

**Bid Number: RFQ 26/27-NMM-0009(i)**

**APPOINTMENT OF SERVICE PROVIDER/S TO DELIVER  
GROCERIES FOR UITENHAGE ONE STOP CENTRE  
(KWANOBUHLE) IN NELSON MANDELA METRO FOR THE  
PERIOD OF SIX MONTHS**

**BIDDER:**

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**CSD NUMBER:**

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**CLOSING DATE: 2 JUNE 2026**

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**CLOSING TIME: 11 :00 AM**

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**ENQUIRIES:**

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

**Contact Persons**

(For specification related enquiries)

Ms. Phillips /Ms Nduneni / Ms Monakali

Tel: 0646083146/076 922 1720/060 827 8280

(For completion of bid document)

Ms. Phillips

Tel: 0646083146

**Fraud, Complaints & Tender Abuse Hotline**

**0800 701 701 (toll free number)**

1

# **PART 1**

## **STANDARD BIDDING FORMS**

2

**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT</b>					
<b>BID NUMBER:</b>	RFQ 26/27 - NMM - 0009(i)	<b>CLOSING DATE:</b>	2 JUNE 2026	<b>CLOSING TIME:</b>	11H00
<b>DESCRIPTION</b>	APPOINTMENT OF SERVICE PROVIDER/S TO DELIVER GROCERIES FOR UITENHAGE ONE STOP CENTRE (KWANOBUHLE) IN NELSON MANDELA METRO FOR THE PERIOD OF SIX MONTHS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
JUMARTHA MILASE MAJOLA OFFICE COMPLEX, STRUANDALE					
PORT ELIZABETH, 6000					
<b>SUPPLIER INFORMATION</b>					
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 VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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.					

## 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](http://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.

4

## RFQ INVITATION

### APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SECURITY SERVICES AT KWANOBUHLE ONESTOP CENTRE: NELSON MANDELA METRO: FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT, EASTERN CAPE FOR A PERIOD OF SIX (6) MONTHS

Tender documents will be available as from 08H00 on **25 May 2026** 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](http://www.ecdsd.gov.za).

District Office/Metro	Address	Enquiries
NELSON MANDELA METRO	JUMARTHA MILASE MAJOLA, STRUANDALE, PORT ELIZABETH 5200	Ms Phillips – <a href="tel:0646083146">0646083146</a> , Ms. Monakali – <a href="tel:0608278280">060 827 8280</a> Email: <a href="mailto:Nomboniso.Phillips@ecdsd.gov.za">Nomboniso.Phillips@ecdsd.gov.za/</a> <a href="mailto:Siyasanga.monakali@ecdsd.gov.za">Siyasanga.monakali@ecdsd.gov.za</a>

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 **11 H00 on 02 JUNE 2026**.

5

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

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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





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		
<b>Total</b>	<b>20</b>		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]



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

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... .....

**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

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

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

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

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

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

**APPOINTMENT OF SERVICE PROVIDER/S TO DELIVER GROCERIES FOR  
UITENHAGE ONE STOP CENTRE (KWANOBUHLE) IN NELSON MANDELA  
METRO FOR THE PERIOD OF SIX MONTHS**

## **TABLE OF CONTENTS**

- 1. BACKGROUND**
- 2. SCOPE OF WORK EXPECTED FORM THE SERVICE PROVIDERS**
- 3. CONTRACT PERIOD**
- 4. GENERAL CONDITIONS**
- 5. CONTRACT CONDITIONS**
- 6. SPECIAL CONDITIONS**
- 7. APPLICATION CONDITIONS**
- 8. PACKAGING CONDITIONS**
- 9. DELIVERIES OF RELIEF OF DISTRESS**
- 10. CONTENTS AND QUALITY OF THE RELIEF ITEMS**
- 11. TERMINATION OF AGREEMENT BY DSD**
- 12. DELIVERY AREAS**
- 13. LOADING AND OFF-LOADING**
- 14. PRICING**
- 15. ORDERING AND PAYMENT PROCESS**
- 16. CONSORTIUM/JOINT VENTURE**
- 17. EVALUATION PROCESS**
- 18. BID POLICIES, PROCEDURES, TERMS AND CONDITIONS**
- 19. DISCLAIMER**

## 1. BACKGROUND

Uitenhage One Stop Centre is an institution rendering GBV service in line with the Victim Empowerment policies and the priority of the Department of Social Development including prevention, early detection, and statutory services. The Centre provides accommodation or sheltering services to victims of domestic violence, intimate partner accommodated as well as out-patient visiting the facility.

The provision of Groceries to victims is the responsibility and compelling mandate of the Department of Social Development. The purpose is to secure services of a suitable service provider(s) to supply and deliver prescribed goods to the centre and the 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 GROCERIES for victims admitted at Uitenhage one stop centre (KwaNobuhle) which comply with the official order, quality and quantity as set out in Annexure "A" attached to this document.

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 grocery items required.

## 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 quantity of groceries 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. In sourcing fresh produce preference must be given to co-operatives within the specific municipality where the bidder has been awarded as a supplier.
- 5.3. 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 groceries.

16

5.4. 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.

5.5. 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 grocery 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 in the Service Level Agreement and/or the General Conditions of Contract and/or automatic termination of the contract.

6.7 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.

6.8 All the goods must be manufactured in South Africa and be SABS approved.

6.9. 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.

6.9 DSD reserves the right to reject grocery items 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.

6.10 Quotations are valid for 60 days.

## 7. APPLICATION CONDITIONS

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

7.2 Bidders claiming preference points are required to complete and sign the **Preference Points Claim Form (i.e. SBD 6.1)** to be considered for the allocation of preference points.

7.3 All submissions of bids must be deposited in the relevant bid box situated at Jumartha Milase Majola Office Complex 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.

7.4 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 and standards.

8.2 Food items must have expiry date affixed and be clearly legible. Only food items with at **least 30 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. Grocery items must be grouped and wrapped according to type and form to avoid spillage and subsequent damage.

8.5. The damaged or broken items will not be accepted.

8.7. DSD shall only accept items that contain information such as brand name, complete nutritional content, usage, shelf life and other relevant information .

8.8. Suppliers are obligated to ensure that the packaging of groceries remains intact and in good condition for all orders received.

8.9. A verification process will be conducted by DSD official at the centre upon delivery to ensure the quality and accuracy of the groceries received.

18

## **9. DELIVERIES OF GROCERY 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.
- 9.2. 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 the institution.
- 9.3. Delivery will be made to **Uitenhage One Stop Centre, No2 Hoyana Street, KwaNobuhle.**
- 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.
- 9.8. The delivery of groceries must be done in the presence of specifically designated DSD officials who will verify the quantities and quality of grocery items against the official purchase order and signed delivery notes.

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

The contents of the Grocery items are contained in the attached Annexure A. The quality and quantity of grocery 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. DELIVERY AREA**

12.1. Uitenhage One Stop Centre, NO 2 Hoyana Street, KwaNobuhle, Uitenhage

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

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

13.2. The Service Provider must ensure that grocery items 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. Bidders must submit quotations which include all the costs for the completion of the service by fully completing and signing the attached pricing schedule.

14.2 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. Bidders must take note of the prescribed threshold for compulsory registration for VAT.

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 Nelson Mandela Metro of the Department of Social Development.

15.2. Delivery notes must be sent together with consignment of groceries to designated centre. These should be signed for by the receiving official upon the receipt and verification of goods. Items which do not comply with the specifications will not be received or accepted, therefore no payment will be made for such items.

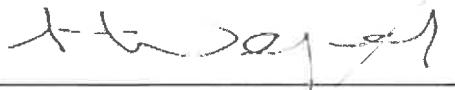
15.3 Payment will be affected within 30 days from the date of receipt of the invoice and delivery notes signed for by a DSD representative and designated delivery point.

## 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**

22/04/2026

**DATE**

21

## 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 16.1
- 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
- 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 three years. (order/ 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**

22

## 17.2 EVALUATION ON PPPFA

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

### Matrix for evaluation

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

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 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.

23

Supplier registration may be performed online at the National Treasury's website. [www.treasury.gov.za](http://www.treasury.gov.za). The Department will not award a contract to a bidder that is not registered on the CSD

- 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.
- 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.
- 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. Bidders must take note of the prescribed threshold for compulsory registration for VAT.

## 19 DISCLAIMER

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

  
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**MS D PHAMOTSE**  
**ACTING DIRECTOR: SCM**  
**DATE:** 22/04/2026

24

## ANNEXURE A

### 1. SUPPLY AND DELIVERY OF FRESH VEGETABLES

Product Description	Pack Size	PRICE PER ITEM
POTATOES	10KG	
ONIONS	5KG	
Green pepper red, yellow, green	5kg	
BUTTERNUT	10KG	
CARROTS	10KG	
BEETROOT	5KG	
GEMSQUASH	10KG	
<b>TOTAL AMOUNT EXCLUDING VAT</b>		
<b>VAT</b>		
<b>TOTAL AMOUNT INCL VAT</b>		

**#DELIVERY AS IN WHEN REQUIRED**

### 2. SUPPLY AND DELIVERY OF CONFECTIONARY

Product Description	Pack Size	Brand Name or Equivalent	PRICE PER ITEM
White bread	Loaf	Sasko/ Star bread, Albany	
Brown bread	Loaf	Sasko/ Star bread , Albany	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#DELIVERY TWICE A WEEK**

### 3. CANNED PRODUCT

Product Description	Size	Brand Name or Equivalent	PRICE PER ITEM
FRUIT C FRUIT COCKTAIL	410GR	KOO	
PILCHARDS IN TOMATO SAUCE	400GR	LUCKYSTAR	
TUNA SHREDDED LIGHT MEAT IN BRINE	170GR	LUCKYSTAR	
JAM APRICOT SUPERFINE	900GR	ALL GOLD	
BEANS BAKED IN TOMATO SAUCE	410GR	RHODES/ KOO	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#The product should have a shelf life of 1 month or more on delivery**

25

#### 4. DAIRY PRODUCTS

Product Line	Product Description	Pack Size	Brand or Equivalent	PRICE PER ITEM
DAIRY	CHEESE CHEDDAR LOAF	2.5KG	LANCEWOOD/BONNITAS	
DAIRY	EGGS LARGE	60 eggs	MORESON/NULAI	
DAIRY	BUTTER	1kg	RAMA/STOCK	
DAIRY	MILK LONG LIFE FULL CREAM	6X1LT	PARMALAT/BONNITA	
DAIRY	YOGHURT MIXED FRUIT	5LT	PARMALAT	
DAIRY	YOGHURT STRAWBERRY	5LT	LANCEWOOD	
DAIRY	PLAIN YOGHURT	1KG	PARMALAT	
DAIRY	MAAS	2KG/2L	DARLING/CRICKLEY	
<b>TOTAL AMOUNT EXCLUDING VAT</b>				
<b>VAT</b>				
<b>TOTAL AMOUNT INCL VAT</b>				

**#MONTHLY DELIVERY**

#### 5. BREAKFAST CEREALS

Product Description	Pack Size	Brand Name or Equivalent	PRICE PER ITEM
BISCUIT MARIE	200GR	BAKERS	
BISCUIT TENNIS	200GR	BAKERS	
CHOICE ASSORTED	1KG	BAKERS	
CEREAL WEET-BIX	900GR (48)	WEET-BIX	
CEREAL CORN FLAKES BOX	1KG	BOKOMO	
CEREAL OATS	1KG	JUNGLE	
Morvite	2KG	Morvite	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#MONTHLY DELIVERY**

#### 6. BABY FORMULA

Product Description	Pack Size	Brand Name or Equivalent	PRICE PER ITEM
BABY FORMULA	1.8KG	PELAGON NO.2	
BABY FORMULA	1.8KG	NAN/ INFACARE NO.2	
BABY FORMULA	1.8KG	NEDO 1+	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#DELIVERY UPON REQUEST**

26

## 7. BEVERAGES

Product Description	Pack Size	Brand Name or Equivalent	PRICE PER ITEM
COFFEE INSTANT	1.5KG	RICOFFY	
JUICE BREAKFAST PUNCH	5LT	MAGALIES	
JUICE ORANGE 12% 1+4	5LT	MAGALIES	
TEA BAGS ROOIBOS JUNIOR	40S	FRESHPACK	
TEA BAGS ROOIBOS	80S	FRESHPAK	
TEA BAGS GLEN TEA	100S	GLEN	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#MONTHLY DELIVERY**

## 8. FROZEN VEGETABLES

Product Description	Pack Size	Brand Name or Equivalent	PRICE PER ITEM
POTATO CHIPS 10MM	1KG	MCCAIN	
STIR FRY	2KG	MCCAINE	
BEANS GREEN CUT	2KG	COOKING WITH	
PEAS FROZEN	2KG	MCCAIN	
COULIFLOWER & BROCCOLI	2KG	MCCAIN	
VEGETABLE MIX	2KG	COOKING WITH	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#MONTHLY DELIVERY**

## 9. DRY ITEMS

Product Description	Pack Size	Brand Name or Equivalent	PRICE PER ITEM
CHUTNEY SAUCE	5LT	MRS. H. BALL'S	
DRESSING SALAD HONEY & MUSTARD	1LT	HELLMANN'S	
SALT FINE POLY BAG	1KG	CEREBOS	
SAUCE STEAKHOUSE	5LT	JIMMYS	
SAUCE SWEET CHILLI	5LT	WELLINGTON	
SAUCE TOMATO	5LT	WELLINGTON	
SOUP BROWN ONION	1.6KG	KNORR	
SOUP CHICKEN	1.6KG	KNORR	
SOUP HEARTY BEEF	1.6KG	KNORR	
SPREAD PEANUT BUTTER SMOOTH	1KG	THOKOMAN/ YUM YUM	
BOVRIL BEEFY	250G	BOVRIL	
STOCK BEEF GRANULES	1KG	KNORR	
VINEGAR WHITE IMITATION 5%	5LT	WHITE VINEGAR	
OIL COOK & BAKE NON-STICK	500ML	SPANJAARD	
OIL SUNFLOWER SILVER	20LT	SUPA CRISP	

27

SPICE AROMAT	1KG	KNORR
SPICE BARBEQUE	1KG	ROBBERTSONS
SPICE CAJUN	1KG	ROBBERTSONS
SPICE CHICKEN	1KG	ROBBERTSONS
GARLIC CRUSHED	1KG	ROBBERTSONS
SPICE CURRY DURBAN POWDER	600GR	ROBBERTSONS
SPICE MIXED HERBS REFILL PACK	300GR	ROBBERTSONS
SPICE PAPRIKA	1KG	ROBBERTSONS
SPICE PEPPER BLACK GROUND	800GR	ROBBERTSONS
SPICE STEAK & CHOP	1KG	ROBBERTSONS
SPICE TURMERIC GROUND TUB	800GR	ROBBERTSONS
TOMATO & ONION MIX (CASE/ 12's)	410GR	RHODES
CHAKALAKA MILD & SPICY (CASE/ 12's)	410GR	KOO
CREAMER IN CARTON/ POWDER MILK	750GR	CREMORA
MUFFIN MIX VANILLA	1KG	SNOWFLAKE
MUFFIN MIX BRAN	1KG	SNOWFLAKE
MUFFIN MIX CHOCOLATE	1KG	SNOWFLAKE
VANILLA ESSENCE	1L	ROBBERTSONS
MAYONNAISE	3KG	NOLA
<b>TOTAL AMOUNT EXCLUDING VAT</b>		
<b>VAT</b>		
<b>TOTAL AMOUNT INCL VAT</b>		

**# MONTHLY DELIVERY**

**10. GRAIN AND LEGUMES**

Product Description	Pack Size	Brand Name or Equivalent	TOTAL PRICE
PEAS SPLIT GREEN	500GR	IMBO	
BEANS SUGAR RED SPECKLED	500GR	IMBO	
MAIZE MEAL	12.5KG	WHITE STAR	
PASTA FUSILLI SCREWS	500GR	PASTA GRANDE	
PASTA MACARONI	500GR	FATTIS & MONIS	
PASTA NOODLE BEEF 2 MINUTE	5X68GR	MAGGI	
PASTA NOODLE CHICKEN 2 MINUTE	5X68GR	MAGGI	
PASTA SPAGHETTI	500GR	FATTIS & MONIS	
RICE PARBOILED	10KG	SPEKKO	
WHITE SAMP	10KG	ACE	
FLOUR CAKE	12.5KG	GOLDEN CLOUD	
FLOUR SELF RAISING	2.5KG	SNOWFLAKE	
SUGAR WHITE	2.5KG	HULETTS	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#MONTHLY DELIVERY**

28

**11. MEAT**

Product Description	Pack Size	Brand Name or Equivalent	PRICE PER ITEM
CHICKEN PORTIONS	2KG	GOLDI/ RAINBOW	
CHICKEN QUARTER LEGS	5KG	GOLDI/ RAINBOW	
CHICKEN LIVERS	1KG	GOLDI/RAINBOW	
PORK CHOPS	10KG	N/A	
MINCE MEAT	5 KG	N/A	
LAMB CHOPS	5KG	N/A	
BEEF WORS	5KG	N/A	
RUSSIANS	500G/ 10 IN PACK	UNICO	
BEEF STEW	10KG	N/A	
BEEF MEATY BONES	5KG	N/A	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#MONTHLY DELIVERY****12. FISH**

Product Description	Pack Size	Brand Name or Equivalent	PRICE PER ITEM
FISH CAKES	8KG	N/A	
FISH FILLETS 8/10	5KG	HAKE	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#MONTHLY DELIVERY****13. COLD MEAT**

Product Description	Pack Size	Brand Name or Equivalent	PRICE PER ITEM
SANDWICH HAM	1KG	ESKORT/FARMER'S DELI/ BRITOS	
HAM & CHEESE	1KG	BRITOS	
CHICKEN POLOŃY	1KG	RAIBOW	
<b>TOTAL AMOUNT EXCLUDING VAT</b>			
<b>VAT</b>			
<b>TOTAL AMOUNT INCL VAT</b>			

**#MONTHLY DELIVERY**

**SUMMARY OF PRICE**

ITEM	DESCRIPTION	TOTAL PRICE
1	Fresh Vegetables	
2	Confectionary- Bread	
3	Canned Products	
4	Dairy Products	
5	Cereals	
6	Baby Formula	
7	Beverages	
8	Frozen Vegetables	
9	Dry Items	
10	Grains and Legumes	
11	Meat	
12	Fish	
13	Cold Meat	
<b>GRAND TOTAL</b>		

Name of bidder: \_\_\_\_\_

Contact person: \_\_\_\_\_

Sign: \_\_\_\_\_

Designation: \_\_\_\_\_

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

30