

Bid Number: RFQ 26/27-NMM-0007

**SPECIFICATION FOR CATERING SERVICES AT ERICA AND
YOUTH CARE CENTRE IN NELSON MANDELA METRO FOR A
PERIOD OF SIX (6) MONTHS**

BIDDER:

CSD NUMBER:

CLOSING DATE: 14 MAY 2026

CLOSING TIME: 11 :00 AM

ENQUIRIES:

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

Contact Persons

(For specification related enquiries)

Ms. 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)

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PART 1

STANDARD BIDDING FORMS

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PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT			
BID NUMBER:	RFQ 26/27 – NMM - 0007	CLOSING DATE:	14 MAY 2026
		CLOSING TIME:	11H00
DESCRIPTION	SPECIFICATION FOR CATERING SERVICES AT ERICA AND YOUTH CARE CENTRE IN NELSON MANDELA METRO FOR A PERIOD OF SIX (6) MONTHS		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
JUMARTHA MILASE MAJOLA OFFICE COMPLEX, STRUANDALE			
PORT ELIZABETH, 6000			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
		TCS PIN:	
		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE BIDDER HAVE A BRANCH IN THE RSA?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.			

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

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RFQ INVITATION

SPECIFICATION FOR CATERING SERVICES AT ERICA AND YOUTH CARE CENTRE IN NELSON MANDELA METRO FOR A PERIOD OF SIX (6) MONTHS

Tender documents will be available as from 08H00 on **05 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.

District Office/Metro	Address	Enquiries
NELSON MANDELA METRO	JUMARTHA MILASE MAJOLA, STRUANDALE, PORT ELIZABETH 5200	Ms Phillips – 0646083146 , Ms. Monakali – 060 827 8280 Email: Nomboniso.Phillips@ecdsd.gov.za/ Sivasanga.monakali@ecdsd.gov.za

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box located in the addresses above not later than **11 H00 on 14 May 2026**.

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

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

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

1. GENERAL CONDITIONS

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

b

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or **90/10**

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

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4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
Gender (Women Ownership)	6		
No Franchise	2		
Disability	3		
Locality (Nelson Mandela Metro)	6		
Youth	3		
Total	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[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:

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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



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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.

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YES/NO

2.2.1 If so, furnish particulars:

.....
.....

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

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in 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

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

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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

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**SPECIFICATION FOR CATERING SERVICES AT ERICA AND YOUTH CARE CENTRE IN NELSON MANDELA
METRO FOR A PERIOD OF SIX (6) MONTHS**

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DISTRICT OFFICE – NELSON MANDELA METRO

PHYSICAL ADDRESS: Jumartha Milase Majola Office Complex, Struanway, Struandale, Gqeberha,

POSTAL ADDRESS: Private Bag X3906, North End, Gqeberha, 6056 – RSA –

Tel: +27 (0)41 406 5835-

Email address: lawrence.coutts@ecdsd.gov.za

Website: www.ecdsd.gov.za

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 Erica Child and Youth Care Centre in the Nelson Mandela Metro for children in need of care and protection with a maximum capacity of 65 children. The number of children will vary each month.

INSTITUTION	AGE GROUP	CAPACITY	TOTAL CAPACITY
ERICA HOUSE Child and Youth Care Centre	0-5 yrs	(20 Babies & Toddlers)	65
	13 – 17 yrs	45 Youth (Boys & Girls)	

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 Erica Child and Youth Care Centre in Nelson Mandela Metro, with a maximum capacity of 65 children. This is the fixed term contract for a period of six (6) months, and bidder should take annual escalation into account when submitting the proposal.

3. OVERALL OBJECTIVE

To provide catering services at Erica Child and Youth Care Centre consisting of three nutritious meals (morning, afternoon and evening), three snacks per day for children (6 Months to 5 years) and (13 to 17 years) and baby formula for babies 0-12 months.

4. SCOPE

The successful bidder will be required to:

- 4.1 To provide three nutritious meals (Breakfast@ 7h00, Lunch @ 12h30 and Dinner @ 18h00 for babies & toddlers and 19h00 for teenagers) per day, and three snacks (morning @ 10h00, afternoon @ 15h00 and evening @ 20h00) in consideration of dietary needs (Maximum of 65 children). To provide milk formula for babies 0-12 months of age.
- 4.2 Provide own staff to prepare and serve the meals. Food Service Manager who will be responsible for the overall management of the kitchen must be available for at least 5 days a week. (It is the responsibility of the successful bidder to ensure that the staff employed has never been found unsuitable to work with children by the Children's Court, Criminal Court or any other forum dealing with disciplinary matters. The department will screen all employees deployed at the Child and Youth Care Centre to ensure that the names and their particulars are not registered on part B of the Sexual Offences Register).
- 4.3 Clean the kitchen, kitchen stores, dining hall and kitchen equipment (Equipment listed in annexure E). Conduct a once offspring cleaning at the beginning of the contract and maintain the same standard throughout the contract.



- 4.4 Provide cookery (pots and pans), melamine crockery (plates, dishes, cups and saucers) and melamine cutlery (forks, knives, spoons and teaspoons). Maximum capacity 65 children.
- 4.5 Provision of containers for leftovers and removal thereof.
- 4.6 Ensure that the Institution is well stocked with groceries as per attached Departmental menu (Menu tabulated under Annexure A).
- 4.7 Ensure that 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 always available (All cleaning material must be SABS approved. All containers for cleaning material must be clearly labelled).
- 4.9 Fumigate kitchen and stores once a month. (By a supplier accredited by Department of Agriculture utilizing SABS approved products that are environmentally friendly).
- 4.10 Keep small samples of each meal in small containers labelled with date and time, to be kept in the fridge for a period of 48 hours for reference purposes.
- 4.11 Provision of ten (10) meal hampers consisting of non-perishable food items for unexpected admission to be maintained. The service provider will claim for the issuing of a hamper an amount equivalent to the price of one meal.

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

5. CONTRACT PERIOD

- 5.1 The contract shall be for a period of six (6) 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 Bidders must submit quotations which include all the costs for the completion of the service by fully completing and signing the attached pricing schedule.
- 6.3 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.
- 6.4 Bidders must ensure that there are no errors in the prices quoted.

7. FINANCIAL CAPACITY

- 7.1 The Department pays after services are rendered within thirty (30) days after submission of an invoice, it is therefore essential for the Prospective Bidder to have funds to start the project and ensure that there are sufficient funds for the salaries of the employees, provision of equipment and consumables. Please note that salaries of the employees must be equal to or in excess of the determinations on Minimum Wage issued annually by the



Department of Labour. In the event that the successful bidder fails to honour its obligations in terms of the contract due to unavailability of funds, the Department reserves the right to cancel the contract.

8. LOCAL ECONOMIC DEVELOPMENT

- 8.1 The procurement of all catering related equipment including protective clothing and gear for the catering and other personnel will be sourced from suppliers within the Eastern Cape. Provincial Treasury (PT) and Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) will maintain and provide a list of locally manufactured goods/ commodities. The bidder will be expected to provide proof as and when required by the Department in terms of this clause. Failure to adhere to this clause, could lead to review and termination of the contract.
- 8.2 The department encourages the successful bidder to support Non Profit Organisations and Cooperatives funded by the department in sourcing supplies for catering i.e. vegetables, bread, etc, 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 monthly according to the number of residents served in that month.
- 9.3 Payments will be made monthly within 30 days on submission of an invoice.
- 9.4 It is therefore essential for the bidder to have funds to start the project and ensure that there are sufficient funds for the salaries of the employees and other overheads.

10. PENALTIES

- 10.1 The Department shall without prejudice to any of its rights be entitled to impose penalties on the service provider in the following circumstances:
- 10.2 Any non-performance or under-performance; Five (5) percent of the monthly invoice will be deducted for every item that constitutes non-compliance. This will up to a maximum of 20% of a monthly invoice where the items are more than one (1).

11. COMPETENCY / EXPERTISE REQUIREMENTS OF SERVICE PROVIDER AND DOCUMENTS TO BE SUBMITTED

- 11.1 Bidder must have a minimum of three months combined (non-concurrent) experience in the provision of catering services on a fixed-term contract or must have catered for four (4) different events with a minimum of 50 people.
- 11.2 Bidder must submit a copy of signed contract / award letter/ official order and a corresponding letter from the institution confirming that catering services were satisfactory rendered which will serve as proof of experience in the catering field together with their bid documents. All letters submitted must comply with the following:
 - 11.2.1 A letter must be in the letter head of the relevant institutions where services were rendered.
 - 11.2.2 In the event of a subcontract, in addition to the confirmation that services were rendered by the subcontractor, the main contractor must also provide confirmation of satisfactory service from the institution which awarded the main contract.



- 11.2.3 If the main contract was for various services, a letter must clearly specify the service which was rendered by the subcontractor.
- 11.3 The bidders must have a full-time food service manager. The food service manager must have a minimum of two years of catering services at an institution and management of staff. The food service manager must also have good communication skills. CV with contactable references and proof of qualifications in Food Service Management in the Hospitality Industry to be supplied together with the bid documents.
- 11.4 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. MONITORING, CONTROL AND REPORTS

12.1 MONITORING

- 12.1.1 The Head of Erica 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:
- Determining whether the bid conditions are being adhered to; and
 - Checking the inventory for furniture, fixtures, equipment and utensils etc. utilized by the successful bidder.
- 12.1.2 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.
- 12.1.3 The Department is entitled at any time to dispatch accredited Health/Safety Officers to monitor compliance with Health and safety standards.
- 12.1.4 The successful bidder would be required to keep small samples of each meal in small containers labelled with date and time, to be kept in the fridge for a period of 48 hours for reference purposes.
- 12.1.5 A standing liaison meeting between the successful bidder, Departmental delegation will be scheduled either monthly or as agreed upon by the parties and proceedings shall be minutes

12.2 CONTROLS

12.2.1 SERVING OF MEALS

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

12.2.2 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.



12.3 REPORTS

- 12.3.1 The successful bidder must submit monthly reports to the Head of Erica Child and Youth Care Centre for operational and logistical arrangements.
- 12.3.2 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.

12.4 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 Manager monthly. Successful bidder will be orientated on this system by the head of the institution.

13. ROLES

13.1 CONTRIBUTION BY THE DEPARTMENT

The Department shall:

- 13.1.1 Give the successful bidder access to the kitchen at Erica Child and Youth Care Centre and all equipment as listed in (Annexure E) including water and electricity.
- 13.1.2 Be responsible for repairs of equipment damaged through normal wear and tear.
- 13.1.3 Mutually agree with the successful bidder for all additional equipment and replacements needed.
- 13.1.4 Be responsible for servicing and maintenance of fire extinguishers
- 13.1.5 Ensure that a proper handover of equipment and utensils is conducted prior to and after the contract period.

13.2 OBLIGATIONS OF THE SUCCESSFUL BIDDER

The successful bidder shall:

- 13.2.1 Provide gas as a measure of backup in case of power failure.
- 13.2.2 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.
- 13.2.3 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.
- 13.2.4 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. In this plan the bidder must include:
- Company environmental health policy.
 - Waste management plan (The Department encourages the successful bidder, where possible, to implement recycling of waste);
- 13.2.5 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.



- 13.2.6 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.
- 13.2.7 Provide uniform with the successful bidder's company name clearly indicated and provide staff with identification cards.
- 13.2.8 Provide basic training for all staff under his control on the utilization of fire extinguishers.
- 13.2.9 Ensure that one of the staff members on duty has first aid training.

14 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: -

- 14.1.1 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;
- 14.1.2 Bidders must submit copies of the Central Supplier Database (CSD) registration report for all parties.

15 ANNEXURES

The following documents are attached:

- 15.1 Annexure A Food Specification (Menu)
- 15.2 Annexure B Estimated Number of children and number of Food Services Assistants
- 15.3 Annexure C Pricing schedule
- 15.4 Annexure D Physical address and contact person at Erica Child and Youth Care Centre
- 15.5 Annexure E Inventory List
- 15.6 Annexure F Contactable references
- 15.7 Annexure G Cleaning Material
- 15.8 Annexure H Local Economic Development Declaration

MR H WEYERS
ACTING DISTRICT DIRECTOR: NMM

09/04/2026

DATE

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16 EVALUATION

16.1 Pre-qualification criteria:

- 16.1.1 Copy of signed agreement in the case of Joint Venture / Consortium in accordance with conditions stipulated in paragraph 14 of Part 2.
- 16.1.2 Quotation (Pricing Schedule) is only valid when signed by the service provider or with a company stamp signed by a director or person with authority.
- 16.1.3 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 or initials.
- 16.1.4 Fully completed and signed SBD4.
- 16.1.5 Fully completed and signed Annexure C, F (Indicate with "N/A" when information is not applicable).
- 16.1.6 Proof of combined three months experience in the catering field or must have catered for four (4) different events with minimum of 50 people for the prospective bidder (copy of signed award letter / copy of signed contract/Purchase Order and a corresponding letter from the company / department indicating that catering services were satisfactory rendered)
- 16.1.7 Annexure F must be fully completed, Please refer to sub-paragraph 11.1 and 11.2. **(All Letters must be in the letter head of the relevant institution/s where services were rendered.)**
- 16.1.8 Submission of CV which must also include experience in the catering field, communication skills and qualifications for the Food Service Manager. (As indicated under paragraph 11.3)

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

17 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
	SPECIFIC GOALS	NUMBER OF POINTS
3	Gender	6
4	No Franchise	2
5	Disability	3
6	Locality (Nelson Mandela Metro)	6
7	Youth	3
	Total Points for Price & Specific goals	100

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

- Locality will be confirmed as follows:

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- 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 Quotations are valid for 60 days.
- 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 Bids submitted through facsimile, telegrams or e-mails will not be accepted.
- 18.5 No bids will be considered if submitted after closing time.
- 18.6 The Department reserves the right to award the bid to more than one bidder, or not to award it at all.
- 18.7 The Department may, if necessary, negotiate a market related price.
- 18.8 The Department will not award a contract to a bidder whose tax affairs are not in order.
- 18.9 This RFQ is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.

19 DISCLAIMER

19.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representations or warranties that the content in this Bid or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

19.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the Bid or any other information provided by the Department (other than minor clerical matters), the bidder must promptly



notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).

MS D PHAMOTSE

ACTING DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 22/04/2026

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Annexure A – Food Specification (Menu)

MENU - ERICA CYCC - TEENAGERS AGES 13 - 17 YEARS (BOYS AND GIRLS)

COOKED FOOD TO CONSIST OF A PROTEIN, STARCH AND 2 VEGETABLES

7 Day
menu

BREAKFAST 7H00-7H30							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Cooked Quantity
Mealie meal	Oats	Cornflakes	Maltabella	Mealie meal	Oats	Cornflakes	1 cup / 250 ml
Milk	Milk	Milk	Milk	Milk	Milk	Milk	200 ml
Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	2 tsp / 20g
Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	2 Slices
Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	2tsp / 10g
Cheese	Polony	Peanut Butter	Fish Finger	Liver Spread	Peanut Butter	Eggs	1tbsp / 2 slices
Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	250ml
Milk	Milk	Milk	Milk	Milk	Milk	Milk	30 ml
Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	2 tsp / 10g
MORNING SNACK - 10h00							
Brown bread	Brown bread	Brown bread	Brown bread	Brown bread	Brown bread	Brown bread	2 slices
Butter	Butter	Butter	Butter	Butter	Butter	Butter	1 tsp
Tuna	Peanut Butter	Liver Spread	Pilchards	Peanut Butter	Jam	Cheese	1 tbs/1 slice
Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Yoghurt	1 Medium Fruit / 1 small yoghurt
Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	1 cup / 250 ml
LUNCH - 12h00 - 12h30							
Meatballs with lentils	Grilled fish	Mutton and Cabbage Stew	Beef Stew	Chicken and beans stew / curry	Lasagne	Roast Chicken	150g / 2 pieces
Rice	Mashed Potato	Samp & Beans	Stiff pap	Samp	Carrot Salad	Roast Potatoes	1.5 cups
Carrots	Butternut	Mixed Vegetables	Carrots	Butternut	Spinach	Cauliflower / Broccoli	½ cup



Cabbage	Spinach		Spinach	Green Beans	Cabbage	Beetroot salad	½ cup
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AFTERNOON SNACK - 15H00

Fruit	Fruit	Fruit	Fruit	Fruit	Yoghurt	Fruit	1 Medium Fruit / 1 small yoghurt
Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	250 ml / 1 cup
Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	2 Slices
Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	2tsp / 10g
Jam	Peanut Butter	Jam	Jam	Marmite	Jam	Golden syrup	1tbsp / 12 g

SUPPER 17H30 - 18H00

Macaroni & Cheese	Mutton Stew	Savoury Mince	Braised chops & onion	Beef Stew	Grilled liver stew	Boerewors / Hamburger	Cup of stew / 100g / 2
Carrots	Samp & Beans	Rice	Rice	Rice	Mashed Potato	Hotdog / hamburger rolls	1.5 cups / 2 rolls
Spinach	Cabbage	Mixed Vegetables	Carrots	Gr/beans	Beetroot	Tomato & onion stew	½ cup
Cucumber Salad	Mixed veg	Butternut	G/Beans	Cabbage		Oven baked chips	½ cup

EVENING SNACK - 20H00

Tea	Tea	Tea	Tea	Tea	Milo	Hot Chocolate	250ml
Milk	Milk	Milk	Milk	Milk	Milk	Milk	100 ml
Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	2 tsp
Biscuit / scone / muffin	Biscuit / scone / muffin	Biscuit / scone / muffin	Biscuit / scone / muffin	Biscuit / scone / muffin	Biscuit / scone / muffin	Pudding	2 biscuits, etc / 3 tbs

EVENING SNACK CAN BE ACCOMPANIED BY JUICE OR CUP OF SOUP

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MENU - ERICA CYCC - BABIES AND TODDLERS
7 Day Menu

Dietary Recommendations :							
Formula Milk - Lactogen 1 for babies 0-6 months -							
Formula Milk - Lactogen 2 for babies 6-12 months - Solid Foods recommended (2 - 3 meals per day from 6 months of age)							
Formula for 6 - 9 months - 3 bottles per day - At breakfast, after Lunch and Supper (Only 3 meals and no snacks)							
Formula for 9 -12 months - After Lunch & Late Snack (3 Meals with 2- 3 snacks per the guidelines)							
COWS MILK FOR CHILDREN OVER 1 YEARS OF AGE							
Introduce more water is only for over 1 year old							
6 - 12 Months - Mashed and Pureed - Quantity of 50-75g per serving							
BREAKFAST 7H00-7H30							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Quantity
Mealie meal / Cerelac	Oats / Cerelac	Rice Crispies / Cerelac	Maltabella / Cerelac	Mealie meal / Cerelac	Oats / Cerelac	Rice Crispies / Cerelac	2-6 tbls for older than 6 months / ½ cup for toddlers
Milk	Milk	Milk	Milk	Milk	Milk	Milk	150ml
Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	1 tsp
MORNING SNACK - 10h00							
Brown bread	Brown bread	Brown bread	Brown bread	Brown bread	Brown bread	Brown bread	1 slice
Butter	Butter	Butter	Butter	Butter	Butter	Butter	1 tsp
Tuna	Peanut Butter	Liver Spread	Pilchards	Peanut Butter	Mashed Egg	Cheese	4-6 tbs
Yoghurt	Fruit	Fruit	Yoghurt	Fruit	Fruit	Yoghurt	1 med Fruit/ 1 small yoghurt
Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	1 cup
LUNCH - 12h00 - 12h30							
Meatballs with lentils	Grilled fish	Chicken and Cabbage stew	Beef Stew	Chicken and beans stew	Lasagne	Roast Chicken	50g
Rice	Sweet Potatoe	Samp & Beans	Stiff pap	Samp	Carrot Salad	Roast Potatoes	quarter cup / 1 Potatoe
Carrots	Butternut	Mixed Vegetables	Carrots	Butternut	Spinach	Cauliflower / Broccoli	quarter cup



Cabbage	Spinach		Broccoli	Green Beans	Cabbage	Beetroot salad	quarter cup
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AFTERNOON SNACK - 15H00

Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	1 Med Fruit
Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	Juice / Water	250 ml

SUPPER 17H30 - 18H00

Macaroni & Cheese	Mutton Stew	Savoury Mince	Chicken & Tomatoe stew	Beef Stew	Grilled liver stew	Boerewors / Hamburger in small pieces	1 cup/ 1 pattie/ 1 wors
Carrots	Samp & Beans	Rice	Rice	Rice	Sweet Potatoe		½ cup
Spinach	Cabbage	Cauliflower	Carrots	Gr/beans	Peas	Tomato & onion stew	quarter cup
Cucumber Salad	Mixed veg	Butternut	G/Beans	Cabbage		Oven baked chips	quarter cup
Water	Water	Water	Water	Water	Water	Water	1 cup

EVENING SNACK - 19H00

Milk	Milk	Milk	Milk	Milk	Milo	Hot Chocolate	3/4 cup
Biscuit / scone / muffin	Biscuit / scone / muffin	Biscuit / scone / muffin	Biscuit / scone / muffin	Biscuit / scone / muffin	Biscuit / scone / muffin	Pudding	1 each / 2 Tbs

Portion Sizes

The full menu of 3 meals with 3 snack should be for 9-12-month category.

For the 6-9-month category, only give them the 3 meals & no snacks.

For the 6 month olds, they can have 2-3 meals per day

<6 months not to receive foods other than formula milk.

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ANNEXURE B

ESTIMATED NUMBER OF RESIDENTS AND NUMBER OF FOOD SERVICE ASSISTANTS

INSTITUTION	Maximum capacity of Institution	NUMBER OF COOKS REQUIRED	NUMBER OF GENERAL ASSISTANTS
Erica Child and Youth Care Centre	65	4 (includes Supervisor)	2

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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.

(Please do not leave any blank spaces. Either write a "N/A" or draw a line the field where the information required is not applicable to you)

1. STAFF SALARIES	PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 6 MONTHS (Excl VAT)
1 X Food service manager	R	R
3 X Cooks	R	R
2 X General Assistants	R	R
Total cost for 6 months (Exclusive of VAT)		R

2. CLEANING OF KITCHEN & STORES	PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 6 MONTHS (Excl VAT)
Cleaning Service	R	R
Total cost for cleaning services for 6 months (Exclusive of VAT)		R

3. FUMIGATION SERVICES	PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 6 MONTHS (Excl VAT)
Fumigation	R	R
Total cost for fumigation services for 6 months (Exclusive of VAT)		R

4. OTHER OPERATIONAL COSTS	PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 6 MONTHS (Excl VAT)
Other operational Costs	R	R
Total cost for operational costs for 6 months (Exclusive of VAT)		R

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<p>5. TOTAL OVERHEADS PER MONTH: (Salaries, cleaning material, fumigation and operational costs excluding meals)</p> <p>TOTAL OVERHEADS FOR SIX MONTHS: (Salaries, cleaning material, fumigation and operational costs excluding meals)</p>	<p>R _____</p> <p>R _____</p>
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6. CATERING SERVICES (Meals only, excluding overheads)	PRICE PER DAY (Excl VAT)	PRICE PER MONTH (Excl VAT)	TOTAL PRICE FOR 6 MONTHS (Excl VAT)
Cost per resident	R	R	R
Total cost for catering services for 6 months (Exclusive of VAT)			R

NB: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).

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PRICING SCHEDULE SUMMARY

Centre	No. of Children	Cost per child per month (Meals only)	Cost for all children per month (Meals only)	Total cost of overheads per month	Total cost per month (Meals + Overheads)	Total Cost for Six Months (Meals + Overheads)
Erica Child and Youth Care Centre	65					

Summary: (Total for all the above costs)

GRAND TOTAL FOR 6 MONTHS: R.....

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

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ANNEXURE D

PHYSICAL ADDRESS OF INSTITUTION

No.	District	Name of Institution	Address	Contact Person & Numbers
1.	Nelson Mandela Metro	Erica Child and Youth Care Centre.	110 Bob Price Street, Hillside , Port Elizabeth	Mr D Jacobs Tel : 041 456 2112

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**ANNEXURE E
INVENTORY LIST**

ITEM	QUANTITY	CONDITION
Deep fryer	2	Non Functional
Stoves (Industrial)	2	Poor
Steamer	1	Non Functional
Warmer & Bain Maries	2	Non functional
6 inset Bain Marie	1	Excellent
Microwave	1	Good
Gas Stove – 3 burner	1	Good
Coldroom	1	Good
Chest Freezer	1	Satisfactory

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ANNEXURE F: LIST OF REFERENCES

LIST OF CONTACTABLE REFERENCES

Name	Location	Value	Start	End	Contact No.	Contact Person

Bidder's name _____

Sign: _____

Date: _____

Designation: _____

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ANNEXURE G
CLEANING MATERIALS (Minimum Requirements)

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

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ANNEXURE H



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

I, the undersigned (Bidder's representative)commit to procuring/sourcing the required goods from local manufacturers/distributors within the Eastern Cape Province where available and that 50% of the employees will be from the Ward where the centre is situated. I accept that the Department of Social Development may invoke penalties as per General Conditions of Contract should I be misrepresenting the content contained herein this declaration.

.....
Signature **Date**

.....
Name of bidder

.....
Position

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