



SCM /Tender Ref #:	DPME 01/2017-18
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Request for proposals for:	Appointment of a panel of accredited catering suppliers to render catering services for Cape Town and Gauteng for a period of 18 months	
Closing date and time:	22 May 2017 at 12:00 (Tender box situated at 330 Grosvenor Street, Hatfield, Pretoria)	
Compulsory briefing session: Gauteng	Date: 4 May 2017	Time: 11:30
	Venue: Dept of Planning, Monitoring and Evaluation: 330 Grosvenor Street, Hatfield Pretoria, Flexi Room . Important Notice: Bidders to bring either ID or drivers licence to enter the building for identification and security purposes.	
Compulsory briefing session: Cape Town	Date: 4 May 2017	Time: 11:30
	Kindly note the Department of Planning Monitoring and Evaluation will be using the following venue of the Department of Water and Sanitation for the briefing scheduled for Cape Town: Institutional Establishment, 52 Voortrekker Road, Spectrum Building, Bellville, Cape Town. . Important Notice: Bidders to bring either ID or drivers licence to enter the building for identification and security purposes.	

Planned date of award of bid:	Expected project start date:	Expected project end date:
30 June 2017	1 August 2017	31 January 2019

1. BID INFORMATION

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

2. PROPOSAL FORMAT

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this terms of reference. The following should be attached to the proposal as annexures

- **Annexure A:** Summary of past experience (Use attached template)
- **Annexure B:** Summary details of proposed team (Use attached template)
- **Annexure C:** Pricing information based on set menu. Bidders are not required to submit price proposals but to be able to cater as per the set menu. Quotes will be requested on a case by case basis based on the menu from the approved panel of caterers.
- **Annexure D:** The published terms of reference (this document).
- **Annexure E:** All other forms / certificates required (see bid documents).

3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 120 days after the closing date.

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1. BACKGROUND / CONTEXT

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

2. OBJECTIVE

The Department of Planning, Monitoring and Evaluation would like to appoint accredited catering company/s to provide catering services at DPME (Cape Town offices and Gauteng) as and when required as per specified menus 24 hours, 7 days a week and 365 days a year.

3. SCOPE OF PROJECT

- 3.1 The Service shall be rendered in a professional manner to the satisfaction of DPME, its personnel, and guests.
- 3.2 The bidder shall deliver the service in accordance with all Health and Safety Requirements.
- 3.3 Should the bidder purchase special dietary requirements i.e. Halaal pre-packed meals it must be purchased from a Halaal certified supplier to ensure all meals are handled according to the relevant dietary requirements i.e. Halaal requirements.
- 3.4 Only fresh ingredients will be used i.e. no items that have reached and/or are beyond sell by date will be on offer.
- 3.5 The bidder shall ensure that it provides sufficient and trained personnel to ensure an efficient service provision.
- 3.6 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.
- 3.7 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.
- 3.8 The bidder shall at all times adhere to high standards of hygiene regarding the storage, preparation and serving of food.
- 3.9 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.
- 3.10 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.
- 3.11 All complaints shall be handled by the nominated DPME representative and the supplier, and will be addressed within 48hrs.
- 3.12 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 or officer, copies of the report shall be made available to DPME.
- 3.13 The bidder shall obtain and maintain all necessary permits and /or licenses required by law.
- 3.14 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 kitchens and/or venue where catering is conducted are cleaned in a quiet and professional manner.

4. DELIVERABLES

- 4.1. Deliver and supply catering as per specified menus
- 4.2. Catering to be supplied at any DPME building or where a conference or workshop may be held in Cape Town/ Gauteng
- 4.3. Service provider to be able to provide catering 24 hours, 7 days a week, 365 days a year
- 4.4. Service provider to provide quotation within 2 hours after request, for 24 hours, 7 days a week, 365 days a year
- 4.5. Service provider to provide the catering quoted on by 08:00 the next day if purchase order is issued by 16:00
- 4.6. Service provider to provide all cutlery, crockery and table cloths, flowers and bouquets etc. per request to meet DPME quality standards
- 4.7. Food to be kept warm when necessary (caterer to provide own equipment for these purposes)

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- 4.8. Service provider to set up and keep food wrapped / sealed appropriately until served, cold or warm dishes
- 4.9. Service provider to ensure minimum of 1 staff members present per 10 people served while serving and setting up or as situation requires
- 4.10. Service provider to remove all left-over food, equipment and cutlery/crockery after all meals and leave premises clean and tidy
- 4.11. Service provider to set up 60 minutes prior each requested time slot (no late coming will be tolerated)
- 4.12. Food to be prepared and served in a professional manner as per acceptable health standards
- 4.13. All catering shall be of a high quality, freshly prepared and acceptable to DPME. The content shall be in accordance with good and accepted dietary quality and practice.

5. EXPERIENCE / SKILLS / TEAM COMPOSITION REQUIRED

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

Must be registered on CSD and comply to requirements

6. SPECIAL CONDITIONS

- 6.1 Bidders failing to meet all administrative requirements will be disqualified.
- 6.2 Bidders failing to meet all mandatory requirements will be disqualified.
- 6.3 Bidders must submit a certified copy of their valid certificate of acceptability from their local municipality (bidders failing to do so will be disqualified)
- 6.4 DPME reserves the right not to award the bid or to appoint more than one bidder per region (Cape Town offices or Gauteng) which will be utilized on a rotational basis or on the basis of cheapest quotations.
- 6.5 Service providers to comply with all health and labour related legislative and proof to be submitted on request
- 6.6 Bidders must have minimum three years' experience in providing catering to the public, three written references to be supplied.
- 6.7 DPME reserves the right to change the menu per request.
- 6.8 Bidders must be able to provide and comply with special food preparation (i.e. Halaal requirements) and/or to supply such foods.
- 6.9 Bidder must be able to cater for various quantities as well as VIPs as and when requested, bidders must be able to provide the minimum as well as maximum quantity they will be able to cater for per day
- 6.10 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.
- 6.11 Bidders must have the necessary capacity and finances.
- 6.12 DPME reserves the right to invite quotes from alternative suppliers.
- 6.13 The Bid Evaluation Committee reserves the right to conduct due diligence as part of the evaluation process.
- 6.14 Bidders are required to submit quotations as per menus specified.
- 6.15 Bidders to clearly indicate where they will be able to render the service in Cape Town or Gauteng.
- 6.16 Bidders approval is subject to positive vetting for Parliamentary precinct in Cape Town, DPME Offices and Union Building in Pretoria.
- 6.17 Successful bidders to sign a performance agreement after appointment.
- 6.18 Bidders must pass the vetting process to be considered.

7. COSTING METHODOLOGY (Bidders are not required to submit any price quotations for this bid)

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

Prices must be inclusive of VAT (if VAT registered) and must address all deliverables indicated in this ToR.

8. EVALUATION OF BIDS

8.1. Administrative requirements

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

8.2. Functional evaluation Part 1

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 of the catering service.	
8.1.3 Bidder must fully comply and deliver on the requested menu's as per Annexure C including special dietary requirements (i.e. Halaal).	
8.1.4 Bidder must have the capacity and equipment to cater for at least 10 and up to 70 people (all meals) per day.	
8.1.5 Did the bidder indicate where they will be able to render the service (Cape Town or Gauteng)	

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 or 9)	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
1 Bidder must have a minimum of three years' experience in providing catering to the public service and or private sector	5			15
Less than 2 years' experience = 1				

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	Less than 3 years' experience = 2 Between 3 years' and 5 years' experience = 3 More than 5 years' experience = 4				
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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 and confirm that this is the premises where food will be prepared.	Yes	No
2	The premises where food is prepared meets acceptable standards of: <ul style="list-style-type: none"> • Cleanliness • Tidiness • Resources and capacity 	Yes	No
3	The vehicle to be used for delivery must meet acceptable standards	Yes	No
4	Does bidder have the necessary capacity and equipment (crockery, cutlery and cooking utensils etc.) meet its obligation to DPME in accordance to specifications i.e. quality and quantity of equipment, service staff, etc.	Yes	No

8.4 PHASE 2 (PRICE / BBBEE / PPPFA)

Successful bidders will be approached to quote for specific events or needs on a case y case basis and the normal cheapest quotation or PPPFA method (for quotes above R30,000) will be used the select the successful bidder . Bidders are not required to submit any price quotations with there proposals.

9. GENERAL

9.1. The Service Provider undertakes to:

- 9.1.1. Conduct business in a courteous and professional manner.
- 9.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 9.1.3. Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. DPME may monitor compliance for the duration of the contract and implement penalties for non-compliance.
- 9.1.4. Manage internal disputes among his/her staff in such a way that DPME is not affected by those disputes.
- 9.1.5. Comply with the DPME security and emergency policies, procedures and regulations at DPME premises.
- 9.1.6. Ensure that all work performed and all equipment used at DPME facilities are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of DPME;
- 9.1.7. Ensure that all staff working on this project are adequately trained prior to the commencement of the project.
- 9.1.8. Ensure that DPME is informed of any changes in staff related to the execution of the project. For security reasons, DPME reserves the right to vet all persons working on this project.
- 9.1.9. Undertakes to store and handover all data generated by the project to DPME in an accessible and confidential manner.

9.2. DPME undertakes to:

- 9.2.1. Manage the contract in a professional manner.
- 9.2.2. Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- 9.2.3. Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the project.
- 9.2.4. Not tolerate any unfair labour practices between the service provider and their staff that happen during the execution of the project activities.
- 9.2.5. Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.

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ANNEXURE A: SUMMARY OF PAST EXPERIENCE (Attach reference letters or other means of verification)					
Project description	Client name	Client contact name, number, e-mail address	Contract start date	Contract end date	Contract value

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Annexure C

RFQ:				
Menu Description		Units	Unit Cost	Total Cost
Menu Code	Content (weights are cooked, as served)			
Refreshments 1	Coffee / Tea, White and Brown Sugar (2 cups per person) Hot and Cold Milk	-	R -	R -
Refreshments 2	Coffee / Tea, White and Brown Sugar (2 cups per person) Hot and Cold Milk 1 X 250ml still water (bottled) per person	-	R -	R -
Refreshments 3	Coffee / Tea, White and Brown Sugar (1 cup per person) Hot and Cold Milk Fresh 100% juice (2 choices) - 200ml per person	-	R -	R -
Refreshments 4	Coffee / Tea, White and Brown Sugar (1 cup per person) Hot and Cold Milk Fresh 100% juice (2 choices) - 200ml per person 1 X 250ml still water (bottled) per person	-	R -	R -
Refreshment 5	Fresh 100% juice (2 choices) – 200 ml per person Assorted soft drinks – Coke, light coke, Fanta/Sprite/Stoney – 300ml per person		R -	
Snacks 1	Fresh fruit (3-4 types) sliced (250g per person) Muffins (3 per person)	-	R -	R -
Snacks 2	Fresh fruit (3-4 types) sliced (250g per person) Scones / Muffins mix (3 per person) Butter / Jam / Cheese	-	R -	R -
Finger Lunch 1	Sandwiches : Brown & White bread (2 slices per person) Chicken Skewers (2 per person) Samosas : Mince/Chicken/Potato/Spinach (3 per person) Raw vegetables (150g per person)	-	R -	R -
Finger Lunch 2	Sandwiches: Brown & White bread (2 slices per person) Chicken Skewers (2 per person) Samosas : Mince/Chicken/Potato/Spinach (3 per person) Fresh fruit (3-4 types) sliced (250g per person)	-	R -	R -
Finger Lunch HALAAL	Sandwiches : Brown & White bread (2 slices per person) Chicken Skewers (2 per person) Samosas : Mince/Chicken/Potato/Spinach (3 per person) Raw vegetables (150g per person)	-	R -	R -
Full lunch 1	150g Grilled fish and 150g Lamb Stew per person Basmati rice (100g per person) Mieliepap (200g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person)	-	R -	R -
Full lunch 2	150g Chicken Breasts / drum sticks and 150g Lamb Stew per person Basmati rice (100g per person) Mieliepap (200g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person)	-	R -	R -
Full lunch 3	150g Grilled fish and 150g Beef stew per person Basmati rice (100g per person) Mieliepap (200g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person)	-	R -	R -
Full lunch 4	150g Chicken Breasts / drum sticks and 150g Beef stew Basmati rice (100g per person) Mieliepap (200g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person)	-	R -	R -

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Full lunch 5	150g Chicken curry and 150g Beef stew per person Basmati rice (100g per person) Mieliepap (200g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person)	-	R -	R	-
Lunch HALAAL	150g Chicken curry and 150g grilled fish per person Basmati rice (100g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person)	-	R -	R	-
Lunch Desert	Hot in winter and cold for summer		R -		
Dinner 1	150g Grilled fish and 150g Lamb Stew per person Basmati rice (100g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person) Desert selection	-	R -	R	-
Dinner 2	150g Chicken Breasts / drum sticks and 150g Lamb Stew per person Basmati rice (100g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person) Desert selection	-	R -	R	-
Dinner 3	150g Chicken Breasts / drum sticks and 150g Beef stew White rice and Basmati rice (100g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person) Desert selection	-	R -	R	-
Dinner HALAAL	150g Chicken curry and 150g grilled fish per person Basmati rice (100g per person) 2 vegetables (1 green 1 sweet) (100g per person) Greek salad (150g per person) Desert selection	-	R -	R	-
Lunch Pack 1	2 sandwiches, 1 whole fruit (Apple or orange) 200ml 100% Fruit juice small pack / bottle 250ml still water	-	R -	R	-
Lunch Pack 2	1 Chicken breasts, 1 whole fruit (Apple or orange) 200ml 100% Fruit juice small pack / bottle 250ml still water	-	R -	R	-

TOTAL Incl VAT	R	-
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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. QMEs/EMEs: Sworn affidavit / CIPC confirmation of turnover etc.		
Central Suppliers Database Registration Report Attached – Not older than 30 days NB: Only suppliers registered on CSD may bid.		
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			
<ul style="list-style-type: none"> 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 terms and conditions applicable to all bids as stipulated in this document 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)			

TERMS AND CONDITIONS APPLICABLE TO ALL BIDS

ALL DPME BID DOCUMENTS ARE AVAILABLE FREE OF CHARGE FROM THE DPME WEBSITE OR DPME OFFICES AND MAY THEREFORE NOT BE SOLD

1. GENERAL

This request is issued in terms of the Public Finance Management Act (Act 1 of 1999) as amended (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2017 (PPR), Supply Chain Management instructions issued by the National Treasury, General Conditions of Contract published by National Treasury (GCC), the B-BBEE Act (Act 53 of 2003) 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/proposals.
- 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. TAX COMPLIANCE REQUIREMENTS

- 2.1. Bidders must ensure compliance with their tax obligations.
- 2.2. Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the Department to view the taxpayer's profile and tax status.
- 2.3. Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 2.4. The tax compliance requirements are not applicable to foreign bidders / individuals with no South African tax obligation, no history of doing business in South Africa. Foreign suppliers must complete a pre-award questionnaire from SARS on their tax obligation categorisation.
- 2.5. Bidders may also submit an original printed TCS certificate together with the bid.
- 2.6. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.7. Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

3. ADMINISTRATIVE COMPLIANCE

Only proposals that comply with all administrative requirements (including tax compliance 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. Bidders must use the Standards Bid Documents (SBDs) included in this document (documents may not be re-typed)

All quoted prices should be valid (firm) for at least 120 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.

4. 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 functional criteria as well as the overall minimum score (75%) will proceed to the PPPFA evaluation phase.

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5. 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.

If the 80/20 preference point system is specified on SBD 6.1 and all bids received exceed R50,000,000, the bid will be evaluated on the 90/10 preference point system.

6. 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) Is not tax compliant
- b) Have abused the Supply Chain Management (SCM) system of the Department or any other government department.
- c) Have committed proven fraud or any other improper conduct in relation to such system.
- d) Have failed to perform on any previous contract.
- e) Supplied incorrect information in the bid documentation.

7. 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

8. 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:

- 8.1. 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.
- 8.2. All information will be treated confidentially.
- 8.3. 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.
- 8.4. Completed application forms should be posted to or hand delivered at the above mentioned addresses. No e-mail or fax copies can be accepted
- 8.5. 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

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goods and services are to be invited. Requests for quotations / proposals are normally sent by e-mail to the address provided on the supplier 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.

- 8.6. 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.
- 8.7. 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.
- 8.8. 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.
- 8.9. 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.
- 8.10. 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.
- 8.11. 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.
- 8.12. 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 in cases of EMEs.
 - Printout from Central Suppliers Database (www.csd.gov.za) with supplier unique registration reference.
- 8.13. 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, Monitoring and Evaluation.

INVITATION TO BID (SBD 1)

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION**
(Subject to the terms and conditions applicable to all bids as indicated earlier in this bid document)

BID NUMBER	DPME 01/2016-17	CLOSING DATE	22 May 2017	CLOSING TIME	12:00
COMPULSORY BRIEFING SESSION	Date		4 May 2017	Time	11:30
DESCRIPTION	Appointment of a panel of accredited catering suppliers to render catering services in Cape Town and Gauteng for a period of 18 months as and when required				
BID DOCUMENTS MAY BE POSTED TO: Department of Planning, Monitoring and Evaluation Head: Procurement Services Private Bag X944, PRETORIA, 0001			OR DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS): 330 Grosvenor Street, Hatfield, Pretoria <i>The bid box is accessible on working days between 8:00 and 17:00.</i>		
SUPPLIER INFORMATION					
Name of bidder					
Postal address					
Street address					
Telephone number			Cell phone number		
E-mail address					
Company Reg. #			Vat registration #		
Tax compliance status	Compliant		CSD #		
	Not compliant		TCS Pin (if no CSD #)		
B-BBEE Status Level verification	None				
	All except EMEs: Certificate Issued by verification agency accredited by the SANAS				
	EMEs: Sworn affidavit by EME representative and attested to by Commissioner of oaths				

Are you the accredited representative in South Africa for the goods /services /works offered? If yes attach proof	YES	NO
FOREIGN SUPPLIERS: Do not complete this form. You must contact the Department to obtain the required documentation to be completed		

Total bid price (Incl. VAT)		Total # of items offered	
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Signature (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)		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 Procurement Services, 330 Grosvenor Street, Hatfield, Pretoria. Tel 012 312 0000

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 2017

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included).

- 1.2 The value of this bid is estimated to ~~exceed~~/not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

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

- 1.3 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 sworn affidavit confirming annual turnover and level of black ownership in case of an EME together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.4. 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.

2. DEFINITIONS

- 2.1 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2 “**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;
- 2.3 “**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;
- 2.4 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.5 “**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 with an annual turnover up to R10 million;
- 2.6 “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7 “**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;

PREFERENCE POINTS CLAIM (SBD 6.1)

- 2.8 “prices” includes all applicable taxes less all unconditional discounts;
- 2.9 “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);
- 2.10 “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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

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

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

80/20 (Up to R50,000,000) Or 90/10 (From R50,000,000)

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

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

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

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

- 4.2 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. An EME automatically qualifies as a level 4 contributor. An EME with at least 75% black ownership qualifies as level 1 contributor and an EME with black ownership from 51% to 74% qualifies as a level 2 contributor.
- 4.3 A Bidder other than EME must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. The certificate must be issued by a Verification Agency accredited by SANAS.

5. BID DECLARATION

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

6. 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 6 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

PREFERENCE POINTS CLAIM (SBD 6.1)

7. 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 or QSE? YES / NO (delete which is not applicable)
- (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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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 contributor indicated in paragraph 6 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (I) The information furnished (including informational SBD 1) 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 6, 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)			

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)

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.