



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

Mt Ayliff Counselling Centre – 188 Garane St, Mt Ayliff – P. O. Box 401 – Mt Ayliff – 4305 – REPUBLIC OF SOUTH AFRICA  
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**ADVERTISEMENT**  
**RFQ-2024/25-AN-0025**

**REQUEST FOR QUOTATIONS TO PROVIDE SOCIAL RELIEF OF DISTRESS IN THE FORM OF FOOD PARCELS, BLANKETS AND OTHER BEDDING ITEMS TO FAMILIES AFFECTED BY NATURAL DISASTERS WITHIN THE ALFRED NZO DISTRICT- DEPARTMENT OF SOCIAL DEVELOPMENT FOR THE PERIOD OF SIX (6) MONTHS**

**Issued by:**

Province of the Eastern Cape  
Department of Social Development  
Private Bag X401  
Mount Ayliff  
4735

**Contact Person:**

Mr. L. Makhedama  
Tel: 0636839086  
*(For specification)*  
Ms. N Mathinjwa  
Tel: 039 254 0896  
*(For completion of bid documents)*

Name of Company/Bidder: \_\_\_\_\_

CSD/Supplier Number: \_\_\_\_\_

Company/Bidder's Tell/Cell: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

**COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOPE WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX SITUATED AT THE RECEPTION OF THE ALFRED NZO DISTRICT OFFICE, DEPARTMENT OF SOCIAL DEVELOPMENT, MOUNT AYLIF NOT LATER THAN 11H00 ON THE CLOSING DATE.**

**Closing Date: 12 JULY 2024**

**Closing Time: 11H00**



RFQ-2024/25-AN-0025

## BIDDER'S DISCLOSURE

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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

---

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</sup> 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.

(3)

**SBD4**

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

|           |                |
|-----------|----------------|
| .....     | .....          |
| Signature | Date           |
| .....     | .....          |
| Position  | Name of bidder |

(4)

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

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

**1.2 To be completed by the organ of state**

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

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and  
(b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

(5)

- 1.7 A tenderer must submit, together with its tender, a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.
- 1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which

(b)

states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) | Percentage owned |
|---|---|---|------------------|
| Black owned enterprise                                      | 2   |   |                  |
| Women owned enterprise                                      | 6   |   |                  |
| Disabled person ownership                                   | 3   |   |                  |
| Locality (Alfred Nzo District)                              | 6   |   |                  |
| Youth   | 3   |   |                  |
|   |   |   |                  |
|   |   |   |                  |
|   |   |   |                  |
|   |   |   |                  |
| <b>Total</b>  | <b>20</b>   |   |                  |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

(7)

- One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

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

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

.....  
SIGNATURE(S) OF TENDERER(S)

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

(8)



**ANNEXURE TO DSD 80/20 SBD 6.1 FORM**

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

|    | Name | Date/Position occupied in Enterprise | ID Number | Date that South African Citizenship was obtained | * HDI Status                    |       |          | % of business / enterprise owned |
|----|------|--------------------------------------|-----------|--|---------------------------------|-------|----------|----------------------------------|
|    |      |                                      |           |  | No franchise prior to elections | Women | Disabled |                                  |
| 1  |      |                                      |           |  |                                 |       |          |                                  |
| 2  |      |                                      |           |  |                                 |       |          |                                  |
| 3  |      |                                      |           |  |                                 |       |          |                                  |
| 4  |      |                                      |           |  |                                 |       |          |                                  |
| 5  |      |                                      |           |  |                                 |       |          |                                  |
| 6  |      |                                      |           |  |                                 |       |          |                                  |
| 7  |      |                                      |           |  |                                 |       |          |                                  |
| 8  |      |                                      |           |  |                                 |       |          |                                  |
| 9  |      |                                      |           |  |                                 |       |          |                                  |
| 10 |      |                                      |           |  |                                 |       |          |                                  |
| 11 |      |                                      |           |  |                                 |       |          |                                  |
| 12 |      |                                      |           |  |                                 |       |          |                                  |
| 13 |      |                                      |           |  |                                 |       |          |                                  |
| 14 |      |                                      |           |  |                                 |       |          |                                  |
| 15 |      |                                      |           |  |                                 |       |          |                                  |

\*Indicate YES or NO

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**BID DOCUMENT**

**APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE SOCIAL RELIEF  
OF DISTRESS IN THE FORM OF FOOD PARCELS, BLANKETS AND  
OTHER BEDDING ITEMS TO FAMILIES AFFECTED BY NATURAL  
DISASTERS WITHIN THE ALFRED NZO DISTRICT FOR 6 MONTHS  
CONTRACT**

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**(11)**

## **1. BACKGROUND**

The provision of Social Relief Services to the poor, the vulnerable and the marginalised in the Eastern Cape is the responsibility and compelling mandate of the Department of Social Development.

The provision of Social Relief Services is designed to promote an efficient and equitable spread of food relief taking into consideration the unique needs of beneficiary households including coping capabilities, survival means and livelihood status of each intended beneficiary household.

The purpose is to secure services of a suitable service provider(s) to provide prescribed goods to identified beneficiary household, through the provision of pre-packed food parcels and blankets to families affected by disaster within the Alfred Nzo District. Successful service provider/s will be required to sign the Service Agreement with Department.

## **2. SCOPE OF WORK EXPECTED FROM THE SERVICE PROVIDERS**

The service provider will be required to supply and deliver food parcels and blankets to families affected by disaster which comply with the official order, quality and quantity as set out in Annexure "A" attached to this document. Where families have been moved to a temporary shelter as a result of a disaster, the service provider will be required to provide prepared vegetable/meaty soup and bread for consumption by the families in the morning and in the evening for the first two days whilst in the shelter. The expected normal period of delivery is three days from the date of receipt of an official purchase order. However, given that DSD has to respond to emergency situations, the service provider may be required to deliver the food parcels and/or blankets within one day of receipt of the official purchase order.

Delivery must be done between 07H30 and 14H00 to enable officials to check the contents in terms of the official purchase orders. Deliveries made after the set hours will not be accepted unless prior arrangement have been made with the Department. It is the responsibility of the appointed service provider/s to load and off-load the food parcels as well as to deliver them to various delivery points in the district, local offices or any delivery points as specified by DSD.

### **CONTRACT PERIOD**

- a) The contract period will be six (06) months or up to the value of R1million whichever comes first.

## **3. GENERAL CONDITIONS**

The General Conditions of Contract as stipulated by the National Treasury will be applicable.

## **4. CONTRACT CONDITIONS**

4.1. The supplier must supply all the items inclusive of fresh produce as per annexure "A" attached. The number of food parcels and blankets to be ordered cannot be predetermined and will be in line with official purchase order issued. Bidders must demonstrate capacity to deliver small or big quantities.

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4.2. The bidders must demonstrate the capacity to respond to Department's requests when DSD has to respond to a disaster within a community, in that they may be expected to deliver the correct number of goods required within one day of receiving an official purchase order. Food parcels and blankets will be issued to disaster affected beneficiaries who meet the SRD criteria.

4.3. In sourcing fresh produce preference must be given to co-operatives within the specific municipality where the bidder has been awarded as a supplier. Preference shall be given to those bidders whose proposals will create jobs and are prepared to procure fresh produce from Co-operatives within the municipality they are bidding for.

4.4. As a mechanism to alleviate poverty, it is expected of bidders to employ members of communities in which they operate as employees to execute some of the tasks pertaining to the work required such as, but not limited, loading and off-loading of the food parcels.

4.5. The supply of false information shall invalidate the bid. Such information includes amongst others, falsified documents, using any false information, other peoples' addresses etc. DSD reserves the right to verify all documents required prior to award.

4.6. All bidders must comply with contract condition outlined above. Failure to comply will invalidate the bid.

## 5. SPECIAL CONDITIONS

5.1 Quotations are valid for 60 days from the closing date of tender

5.2 Upon the award of the bid, the following documents are applicable.

5.2.1 An award letter by DSD and acceptance letter signed by the successful bidders

5.2.2 A Service Level Agreement between Department and successful bidders.

5.3 The DSD reserves the right to award the contract to one or more service providers in whole or partially or not to award at all.

5.4 The DSD reserves the right to change the food parcel lists at any time, however seven days' notice will be given to that effect.

5.5. Penalty clauses will apply as per the Service Level Agreement and general conditions of the contract. Service providers may also be blacklisted if sub-standard performance is experienced in which the service provider may be barred from doing business with Government for a period not exceeding 10 (ten) years.

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- 5.6. DSD reserves the right to terminate the contract if circumstances change, in view of the contract period to such an extent that there is no further need for this programme. A thirty (30) days' notice will be given to this effect.
- 5.7. Any breach of any of the terms and conditions of contract entered into and the service provider fails to correct such breach within the stipulated time shall render the service provider liable to a penalty as stipulated in the Service Level Agreement and/or the General Conditions of Contract and/or automatic termination of the contract.
- 5.8 DSD or any other appointed agent, reserves the right to randomly inspect the premises (rented or owned) of any service provider to determine if food, utensils, storage and delivery facilities are adequate and hygienic.
- 5.9 Should there be any alarming report or threat to food safety, DSD reserves the right to consult and enlist the services of the Department of Health (DOH) to conduct food testing.
- 5.10 All the goods must be manufactured in South Africa and be SABS approved.
- 5.11 The performance of the contracted service provider (s) will be evaluated throughout the period of the contract. If it is shown that poor performance or shortcomings exist within the service provided, the contracted service provider shall be notified in writing and shall be required to effect corrective measures within 5 days at no cost to the Department of Social Development.
- 5.12 Should the corrective measure not be effected in line with clause 5.10 above the contract will be terminated. DSD reserves the right to reject services and work that do not meet the required standard and to engage another contracted service provider to complete the work. The contracted service provider shall be served with a 7 days' written notice for termination of contract in case of unsatisfactory performance.
- 5.13 It should be noted that DSD expects appointed service providers to take full responsibility and accountability and execute functions attached to the Terms of reference (TOR). Under no circumstances will DSD engage with sub-contractors or parties associated with the service provider, including main suppliers or manufacturers of any goods on the list

## **6. APPLICATION CONDITIONS**

- 6.1 Service providers who were previously awarded a tender should be aware that there is no guarantee that they will be awarded this bid. All applications will be considered as new and on merit
- 6.2 Bidders should indicate their capacity as per the bid requirements.
- 6.3 Bidders claiming preference points are required to complete and sign the Preference Points Claim Form (i.e. SBD 6.1) in order to be considered for the allocation of preference points.
- 6.4 All submissions of bids must be deposited in the relevant bid box situated at all district offices of the Department as indicated in the invitation to bid on the before the closing date and time indicated in the invitation to bid. No late bids will be considered, and correspondence will be entered into.

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- 6.5 No tender briefing session is scheduled for this bid. Should bidders seek clarity on any aspect on this bid the relevant officials indicated in the invitation to bid should be contacted.

## **7. PACKAGING CONDITIONS**

- 7.1 Packaging and labelling of items delivered must adhere to the provisions of the foodstuffs, cosmetics and disinfectants Act 54 of 1972, as amended
- 7.2 Food items must have expiry date affixed and be clearly legible. Only food items with at least 60 days expiry period on the day of delivery must be supplied.
- 7.3 Individual items must be wrapped in solid packaging that is capable of withstanding, handling and transportation hardships.
- 7.4 Items making up the food parcel must have grouped and wrapped according to type and form to avoid spillage and subsequent damage. Wrapped groups of items must then be packaged in three solid units of issue: One for the dry food, one for fresh produce and one for toiletries. The three units will constitute one food parcel.
- 7.5. The damaged or broken food parcels will not be accepted.
- 7.6. Items must be provided in the original wrapping of the Manufacturer – no decanting into smaller quantities will be allowed.
- 7.7. DSD shall only accept items that contain information such as brand name, complete nutritional content, usage, shelf life and other relevant information that support wholly the objectives for the supply of the food parcels to deserving persons.
- 7.8. Suppliers are obligated to ensure that packaging of food parcels is in intact for every parcel received.
- 7.9. There will be random verification by the DSD officials confirming the quality and content of food parcel delivery at any point of relief delivery.

## **8. DELIVERIES OF SOCIAL RELIEF OF DISTRESS ITEMS**

- 8.1. The service provider(s) will be expected to adhere to the approved items as supplied by DSD (see Annexure A). No delivery should be made prior to receipt of an official purchase order from DSD.
- 8.2. The supplier must be able to deliver both small and large numbers of food parcels. Delivery should be in terms of the specification requirements and official purchase order issued. No deviations will be accepted without prior written approval by the Head of Department.
- 8.3. Delivery will be made to a point or points identified by DSD. It may be necessary to deliver food parcels to multiple points within the service delivery area to facilitate collection by identified and approved recipients.

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- 8.4. Delivery period should not exceed three working days after receipt of official purchase order. However, in case where DSD responds to a disaster, the service provider will be expected to deliver food parcels within one day from the date of the receipt of official purchase order. All deliveries will be within **ALFRED NZO DISTRICT**.
- 8.5. Delivery must be done between 7H30 and 14H00 to enable officials to check the contents in terms of the purchase orders. Deliveries made after the set hours will not be accepted.
- 8.6. All items must be transported under hygienically accepted conditions i.e. the supplier must have access to a covered delivery vehicle. Proof of ownership in the form of a motor vehicle licence in the name of the bidder or their company, or a signed letter of intent by the lessor and lessee to hire a vehicle must be attached. The letter of intent must be on the letter head of the lessor.
- 8.7. All drivers making deliveries must be trained by the suppliers with regard to procedures and etiquette. The supplier will be held liable for any misconduct by the drivers such as late deliveries, shortfall of food parcels, and collusion of drivers with any DSD representative or community members.
- 8.8. The delivery of food parcels must be done in the presence of specifically designated DSD officials who will verify the quantities and quality of the food parcels against the official purchase order and signed delivery notes.
- 8.9. Delivered items must adhere to Food Stuffs, Cosmetics and Disinfectants Act 54 of 1972, as amended with regards to labelling and packaging.
- 8.10. Goods should be produced and be compliant with hazard analysis and critical control point compliant facility environment.

## **9. CONTENTS AND QUALITY OF FOOD PARCELS**

- 9.1. The contents of the food parcels are contained in the attached annexure A. The quality and quantity of items of the food parcel should strictly be the same as stated in Annexure A.
- 9.2. No substitution of items listed may take place without justifiable reasons and prior approval by the Head of Department of DSD.
- 9.3. Each food parcel contains 40(Forty) as follows: - 1x12.5kg Maize meal, 2x1kg Nutritional supplement, 1x2L Cooking oil, 6x215g Pilchards, 1x1kg Soup powder, 1x400g Soup mince, 1x5kg Samp, 1x10kg Sugar, 1x2kg Sugar beans, 1x10kg Bread flour, 1x10kg Rice, 1pkt white candles, 1pkt lion matches, 1x100g Vaseline, 1x500g Salt, 1x100g Tea bags, 3x10g Yeast, 1x400g Peanut butter, 1x kg(Full Cream Powder milk (Real Diary OR Full Cream Long Life Milk box of 6 X 1 litre), 2x100g Toothpaste, 3x175g Bath bar soap, 1x1kg Washing Powder soap, 1x7kg Potatoes, 1x5kg Carrots or 3kg Butternut, 1x5kg Onion, 3 Heads of cabbage or bunches of spinach, 1x5kg Oranges.

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## **10. CONTENTS AND QUALITY OF BEDDING ITEMS**

10.1 The contents of the Bedding items are contained in the attached annexure A (Part 2: Disaster Items).

10.2. The quality and quantity of items of the bedding items should strictly be the same as stated in Annexure A.

10.3. No substitution of items listed may take place without justifiable reasons and prior approval by the Head of Department of DSD.

10.4. Each bedding items contains 5(Five items) as follows: - Mink blankets 2ply X1, Sponge Mattress double bed X1, Bed sheets (double bed) X 1, Pillows (standard) X2

## **11. TERMINATION OF AGREEMENT BY DSD**

The Department of Social Development shall have the right to terminate this agreement at any time by giving 7 (seven) days' written notice to the supplier in any of the following events are noted:

### **11.1. On the breach**

If the supplier commits any breach of any terms or conditions of this agreement

### **11.2. On liquidation or insolvency**

If the supplier shall be subjected to any provisional or final order of liquidation or sequestration or judicial management with its creditors or suffer execution to be levied on its goods or fail to pay any of its sub-contractors appointed in terms hereof on due date for payment.

### **11.3. On Criminal Conduct**

If the supplier is found to have been reasonably and sufficiently implicated in any conduct directly linked to the social relief of distress referred to above.

### **11.4. On bringing the DSD into disrepute**

If the service provider, through omission or commission brings the name of Department of Social Development (DSD) into disrepute. This is inclusive of the service provider failing to honour their financial obligations to their suppliers and thereby dragging the DSD to courts of law as respondent.

## **12. SERVICE DELIVERY AREAS**

12.1. Service delivery areas refer to the District Service Area, (including District, Local offices, Old Age homes, Outreach Areas, community hall, school, or any point(s) identified by DSD)

## **13.LOADING AND OFF-LOADING**

13.1. It is the responsibility of the service provider to provide their own labour for loading and offloading food parcels.

13.2. The Service Provider must ensure that parcels are handled with care as they are expected to be handed over in good condition. Damaged items will not be accepted.

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**14. PRICE**

- 14.1. Pricing must be inclusive of VAT or where applicable.
- 14.2. Pricing for a relief parcel (unit price) must be inclusive of all costs.
- 14.3. A detailed breakdown of prices for all items as per annexure "A" inclusive of all costs must be submitted. Submissions will be invalidated if some of the items have not been quoted for in line with Annexure "A".

**15. ORDERING AND PAYMENT PROCESS**

- 15.1. Official purchase orders will be issued by the district office of the Department of Social Development.
- 15.2. Delivery notes must be sent together with consignment of the food parcel to designated points. These should be signed for by the receiving official upon the receipt and verification of goods. Food parcels which do not comply with the specifications will not be received or accepted, therefore no payment will be made for such items.
- 15.3 Payment will be effected within 30 days from the date of receipt of the invoice and delivery notes signed for by a DSD representative and designated delivery point.

**1. CONSORTIUM / JOINT VENTURE**

It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid, by a consortium must comply with the following requirements: -

- 16.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium;
- 16.2. All parties must be registered on the Central Supplier Database (CSD).

  
MRS N. Zembe  
DISTRICT DIRECTOR: ALFRED NZO

11.06.2024  
DATE

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## 17.EVALUATION

Evaluation will be conducted as follows:

- Pre – evaluation criteria
- PPPFA

### 17.1 Pre-qualification criteria:

- Copy of signed agreement in the case of Joint Venture / Consortium in accordance with conditions stipulated in paragraph 16.1
- Copy of Company Registration documents (CIPC)
- Certified copy of Identity documents for Company Directors/ Owners
- Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- No correction fluids of any kind **MUST** be used **ON PRICE**. In cases where corrections are necessary; these can be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature.
- Fully completed and signed SBD4.
- Fully completed and signed Annexure A (Part 1 & Part 2)
- Proof of three months experience in the supply and delivery of food parcels **AND** 3months experience in the catering services (copy of signed award letter/copy of signed contract and accompanying letter from the company/department indicating that services were satisfactory rendered).
- Proof of ownership of covered delivery vehicle (Vehicle registration certificates in the name of the bidder or own company name) or a signed agreement intent to lease transport between the bidder and lessor signed by both parties.

**NB:** Failure to fully comply with the pre-qualification criteria to the satisfaction of the department will lead to the automatic disqualification of the bid. In loco inspection may be conducted on short listed Service Providers

### 17.2. EVALUATION ON PPPFA

*Bid proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bids will be evaluated on price and specific goals. Bidders who do not claim specific goals will not qualify for preference points.*

#### Matrix for evaluation

| NO. | CRITERIA   | POINTS           |
|-----|--|------------------|
| 1.  | Price  | 80               |
| 2   | Specific Goals                                     | 20               |
| 2   | ✓ SPECIFIC GOALS                                   | NUMBER OF POINTS |
| 3   | Gender   | 6                |
| 4   | No Franchise                                       | 2                |
| 5   | Disability   | 3                |
| 6   | Locality (Alfred Nzo District)                     | 6                |
| 7   | Youth  | 3                |
|     | <b>Total Points for Price &amp; Specific goals</b> | <b>100</b>       |

17.3. In order to obtain preference points for specific goals, bidders must complete SBD 6.1.

17.4. Locality will be confirmed as follows:

- The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.
- If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points.

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- A lease agreement where offices are lease together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the incitation to bid was published.
- Copy of water and lights account from the municipality (Municipal Account, not a 11Councillor's letter) or Eskom statement. The proof of address must be in the name of the company.

*In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 30% interests in the JV*

**18. LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM**

18.1 The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

18.2 In order for the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

| NAME OF MANUFACTURER/SERVICE PROVIDER | COMMODITY/SERVICE | LOCATION |
|---------------------------------------|-------------------|----------|
|                                       |                   |          |
|                                       |                   |          |
|                                       |                   |          |
|                                       |                   |          |

I, the undersigned (Bidder's representative)

..... commit in procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available. I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

.....  
Signature

.....  
Date

.....  
Name of bidder

.....  
Position

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## 19. DISCLAIMER

- 19.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representations or warranties that the content in this Bid or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 19.2. If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the Bid or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).

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MR. V. DLOVA  
DIRECTOR: SCM  
DATE: 27/06/24

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## 20. PRICE SCHEDULE

### 20.1. ANNEXURE A (Part 1: FOOD PARCELS)

| Food Item              | Brand Name   | Weight                 | Quantity | Price |
|------------------------|--|------------------------|----------|-------|
| Maize                  | Ace/ White Star/Tau or equivalent in nutritional value.                                    | 12,5kg                 | 1        |       |
| Rice                   | Aunt caroline/ Spekko or Select  | 10kg                   | 1        |       |
| Nutritional Supplement | Movite Porridge or approved substitute with equivalent nutritional value                   | 1 kg                   | 2        |       |
| Cooking Oil            | Sunflower Cooking oil or equivalent in nutritional value                                   | 2L                     | 1        |       |
| Pilchards              | Glendrych, Saldhana, Lucky Start or equivalent in nutritional value                        | 215g tins              | 6        |       |
| Soup powder            | Imana, Knorrox, Top Class, or equivalent in nutritional value                              | 1kg                    | 1        |       |
| Soya mince soup        | Imana, Knorrox, Top Class, Vita mince, Mealtime, Trojan or equivalent in nutritional value | 400g                   | 1        |       |
| Samp                   | Invicta, Ace, Champion, Iwisa or equivalent in nutritional value                           | 5 kg                   | 1        |       |
| Sugar                  | Hullets/ Illovo/ Selati or equivalent in nutritional value                                 | 10kg                   | 1        |       |
| Sugar Beans            | Econo, Imbo, Plaza, Olympic or equivalent in nutritional value                             | 2 kg                   | 1        |       |
| Bread Flour            | Golden Cloud/ Sasko/ Snowflake or equivalent in nutritional value                          | 10kg                   | 1        |       |
| Tea Bags               | Five Roses, Glen, Teaspoon Tips, Joko, Trinco, Rooibos or equivalent in nutritional value  | Packet of 100 tea bags | 1        |       |
| Salt                   | Salt 500g  | 500g                   | 1        |       |

|               |   |             |   |
|---------------|---|-------------|---|
| Yeast         | NCP, Anchor, Super Bake or equivalent in nutritional value  | 10g         | 3 |
| Peanut Butter | Skippy, Black Cat, Yum Yum or equivalent in nutritional value   | 400g        | 1 |
| Milk          | Full Cream Powder milk (Real Dairy OR Full Cream Long Life Milk box of 6 X 1 litre)   | 1 kg or 6Xl | 1 |
| Toothpaste    | All brands acceptable   | 100g        | 2 |
| Vaseline      | 100g Blue seal or equivalent brand  | 100g        | 1 |
| Candles       | White candles 1pkt  | pkt         | 1 |
| Matches       | Lion matches Pkt  | Pkt         | 1 |
| Bath Soap     | All brands  | 175g        | 3 |
| Washing Soap  | Sunlight Powder Soap or equivalent  | 1kg         | 1 |
| Fresh Produce | Note a combination of available seasonal fresh produce to the maximum value of R 300-00 must be included in the relief parcel |             |   |
|               | Potatoes  | 7kg         | 1 |
|               | Carrots (5kg) or Pumpkin (2kg)  | 1 bag       | 1 |
|               | Onion   | 5kg         | 1 |
|               | Cabbage heads or bunches of spinach   | 1           | 3 |
|               | Oranges/Apple   | 5kg / box   | 1 |
|               | Total Price Excluding VAT   |             |   |
|               | VAT   |             |   |
|               | Grand Total Including VAT   |             |   |

**20.2. ANNEXURE A (PART 2: DISASTER ITEMS)**

| Item                      | Description                    | Quantity | Price |
|---------------------------|--------------------------------|----------|-------|
| Blanket                   | 2 Ply Mink Blankets Double bed | 1        |       |
| Sponge mattress           | Double bed                     | 1        |       |
| Bed sheets                | Double bed                     | 1        |       |
| Pillows                   | Standard                       | 2        |       |
| Total Price Excluding VAT |                                |          |       |
| VAT                       |                                |          |       |
| Grand Total Including VAT |                                |          |       |

**SUMMARY OF PRICE**

| ITEM               | DESCRIPTION    | TOTAL PRICE |
|--------------------|----------------|-------------|
| 1                  | Food Parcels   |             |
| 1                  | Disaster Items |             |
| <b>GRAND TOTAL</b> |                |             |

Name of bidder: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Sign: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_