



Request for proposals for:	Appointment of additional accredited catering suppliers to the existing catering supplier list for Cape Town
SCM reference number:	DPME 09/2016-17
Closing date and time:	16 January 2017 at 12:00 : 330 Grosvenor Street, Hatfield, Pretoria, Tender Box.
Compulsory briefing session:	Not applicable

1. BID INFORMATION

Information on the format and delivery of bids are contained in the attached bid documents. Please take note of closing date and date of compulsory briefing session (if any).

2. PROPOSAL FORMAT

- **Annexure A** must contain the published terms of reference (this document).
- **Annexure B** must contain the proposal and services offered.
- **Annexure C** must contain a summary of qualifications of employees and past experience.
- **Annexure D** must contain pricing information. Price proposals should be fully inclusive to deliver the outputs indicated in the terms of reference and must be submitted in a separate envelope. Not applicable, quotes will be requested from the panel of approved bidders as and when required.
- **Annexure E** must contain all other forms / certificates required (SBDs, Tax clearance certificate etc. – see bid documents).

3. CONDITIONS OF BID

3.1. Administrative compliance

See bid documents

3.2. Functional Evaluation

Only bids / quotes that comply with all administrative requirements (acceptable bids) will be considered during the functional evaluation phase. All bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in the Terms of Reference.

Minimum functional requirements: Service providers that submitted acceptable bids and that scored at least the minimum for each element as well as the overall minimum score (75%), based on the average of scores awarded by the Bid Evaluation Committee members.

The Department reserves the right to call bidders that meet the minimum functional requirements to present their proposals. The Bid Evaluation Committee may decide to amend the scoring assigned to a particular bid based on the presentation made.

3.3. Price evaluation: The PPPFA

See bid documents

ANNEXURE B – PROPOSAL AND SERVICES OFFERED

1. PROBLEM STATEMENT / PURPOSE

The Department of Planning, Monitoring and Evaluation would like to appoint accredited catering company/s to provide catering services at DPME (Cape Town offices) as and when required.

2. OBJECTIVES AND SCOPE OF PROJECT

The Department of Planning, Monitoring and Evaluation would like to appoint accredited catering company/s to provide catering services at DPME (Cape Town offices) as and when required as per specified menus 24 hours and 365 days a year.

3. DELIVERABLES AND SCOPE OF SERVICES

- 3.1 Deliver and supply catering as per specified menus
- 3.2 Catering to be supplied at any DPME building or where a conference or workshop may be held in / Cape Town
- 3.3 Service provider to be able to provide catering 24 hours, 7 days a week, 365 days a year
- 3.4 Service provider to provide quotation within 2 hours after request, for 24 hours, 7 days a week, 365 days a year
- 3.5 Service provider to provide the catering quoted on by 08:00 the next day if purchase order is issued by 16:00
- 3.6 Service provider to provide all cutlery, crockery and table clothes, flowers and bouquets etc. per request
- 3.7 Food to be kept warm when necessary (caterer to provide own equipment for these purposes)
- 3.8 Service provider to set up and keep food wrapped / sealed until served, cold or warm dishes
- 3.9 Service provider to ensure minimum of 1 staff members present per 20 people served while serving and setting up or situation requires
- 3.10 Service provider to remove all left-over food, equipment and cutlery/crockery after all meals and leave premises clean and tidy
- 3.11 Service provider to set up 30 minutes prior each requested time slot (no late coming will be tolerated)
- 3.12 Food to be prepared and served in a professional manner as per health legislation
- 3.13 All catering shall be of a high standard of cuisine, freshly prepared and acceptable to DPME. The content shall be in accordance with good and accepted dietary quality and practice.

4. SERVICE REQUIREMENTS AND GENERAL CONDITIONS

- 4.1 The Service shall be rendered in a professional manner to the satisfaction of DPME, its personnel, suppliers and visitors.
- 4.2 The bidder shall deliver the service in accordance with all Health and Safety Requirements and the delivery vehicle(s) to be used for delivery is(are) classified as delivery vehicle(s) and therefore will comply to the Health Regulations governing general Hygiene and the transportation of food.
- 4.3 Should the bidder purchase Halaal pre-packed meals it must be purchased from a Halaal certified supplier to ensure all meals are handled according to the relevant Halaal requirements.
- 4.4 Only fresh ingredients will be used and no items that are beyond sell by date will be on offer.
- 4.5 The bidder shall ensure that it provides sufficient and trained personnel to ensure an efficient service provision.
- 4.6 The bidder shall ensure that its employees are clean, healthy, neatly dressed, presentable and professional at all times whilst rendering the service. The supplier's employees shall and will be expected to be able to work well in a client service environment.
- 4.7 The bidder shall keep premises, including kitchens, storerooms, service areas, canteen area etc. as well as all apparatus and equipment in a clean, neat and tidy condition. All defects, breakages and replacement of equipment will be for the supplier's account while operating at DPME.
- 4.8 The bidder shall at all times adhere to high standards of hygiene regarding the storage, preparation and serving of food.
- 4.9 The bidder shall ensure that all dishes, crockery, cutlery and other utensils used in the preparation and serving of food are kept clean at all times.
- 4.10 DPME nominated representative and the health authorities shall have full access to the premises, kitchen, storeroom, equipment, as well as the supplier's own facilities, etc. for inspection purposes at all reasonable times.
- 4.11 All complaints shall be handled by the nominated DPME representative and the supplier, and will be resolved within 48hrs.

ANNEXURE B – PROPOSAL AND SERVICES OFFERED

- 4.12 The bidder shall comply fully with all requirements, laws and regulations of the local authorities and medical health officer. In the event of an inspection by such authorities and medical health officer. In the event of an inspection by such authorities or officer, copies of the report shall be made available to DPME.
- 4.13 The bidder shall obtain and maintain all necessary permits and /or licences required by law.
- 4.14 The bidder shall ensure that the service is rendered with the least possible impact on the activities of DPME and shall ensure tables and areas outside the kitchens are cleaned in a quiet and professional manner.

5. SPECIAL CONDITIONS

- 5.1 Bidders failing to meet all administrative requirements will be disqualified.
- 5.2 Bidders failing to meet all mandatory requirements will be disqualified.
- 5.3 Bidders must submit a certified copy of their certificate of acceptability from their local municipality (bidders failing to do so will be disqualified)
- 5.4 DPME reserves the right not to award the bid or to appoint more than one bidder per region (Cape Town) which will be utilized on a rotational basis or on the basis of cheapest quotations.
- 5.6 Service providers to comply with all health and labour related legislative and proof to be submitted on request
- 5.7 Bidders must have minimum three years' experience in providing catering to the public, three written references to be supplied
- 5.9 DPME reserves the right to change the menu per request
- 5.10 Bidders must be able to provide and comply with Halaal requirements and to supply Halaal foods
- 5.11 Bidder must be able to cater for various quantities as well as VIP staff as and when requested, bidders must be able to provide the maximum quantity they will be able to cater for per day
- 5.12 Bidders must undergo the vetting process and due diligence and those failing will not be considered and will not be placed on list of accredited catering companies
- 5.13 Bidders must have the necessary capacity and finances
- 5.14 Only Cape Town based companies will be considered for the needs in Cape Town.
- 5.16 DPME reserves the right to invite quotes from alternative suppliers for outside Western Cape requirements
- 5.17 The Bid Evaluation Committee reserves the right to conduct due diligence as part of the evaluation process
- 5.18 Bidders are required to submit quotations as per menus specified.
- 5.19 Bidders to clearly indicate where they will be able to render the service in Cape Town.
- 5.20 Bidders approval is subject to positive vetting for Tuynhuys in Cape Town.

6. RELEVANT EXPERIENCE AND SKILLS

- 6.1 Bidders must have a minimum of three years' experience in providing professional catering services.
- 6.2 Bidder must have at least three different clients with three different contactable references.
- 6.2 The bidder must indicate the maximum number of people that can be catered for per day.

7. COSTING

- 7.1 Prices when quoting on a case by case basis must include all expenses and VAT as well as delivery in Cape Town.
- 7.3 Successful bidders will be approached to quote for specific events and the normal cheapest quotation or PPPFA method (for quotes above R30,000) will be used to select the successful bidder on a case by case basis.

ANNEXURE B – PROPOSAL AND SERVICES OFFERED

8. EVALUATION CRITERIA

8.1 Phase 1 A (Mandatory requirements)

Bidders are required to complete the mandatory requirements below and attach proof thereof.

Mandatory requirement	Comply yes or no
8.1.1 Bidders must have a valid certificate of acceptability from their local Municipality (Certified copy to be attached) Certificate to be valid in terms of premises being operated from. This will be evaluated during the due diligence exercise by the Bid Evaluation Committee.	
8.1.2 Three contactable references of past or current clients	
8.1.3 Bidder must fully comply and deliver on the requested menu's as per Annexure D including certified Halaal food.	
8.1.4 Bidder must have the capacity and equipment to cater for a minimum of 20 people (all meals) per day	
8.1.5 Did the bidder indicate where they will be able to render the service (Cape Town)	

Bidders failing to complete and meet the above mentioned requirements will not proceed to phase 1 B (Functional)

8.2 Phase 1 B (Functional)

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project (minimum score of 15)	3 – Full compliance with requirements
	4 – Exceeds requirements

Minimum functional requirements: Service providers that submitted acceptable bids and that scored at least the minimum for each element as well as the overall minimum score (75%), based on the average of scores awarded by the Bid Evaluation Committee members.

Functional Evaluation Criteria	Weight	Score	Weight X Score	Minimum
Bidder must have a minimum of three years' experience in providing catering to the public service and or private sector 1 Less than 2 years' experience = 1 Less than 3 years' experience = 2 Between 3 years' and 5 years' experience = 3 More than 5 years' experience = 4	5			15
Capacity Capacity and infrastructure to cater for: less than 20 people per request = 1 less than 50 people per request = 2 less than 100 people per request = 3 more than 100 people per request = 4	3			6

ANNEXURE B – PROPOSAL AND SERVICES OFFERED

8.3 PHASE 1 C (Due diligence) Only bidders whom qualified for phase 1 (B) and whom made the minimum score will be considered for phase 1 (C).

1	Visit physical address that that bidder provided in the bid document and this address corresponds with certificate of acceptability	Yes	No
2	The vehicle to be used for delivery was classified as delivery vehicle and therefore will comply to the Health Act (Act 63 of 1977) “ Regulations governing general Hygiene and the transportation of food”	Yes	No
3	Does bidder have the necessary capacity to cater for our menu requirements and have the necessary equipment (crockery, cutlery and cooking utensils etc.)	Yes	No

8.4 PHASE 2 (PRICE / BBBEE / PPPFA)

Successful bidders will be approached to quote for specific events and the normal cheapest quotation or PPPFA method (for quotes above R30,000) will be used to select the successful bidder on a case by case basis

ANNEXURE C – SUMMARY OF QUALIFICATIONS OF EMPLOYEES AND PAST EXPERIENCE

Menu 1.1 (Breakfast)

Item	Description
1	Coffee / cup
2	Tea / Rooibos / cup
3	100% fruit juice 500ml
4	Bottled still water 500ml
5	Breakfast fruit platter
6	Muffins / scones / croissant

Menu 1.2 (Lunch / Dinner Beverages)

Item	Description
1	Coffee / cup
2	Tea / Rooibos / cup
3	100% fruit juice 500ml
4	Can gas cold drink 330ml
5	Bottled still water 500ml
6	Bottled sparkling water 500ml

Menus for Lunch / Dinner (Halaal meals included)

Item	MENU 1.3 (SOUP)
1	Beef & Vegetable Soup (served with rolls and butter) 350ml
2	Creamy Butternut Soup (served with rolls and butter) 350ml
3	Creamy Chicken (served with rolls and butter) 350ml
4	Pea and Ham Soup (served with rolls and butter) 350ml
5	Vegetable & Barley (served with rolls and butter) 350ml
Item	MENU 1.4 (BEEF)
1	Beef Burger with cheese 120g
2	Beef Curry 200g
3	Beef Stew
4	Pepper Steak Pie 350g
5	Beef Stroganoff 250g
6	Beef wors 150g
7	Beef Wrap with Asian Vegetables 250g
8	Bobotie 200g
9	Braised Oxtail with red wine 280g
10	Cottage Pie 350g
11	Irish Beef Stew flavored with Guinness and Red Wine 285g
12	Savory Mince Pie 350g
13	Roast beef 150g
14	Sirloin steak 150g
Item	MENU 1.5 (CHICKEN)
1	Chicken A la King 350g
2	Chicken Biryani 400g
3	Chicken Cor don Blue(chicken fillets stuffed with ham and cheese) 250g
4	Chicken Breast stuffed with spinach and feta (Grilled)250g
5	Chicken Breast stuffed with pepper dew and feta (Grilled) 250g
6	Chicken Kebab with roasted peppers and Red onion and mushroom sauce 250g

ANNEXURE E – TENDER DOCUMENTS

7	Chicken Burger with cheese 120g
8	Chicken schnitzel 150g
9	Chicken Soufflé 200g
10	Chicken Stroganoff in a creamy mustard & sherry sauce 250g
11	Chicken Wrap with Asian Vegetables 200g
12	Creamy Chicken Curry (yellow coconut cream curry) 250g
13	Creamy Chicken Tikka with Yogurt 250g
14	Chicken Pie 350g
15	Creamy Portuguese Wings 250g
16	Crispy Chicken Nuggets 200g
17	Peri-peri Chicken Livers 150g
18	Roasted Baby Chicken & Gravy 600g
19	Roasted 1/4 Chicken & Gravy 200g
20	Roasted 1/4 Chicken with a creamy Portuguese sauce 200g
21	Chicken Stir-fry 250g
22	Thai Green Chicken Curry 250g
Item	MENU 1.6 (FISH)
1	Baked Hake Al Greco in foil (tomato, onion, feta and olives) 150g
2	Deep fried hake with beer batter 180g
3	Gourmet Fish cakes with a hint of herbs 150g
4	Grilled Hake 150g
5	Grilled Kingklip 150g
Item	MENU 1.7 (LAMB)
1	Curried Lamb Stew 300g
2	Lamb Stew
3	Lamb chops x1 150g
4	Lamb Tomato Bredie 300g
5	Roast lamb with rosemary and garlic 120g
Item	MENU 1.8 (LASAGNA)
1	Beef Lasagna 250g
2	Chicken Lasagna in a creamy mushroom sauce 250g
3	Fettuccine Alfredo 250g
4	Spaghetti Bolognese 250g
5	Spaghetti with Spicy Italian Meatballs 250g
Item	MENU 1.9 (STARCH)
1	Baby potatoes
2	Baked potatoes
3	Roast potatoes
4	Mash Potatoes
5	Chips
6	Potato Wedges
7	Potato Bake (with cheddar cheese, bacon and cream)
8	Barley
9	Couscous
10	Dumplings
11	Pasta
12	Chinese Noodles
13	Basmati rice
14	Brown rice
15	Yellow Rice (lovely with bobotie or curries)
16	Rice
17	Samp
18	Pap
Item	MENU 1.10 (SAUCES)
1	Cheese
2	Cheese and bacon

ANNEXURE E – TENDER DOCUMENTS

3	Gravy
4	Creamy Green pepper corn and onion
5	Hollandaise
6	Cheese and jalapeno
7	Cheese and mushroom
8	Mushroom and cream
9	Sour cream and chive
10	Tartar
11	Tomato relish
12	Broccoli with Cheese Sauce
Item	MENU 1.11 (OTHER MEALS)
1	Butternut & Feta Cannelloni in a cream sauce 250g
2	Lentil Bobotie 250g
3	Macaroni and Cheese 250g
4	Spinach and Ricotta Cannelloni 250g
5	Vegetable Lasagna 250g
Item	MENU 1.12 (VEGETABLES)
1	Caramelized Sweet Potatoes
2	Carrot and Potato Mash
3	Boere Boontjies (Green Beans in Mash)
4	Carrots in a Creamy parsley sauce
5	Creamed Butternut
6	Butternut & Feta
7	Creamed Spinach topped with cheddar
8	Gems with sweet corn
9	Pumpkin Flapjacks with Cinnamon
10	Pumpkin Pie (tastes like more)
11	Roast baby veg
Item	MENU 1.13 (SALADS)
1	Bacon and avo Salad
2	Beetroot Salad
3	Cold slow with red apples
4	Curried Brown Rice Salad (with red peppers, peaches and sunflower seeds)
5	French Salad
6	Greek Salad with feta and olives
7	Italian Salad with masorella cheese
8	Potato Salad (with bacon and chives)
9	Egg & Bacon (with croutons & chives) Salad new
10	Smoked Chicken Pasta Salad
11	Three Bean Salad
Item	MENU 1.13 (BREAD & FRUIT)
1	Bread rolls and butter
2	Assorted Breads and Butter
3	Fruit platter
4	Fruit Kebabs
5	Assorted cheeses and Breads and Jam
6	Assorted cheeses and Breads, Jam and fruit
Item	MENU 1.14 (RUSKS AND BISCUITS)
1	Bran Rusks 650g
2	Buttermilk Rusks 650g
3	Chocolate Chip Biscuits 300g
4	Crunchies 300g
5	Ginger Biscuits 300g
6	Shortbread 300g

ANNEXURE E – TENDER DOCUMENTS

7	Soet Koekies 300g
Item	MENU 1.15 (DESERT)
1	Fruit Salad 200g
2	Fruit Salad and ice Cream 300g
3	Ice Cream 150g
4	Cream 50g
5	Apple Tart with Cream 150g
6	Malva pudding 150g
7	Custard 100ml
Item	MENU 1.16 (CAKES / TARTS & FRUITS)
1	Cocktail Apple Tarts
2	Cocktail Carrot Cake
3	Cocktail Koeksisters
4	Cocktail Lemon Cheesecake
5	Cocktail Lemon Cheesecake baked
6	Cocktail Meringues
7	Cocktail Milk Tarts
8	Cocktail Peppermint Crisp Tarts
9	Cocktail chocolate Éclairs
10	Cupcakes vanilla or chocolate
11	Cupcakes fudge, crunchy, caramel, cappuccino, amarula, granadilla, blueberry, Turkish delight
12	Cupcakes vanilla or chocolate with decorations
13	Coconut tartlets
14	Cocktail Greek Tart
15	Lamingtons (Ystervarkies)
16	Scone with Cream and Fresh Strawberries
17	Chocolate chip Muffins
18	Caramel chip Muffins
19	Millionaires with caramel and chocolate
20	Chocolate brownies
21	Fruit Kebabs (Big)
22	Fruit Kebabs (Small)

These menus are subject to change as per need required.

All documentation included in and referred to in the tender documentation pack (SBDs, tax clearance certificate, B-BBEE certificate etc.) must be attached as Annexure E.



The term "Bid" Includes price quotations, advertised competitive bids, limited bids and proposals.

Document	Check Bidder	Verified SCM Unit
Invitation to bid (SBD 1)		
Declaration of interest (SBD 4)		
Preference Points Claim (SBD 6.1)		
Declaration of past supply chain management practices (SBD 8)		
Certificate of Independent Bid Determination (SBD 9)		
Valid B-BBEE Status Level Verification Certificate (Original or Certified Copy) bearing SANAS logo. EMEs: Sworn affidavit / CIPC confirmation of turnover.		
Central Suppliers Database Registration Report Attached – Not older than 30 days		
Additional documentation required for certain types of bids. If applicable the additional documents will be distributed as part of the tender / bid documentation	Check Bidder	Verified SCM Unit
Declaration certificate for local production and content for designated sectors (SBD 6.2)		

Declaration

- I have read and agree to the General Conditions of Contract related to Government procurement (Available on DPME tenders web page or from National Treasury)
- I have read the DPME standard Service Level Agreement (SLA) and have included in my (our) proposal and material changes that may be required to the SLA.
- I have completed and submitted all the documents indicated in the above checklist
- I have read and agree with the conditions applicable to all bids
- I have noted and will comply with the delivery time frames indicated in the specifications / terms of Reference
- I am the authorised signatory of the applicant
- For the purposes of section 256 of the Tax Administration Act of 2011 I authorise the South African Revenue Service to disclose "taxpayer information" as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to the Department of Planning, Monitoring and Evaluation.

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

CONDITIONS APPLICABLE TO ALL BIDS

1. GENERAL

This request is issued in terms of the Public Finance Management Act 1 of 1999 as amended (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2011 (PPR), Supply Chain Management regulations issued by the National Treasury and the B-BBEE Act as well as applicable Departmental Policies.

- Lead times / delivery periods should be clearly indicated in the quotation / proposal where applicable. The Department reserves the right to cancel any order where the delivery period indicated in the quotation / proposal is extended.
- The Department reserves the right to require delivery of the goods as specified, at the price quoted, regardless of any differences in specifications contained in the quotation.
- The department reserves the right NOT to appoint any Service Provider or to withdraw this request for bids.
- The department reserves the right to split the award of the bid between two or more Service Providers or to award only a part of the bid.
- The Department reserves the right to call bidders that meet the minimum functional requirements to present their proposals. The Bid Evaluation Committee may decide to amend the scoring assigned to a particular bid based on the presentation made.

2. ADMINISTRATIVE COMPLIANCE

Only proposals that comply with all administrative requirements will be considered acceptable for further evaluation. Incomplete and late bids may be rejected. All documents indicated on page 1 must be submitted with each bid.

All quoted prices should be valid (firm) for at least 90 days from the closing date indicated on SBD 1 and must be **inclusive of VAT**. Prices dependent on the **exchange rate** should include reference to the exchange rate used. Price escalations and the conditions of escalation should be clearly indicated. No variation of contract price or scope creep will be permitted unless specifically allowed in the ToR.

3. FUNCTIONAL EVALUATION

Functional criteria and/or specifications are contained in the specifications sheet or Terms of Reference. Unless otherwise indicated in the ToR, only service providers that submitted acceptable bids and that scored at least the minimum for each element as well as the overall minimum score (75%) will proceed to the PPPFA evaluation phase.

4. PRICE EVALUATION: THE PPPFA

Only bids that meet the minimum functional requirements / specifications indicated in the ToR will be evaluated in terms of the Preferential Procurement Framework Act and related regulations. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table contained in SBD 6.1. The applicable evaluation method is indicated in SBD 6.1.

Consortia or joint ventures must take note of SBD 6.1, paragraphs 5.4 and 5.5 regarding requirements for B-BBEE certificates.

In the application of the 80/20 preference point system, if all bids received exceed R1,000,000, the bid will be cancelled. If one or more of the acceptable bid(s) received are within the R1,000,000 threshold, all bids received will be evaluated on the 80/20 preference point system.

In the application of the 90/10 preference point system, if all bids received are equal to or below R1,000,000, the bid will be cancelled. If one or more of the acceptable bid(s) received are above the R1,000,000 threshold, all bids received will be evaluated on the 90/10 preference point system.

CONDITIONS APPLICABLE TO ALL BIDS

5. REJECTION OF QUOTES / PROPOSALS

Any effort by a bidder to influence the evaluation, comparisons or award decisions in any manner, may result in rejection of the quote / proposal concerned.

DPME shall reject a quote / proposal if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract. DPME may disregard any quote / proposal if the bidder or any of its subcontractors:

- a) Have abused the Supply Chain Management (SCM) system of the Department or any other government department.
- b) Have committed proven fraud or any other improper conduct in relation to such system.
- c) Have failed to perform on any previous contract.
- d) Supplied incorrect information in the bid documentation.

6. VETTING

The Department reserves the right to approach the relevant authorities to verify the following for each bidder:

- Citizenship status (individuals)
- Company information
- Criminal records (individuals)
- Previous tender and government contract track records
- Government employment status (individuals)
- Company / closed corporation ownership / membership status (individuals)
- Suitability to handle confidential government information
- Qualifications of bidders / contractors / team members
- Any other information contained in bid documents

7. REGISTRATION ON DPME SUPPLIERS DATABASE

If not already registered, the successful bidder will be registered on the DPME suppliers database. The following terms and conditions apply:

1. All suppliers must be registered on the central suppliers database managed by National Treasury (www.csd.gov.za) before they can register on the DPME suppliers database.
2. All information will be treated confidentially.
3. Applications that are incomplete or that are not accompanied by the required documents will be disqualified. The included checklist should be completed to ensure completeness of the application.
4. Completed application forms should be posted to or hand delivered at the above mentioned addresses. No e-mail or fax copies can be accepted
5. The Department of Planning, Monitoring and Evaluation's (DPME) Service Provider Database will be used mainly for the purposes of identifying entities (individuals or juristic persons) when price quotations for goods and services are to be invited. Requests for quotations / proposals are normally sent by e-mail to the address provided on this registration form. The fact that an entity is registered as a supplier does not constitute any contractual relationship between the entity and the Department of Planning, Monitoring and Evaluation.
6. Suppliers may list a maximum of 5 categories of goods and services offered (Section 4). Where a supplier lists more than 5 categories, the DPME may at its own discretion reject the application or select the 5 most applicable categories.
7. For procurement above the financial limit applicable to price quotations, as determined from time to time by National Treasury, the DPME will normally invite competitive bids by means of advertisements in the Government Tender Bulletin. The onus is on entities to monitor the tender bulletin and to ensure that they obtain copies of the bidding documents that are available on the DPME when bids are advertised.

CONDITIONS APPLICABLE TO ALL BIDS

8. The Department reserves the right to approach potential service providers not on the database in cases where an insufficient number of suppliers are registered for a particular commodity or service or an insufficient number of quotations are received in response to a particular request for quotations or proposals.
9. It is the responsibility of a registered entity to inform the DPME immediately in writing of any changes in the particulars as stated in the application, especially changes in respect of contact details, ownership, B-BBEE and the SMME or EME status of the entity. Should a contract be awarded to an entity based on incorrect particulars provided by that entity, the DPME shall have the right to, in addition to any other remedy that it may have in terms of applicable legislation, cancel the contract and to claim damages.
10. The DPME reserves the right to cancel the registration of an entity if that entity has given incorrect or false information in the application form or any correspondence relating to the application or:
 - Failed to inform the Department of any changes to the particulars as furnished in the application;
 - Failed to comply with the conditions of any contract that might have been awarded to the entity;
 - The entity has been included on the list of restricted suppliers maintained by National Treasury; or
 - The entity has acted in an improper, fraudulent or corrupt manner.
11. The DPME reserves the right to cancel the registration of an entity if that entity fails to respond to three or more consecutive requests for quotations / proposals.
12. The following documentation must accompany this application:
 - All documents included in this application form.
 - Original or certified copy of a valid B-BBEE Status level certificate (must bear SANAS logo) or sworn affidavit or letter signed by accounting officer or registered auditor attached in cases of EMEs.
 - Printout from Central Suppliers Database (www.csd.gov.za) with supplier unique registration reference.
13. For the purposes of section 256 of the Tax Administration Act of 2011 the bidder / supplier authorises the South African Revenue Service to disclose “taxpayer information” as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to the Department of Planning, and Evaluation.

INVITATION TO BID (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

BID NUMBER	DPME 09/2016-17	CLOSING DATE	16 January 2017	CLOSING TIME	12:00
COMPULSORY BRIEFING SESSION	Date	N/A	Time		
DESCRIPTION	Catering requirements in Cape Town				

The successful bidder may be required to conclude a service level agreement or fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: Department of Planning, Monitoring and Evaluation Deputy Director: Supply Chain Management Private Bag X944 PRETORIA 0001	OR DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS): 330 Grosvenor Street Hatfield Pretoria The bid box is generally open 24 hours a day, 7 days a week.
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Bids may be forwarded by e-mail or fax only when specifically requested so by the SCM unit.

If the two envelope system applies (see ToR), an envelope for Price Proposal and an envelope for Project Proposal must be in one package. The envelopes must be clearly marked "Pricing" or "Project Proposal" on top and must clearly indicate the bid number.

All bids must be sent / delivered in a sealed envelope, bearing the Bid number indicated above. Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

CENTRAL SUPPLIERS DATABASE REGISTRATION REPORT NOT OLDER THAN 30 DAYS MUST BE ATTACHED
(www.csd.gov.za)

MAIN CONTACT PERSON (AUTHORISED CONTACT PERSON IN CASE OF COMPANIES)

Title	Initials	Surname	Position
Telephone No.	Cell no.	Fax no.	
e-mail address of main contact person			
e-mail address to be used for account enquiries			

INVITATION TO BID (SBD 1)

SALES CONTACT PERSON

Title	Initials	Surname	Position
Telephone No.	Cell no.	Fax no.	e-mail address for requests for quotations

BEE STATUS I.T.O PPPFA REGULATIONS OF 2011

B-BBEE Status Level	Documentation attached
	<ol style="list-style-type: none">1. Certified copy of B-BBEE Status Level verification certificate issued by SANAS accredited verification agency; OR2. Sworn affidavit or letter by an accounting officer or registered auditor in case of Emerging Micro Enterprise (EME)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]	YES	NO
--	-----	----

TOTAL BID PRICE (VAT INCLUDED)	R
TOTAL NUMBER OF ITEMS OFFERED	

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Contact persons indicated on the bid documents; or

Head of Supply Chain Management: Mr Kevin Du Plooy, Tel: 012 312 0413, e-mail: kevin@dpme.gov.za

SCM Offices: 330 Grosvenor Street, Hatfield, Pretoria. Tel 012 312 0000

NOTE:

1. **ALL SUPPLIERS MUST BE REGISTERED ON THE SOUTH AFRICAN GOVERNMENT CENTRAL SUPPLIERS DATABASE (CSD) – www.csd.gov.za**
2. **THIS FORM IS AVAILABLE FREE OF CHARGE FROM THE DPME WEBSITE OR DPME OFFICES AND MAY THEREFORE NOT BE SOLD**

DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of an 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.

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

1.1 Full Name of bidder or his or her representative:

1.2 Identity Number:

1.3 Position occupied in Company (director, trustee, shareholder², member):

1.3.1 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 2 below.

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

1.4.1 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:

1.4.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES NO

1.4.2.1 If yes, did you attached proof of such authority to the bid document? YES NO
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

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

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.

DECLARATION OF INTEREST (SBD 4)

1.5 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

1.5.1 If so, furnish particulars:

1.6 Do you, or any person connected with the bidder, have 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? YES NO

1.6.1 If so, furnish particulars:

1.7 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

1.7.1 If so, furnish particulars:

1.8 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

1.8.1 If so, furnish particulars:

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

See CSD report

3. DECLARATION

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED 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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

PREFERENCE POINTS CLAIM (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

- 1.2 The value of this bid is estimated to ~~exceed~~/not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

	<u>80/20</u>
(a) Price; and	80
(b) B-BBEE Status Level of Contribution.	20
TOTAL	<u>100</u>

- 1.4 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

PREFERENCE POINTS CLAIM (SBD 6.1)

- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” **Error! Bookmark not defined.** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**QSE**” means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.15 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.16 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.18 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest

PREFERENCE POINTS CLAIM (SBD 6.1)

score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE : THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where:

P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid

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

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

5.3 A Bidder other than EME or QSE 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 Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 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.

5.6 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.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the

PREFERENCE POINTS CLAIM (SBD 6.1)

contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3 AND 5.1

B-BBEE Status Level of Contribution: = (maximum of 10 or 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 means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

8. SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable). 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? YES / NO (delete which is not applicable)

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Details completed as part of SBD 1 are complete and correct

9.2 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-BBEE status level of contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

PREFERENCE POINTS CLAIM (SBD 6.1)

DECLARATION OF PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)

1. This Standard Bidding Document must form part of all bids invited.
2. 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. 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. 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 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 National Treasury after the <i>audi alteram partem</i> rule was applied)	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)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes	No
4.2.1	If so, furnish particulars:		
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
4.3.1	If so, furnish particulars:		
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 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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

- 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.

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

The Department of Planning, Monitoring and Evaluation

(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 authorised 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 authorised 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

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

- (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.
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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

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.