	Demonstration of skills and capacity – Company's Experience and expertise in providing catering services for a medium size company. (Please provide a minimum of five reputable, contactable reference where similar services were delivered)	3 =	1	30%
		4=	2	
		5=	3	
		6=	4	
		>7=	5	
2		Relevant 2 year experience	1	10%

	Barista’s Qualification and Experience (Please provide CV's and/ OR Certificates)	Relevant qualification +2 years’ experience	2	
		Relevant qualification + 3 years’ experience	3	
		Relevant qualification + 4 years’ experience	4	
		Relevant qualification + 5 years’ experience	5	
3	Head Chef's Qualification (Please provide a Diploma)			20%
		Diploma in Food Preparation and Cooking OR Recognise Culinary Diploma	5	
		Chef’s Certificate	3	
		None provided	0	
4	Head Chef's Experience (Please provide a CV)	3-4 Years =	1	20%
		>4-5 Years =	2	
		>5-6 Years =	3	
		>6-7 Years =	4	
		>8 Years =	5	
5	Chef's Qualification and experience (Please provide CV's and Certificates)			20%
		Relevant qualification +1 year experience	1	
		Relevant qualification + 2 years’ experience	2	
		Relevant qualification + 3 years’ experience	3	
		Relevant qualification + 4 years’ experience	4	
		Relevant qualification + 5 years’ experience	5	
				100%
Bidders who obtained [80%] and more for functionality will be evaluated on the 80/20 preference point system				

N.B Food tasting will be conducted after the evaluation of Pricing and BBBEE, the tasting will be conducted at SABS premises by SABS CFST.

Documents to be submitted by the recommended supplier after the award of the project

- Certificate of Acceptability for Food Premises (within 3 months of award)
- Health & Safety Policy
- It is compulsory for the service provider to have an Administration/support office on site – fully functional with own PC, Printer/Scanner, Cash registers (office space will be supplied by SABS)
- Service provider must be responsible for health and hygiene in the canteen
- Debit card facility is essential
- The Service provider must have Health and safety representative upon the award

SABS KITCHEN INVENTORY LIST:

<u>EQUIPMENT</u>	
Ingredient bins	x4
Blender	x1
Baine Marie	x3
3 plate stove/oven	x2
1 flat plate grill top stove/oven	x1
Stainless steel trolleys	x3
Microwaves	x2
Flat grill	x1
Urns	x2
Stainless steel storage racks	x6
Convection oven/griller	x1
Stainless steel counter tops	x16
Money safe	x1
Dry racks	x2
Dish Washer	x1

Milestones of the project

MILESTONES	DATE AND E-MAIL ADDRESS
Closing Date and Time	31 August 2021 at 11:00 am, No late submissions will be accepted.
Method of submission.	Responses should be submitted electronically to portia.semenya@sabs.co.za and Procurement.Requests@sabs.co.za It is the Bidder's responsibility to ensure that the email is received on time by SABS.

8. Preference Points

Bids will be evaluated in terms of the Preferential Procurement Policy Framework Act, 2000, 80/20 preference systems

9. Contact information

All enquiries regarding this RFQ must be e-mailed/directed to portia.semenya@sabs.co.za. Bidders must not contact any other SABS' personnel regarding this RFQ, as it may lead to the Bidder's disqualification. Also note that any canvassing by Bidders/Suppliers regarding this RFQ will result in disqualification.

10. Advance payment

The SABS will not make an upfront or advance payment to a successful Bidder. Payment will only be made in accordance to the delivery of service or goods that will be agreed upon by the SABS and the successful Bidder.

11. Responsibility for costs

Under no circumstances shall the SABS be responsible for any of the Bidder's costs associated with the preparation and/or submission of its quotation, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

12. Bidder's contractual terms

The SABS will not be bound by any legal or contractual terms as may be included in the Bidder's quotation, in response to this RFQ. The quotation shall remain valid and fixed for a period of not less than hundred and twenty (120) days from the submission date.

ANNEXURE A - DECLARATION OF INTEREST

1. 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, 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 authorized 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. **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:.....

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.

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

.....

- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

- 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 / PERSAL numbers must be indicated in paragraph 3

- 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 work outside employment in the public sector? **YES / NO**

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

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

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

2.9.1 If so, furnish particulars

.....
.....

2.10 Are you, or any person connected with the bidder, 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? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....

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

<u>Full Name</u>	<u>Identity Number</u>	<u>Personal Income Tax Reference Number</u>	<u>State Employee Nr / Persal Nr</u>

4 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 SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE B - NON DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), an Public Entity that continues to exist in terms of section 3 of the Standards Act 2008, whose principle place of business is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____ (“the Supplier”) whose registered office is at

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Supplier has received or may receive in future information relating to this **RFQ/20/381** for the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”.

In consideration of the Supplier to-which the South African Bureau of Standards or any person affiliated with it, including its subsidiary, agent, representative(s) or such related entity may provide Confidential Information in connection with such discussions and/or negotiations to. Therefore the parties wish to agree as follows:

1. The Supplier will maintain strictly secret and confidential all information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Supplier’s obligation to the South African Bureau of Standards.
2. The Supplier shall not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
3. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which:-
 - (a) the Supplier can show had been lawfully received by it prior to disclosure under this agreement.
 - (b) is in the public domain or becomes so otherwise than through breach of this agreement;
 - (c) was disclosed to the Supplier by a third party who was under no obligation of confidence in respect thereof;
5. The South African Bureau of Standards retains ownership of Intellectual property rights on all material and processes relating to the service provided for and on its behalf by the supplier.

6. The Supplier shall observe its obligations under this agreement until expiry of a period of 12 months from the date of signature.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at..... on this.....day of2021

On behalf of the South African Bureau of Standards (signature) Portia Semanya

Witness 1.

Witness 2.

Signed at..... on this.....day of2021

Signed on behalf of the Supplier, duly authorised thereto..... (signature)

..... (name) (title)

Witness 1.

Witness 2.

SBD 6.1

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.

1.1 GENERAL CONDITIONS

- a) The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.2 Points for this bid shall be awarded for:

2.

2.1 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

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

2.2.1 Price - 80

2.2.2 B-BBEE Status Level of Contributor- 20

2.2.3 Total points for Price and B-BBEE - 100

2.3 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.

2.4 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.

3. 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 bidder to provide goods or services in accordance with specifications as set out in the tender/ RFQ 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;

4. POINTS AWARDED FOR PRICE

4.1 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 bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

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

- 5.1 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 4.1 AND 5.1

- 7.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of B-BBEE status level of contributor)

8. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
-----	--	----	--

- 8.1.1 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 last 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		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

9.7 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:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 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 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 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 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 purchasers 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:

(Quotation Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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.

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

PRICING

A pricing schedule is required to be prepared as part of your response. The schedule should include enough detail for the SABS to estimate the total cost of the contract.

The service provider must take the following into consideration when completing the price proposal:

- Prices are to be fixed for a 12 month basis, from inception of the agreement.
- The tendered price must include value added tax at 15% for those suppliers who are VAT vendor.

The pricing should be broken into the following segments:

Description	Cost Including Vat
Meal 1 – Standard meal	R
Meal 2 – Budget Meal	R
Meal 3 – Chefs Special	R
Meal 4 – Breakfast Combo i.e. 2 eggs , Bacon and 2 slice white toast	R
Meal 5 – Alternate option i.e. Bacon , Egg and Cheese white toasted sandwich	R
Meal 6 - Morning tea and muffins for ten people	R
Meal 7 – Lunch platter for 10 people with soft drinks	R
Meal 8 – Hot lunch i.e 2 protein, 2 salads , 1 veg and 2 starch for 10 people with soft drinks	R
Coffee shop menu • Coffee • Slice of cake • Cappuccino	R R R
Bottled Water	R
330ml Cool drink	R
Total Cost	R
15% of VAT	R
Grand Total	R