



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Mt Ayliff Counselling Centre – 188 Garane St, Mt Ayliff – P. O. Box 401 – Mt Ayliff – 4305 – REPUBLIC OF SOUTH AFRICA
Tel: +27 (0)39 254 0900 - Email address: khululwa.mankahla@ecdsd.gov.za - Website: www.ecdsd.gov.za

ADVERTISEMENT
RFQ-2025/26-AN-0060

**REQUEST FOR QUOTATIONS TO RENDER CATERING SERVICES AT MALUTI CYCC : ALFRED NZO DISTRICT-
DEPARTMENT OF SOCIAL DEVELOPMENT IN EASTERN CAPE FOR THE PERIOD OF SIX (6) MONTHS**

Issued by:

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

Contact Person:

Mr. Deyi
Tel: 0392540621
(For specification)
Ms. N Mathinjwa
Tel: 039 254 0621
(For completion of bid documents)

Name of Company/Bidder: _____

CSD/Supplier Number: _____

Company/Bidder's Tell/Cell: _____

Company Email Address: _____

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

Closing Date: 21 OCTOBER 2025

Closing Time: 11H00

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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 institution	State

- 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

SBD4

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

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

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

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

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

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.

- 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:

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—

- (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
Black owned enterprise	2		
Women owned enterprise	6		
Disabled person ownership	3		
Locality (Alfred Nzo District)	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
[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

10

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:



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:



**Province Of The Eastern
Cape**

Department of Social
Development
Private Bag X 0039 Bisho
5605
SOUTH AFRICA

**SPECIFICATION FOR PROVISION OF CATERING
SERVICES AT MALUTI CHILD AND YOUTH CARE
CENTRE IN ALFRED NZO DISTRICT FOR A PERIOD
OF SIX (6) 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 Maluti Child Care Centre in the Alfred Nzo 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	TOTAL CAPACITY
Maluti Child & Youth Care Centre	0 - 18 yrs	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 Maluti Child and Youth Care Centre in Alfred Nzo District, with a maximum capacity of 50 children. This is the fixed term contract for a period of six (06) months and bidder should take annual escalation into account when submitting the proposal.

3. OVERALL OBJECTIVE

To provide catering services at Maluti Child Care Centre consisting of three nutritious meals (morning, afternoon and evening) and three snacks (morning, afternoon and evening) per day for 50 children.

4. SCOPE

- 4.1 To provide three nutritious meals (Breakfast @ 7h00, Lunch @ 13h00 and Dinner @ 18h00) 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. (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 and kitchen equipment (Equipment listed in annexure E).
- 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 containers for leftovers and removal thereof.
- 4.6 Institution is well stocked with groceries as per attached Departmental menu (Menu tabulated under Annexure A).
- 4.7 Lunch packs / late meals are ready when required. (Lunch pack detailed in annexure A)
- 4.8 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).

- 4.9 Fumigate kitchen and stores once a month. (By a supplier accredited by Department of Agriculture utilizing SABS approved products that are environmental friendly)

NB. Under no circumstances should leftovers be given to children

5. CONTRACT PERIOD

- 5.1 The contract shall be for a period of six (06) 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 may 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 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 authorising 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 or hand written in black ink. No proposals written in pencil will be accepted or evaluated.

7. FINANCIAL CAPACITY

- 7.1 The Department pays after services are rendered within thirty (30) days after receipt 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 employees' salaries are paid. It must be noted that employees' 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 Alfred Nzo District 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. The service provider is advised to request a list of locally manufactured goods/ commodities from Provincial Treasury (PT) and Department of Economic Development, Environmental Affairs and Tourism (DEDEAT). 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 receipt of an invoice from a service provider.
- 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 three (3) month's 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 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 who will be available for five (5) days per week. 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. The Department will not award a contract to a bidder that is not registered on the CSD.

12.6 Qualifying bidders may claim preference points allocated for specific goals detailed under paragraph 17.2.

12.7 In order to be considered for preference, bidders must comply with the conditions stated in paragraph 17.2 below.

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 Maluti 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 72 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 (children) 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 Maluti 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. ROLES

14.1 CONTRIBUTION BY THE DEPARTMENT

The Department shall:

- 14.1.1 Give the successful bidder access to the kitchen at Maluti 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
- 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 Protea 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
- 16.9 Annexure I Compulsory Site Inspection


District Director: ALFRED Nzo

29.09.2025

Date

17. EVALUATION

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

17.1 STAGE 1: Pre-qualification criteria:

- 17.1.1 Quotation is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- 17.1.2 Fully completed and signed SBD 4
- 17.1.3 Copy of SBD1
- 17.1.4 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
- 17.1.5 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.
- 17.1.6 Completion of Annexure C and F (Indicate with "N/A" when information is not applicable)
- 17.1.7 Proof of three (3) month's combined experience in the provision of catering services on a fixed term contract (copy of signed award letter **OR** copy of signed contract **OR** Copy of an official order **AND** corresponding letters 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 reference / corresponding letters must be in the letter head of the relevant institution/s where services were rendered.)**
- 17.1.8 Compulsory site visit (Complete Annexure I)

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)	6
5.	▪ Race (black ownership)	2
6.	▪ Disability	3
7.	▪ Locality (Alfred Nzo District Municipality)	6
8.	▪ Youth	3
TOTAL POINTS FOR PRICE & SPECIFIC GOALS		100

NOTE:

- *In order 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. *A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published.*
 - d. *Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.*
 - e. *In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 30% interests in the JV,*
- *In order to be awarded points for disability, a medical report confirming permanent disability 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 Quotations are valid for 60 days from the date of closure of this bid.
- 18.2 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.
- 18.3 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.
- 18.4 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 18.5 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.
- 18.6 Bids submitted through facsimile or e-mails will not be accepted.
- 18.7 No bids will be considered if submitted after closing time.
- 18.8 The Department reserves the right to award the bid to more than one bidder where applicable, or not to award it at all.
- 18.9 The department will not award a contract to a bidder whose tax affairs are not in order.
- 18.10 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. The Department will not award a bid to a bidder that is not registered on the CSD.

18.11 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.

18.12 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).

20. DISCLAIMER

20.1 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.

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).


ppMR V. DLOVA
DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 01/10/2025

Annexure A: Food Specification (Menu)

MENU FOR MALUTI CHILD & YOUTH CARE CENTRE WEEK 1

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	cooked
BREAKFAST: 7h00	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: 10h00	Juice	Juice	Juice	Juice	Juice	Juice	Juice	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
						Peanut Butter	Jam	Prot 30g	1tbsp
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	Vege B 120g	½ cup
	Cabbage		Cabbage	Spinach	Green Beans	Cabbage	Beetroot salad	Vege A 160g	½ cup
PM SNACK: 16h00	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 Potatoes	Rice	Rice	Rice	Mashed Potato	Hotdog rolls	starch 100g	4 cups
	Spinach	Butternut & Spinach	Butternut	Carrots	Gr/beans	Beetroot	Tomato & onion stew	Vege A 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 MALUTI CHILD & YOUTH CARE CENTRE WEEK 2

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATIO N	
								Raw	cooked
BREAKFAST: 7h00	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	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: 10h00	Juice	Juice	Juice	Juice	Juice	Juice	Juice	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	Siff Pap	Samp & Beans	Sweet potato	Mashed Potato	starch 100g	2 cups
	Carrot salad	Pumpkin	Carrots		Carrots	Butternut	Mixed vegetable	Vege B 120g	½ cup
	Butternut	Cabbage	Green Beans	Spinach	Cabbage	Broccoli	Tomato & Cucumber	Vege A 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	Vege A 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

MENU FOR MALUTI CHILD & YOUTH CARE CENTRE WEEK 3									
MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
BREAKFAST: 7h00	M/meal	Amabele	Oats	Amabele	M/meal	Oats	Cornflakes	Raw	cooked
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	Cereal 80g	1 ½ cups
	sugar	sugar	sugar	Sugar	sugar	sugar	Sugar	100ml	1/2 cup
	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	20g	4tsp
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Bread 160g	4 slices
	Fish Cake	Egg	Peanut Butter	Polony	Savoury mince	Peanut Butter	Vienna	Marg 10g	2tsp
	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Tea/Coffee	Prot 30g	1tbsp
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Tea/Coffee 3g	250ml
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	10g	4tsp
SNACK: 10h00	Juice	Juice	Juice	Juice	Juice	Juice	Juice	50 ml	½ cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Juice 250ml	1 cup
LUNCH: 13h00	Meatloaf	Beef Stew	Roast Chicken	Grilled Liver	Grilled Fish	Boerewors	Chicken Bake	Fruit 150g	1 medium
	Rice	Samp	Boiled Potato	Mashed Potato	Oven Baked chips	Cut corn	Rice	Meat 150g	
	Carrots	Butternut	Mixed Vegetables	Carrots	Butternut	Carrots	Carrots salad	Starch 100g	2 cups
	Cabbage	Spinach		Spinach	Green Beans	Cabbage	Beetroot salad	Vege B 120g	½ cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Vege A 160g	½ cup
SNACK: 5h00	Fruit	Fruit	Fruit	Fruit	Fruit	Brown Bread	Brown Bread	Fruit 150g	1 medium
						Margarine	Margarine	Bread 160g	4 slices
						Golden syrup	Jam	Marg 10g	2tsp
SUPPER: 19h00	Boerewors / Sausage	Chicken Casserole	Cottage Pie	Bean and mince Stew	Vienna Stew	Macaroni, chicken & Cheese bake	Grilled Hake	Spread 12g	1tbsp
	Stiff pap	Rice	Rice	Rice	Mashed Potato	Pumpkin	Boiled Potato	Meat 100g	
	Tomato & Onion Stew	Spinach	Green Beans	Cabbage	Tossed salad	Cabbage	Mixed Vegetables	starch 100g	2 cups
LATE SNACK: 20h15	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Vege A 160g	½ cup
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Bread 160g	4 slices
	Fish paste	Cheese spread	Golden syrup	Peanut butter	Jam	Peanut butter	Jam	Marg 10g	2tsp
	Juice/Milo	Juice/Milo	Juice/Milo	Juice/Milo	Juice/Milo	Juice/Milo	Juice/Milo	Spread 12g	1tbsp

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

MENU FOR MALUTI CHILD & YOUTH CARE CENTRE WEEK 4									
MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
BREAKFAST: 07h00	Mealie meal	Oats	Amabele	Mealie meal	Oats	Amabele	Corn Flakes	Raw	cooked
								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
SNA CK: 1 0h00	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	10g	4tsp
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	50 ml	½ cup
LUNCH: 13h00	Juice	Juice	Juice	Juice	Juice	Juice	Juice	Juice 250ml	1 cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit 150g	1 medium
	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
SNACK: 15h00	Carrots	Butternut	Mixed Vegetables	Carrots	Butternut	Carrot Salad	Carrots salad	Vege B 120g	½ cup
	Cabbage	Spinach		Spinach	Green Beans	Cabbage	Beetroot salad	Vege A 160g	½ cup
SUPPER: 1900	Fruit	Fruit	Fruit	Fruit	Fruit	Brown Bread	Brown Bread	Bread 160g	4 slices
						Margarine	Margarine	Marg 10g	2tsp
						Jam	Golden syrup	Spread 12g	1tbsp
LATE SNACK: 20h15	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	Vege A 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/Cocoa	Juice or Milo	Juice or Hot Chocolate	Juice or Milo	250ml = 1cup

MENU FOR TODDLERS @ MALUTI CHILD & YOUTH CARE CENTRE (WEEK 1)

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	cooked
BREAKFAST: 7h00	Mealie Meal	Oats	Amabele	Mealie Meal	Oats	Amabele	Rice Crispies	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
	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250ml	1 cup
	Tea	Tea	Tea	Tea	Tea	Tea	Tea	250ml	1 cup
SNACK: 10h00	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit 150g	1 medium
	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250g	1 cup
	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Bread 80g	1 slice
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Biscuits	Margarine 10g	2tsp
	Cheese Spread	Peanut Butter	Fish Paste	Egg Mayonnaise	Polony	Jam		Spread 5-10g	1-2tsp
LUNCH: 14h00	Mince	Chicken	Steak & kidney pie	Fried Fish	Mince	Wors	Mild Chicken Curry	75g	Hand palm size
		Mash	Mash	Chips	Macaroni	Brown rolls	Roast Potatoes	starch 50g/1 roll	1 cup/1 roll
	Mixed veg	Pumpkin	Butternut	Carrots	Gems	Tomato stew	Sweet carrot	Vege 180g	½ cup
	Mashed potato	w/sauce/w sauce	Fruit cocktail and jelly				Spinach		
	Cold drink	Cold drink	Custard	Cold drink	Cold drink	Cold drink	Baked pudding and custard	100ml	1/3 cup
16h00 SNACK: PM	Fruit juice	Fruit juice	Fruit juice	Fruit juice	Fruit juice	Fruit juice	Fruit juice	250 ml	1 cup
	Milk formula	Milk formula	Milk formula	Milk formula	Milk formula	Milk formula	Milk formula	250 ml	1 cup
SUPER: 19h00	Chicken livers	Russians	Chicken pie	Chicken	Fish cake	Mild mice curry	Macaroni and cheese	75g	Hand palm size
	Mash	Mash	Mash	Mash	Chips	Vetkoek	Gems	starch 50g	1 cup
	Pumpkin	Gems	Carrots	Butternut	Carrots	Mixed veg		Vege 180g	½ cup
LATE SNACK: 20h00	Milk formula	Milk formula	Milk formula	Milk formula	Milk formula	Milk formula	Milk formula	250ml	1 cup
	Tea	Tea	Tea	Tea	Tea	Tea	Tea	250ML	1 CUP
	Brown bread 1	Brown bread 1	Brown bread 1	Brown bread 1	Brown bread 1	Brown bread 1	Brown bread 1	Bread 40g	1 slice
	margarine	margarine	margarine	margarine	margarine	margarine	margarine		
		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 TODDLERS @ MALUTI CHILD & YOUTH CARE CENTRE (WEEK 2)

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	cooked
BREAKFAST: 7h00	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 Scrambled Egg	Margarine	Margarine	Margarine Scrambled Egg	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Jam	Polony		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: 10h00	Juice	Juice	Juice	Juice	Juice	Juice	Juice	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	Siff Pap	Samp & Beans	Sweet potato	Mashed Potato	starch 100g	2 cups
	Carrot salad	Pumpkin	Carrots		Carrots	Butternut	Mixed vegetable	Vege B 120g	½ cup
	Butternut	Cabbage	Green Beans	Spinach	Cabbage	Broccoli	Tomato & Cucumber	Vege A 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	Vege A 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

MENU FOR TODDLERS @ MALUTI CHILD & CARE CENTRE (WEEK 3)

MEAL	Monday	Tuesday	ay	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	cooked
BREAKFAST: 7h00	M/meal	Amabele	Oats	M/meal	Amabele	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
	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250ml	1 cup
	Tea	Tea	Tea	Tea	Tea	Tea	Tea	250ml	1 cup
SNACK: 10h00	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	250ml	1 cup
	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250ml	1 cup
	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Starch 80g	1 slice
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	2g	1 tsp
	Cheese Spread	Peanut Butter	Fish Paste	Egg Mayonnaise	Polony	Jam		Spread 5-10g	1-2 tsp
LUNCH: 13h00	Russian	Steak & Kidney	Putu	Chicken Chow Mein	Mince	Wors (1 per child)	Hong Kong Chicken	75g	Hand Palm Size
	Mash Mix Veg	Dumpling Carrots	Sour Milk	Spaghetti Mash	Mash Carrots	Rolls Chips	Mash Pumpkin	Starch 50g	1 cups/ 1 roll
								Vege B 120g	½ cup
				Butternut		Tomato Gravy	Baked pudding & custard	Vege A 160g	½ cup
	Cold Drink	Cold Drink	Cold Drink	Cold Drink	Cold Drink	Cold Drink	Cold Drink	250 ml	1 cup
SNACK: 5h00	Fruit Juice	Fruit Juice	Fruit Juice	Fruit Juice	Fruit Juice	Fruit Juice	Fruit Juice	250 ml	1 cup
	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250 ml	1 cup
SUPPER: 19h00	Mince Bolognaise	Chicken	Chicken Liver	Polony Stew	Vienna Breadroll (1 per child)	Putu	Scrambled Egg	Meat 75g	Hand Palm Size
	Spaghetti	Mash	Mash	Mash		Sour Milk	Mash	starch 50g	1 cup
	Butternut	Mixed Veg	Carrots	Pumpkin	Tomato Stew		Gem	Vege 160g	½ cup
					margarine				
	Tea	Tea	Tea	Tea	Tea	Tea	Tea	250 ml	1 cup
SNACK: 20h15 LATE	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Bread 160g	2 slices
	Tea	Tea	Tea	Tea	Tea	Tea	Tea	Marg 10g	2tsp
	margarine	margarine	margarine	margarine	margarine	margarine	margarine	Starch 80g	1 slice
	Peanut Butter	Fish Paste	Cheese Spread	Polony	Jam	Jam	Egg Mayonnaise	Spread 12g	1 tbsp

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MENU FOR TODDLERS @ MALUTI CHILD & YOUTH CARE CENTRE (WEEK 4)

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	Cooked
BREAKFAST: 07h00	Oats	Mealie meal	Amabele	Oats	Mealie meal	Amabele	Rice Crispies	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
	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250 ml	1 cup
	Tea	Tea	Tea	Tea	Tea	Tea	Tea	250 ml	1 cup
SNACK: 10h00	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Fruit Juice (100% Pure)	Juice 250ml	1 cup
	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250 ml	1 cup
	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Starch 80g	1 slice
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	2g	1 tsp
	Cheese Spread	Peanut Butter	Fish Paste	Egg Mayonaise	Polony	Jam		Spread 5-10g	1-2 tsp
LUNCH: 13h00	Beef Cabbage Stew	Mince	Green Bean Beef Stew	Chicken Pie	Wors	Mince Balls	Roast Chicken	75g	Hand Palm Size
	Mash	Mash	Mash	Rice	Bread Roll (1 per child)	Mash	Potato	starch 50g	1 cups/1 roll
	Mixed Veg	Carrots	Mixed Veg	Butternut	Onion & Tomato Stew	Onion & Tomato Stew	Gravy	Vege B 120g	½ cup
			Jelly & Custard				Pumpkin	Vege A 180g	½ cup
	Cold Drink	Cold Drink	Cold Drink	Cold Drink	Cold Drink	Cold Drink	Cold Drink	250 ml	1 cup
							Baked pudding & custard	Starch 50g	1 cup
SNACK: 15h00 PM	Fruit Juice	Fruit Juice	Fruit Juice	Fruit Juice	Fruit Juice	Fruit Juice	Fruit Juice	250 ml	1 cup
	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250 ml	1 cup
SUPPER: 19h00	Vienna Baked Bean Stew	Chicken	Macaroni & cheese	Mince	Chicken Livers	Pilchard	Scrambled Egg	Meat 100g	
		Cheese	Carrots	Vetkoek	Mash	Mash	Mash	starch 50g	1 cup
		Pumpkin		Mixed Veg	Gem	Pumpkin	Carrots	Vege A 160g	½ cup
LATE SNACK: 20h15	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Bread 160g	4 slices
	Tea	Tea	Tea	Tea	Tea	Tea	Tea	Marg 10g	2tsp
	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Brown Bread 1	Starch 80g	1 slice
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	2g	1 tsp
	Fish Paste	Polony	Cheese Spread	Peanut Butter	Jam	Polony	Peanut Butter	Spread 12g	1 tbs

MENU FOR INFANTS @ MALUTI CHILD & YOUTH CARE CENTRE									
MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	Cooked
BREAKFAST: 07h00	Rice Cereal	Rice Cereal	Rice Cereal	Rice Cereal	Rice Cereal	Rice Cereal	Rice Cereal		1 ½ cups
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	10g	2 tsp
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	60 ml	¼ cup
	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250 ml	1 cup
SNACK: 10h00	Purified Fruit	Purified Fruit	Purified Fruit	Purified Fruit	Purified Fruit	Purified Fruit	Purified Fruit	80g	1 small
	Rooibos Tea	Rooibos Tea	Rooibos Tea	Rooibos Tea	Rooibos Tea	Rooibos Tea	Rooibos Tea	250 ml	1 cup
LUNCH: 13h00	Purified Stewed Beef	Purified Chicken Casserole	Hake Fish	Mutton Stew	Chicken Livers	Purified Beef	Cooked Chicken	Meat 50g	Hand Palm Size
	Mashed Potato	Mashed Potato	Mashed Potato	Mashed Potato	Mashed Potato	Mashed Potato	Mashed Sweet Potatoes	starch 50g	2 cups
	Carrots	Butternut	Mix Veg	Pumpkin	Butternut	Carrots	pumpkin	Veget B 50g	½ cup
	Cauliflower	Spinash		Peas	Broccoli	Cauliflower	Green Beans	Veget A 500g	½ cup
SNACK: 15h00	Purified Fruit	Purified Fruit	Yoghurt	Purified Fruit	Purified Fruit	Purified Fruit	Yoghurt	80g	1 small fruit
	Rooibos Tea	Rooibos Tea	Rooibos Tea	Rooibos Tea	Rooibos Tea	Rooibos Tea	Rooibos Tea	3g	1 cup
SUPPER: 19h00	Chicken Stew	Cook Beef	Chicken Livers	Chicken Casserole	Stewed Beef	Stewed Lamb	Chicken Livers	Meat 50g	Hand Palm Size
	Mashed Potato	Boiled Potato	Mashed Potato	Mashed	Sweet Potato	Mashed Potato	Mashed Sweet Potato	starch 50g	1/2 cup
	Gem Squash	Broccoli	Gem Squash	Carrots	Green Beans	Baby Marrow	Butternut	Veget A 50g	1/4 cup
CK: SNA E	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	Milk Formula	250 ml	1 cup

Tea – Rooibos Tea

Pure Juices only

Cold Drink – Drink O Pop – Contains less Sugar

Infant foods to be mashed.

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ANNEXURE B

ESTIMATED NUMBER OF CHILDREN AND NUMBER OF FOOD SERVICE ASSISTANTS

INSTITUTION	ESTIMATED RESIDENTS	NUMBER OF COOKS REQUIRED	NUMBER OF GENERAL ASSISTANTS
MALUTI CHILD & YOUTH CARE CENTRE	50	2 (1 cook per shift)	4 (2 per shift)

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
Salaries		
1 (one) Food Service Manager	_____	_____
2 (two) Cooks	_____	_____
4 (Four) Food Service Assistants	_____	_____
TOTAL cost per month		_____
TOTAL cost for six months		_____
Cleaning of kitchen & stores		Price
Cleaning Material		_____
TOTAL Cost per month		_____
TOTAL cost for six months		_____
Fumigation costs		Price
Fumigation		_____
TOTAL Cost per month		_____
TOTAL cost for six months		_____

Other Operational Costs		Price
1-----		-----
2-----		-----
3-----		-----
4-----		-----
TOTAL		-----
TOTAL OVERHEADS PER MONTH:		-----
TOTAL OVERHEADS FOR SIX MONTHS:		-----
Catering Services		Price
Cost per child per day		-----
Cost per child per month		-----
Total cost for 50 children per month		-----
Total cost for 50 children for six months		-----

PRICING SCHEDULE SUMMARY

Centre	No. of Children	Cost per child per month (Meals only)	Total cost of overheads per month	Total cost per month (Meals + Overheads)	Total Cost for six months (Meals + Overheads)
MALUTI CHILD & 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 six months (Including VAT)
1				
2				
3				

GRAND TOTAL FOR SIX MONTHS: R.....

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

ANNEXURE D

PHYSICAL ADDRESS OF INSTITUTIONS

No.	District	Name of Institution	Address	Contact Person & Numbers
1.	Alfred Nzo	Maluti Child Care Centre.	ERF 816 Maluti Township Matatiele	Ms B. Mazwana Tel : 066 063 4734

ANNEXURE E

INVENTORY LIST

ITEM	QUANTITY	CONDITION
Stoves (Industrial)	2	Fair
Microwave	1	Good
Gas Stove – 3 burner	1	Poor
Chest Freezer	1	Poor

ANNEXURE F: LIST OF REFERENCES

STATEMENT OF SERVICES SUCCESSFULLY CARRIED OUT

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

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	Description	Date completed	Contact Person	Contact Details

Bidder's Name (Company): _____

CSD Number: _____

Name of representative: _____

Signature: _____

Date: _____

ANNEXURE G

CLEANING MATERIALS (Minimum Monthly Requirements)

Dishwashing Liquid
Bleach
Handy Andy
Disinfectant (Floor)
Vim (Pots and Pans)
Packs Steelwool
Goldilocks Pot Scourers
Packs of Scrub Sponge
Disposable face masks
Catering disposable aprons
Large and Medium Kitchen towels (as needed)
Brooms and Mops (as needed)
Dustpan with brush
Packs of 20 heavy duty Black bags
Mop trolleys (as needed)
Kitchen heavy duty gloves for cleaning
Catering Head Covers
Hand Sanitizer
Surgical disposable gloves for health and safety
Oven Cleaner

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 Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

NAME OF MANUFACTURER/SERVICE PROVIDER (e.g. Siyazama Co-orp)	COMMODITY/SERVICE (e.g. Vegetables)	LOCATION (e.g. Gqeberha)

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

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ANNEXURE I: SITE INSPECTION

RFQ NUMBER : _____

INSTITUTION VISITED: _____

This is to certify that a representative from

(NAME OF BIDDER)

has visited and inspected the office / institution on the:

(Date) _____ **and has, therefore, acquainted him/herself with the facilities and circumstances.**

Signature of bidder

Date

Departmental Office Stamp & Date

OFFICE MANAGER

DATE: _____