

Bid Number: RFQ 25/26-NMM-0001

**APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE SOCIAL
RELIEF OF DISTRESS IN THE FORM OF FOOD PARCELS, TOILETRIES,
BLANKETS AND MATTRESSES TO FAMILIES AFFECTED BY NATURAL
DISASTERS WITHIN THE NELSON MANDELA METRO FOR A 6 MONTH
CONTRACT**

BIDDER: _____

CSD NUMBER: _____

CLOSING DATE: 10 JULY 2025 _____

CLOSING TIME: 11:00 AM _____

ENQUIRIES:

SCM – NELSON MANDELA METRO
5TH FLOOR, JMM OFFICE COMPLEX, STRUANDALE, PORT ELIZABETH, 6000

Contact Persons

(For specification related enquiries)
Ms Nduneni / Ms Monakali
Tel: 076 922 1720/060 827 8280

(For completion of bid document)
Ms. Monakali
Tel: 060 827 8280

Fraud, Complaints & Tender Abuse Hotline
0800 701 701 (toll free number)

PART 1

STANDARD BIDDING FORMS

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT					
BID NUMBER:	RFQ 25/26 – NMM – 0001	CLOSING DATE:	10 JULY 2025	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE SOCIAL RELIEF OF DISTRESS IN THE FORM OF FOOD PARCELS, TOILETRIES, BLANKETS AND MATTRESSES TO FAMILIES AFFECTED BY NATURAL DISASTERS WITHIN THE NELSON MANDELA METRO FOR A 6 MONTH CONTRACT				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
JUMARTHA MILASE MAJOLA OFFICE COMPLEX, STRUANDALE					
PORT ELIZABETH, 6000					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL	<input type="checkbox"/> Yes			B-BBEE STATUS	<input type="checkbox"/> Yes
VERIFICATION CERTIFICATE	<input type="checkbox"/> No			LEVEL SWORN	<input type="checkbox"/> No
[TICK APPLICABLE BOX]				AFFIDAVIT	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE BIDDER HAVE A BRANCH IN THE RSA?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.					

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PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS, IF NOT REGISTERED, MUST PRIOR TO AWARD REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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RFQ INVITATION

APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE SOCIAL RELIEF OF DISTRESS IN THE FORM OF FOOD PARCELS, TOILETRIES, BLANKETS AND MATTRESSES TO FAMILIES AFFECTED BY NATURAL DISASTERS WITHIN THE NELSON MANDELA METRO FOR A 6 MONTH CONTRACT

Tender documents will be available as from 09H00 on **30 JUNE 2025** from the offices of the Department of Social Development located in the below office at no cost. Documents can also be downloaded from the departmental website www.ecdsd.gov.za.

District Office/Metro	Address	Enquiries
NELSON MANDELA METRO	JUMARTHA MILASE MAJOLA, STRUANDALE, PORT ELIZABETH 5200	Mr Coutts – 066 287 7586 , Ms. Monakali – 060 827 8280 Email: Lawrence.coutts@ecdsd.gov.za/ Siyasanga.monakali@ecdsd.gov.za

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box located in the addresses above not later than **11H00 on 10 JULY 2025**.

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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
Total points for Price and SPECIFIC GOALS	100

- 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.

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- 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:

80/20	or	90/10	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	

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—

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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)	6		
No Franchise	2		
Disability	3		
Locality (Nelson Mandela Metro)	6		
Youth	3		
Total	20		

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

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, 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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PART 2

**APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE SOCIAL
RELIEF OF DISTRESS IN THE FORM OF FOOD PARCELS,
TOILETRIES, BLANKETS AND MATTRESSES TO FAMILIES AFFECTED
BY NATURAL DISASTERS WITHIN THE NELSON MANDELA METRO
FOR A 6 MONTH CONTRACT**

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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, toiletries and disaster items to families affected by disaster within the Nelson Mandela Metro 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, toiletries and disaster items 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 relief items as well as to deliver them to various delivery points in the district, local offices or any delivery points as specified by DSD.

3.CONTRACT PERIOD

- a) The contract period will be six (06) months or until the order reach a total value of R1million, whichever comes first.

4. GENERAL CONDITIONS

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

5.CONTRACT CONDITIONS

- 5.1. The supplier must supply all the items inclusive of fresh produce as per annexure "A" attached. The number of food parcels, toiletries, blankets and mattresses 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. All bidders must comply with contract condition outlined above. Failure to comply will invalidate the bid.

6. SPECIAL CONDITIONS

- 6.1 Upon the award of the bid, the following documents are applicable.
 - 6.1.1 An award letter by DSD and acceptance letter signed by the successful bidders
 - 6.1.2 A Service Level Agreement between Department and successful bidders.
- 6.2 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.
- 6.3 The DSD reserves the right to change the food parcel lists at any time, however seven days' notice will be given to that effect.
- 6.4. 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.

- 6.5. 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.
- 6.6. 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 the in Service Level Agreement and/or the General Conditions of Contract and/or automatic termination of the contract.
- 6.7 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.
- 6.8 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.
- 6.9 All the goods must be manufactured in South Africa and be SABS approved.
- 6.10 A minimum of 100% textile and clothing must be scored for local content (stipulated minimum threshold).
- 6.11 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.
- 6.12 Should the corrective measure not be affected in line with clause 5.11 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.
- 6.13 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 manufactures of any goods on the list,

7. APPLICATION CONDITIONS

- 7.1 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
- 7.2 Bidders should indicate their capacity as per the bid requirements.

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- 7.3 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.
- 7.4 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.
- 7.5 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.

8. PACKAGING CONDITIONS

- 8.1. Packaging and labelling of items delivered must adhere to the provisions of the foodstuffs, cosmetics and disinfectants Act 54 of 1972, as amended.
- 8.2 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.
- 8.3. Individual items must be wrapped in solid packaging that is capable of withstanding, handling and transportation hardships.
- 8.4. Items making up the food parcel/toiletries must be 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.
- 8.5. The damaged or broken food parcels will not be accepted.
- 8.6. Items must be provided in the original wrapping of the Manufacturer – no decanting into smaller quantities will be allowed.
- 8.7. DSD shall only accept items that contain information such as brand name, complete nutritional content, usage, shelf life and other relevant information that wholly support the objectives for the supply of the food parcels to deserving persons.
- 8.8. Suppliers are obligated to ensure that packaging of food parcels is intact for every parcel received.
- 8.9. There will be random verification by the DSD officials confirming the quality and content of food parcel delivery at any point of relief delivery.

9. DELIVERIES OF SOCIAL RELIEF OF DISTRESS ITEMS

- 9.1. 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.

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- 9.2. 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.
- 9.3. 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.
- 9.4. The 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 NMM District.
- 9.5. 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.
- 9.6. 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.
- 9.7. 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.
- 9.8. 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.
- 9.9. Delivered items must adhere to Food Stuffs, Cosmetics and Disinfectants Act 54 of 1972, as amended with regards to labelling and packaging.
- 9.10. Goods should be produced and be compliant with hazard analysis and critical control point compliant facility environment.

10. CONTENTS AND QUALITY OF RELIEF ITEMS

The contents of the relief items (food parcels, toiletries and disaster items) are contained in the attached annexure A. The quality and quantity of items of the relief items should

strictly be the same as stated in Annexure A. No substitution of items listed may take place without justifiable reasons and prior approval by the Head of Department of DSD.

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, Service 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.

14. PRICING

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.

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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.

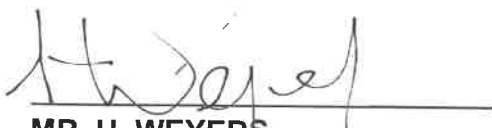
15.3 Payment will be effected within 30 days from the date of receipt of the invoice and delivery notes signed for by a DSD representative and designated delivery point.

16. 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).


MR. H. WEYERS
ACTING DISTRICT DIRECTOR: NELSON MANDELA METRO

26 June 2025

DATE

17. EVALUATION PROCESS

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 15.1
- 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 & Part 3)
- The bidder must provide proof of having successfully supplied and delivered goods for at least two contracts or purchase orders valued at R200,000 or more, which was awarded and completed within the past two years . (copy of signed award letter/copy of signed contract and a corresponding 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

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2	SPECIFIC GOALS	NUMBER OF POINTS
3	Gender	6
4	No Franchise	2
5	Disability	3
6	Locality (Nelson Mandela Metro)	6
7	Youth	3
	Total Points for Price & Specific goals	100

To obtain preference points for specific goals, bidders must complete SBD 6.1.

- *Locality will be confirmed as follows:*
 - a) *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.*
 - b) *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.*
 - c) *If the address on CIPC is not a local address, then 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 invitation to bid was published or*
 - d) *Copy of water and lights account from the municipality (Municipal Account, NOT a councillor'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 50% interests in the JV.*
- *In order to be awarded points for no franchise (black ownership), the bidder must have had no franchise prior to the introduction of the 1983 and 1993 Constitutions.*
- *In order to be awarded points for disability, a medical 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 must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website. www.treasury.gov.za. The Department will not award a contract to a bidder that is not registered on the CSD


18.2 The Department may, before a bid is adjudicated or at any time during the bidding process, 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.

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- 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 will not award a contract to a bidder whose TAX affairs are not in order.
- 18.5 No bids will be considered if submitted after the closing time.
- 18.6 The Department may, if necessary, negotiate a market related price.
- 18.7 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 conditions of contract.

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).



MR. V. DLOVA
DIRECTOR: SCM
DATE: 27/06/25

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PART 3

PRICING

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ANNEXURE A (Part 1: FOOD PARCELS)

Food Item	Brand Name	Weight	Quantity	Price
Maize	Ace, White Star, Impala or equivalent in nutritional value.	12,5	1	
Nutritional Supplement	Moveite Porridge or approved substitute with equivalent nutritional value	1 kg	2	
Cooking Oil	Sunflower Cooking oil or equivalent in nutritional value	750 ml	2	
Pilchards	Glendrych, Saldhana, Luck Start or equivalent in nutritional value	400 grams tins	6	
Soya Mince	Imana, Knorrox, Top Class, Vitamine, Mealtime, Trojan or equivalent in nutritional value	1 kg	3	
Samp	Invicta, Ace, Champion, Iwisa or equivalent in nutritional value	5 kg	1	
Sugar	Hulleets, Illovo, Selati or equivalent in nutritional value	2,5 kg	1	
Sugar Beans	Econo, Imbo, Plaza, Olympic or equivalent in nutritional value	2 kg	1	
Rice	Tastic, Spekkko or equivalent in nutritional value	10kg	1	
Peanut Butter	Skippy, Black Cat, Yum Yum or equivalent in nutritional value	1kg	1	
Milk	Full Cream Powder milk (Real Diary OR Full Cream Long Life Milk box of 6 X 1 litre)	1 kg or 1 box	1x 6 litre	
Toothpaste	All brands acceptable	100g	2	
Bath Soap	All brands	175g	3	
Washing Soap	Sunlight Bar Soap or equivalent	500g	2	
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			

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	Potatoes	10kg	1	
	Carrots (2kg) or Pumpkin (2kg)	2 kg	1	
	Onion	3kg	1	
	Cabbage heads or bunches of spinach	1	2	
Total Price Excluding VAT				
VAT				
Grand Total Including VAT				

ANNEXURE A (PART 2: TOILETRIES)

Item	Description	Unit	Quantity	Price
Toothpaste	All brands acceptable	100g	1	
Toothbrush	All brands	1	1	
Vaseline	Vaseline petroleum jelly	250ml	1	
Roll-on	All brands	50ml	1	
Bath soap	Bar Bath Soap (All brands)	175g	2	
Face cloth (100% Cotton)	100% cotton	30cm x 50cm	1	
Total Price Excluding VAT				
VAT				
Grand Total Including VAT				

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ANNEXURE A (PART 3: DISASTER ITEMS)

Item	Description	Quantity	Price
Blanket	2 Ply Mink Blankets	1	
¾ Foam Mattresses	1070mm (Width) X 1880mm (Length) X 150mm (Thickness), 16 "Medium" Density Foam, up to 75kgs weight	1	
Total Price Excluding VAT			
VAT			
Grand Total Including VAT			

SUMMARY OF PRICE

ITEM	DESCRIPTION	TOTAL PRICE
1	Food Parcels	
2	Toiletries	
3	Disaster Items	
GRAND TOTAL		

Name of bidder: _____

Contact person: _____

Sign: _____

Designation: _____

Date: _____

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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 interest¹ 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

¹ 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 consortium² 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 contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in

² 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.

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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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder .

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

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CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as.....
accept your bid under reference numberdated.....for the rendering of
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the
contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

APPOINTMENT OF SERVICE PROVIDER/S TO PROVIDE SOCIAL RELIEF OF DISTRESS IN THE FORM OF
FOOD PARCELS, TOILETRIES, BLANKETS AND MATTRESSES TO FAMILIES AFFECTED BY NATURAL
DISASTERS WITHIN THE NELSON MANDELA METRO FOR A 6 MONTH CONTRACT