



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

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**ADVERTISEMENT**  
**RFQ: 25/26 – JG –007**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CATERING SERVICES AT LULAMA FUTSHANE CHILD AND YOUR CARE CENTRE IN JOE GQABI DISTRICT FOR A PERIOD OF THREE MONTHS**

**Issued by:**

Province of the Eastern Cape  
Department of Social Development

Private Bag X1002  
Aliwal North  
9750

**Contact Person:**

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(Specification)

**Mr. L.L Ndyoko**  
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(Document)

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

**CSD/Supplier Number: MAAA** \_\_\_\_\_

**Company/Bidder's Tel/Cell:** \_\_\_\_\_

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

**QUOTATIONS MUST BE SUBMITTED ON OR BEFORE 11H00 ON 14 MAY 2025 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT, NO. 74 SOMERSET STREET, OLD BALMORAL BUILDING, ALIWAL NORTH 9750.**

**Closing Date: 14 May 2025**

**Closing Time: 11H00**



Province of the Eastern Cape

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**DEPARTMENT OF SOCIAL DEVELOPMENT**

Private Bag X0039, BISHO, 5605, SOUTH AFRICA

**SPECIFICATION FOR CATERING SERVICES AT  
LULAMA FUTSHANE CHILD AND YOUTH CARE  
CENTRE IN THE JOE GQABI DISTRICT FOR A  
PERIOD OF THREE (3) MONTHS**

## 1. BACKGROUND

The department is mandated to provide residential care for children in terms of the Children's Act 38 of 2005. In view of the aforementioned, the Department has established a residential facility, namely Lulama Futshane Child and Youth Care Centre in Walter Sisulu Municipality in the Joe Gqabi District for children in need of care and protection with a maximum capacity of 50 children. The number of children will vary each month.

INSTITUTION	AGE GROUP	CATEGORIES	TOTAL CAPACITY
Lulama Futshane Child and Youth Care Centre	14 – 17 years	Children (Young Boys)	50

## 2. PURPOSE

The purpose of this document is to invite experienced/prospective bidders to submit proposals to provide catering services to the Residential Facility namely Lulama Futshane Child and Youth Care Centre in the Joe Gqabi District, with a maximum capacity of 50 children. This is the fixed term contract for a period of three(03) months.

## 3. OVERALL OBJECTIVE

To provide catering services at Lulama Futshane Child and Youth Care Centre consisting of three nutritious meals (Breakfast, Lunch and Supper) per day and three snacks (morning, afternoon and evening) per day for 50 children. (Maximum of 50 children between 14-17 years)

## 4. SCOPE

- 4.1 To provide three nutritious meals (Breakfast @ 7h00, Lunch @ 13h00 and Dinner @ 18h00 for babies & toddlers and 19h00 for teenagers) per day, and three snacks (morning @ 10h00, afternoon @ 15h00 and evening @ 20h15) in consideration of dietary needs (Maximum of 50 children).
- 4.2 To provide own staff to prepare and serve the meals. The food service manager must be available for at least 5 days a week. (It is the responsibility of the successful bidder to ensure that the staff employed has never been found unsuitable to work with children by the Children's Court, Criminal Court or any other forum dealing with disciplinary matters).
- 4.3 To clean the kitchen, kitchen stores, dining hall, kitchen equipment (Equipment listed in annexure E) and sanitize the kitchen and mess after each meal.
- 4.4 Provide cookery (pots and pans), melamine crockery (plates, dishes, cups and saucers) and melamine cutlery (forks, knives, spoons and teaspoons). Maximum capacity 50 children.

- 4.5 Provision of disposable containers, crockery and cups to provide meals for children in isolation or quarantine.
- 4.6 Provision of containers for leftovers and removal thereof.
- 4.7 Institution is well stocked with groceries as per the attached Departmental menu (Menu tabulated under Annexure A).
- 4.8 Lunch packs / late meals are ready when required. (Lunch pack detailed in annexure A)
- 4.9 Provide cleaning material for cleaning of kitchen, kitchen stores, dining hall and kitchen equipment is available at all times (All cleaning material must be SABS approved. All containers for cleaning material must be clearly labeled).
- 4.10 Fumigate kitchen and stores once a month. (By a supplier accredited by the Department of Agriculture utilizing SABS approved products that are environmental friendly)
- 4.11 Keep small samples of each meal in small containers labeled with date and time, to be kept in the fridge for a period of 48 hours for reference purposes.
- 4.12 Provision of ten (10) meal hampers consisting of nonperishable food items for unexpected admission to be maintained. The service provider will claim for the issuing of a hamper an amount equivalent to the price of one meal.

**NB. Under no circumstances should leftovers be given to residents.**

## **5. CONTRACT PERIOD**

- 5.1 The contract shall be for a period of three (03) months. The commencement date of the contract will be mutually agreed between the Department and the successful bidder.
- 5.2 The successful bidder will sign a Service Level Agreement with the Department.

## **6. PRICING**

- 6.1 The bidder must quote as per annexure C.
- 6.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1,000,000.00 (excluding VAT) in a 12 month period to register for VAT.
- 6.3 Bidders must submit a detailed price schedule which is inclusive of escalation in respect of all costs. The price schedule must indicate prices for year 1, year 2 and year 3 as the Department will not allow any escalation and or variation of the submitted prices during the contract period.
- 6.4 Bidders must ensure that the quotes submitted have no arithmetic errors as the department will not rectify any errors on the quotations received. The quotes should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by department and the appointed service provider prior to contract acceptance.
- 6.5 Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorised person. Should it be established after the submission of proposals that the signatory

authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.

- 6.6 All prices submitted should be typed in black ink or written in pen. No proposals written in pencil will be accepted or evaluated.

## **7. FINANCIAL CAPACITY**

The Department pays after services are rendered within thirty (30) days after submission of an invoice, it is therefore essential for the Prospective Bidder to either have funds to start the project or secure funding immediately upon awarding of the contract in order to ensure that employee salaries are paid. It must be noted that employee salaries must be equal to or in excess of the determinations on Minimum Wage and Basic Conditions of employment issued annually by the Department of Labour. In the event that the successful bidder fails to honor its obligations in terms of the contract due to unavailability funds, the Department reserves the right to cancel the contract.

## **8. LOCAL ECONOMIC DEVELOPMENT**

- 8.1 To support Local Economic Development, preference will be given to service providers based in the JOE GQABI District Municipality who can deliver the product, subject to compliance with the SCM regulatory framework. The application of preference is clearly stated on Stage 2 of evaluation.
- 8.2 Bidders must provide with their bids written undertaking that they will source 50% of catering and other operational personnel from the ward where the centre is situated, preference should be given to persons with previous experience in provision of catering services within the centre.
- 8.3 The procurement of all catering related equipment including protective clothing and gear for the catering and other personnel will be sourced from suppliers within the Eastern Cape. Provincial Treasury (PT) and Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) will maintain and provide a list of locally manufactured goods/ commodities. The bidder will be expected to provide proof as and when required by the Department in terms of this clause. Failure to adhere to this clause, could lead to review and termination of the contract.
- 8.4 In sourcing supplies for catering i.e. vegetables, bread, etc, the successful bidder must give preference to projects and co-operatives funded by the Department within the area. The Department will provide a list of funded projects in the area to the successful Bidder.

## **9. PAYMENT**

- 9.1 The successful bidder will bill the Department monthly after services have been rendered including overheads.
- 9.2 Invoice must be submitted on a monthly basis according to the number of residents served in that particular month.
- 9.3 Payments will be made on a monthly basis within 30 days on submission of an invoice.
- 9.4 Attached to the monthly invoice must be that month catering site report signed by the Centre Manager and copy of payroll dated, the same month of the invoice that the bidder's employees have been paid. Failure to submit these two reports, the invoice for that month will not be paid.

- 9.5 The monthly invoice is to be submitted by the third working day of each month to the Centre Manager for processing of the monthly invoice.

## **10. PENALTIES**

The Department shall, subject to the condition relating to breach in the General Conditions of Contract and the Service Level Agreement, and without prejudice to any of its rights, be entitled to impose penalties on the service provider in the event of any non-performance or under-performance.

## **11. DEVELOPMENT OF EMERGING SUPPLIERS**

- 11.1 The Department supports the development of emerging suppliers qualifying in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and cooperatives that have been registered in terms of section 7 of the Cooperatives Act, Act 14 of 2005. Therefore, emerging suppliers and cooperatives that meet the requirements of this bid are encouraged to participate.
- 11.2 The successful bidder is expected, where possible, to subcontract a minimum of 30% of the contract value to the following targeted designated groups:
- a) A cooperative which is at least 51% owned by women.
  - b) An EME or QSE which at least 51% owned by women who are youth.
  - c) An EME or QSE which at least 51% owned by women who are military veterans.
  - d) An EME or QSE which at least 51% owned by women living in rural or underdeveloped areas or townships.
- 11.3 Bidders are also encouraged, during the bidding process and the contract period to ensure the following:
- a) Establish working relationships with the registered cooperatives in the form of joint ventures or subcontracts.
  - b) Sourcing of commodities: The successful bidder must give preference to projects and co-operatives funded by the Department within the Local Municipality where the services will be provided. The Department will provide a list of funded projects in the area to the successful Bidder.

## **12. COMPETENCY / EXPERTISE REQUIREMENTS OF SERVICE PROVIDER AND DOCUMENTS TO BE SUBMITTED**

- 12.1 Bidder must have a minimum of one years' combined (non-concurrent) experience in the provision of catering services on a fixed term contract.
- 12.2 Bidder must submit a copy of signed contract / award letter/ official order and a corresponding letter from the institution confirming that catering services were satisfactory rendered which will serve as proof of experience in the catering field together with their bid documents (All letters must be in the letter head of the relevant institutions where services were rendered).
- 12.3 The bidders must have a full-time food service manager. The food service manager must have a minimum of one-year catering services at an institution and management of staff. The food service manager must also have good communication skills.

- 12.4 The Food service manager's CV with contactable references and proof of qualifications in Food Service Management in the Hospitality Industry to be supplied together with the bid documents.
- 12.5 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their bids. Supplier registration may be performed online at the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD.
- 12.6 Preference will be given to local service providers residing in the Joe Gqabi District Municipality.
- 12.7 In order to be considered for preference, bidders must submit proof of address for office or business operations based in the Joe Gqabi District Municipality. The department will consider the following documents as proof of address: a copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement or a Bank statement or certified copy of Companies and Intellectual Property Commission (CIPC) Registration Document. The proof of address can either be in the name of the company or the Director of the company. Any fraudulent information submitted will lead to the disqualification of the bidder or cancellation of contract and blacklisting of the bidder.
- 12.8 Acceptance of this tender is subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET. Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require (full completion and submission of company questionnaire post award).

### **13. MONITORING, CONTROL AND REPORTS**

#### **13.1 MONITORING**

- 13.1.1 The Head of Lulama Lutshane Child and Youth Care Centre shall at all times have access to the facilities and goods utilized by the successful bidder for the purpose of:
- a) Determining whether the bid conditions are being adhered to; and
  - b) Checking the inventory for furniture, fixtures, equipment and utensils etc. utilized by the successful bidder.
- 13.1.2 Regular inspections will be carried out by a departmentally appointed dietician and / or Head of the Institution to monitor quality and quantity of food provided. The Head of the Institution shall have authority to instruct the successful bidder to rectify any breach of the specification forthwith, failing which the Department reserves the right to cancel the contract.
- 13.1.3 The Department is entitled at any time to dispatch accredited Health/Safety Officers to monitor compliance with Health and safety standards as well as COVID 19 protocols.
- 13.1.4 The successful bidder would be required to keep small samples of each meal in small containers labeled with date and time, to be kept in the fridge for a period of 48 hours for reference purposes.
- 13.1.5 A standing liaison meeting between the successful bidder, Departmental delegation will be scheduled either on a monthly basis or as agreed upon by the parties and proceedings shall be minuted.

## **13.2 CONTROLS**

### **13.2.1 SERVING OF MEALS**

Catering is **only** for residents at the facility.

### **13.2.2 MENU CYCLE**

A menu cycle covering a four-week period and drafted from the Food Specification Schedule (annexure A) and a standardized recipe file must be provided by the successful bidder to the Head of the institution within three weeks prior to the date of commencement of the contract and before the commencement of each and every subsequent month thereafter. The approved Departmental menu per Annexure A is valid for a period of 5 (five) years. The menu in Annexure A is standardised but can be changed by the Department as when required through a qualified dietitian. The successful bidder is to make allowance when submitting the bid proposal.

## **13.3 REPORTS**

13.3.1 The successful bidder must submit monthly reports to the Head of Lulama Futshane Child and Youth Care Centre for operational and logistical arrangements. (The report should cover all deliverables under paragraph 5 of this specification).

13.3.2 The successful bidder must provide monthly reports on the utilization of funded project or co-operatives in sourcing supplies. In the event of non-utilization of funded projects, reasons thereof must be provided.

## **13.4 DAILY CATERING REGISTERS**

Daily catering registers must be compiled by the successful bidder and verified by the Head of Institution for submission to the District Director on a monthly basis by the Head of the Institution. Successful bidder will be orientated on this system by the head of the institution.

## **14. OBLIGATIONS**

### **14.1 THE DEPARTMENT**

**The Department shall:**

14.1.1 Give the successful bidder access to the kitchen at Lulama Futshane Child and Youth Care Centre and all equipment as listed in (Annexure E) including water and electricity.



- 14.1.2 The department will be responsible for repairs of equipment damaged through normal wear and tear.
- 14.1.3 Mutually agree with the successful bidder for all additional equipment and replacements needed.
- 14.1.4 Be responsible for servicing and maintenance of fire extinguishers
- 14.1.5 Ensure that a proper handover of equipment and utensils is conducted prior to and after the contract period.

## **14.2 THE SUCCESSFUL BIDDER**

- 14.2.1 The successful bidder shall provide gas as a measure of backup in case of power failure.
- 14.2.2 The successful bidder shall be liable for damage or loss of equipment if it is due to incorrect usage / operation or neglect on the part of the Service Provider's staff.
- 14.2.3 The successful bidder shall provide uniform with the successful bidder's company name clearly indicated and provide staff with identification cards.
- 14.2.4 The successful bidder shall provide basic training for all staff under his control on the utilization of fire extinguishers.
- 14.2.5 The successful bidder must ensure that one of the staff members on duty has first aid training.
- 14.2.6 The successful bidder must ensure compliance with the Occupational Health and Safety Act (OHSA) by providing its officials with the necessary protective clothing and uniform.
- 14.2.7 The successful bidder must submit a health & safety plan within one month of signing the awarded contract to the Contracts Management unit at the Provincial Office. The successful bidder must adhere to the aims and provisions of the Occupational Health & Safety Act (OHSA) 85 of 1993 at all times.
  - 14.2.7.1 In this plan the bidder must include:
    - Company health & safety policy and adherence to COVID 19 protocols and other communicable diseases
    - Company environmental health policy;
    - Waste management plan (The Department encourages the successful bidder, where possible, to implement recycling of waste);
- 14.2.8 The successful bidder must ensure that all employees deployed at the center are screened for:
  - 14.2.8.1 Tuberculosis (TB) - Submission of proof that the employees have tested negative on TB prior to commencement of the contract and thereafter every six (6) month;
  - 14.2.8.2 The service provider must submit a criminal record clearance of all employees that will be deployed at the centre within seven days (7) of appointment. Any changes in employment during the contract period must be brought to the attention of the Centre Manager prior the change occurring.
  - 14.2.8.3 The Department will ascertain from respective bodies whether employees in the bidder's service possess clearances and that none of the staff has been registered on the database for committing crimes as per the sexual offences register.

## 15. BRIEFING MEETING AND SITE VISIT

There will be no briefing session, however, for any clarities required, the Service Provider may contact the Department through the contact details provided in the cover page.

## 16. ANNEXURES

The following documents are attached:

- 16.1 Annexure A Food Specification (Menu)
- 16.2 Annexure B Estimated Number of children and number of Food Services Assistants
- 16.3 Annexure C Pricing schedule
- 16.4 Annexure D Physical address and contact person at Lulama Futshane Child and Youth Care Centre
- 16.5 Annexure E Inventory List
- 16.6 Annexure F Contactable references
- 16.7 Annexure G Cleaning Material
- 16.8 Annexure H Local Economic Development Declaration

## 17. EVALUATION

The bid will be evaluated in two stages, pre-evaluation and evaluation as per Preferential Procurement Framework Act 5 of 2000 (PPPFA) as indicated below:

### 17.1 STAGE 1: Pre-qualification criteria:

- 17.1.1 Completed and signed, ECBD4. (Indicate with "N/A" when information is not applicable)
- 17.1.2 Copy of agreement signed by all parties in the case of Joint Venture / Consortium; clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 19.1
- 17.1.3 Correction fluid of any kind **MUST NOT** be used. Any corrections made **ON PRICE** must 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 initials.
- 17.1.4 Completion of Annexure C and F (Indicate with "N/A" when information is not applicable)
- 17.1.5 Proof of one month combined experience in the provision of catering services on a fixed term contract (copy of signed award letter / copy of signed contract and a corresponding letter from the company / department indicating that catering services were satisfactory rendered. Annexure F must be fully completed, please refer to sub-paragraph 12.1 and 12.2. **(All Letters must be in the letter head of the relevant institution/s where services were rendered.)**
- 17.1.6 Submission of CV which must also include experience in the catering field, communication skills and qualifications for the Food Service Manager. (As indicated under paragraph 12.4).

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

## 17.2 STAGE 2: EVALUATION CRITERIA

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.

### MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	5
5.	▪ No franchise (black ownership)	2
6.	▪ Disability	3
7.	▪ Locality (Joe Gqabi District Municipality)	6
8.	▪ Youth	4
	<b>TOTAL POINTS FOR PRICE &amp; SPECIFIC GOALS</b>	<b>100</b>

- *In order to obtain preference points for specific goals, bidders must complete ECBD 6.1.*
- *The preferred address on CSD is the only address to be considered provided the address was updated on CSD on the 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. OR*
- *A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid at least 3 months prior to the invitation to bid was published OR*
- *Copy of water and lights account from the municipality (Municipality Account, not a councilor'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 that JV partner has more than 50% interest in the JV.*
- *In order to be awarded points for disability, a doctor's confirmation must be submitted together with this bid.*

## **18. BID POLICIES, PROCEDURES, TERMS AND CONDITIONS-**

In addition to those stipulated in any other sections of the bid documents, bidders must be especially aware of the following terms and conditions:

- 18.1 Bidders claiming preference points are required to complete and sign the Preference Points Claim Form (i.e. ECBD 6.1) in order to be considered for the allocation of preference points.
- 18.2 The Department may, before a bid is adjudicated or at any time during the bidding process or contract period, oblige a bidder to substantiate any claims it may have made in its bid documents or to call for any additional documents or to make presentation to it.
- 18.3 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 18.4 The Department reserves the right to negotiate with the shortlisted Bidders prior to award and with the successful Bidder/s post award based on market conditions.
- 18.5 Bids submitted through facsimile or e-mails will not be accepted.
- 18.6 No bids will be considered if submitted after closing time.
- 18.7 The Department reserves the right to award the bid to more than one bidder, or not to award it at all.
- 18.8 The department will not award a contract to a bidder whose tax affairs are not in order.
- 18.9 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submitting their bids. Supplier registration may be performed online at the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a bid to a bidder that is not registered on the CSD.
- 18.10 This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special condition of contract.
- 18.11 Acceptance of this tender is subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET. Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require. Before the bid is awarded, the recommended bidder will be required to undergo a security vetting which will include the processing of fingerprints at South African Police Services (SAPS). A negative result from the security vetting may lead to withdrawal of the award letter or cancellation of the contract.

## **19. CONSORTIUM /JOINT VENTURE**

- 19.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated by the others 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.
- 19.2 All parties must be registered on Central Supplier Database (CSD).

Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

- 20.2 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).



**MR MW FUNO**  
**ACTING DIRECTOR: JOE GQABI DISTRICT**  
**DATE:** 23/04/2025



**MR V DLOVA**  
**DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
**DATE:** 07/05/25

**Annexure A – Food Specification (Menu)**

**MENU FOR LULAMA FUTSHANE CHILD AND YOUTH CARE CENTRE WEEK 1**

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	cooked
BREAKFAST: 8h00	Amabele	Oats	Mealie Meal	Amabele	Oats	Weet bix	Corn Flakes	Cereal 80g	1 ½ cups
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	100ml	1/3 cup
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	20g	4tsp
	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	2 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Eggs	Margarine 10g	2tsp
	Cheese	Polony	Peanut Butter	Cheese Spread	Fish Paste	Peanut Butter	Bacon	Prot 30g	1tbsp
	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee 3g	250ml
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	50 ml	¼ cup
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	10g	2 tsp
SNACK: 11h00	Juice	Juice	Juice	Juice	Juice	Juice	Juice	Quali Juice 250ml	1 cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit 150g	1 medium
						Brown Bread	Brown Bread	Bread 160g	2 slices
						Margarine	Margarine	Margarine 10g	2tsp
LUNCH: 14h00	Meatballs	Mutton Stew	Mutton Stew	Roast Chicken	Beef Curry	Lasagne	Roast Chicken	Meat 150g	
	Rice	Samp & Beans	Samp & Beans	Stiff pap	Samp		Roast / baked Potatoes	starch 100g	2 cups
	Carrots	Cabbage	Mixed Vegetables	Carrots	Butternut	Carrot Salad	Carrots salad	VegeB 120g	½ cup
	Cabbage		Cabbage	Spinach	Green Beans	Cabbage	Beetroot salad	VegeA 160g	½ cup
16h00 SNACK: PM	Fruit	Fruit	Fruit	Fruit	Fruit	Brown Bread	Brown Bread	Bread 160g	4 slices
						Margarine	Margarine	Marg 10g	2tsp
						Jam	Golden syrup	Spread 12g	1tbsp
SUPPER: 19h00	Macaroni & Cheese	Fried Hake	Savoury Mince	Braised chops & onion	Braised beef	Grilled liver	Boerewors	Meat 100g	
	Tomato & Cucumber salad	Smashed Potato	Rice	Rice	Rice	Mashed Potato	Hotdog rolls	starch 100g	4 cups
	Spinach	Butternut & Spinach	Butternut	Carrots	Gr/beans	Beetroot	Tomato & onion stew	VegeA 160g	½ cup
LATE SNACK: 20h00	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	4 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Fish paste	Cheese spread	Golden syrup	Peanut butter	Jam	Peanut butter	Jam	Spread 12g	1tbsp
	Juice or Milo	Juice or Hot Chocolate	Juice or Milo	Juice or Milo	Juice or Cocoa	Juice or Milo	Juice or Hot Chocolate	Juice or Milo	250ml = 1cup



# **MENU FOR LULAMA FUTSHANE CHILD AND YOUTH CARE CENTRE WEEK 2**

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	cooked
BREAKFAST: 8h00	Amabele	Oats	Mealie Meal	Amabele	Oats	Weest Bix	Corn Flakes	Cereal 80g	1 ½ cups
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	100ml	1/3 cup
	sugar	sugar	Sugar	sugar	sugar	Sugar	sugar	20g	4tsp
	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	2 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Scrambled Egg	Jam	Polony	Scrambled Egg	Vienna	Fish Cake	Viennas	Prot 30g	1tbsp
	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee 3g	250ml
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	10g	4tsp
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	50 ml	½ cup
SNACK 11h00	Juice	Juice	Juice	Juice	Juice	Juice	Juice	Quali Juice 250ml	1 cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit 150g	1 medium
						Brown Bread	Brown Bread	Bread 160g	2 slices
						Margarine	Margarine	Marg 10g	2tsp
						Fish Cake	Peanut Butter	Prot 30g	1tbsp
LUNCH: 13h00	Fried Fish	Beef Stew	Chicken Casserol	Pilchard	Chicken Curry	Roast Chicken	Steak and gravy	Meat 150g	
	Boiled Potato	Rice	Samp	Stiff Pap	Samp & Beans	Sweet potato	Mashed Potato	starch 100g	2 cups
	Carrot salad	Pumpkin	Carrots		Carrots	Butternut	Mixed vegetable	VegeB 120g	½ cup
	Butternut	Cabbage	Green Beans	Spinach	Cabbage	Broccoli	Tomato & Cucumber	VegeA 160g	½ cup
SNACK: 15h00	Fruit	Fruit	Fruit	Fruit	Fruit	Brown Bread	Brown Bread	Bread 160g	4 slices
						Margarine	Margarine	Marg 10g	2tsp
						Peanut Butter	Marmite	Spread 12g	1tbsp
SUPPER: 19h00	Hamburger Pattie	Mutton & Bean Stew	Sausages	Grilled Fish	Cottage Pie	Macaroni, chicken & Cheese bake	Mince and Lentil Stew	Meat 100g	
	Hamburger Roll	Rice	Mashed Potato & Gravy	Boiled Potato	Rice	Tossed Salad	Stiff Pap	starch 100g	2 cups
	Tomato, Lettuce, onion	Spinach	Cabbage	Tomato & Onion Stew	Spinach	Pumpkin	Mixed Vegetables	VegeA 160g	½ cup
LATE SNACK: 20h15	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	4 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Fish paste	Cheese spread	Golden syrup	Peanut butter	Jam	Peanut butter	Jam	Spread 12g	1tbsp
	Juice or Milo	Juice or Milo	Juice or Milo	Juice or Milo	Juice or Milo	Juice or Milo	Juice or Milo	Juice or Milo	250ml = 1cup

## **Specifications**

Putu: 150g = 2 cups

Maas: 375 ml = 1½ cups



**MENU FOR LULAMA FUTSHANE CHILD AND YOUTH CARE CENTRE WEEK 3**

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	cooked
BREAKFAST: 8h00	M/meal	Amabele	Oats	Amabele	M/meal	Oats	Cornflakes	Cereal 80g	1 ½ cups
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	100ml	1/2 cup
	sugar	sugar	sugar	Sugar	sugar	sugar	Sugar	20g	4tsp
	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	4 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Fish Cake	Egg	Peanut Butter	Polony	Savoury mince	Peanut Butter	Vienna	Prot 30g	1tbsp
	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee 3g	250ml
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	10g	4tsp
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	50 ml	½ cup
SNACK: 11h00	Juice	Juice	Juice	Juice	Juice	Juice	Juice	Quali Juice 250ml	1 cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit 150g	1 medium
LUNCH: 13h00	Meatloaf	Beef Stew	Roast Chicken	Grilled Liver	Grilled Fish	Boerewors	Chicken Bake	Meat 150g	
	Rice	Samp	Boiled Potato	Mashed Potato	Oven Baked chips	Cut corn	Rice	Starch 100g	2 cups
	Carrots	Butternut	Mixed Vegetables	Carrots	Butternut	Carrots	Carrots salad	VegeB 120g	½ cup
	Cabbage	Spinach		Spinach	Green Beans	Cabbage	Beetroot salad	VegeA 160g	½ cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit 150g	1 medium
SNACK: 5h00	Fruit	Fruit	Fruit	Fruit	Fruit	Brown Bread	Brown Bread	Bread 160g	4 slices
						Margarine	Margarine	Marg 10g	2tsp
						Golden syrup	Jam	Spread 12g	1tbsp
SUPPER: 19h00	Boerewors / Sausage	Chicken Casserole	Cottage Pie	Bean and mince Stew	Vienna Stew	Macaroni, chicken & Cheese bake	Grilled Hake	Meat 100g	
	Stiff pap	Rice	Rice	Rice	Mashed Potato	Pumpkin	Boiled Potato	starch 100g	2 cups
	Tomato & Onion Stew	Spinach	Green Beans	Cabbage	Tossed salad	Cabbage	Mixed Vegetables	VegeA 160g	½ cup
LATE SNACK: 20h15	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	4 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Fish paste	Cheese spread	Golden syrup	Peanut butter	Jam	Peanut butter	Jam	Spread 12g	1tbsp
	Juice/Milo	Juice/Milo	Juice/Milo	Juice/Milo	Juice/Milo	Juice/Milo	Juice/Milo	Juice/Milo	250ml = 1cup

Lunch Pack:  
Bread 4 slices  
Margarine 10g  
Cheese  
Spread/PeanutButter12g  
Juice Quali 250ml  
Fruit of the day

**MENU FOR LULAMA FUTSHANE CHILD AND YOUTH CARE CENTRE WEEK 4**

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	cooked
BREAKFAST: 08h00	Mealie meal	Oats	Amabele	Mealie meal	Oats	Amabele	Corn Flakes	Cereal 80g	1 ½ cups
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	100ml	1/3 cup
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	20g	4tsp
	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown bread	Brown bread	Bread 160g	4 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Cheese	Polony	Peanut Butter	Fish Finger	Liver Spread	Fish finger	Polony	Prot 30g	1tbsp
	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/coffee	Tea/coffee	Tea/Coffee 3g	250ml
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	10g	4tsp
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	50 ml	½ cup
SNACK : 11h00	Juice	Juice	Juice	Juice	Juice	Juice	Juice	Juice Quali 250ml	1 cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit 150g	1 medium
LUNCH: 13h00	Meatballs	Fried Hake	Mutton and Cabbage Stew	Roast Chicken	Beef Curry	Lasagne	Roast Chicken	Meat 150g	
	Rice	Mashed Potato	Samp & Beans	Stiff pap	Samp		Roast Potatoes	starch 100g	2 cups
	Carrots	Butternut	Mixed Vegetables	Carrots	Butternut	Carrot Salad	Carrots salad	VegeB 120g	½ cup
	Cabbage	Spinach		Spinach	Green Beans	Cabbage	Beetroot salad	VegeA 160g	½ cup
SNACK: 15h00 PM	Fruit	Fruit	Fruit	Fruit	Fruit	Brown Bread	Brown Bread	Bread 160g	4 slices
						Margarine	Margarine	Marg 10g	2tsp
						Jam	Golden syrup	Spread 12g	1tbsp
SUPPER: 1900	Macaroni & Cheese	Mutton Stew	Savoury Mince	Braised chops & onion	Braised beef	Putu	Boerewors	Meat 100g	
	Tomato & Cucumber salad	Samp & Beans	Fat Cake	Rice	Rice	Sour Milk	Hotdog rolls	starch 100g	2 cups
	Spinach	Cabbage		Carrots	Gr/beans		Tomato & onion stew	VegeA 160g	½ cup
LATE SNACK: 20h15	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	4 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Fish Paste	Cheese spread	Golden syrup	Peanut butter	Jam	Peanut butter	Jam	Spread 12g	1tbsp
	Juice or Milo	Juice or Hot Chocolate	Juice or Milo	Juice or Milo	Juice / Coco	Juice or Milo	Juice or Hot Chocolate	Juice or Milo	250ml = 1cup

## **ANNEXURE B**

### **ESTIMATED NUMBER OF RESIDENTS AND NUMBER OF FOOD SERVICE ASSISTANTS**

<b>INSTITUTION</b>	<b>Maximum capacity of Institution</b>	<b>NUMBER OF COOKS REQUIRED</b>	<b>NUMBER OF GENERAL ASSISTANTS</b>
Lulama Futshane Child and Youth Care Centre	50	3 (Including Food Service Manager)	2

## ANNEXURE C

### Price schedule

Bidders must submit a complete breakdown of all cost as indicated below but not limited to:

1. Salaries of staff
2. Cleaning of kitchen & stores
3. Catering services
4. Fumigation services
5. Other operational costs

The pricing for catering services must be per child per month and payments will be according to the number of children served in that particular month.

Staff Salaries	Price per person	Total Price
<b>Salaries</b>		
1(one) Food Service Manager	_____	_____
2 (two) Cooks	_____	_____
2 (two) Food Service Assistants	_____	_____
<b>TOTAL cost per month</b>		_____
<b>TOTAL cost for three months</b>		_____
<b>Cleaning of kitchen &amp; stores</b>		<b>Price</b>
Cleaning Material		_____
<b>TOTAL Cost per month</b>		_____
<b>TOTAL cost for three months</b>		_____
<b>Fumigation costs</b>		<b>Price</b>
Fumigation		_____
<b>TOTAL Cost per month</b>		_____
<b>TOTAL cost for three months</b>		_____

Other Operational Costs		Price
-----		-----
-----		-----
-----		-----
-----		-----
<b>TOTAL</b>		-----
<b>TOTAL OPERATIONAL COSTS PER MONTH:</b>		-----
<b>TOTAL OPERATIONAL COSTS FOR THREE MONTHS:</b> <b>(Salaries + Cleaning Material + Fumigation + Other Operational costs)</b>		-----
<b>Meals</b>		<b>Price</b>
Cost per child per day		-----
Cost per child per month		-----
Total cost for 50 children per month		-----
<b>Total cost for 50 children for three months</b> <b>(Meals only)</b>		-----

### PRICING SCHEDULE SUMMARY

Centre	No. of Children	Cost per child per month (Meals only)	Total cost of operational costs per month	Total cost per month (Meals + Operational costs)	Total Cost for three months (Meals + Operational costs)
LULAMA FUTSHANE CHILD AND YOUTH CARE CENTRE	50				

Summary: (Total for all the above costs)

Year	Total cost per month (Excluding VAT)	VAT	Total cost per month (including VAT)	Total cost for three months (Including VAT)
1				
2				
3				

GRAND TOTAL FOR 3 MONTHS: R.....

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEXURE D**

**PHYSICAL ADDRESS OF INSTITUTION**

<b>No.</b>	<b>District</b>	<b>Name of Institution</b>	<b>Address</b>	<b>Contact Person &amp; Numbers</b>
1.	Joe Gqabi District	Lulama Futshane Child and Youth Care Centre.	3515 Thembisa Location Burgersdorp	Ms. Catharina Gouws Tel: 066 414 6523 078 3099 373

**ANNEXURE E**  
**INVENTORY LIST**

ITEM	QUANTITY	CONDITION
Deep fryer	1	Good
Stoves (Industrial) 3 plates	1	Good
Microwave	1	Good
Gas Stove – 3 burner	1	Good



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**ANNEXURE F: LIST OF REFERENCES**

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**LIST OF CONTACTABLE REFERENCES**

Bidders must insert in the space provided below and submit with their proposals, the following statement showing the jobs which they have successfully carried out which can be verified by the Department

Each bidder has to submit written references for verification by Department of jobs successfully performed by them. The information must be supplied by accurately completing the table set out below, which the bidder hereby warrants is true and correct in every respect by virtue of his signature to this document.

For whom done	Start Date	End Date	Contact Person

BIDDERS NAME: \_\_\_\_\_

BIDDERS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## ANNEXURE G

### CLEANING MATERIALS (Minimum Requirements)

Dishwashing Liquid
Disinfectant (Surfaces e.g. Jik or equivalent)
Surface Cleaner (e.g. Handy Andy)
Disinfectant (Floor)
Vim (Pots and Pans)
Steel wool
Pot Scourers
Scrub Sponge
Oven Cleaner
Microwave cleaners
Kitchen towels and swabs
Brooms and mops
Dustpans and small brooms
Refuse bags
Mop trolleys
Kitchen gloves
Hair covers

**ANNEXURE H**



**Province of the  
EASTERN CAPE  
SOCIAL DEVELOPMENT**

**LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM**

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.

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 the Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

NAME OF MANUFACTURER/SERVICE PROVIDER	COMMODITY/SERVICE	LOCATION
(e.g. Zimele Co-orp )	(Vegetables)	(Tsitsa Falls )

I, the undersigned (Bidder's representative)

.....commit to procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available and that 50% of the employees will be from the Ward where the centre is situated.

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**

## 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.
- 3.5 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

---

<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.

contract.

- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.
- 3.7 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## 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
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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.

- 1.7 A tenderer must submit, together with its tender, the 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:

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

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



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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
Gender (Women Ownership)	5		
No franchise (Black Ownership)	2		
Disability	3		
Locality (Joe Gqabi District Municipality)	6		
Youth	4		
<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
  - ☐ 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:** .....

.....

.....

# **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