Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Bid Number: RFQ 26/27-ORT–0026

REQUEST FOR QUOTATIONS FOR RE-APPOINTMENT OF SERVICE PROVIDER TO PROVIDE CATERING SERVICES AT QUMBU CHILD AND YOUTH CARE CENTRE IN THE OR TAMBO DISTRICT FOR A PERIOD OF ONE (01) MONTH
- RFQ/ORT 26/27-0026

BIDDER: _____

CSD NUMBER: _____

CLOSING DATE: 19 NOVEMBER 2026

CLOSING TIME: 11:00 AM

ENQUIRIES:

SCM – OR TAMBO DISTRICT OFFICE

Contact Persons
(For specification related enquiries)
Mr. V.Magwanisha
Tel: 047 504 6444/ 066 038 1726

(For completion of bid document)
Ms T. Ngqinambi
Tel: 063 293 9080

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

2

PART 1

STANDARD BIDDING FORMS, GENERAL CONDITIONS OF CONTRACT, CONDITIONS OF CONTRACT OTHER RELATED MATTERS

ECBD 1 PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT					
BID NUMBER:	RFQ 26/27-ORT–0026	CLOSING DATE:	19 NOVEMBER 2026	CLOSING TIME:	11H00
DESCRIPTION	RE-APPOINTMENT OF SERVICE PROVIDER TO PROVIDE CATERING SERVICES AT QUMBU CHILD AND YOUTH CARE CENTRE IN THE OR TAMBO DISTRICT FOR A PERIOD OF ONE (01) MONTH - RFQ/ORT 26/27-0026				
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)*					
No 77 Standford Road, Libode: OR TAMBO DISTRICT					
LIBODE, 5160					

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:		
ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐ Yes ☐ 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	☐ NO
DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES	☐ NO
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES	☐ NO
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES	☐ NO

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**
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.**
1.5.	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.
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.

RFQ INVITATION

REQUEST FOR QUOTATIONS FOR RE-APPOINTMENT OF SERVICE PROVIDER TO PROVIDE CATERING SERVICES AT QUMBU CHILD AND YOUTH CARE CENTRE IN THE OR TAMBO DISTRICT FOR A PERIOD OF ONE (01) MONTH - RFQ/ORT 26/27-0026

Tender documents will be available as from 11H00 on 17 November 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
OR TAMBO DISTRICT	Libode Service Centre	Mr V Magwanisha 066 038 1726 Email Vuyolwethu.Magwanisha@ecdsd.gov.za Ms T. Ngqinambi 063 293 9080 Email Thandeka.Ngqinambi@ecdsd.gov.za

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description and the closing date, must be deposited in the bid box located in the addresses above not later than **11H00 on 19 November 2026**.

A. BID EVALUATION

This bid will be evaluated in three (3) phases as stipulated in the bid document

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE APPLIED AS FOLLOWS:

Maximum points on price	-	**80 points**
Maximum points for Specific Goals	-	**20 points**
Maximum points	-	**100 points**

B. BID SPECIFICATIONS, CONDITIONS AND RULES

The minimum specifications and other bid conditions and rules are detailed in the bid document.
The bid will be valid for a period of **90** days after the closing date.

C. TENDER SUBMISSIONS:

Bids must be submitted in sealed envelopes clearly marked **RFQ 26/27-ORT–0026**: **RE-APPOINTMENT OF SERVICE PROVIDER TO PROVIDE CATERING SERVICES AT QUMBU CHILD AND YOUTH CARE CENTRE IN THE OR TAMBO DISTRICT FOR A PERIOD OF ONE (01) MONTH**

ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO THE CONTACTS AS PER THE TABLE ABOVE

GENERAL CONDITIONS OF BID

1. **INTERPRETATION**

The word "Bidder" in these conditions shall mean and include any supplier who has submitted a tender in response to this invitation to bid.

The word "Department" in these conditions shall mean the EASTERN CAPE DEPARTMENT OF SOCIAL DEVELOPMENT

3. **CONTRACT TO BE BINDING**

The formal acceptance of this Bid by the Department will constitute a contract binding on both parties, and the Department may require sureties to its satisfaction from the manufacturer, for the due fulfilment of this contract, should it be requested in the Terms of Reference

4. **GENERAL BID RULES**

i) The bid document shall be completed and signed
ii) The Department of Social Development Supply Chain Management Policy will apply.
iii) The Department of Social Development does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
iv) Bids which are late, incomplete, unsigned will not be accepted
v) Bidders are not allowed to recruit or shall not attempt to recruit an employee of the Department for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.
vi) The bid may be awarded to a single or multiple service provider/s.
vii) 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. **INSURANCE CLAIMS, ETC.**

6.1. The Department shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.
6.2. The service provider shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify The Department against all risks or claims which may arise.
6.3. It is required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to The Department for scrutiny.
6.4. Failure to do so within 21 (twenty-one) days of acceptance of this Bid will be deemed to be a material breach of this contract and will render the contract null and void.

7. **PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE**

All Bids must remain valid for a period of **90** days from the closing date as stipulated in the Bid document.

8. **PENALTY PROVISION**

8.1 Should the successful Bidder:

[a] Withdraw the Bid during the afore-mentioned period of validity; or

[b] Advise the Department of his / her / their inability to fulfil the contract; or

[c] Fail or refuse to fulfil the contract; or

[d] Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Department may hold the bidder responsible for and is obligated to pay to the Department:

[a] All expenses incurred by the Department to advertise for or invite and deliberate upon new Bids, should this be necessary.

[b] The difference between the original accepted Bid price (inclusive of escalation) and:

[i] A less favourable (for the Department) Bid price (inclusive of escalation) accepted as an alternative by the Department from the Bids originally submitted; or

[ii] A new Bid price (inclusive of escalation).

9. VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

10. PRICE ESCALATION

No price escalation will be considered.

11. AUTHORITY TO SIGN BID DOCUMENTS

11.1. In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Department at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity. Furthermore, in the case of a joint venture or consortium at least one directors/ members of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

11.2. In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.

11.3. In the event that a non-member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.

12. DURATION OF THE CONTRACT

12.1. The contract period shall be period of One Month.

13 NEGOTIATION WITH THE IDENTIFIED PREFERRED BIDDER/S

13.1 The Bid will be awarded to the bidder who scores the highest PPPFA points, calculated based on the total price offered. However, the final terms of this bid maybe subjected to negotiation with the identified preferred bidder, should a need arise

13.2 The Department may furthermore, from the recommended bidder negotiate for the variation of scope should it be necessary,

13. CONDITIONS WITHDRAWN FROM THE GENERAL CONDITIONS OF CONTRACT

The paragraph dealing with Spare parts (paragraph 14) is hereby withdrawn.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder..... Bid number.....

Closing Time 11:00 Closing date.....

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

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

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

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

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

*Delete if not applicable

Eastern Cape Dept of Social Development

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....
.....

2.4 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**

Eastern Cape Dept of Social Development

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ..., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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 institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

Eastern Cape Dept of Social Development

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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....	.....
Signature	Date
.....	.....
Designation	Name of bidder

Eastern Cape Dept of Social Development

SBD 6.1

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

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

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

---

1. GENERAL CONDITIONS

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

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

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

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

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

1.7 A tenderer must submit, together with its tender, 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.

Eastern Cape Dept of Social Development

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. FORMULAR FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEM

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

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Eastern Cape Dept of Social Development

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 procurement clerk)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage owned
HDI Goals	No franchise prior to elections	2		
	Women	5		
	Disability	3		
	Youth	2		
	Locality (Mhlontlo Municipality)	8		
	Total	**20**		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. 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]

4.5. 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:

Eastern Cape Dept of Social Development

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 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: .....
.....
.....

Eas... of Social Development

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

Eastern Cape Dept of Social Development

CONTRACT FORM - CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference Points claims for in terms of the Preferential Procurement Regulations 2022;
   - Declaration of interest;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract;

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2. .....

DATE:.....

17

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE POINTS FOR SPECIFIC GOALS	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. .....

2. .....

DATE .....

DETAILS OF TENDERERS NEAREST OFFICE

1. Physical address of tenderer:

2 Telephone No of nearest office: _____

3 Time period for which such office has been used by tenderer: _____

.....

SIGNATURE OF (ON BEHALF OF) TENDERER

.....

NAME IN CAPITALS

In the presence of:

1. .....

2. .....

GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the provider's performance
22. Penalties
23. Termination for defaults
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties

GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.

1.2 **"Contract"** means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 **"Contract price"** means the price payable to the provider under the contract for the full and proper performance of his contractual obligations.

1.4 **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of the value to influence the action of a public official in the procurement process or in contract execution.

1.5 **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 **"Day"** means calendar day.

1.8 **"Delivery"** means delivery in compliance of the conditions of the contract or order.

1.9 **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.

1.10 **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 **"Force majeure"** means an event beyond the control of the provider and not involving the provider's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 **"GCC"** means the General Conditions of Contract.

1.15 **"Goods"** means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.

1.16 **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 **"Local content"** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 **"Project site,"** where applicable, means the place indicated in bidding documents.

1.21 **"Purchaser"** means the organization purchasing the goods.

1.22 **"Republic"** means the Republic of South Africa.

1.23 **"SCC"** means the Special Conditions of Contract.

1.24 **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.

1.25 **"Written"** or **"in writing"** means hand-written in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection

5.1 The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.

5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.

6.2 When a provider developed documentation/projects for the department or PROVINCIAL entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the department or PROVINCIAL entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the success bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packaging

9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packaging, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider in accordance with the terms specified in the contract.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental services

13.1 The provider may be required to provide any or all of the following services, including additional services, if any:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and
(e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the provider for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.

14. Spare parts

14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:

1) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
2) in the event of termination of production of the spare parts:
   a) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
   b) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. **Warranty**

15.1 The provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. **Payment**

16.1 The method and conditions of payment to be made to the provider under this contract shall be specified

16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. **Prices**

17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. **Increase/decrease of quantities**

18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. **Contract amendments**

19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

20. **Assignment**

20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

21. **Subcontracts**

21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

22. **Delays in the provider's performance**

22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.

22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.

22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.

23. Penalties

23.1 Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed good or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

24. Termination For Default

24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:

(a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
(b) if the provider fails to perform any other obligation(s) under the contract; or
(c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

25. Anti-Dumping And Counter-Vailing Duties And Rights

25.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

26. Force Majeure

26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that hi delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider

shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

27. Termination For Insolvency

27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser,

28. Settlement Of Disputes

28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

28.4 Notwithstanding any reference to mediation and / or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

29. Limitation Of Liability

29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to the purchaser; and
(b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

30. Governing Language

30.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

31. Applicable Law

31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

32. Notices

32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

33. TAXES AND DUTIES

33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.

33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

34. Transfer Of Contracts

34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

35. Amendment of Contracts

35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

RESOLUTION FOR SIGNATORY

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms_____, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for

Contract No._____ and any Contract which may arise there from on behalf of (Block Capitals) _____
_____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE:_____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

1._____ SIGNATURE: _____

IMPORTANT NOTICE: RESOLUTION TO SIGN

1. In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.
2. In the event that a non- member / non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.
3. In the case of a joint venture or consortium, at least one director/ members of each of the parties need to sign the joint venture or consortium agreement.
4. Furthermore, in the case of a joint venture or consortium at least one director/ member of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

DECLARATION

I, THE UNDERSIGNED NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT.

I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

PART 2

SCOPE OF WORK

APPOINTMENT OF SERVICE PROVIDER TO PROVIDE CATERING SERVICES AT QUMBU CHILD AND YOUTH CARE CENTRE AT QUMBU – OR TAMBO IN THE DEPARTMENT OF SOCIAL DEVELOPMENT, EASTERN CAPE FOR A PERIOD OF ONE (01) MONTH

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 Qumbu Child and Youth Care Centre in the OR Tambo District for children who have come into conflict with law and serving their sentences with a maximum capacity of **25 children** The number of children will vary each month.

INSTITUTION	AGE GROUP	CATAGORIES	TOTAL CAPACITY
Qumbu Child and Youth Care Centre	14 – 17 years	Children (Young Boys)	25

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 Qumbu Child and Youth Care Centre in the OR Tambo District, with a maximum capacity of 50 children. This is the fixed term contract for a period of ONE (01) months.

3. OVERALL OBJECTIVE

To provide catering services at Qumbu Child and Youth Care Centre consisting of three nutritious meals (Breakfast, Lunch and Supper) per day and three snacks (morning, afternoon and evening) per day for 50 children. (Maximum of 25 children between 14-17 years)

4. SCOPE

4.1 To provide three nutritious meals (Breakfast @ 7h00, Lunch @ 13h00 and Dinner @ 18h00 per day, and three snacks (morning @ 10h00, afternoon @ 15h00 and evening @ 20h15) in consideration of dietary needs (Maximum of 25 children).

4.2 To 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 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 To clean the kitchen, kitchen stores, dining hall and kitchen equipment (Equipment listed in annexure E). Conduct a once off spring 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 25 children.

4.5 Provision of containers for leftovers and removal thereof.

4.6 Institution is well stocked with groceries as per attached Departmental menu (Menu tabulated under Annexure A).

4.7 Lunch packs / late meals are ready when required. (Lunch pack detailed in annexure A).

4.8 Provide cleaning material for cleaning of kitchen, kitchen stores, dining hall and kitchen equipment is available at all times (All cleaning material must be SABS approved. All containers for cleaning material must be clearly labeled).

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

4.10 Keep small samples of each meal in small containers labeled with date and time, to be kept in the fridge for a period of 48 hours for reference purposes.

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

5. CONTRACT PERIOD

5.1 The contract shall be for a period of ONE (01) months.
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 Pricing must be inclusive of VAT, where applicable. 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 collection. The department will not be liable for VAT payment which was not included in the original quotation.

6.2 Bidders must submit a detailed price schedule which is inclusive of escalation in respect of all costs. The price schedule must indicate prices for the month as the Department will not allow any escalation and or variation of the submitted prices during the contract period.

6.3 Bidders must ensure that the quotes submitted have no arithmetic errors as department will not rectify any errors on the quotations received. The quotes should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by department and the appointed service provider prior to contract acceptance.

6.4 Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a dully authorized person. Should it be established after the submission of proposals that the signatory

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

6.5 All prices submitted should be written in pen. No proposals written in pencil will be accepted or evaluated.

7. FINANCIAL CAPACITY

7.1 The Department pays after services are rendered within thirty (30) days after 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.

7.2 The Department reserves the right to test financial capacity of the short-listed bidder prior award of the contract. The Department may require the short-listed bidder/s to provide a current bank statement from a registered financial institution confirming available funds to the value of 6% of the contract amount within a particular period as shall be determined by the department.

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 on a monthly basis within 30 days on submission of an invoice.
9.4 Attached to the monthly invoice must be that month catering site report signed by the Centre Manager and copy of payroll dated, the same month of the invoice that the bidder's employees have been paid. Failure to submit these two reports, the invoice for that month will not be paid.
9.5 The monthly invoice is to be submitted by the third working day of each month to the Centre Manager for processing of the monthly invoice.

10. PENALTIES

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:

10.1.1 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 total up to a maximum of 20% of a month's 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' consecutive experience in the provision of catering services on a term contract in an institution where there are permanent residents or must have catered for THREE (03) different events with a minimum of 50 people.

11.2 Bidder must submit a copy of signed contract / award letter AND letter from the institution confirming that catering services were satisfactorily rendered, which will serve as proof of experience in the catering field together with their bid documents. (All letters must be in the letter head of the relevant institutions where services were rendered).

11.3 The bidders must have a full-time food service manager. The food service manager must have a minimum of three-months catering services at an institution and management of staff. The food service manager must also have good communication skills and 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 Qumbu Child and Youth Care Centre shall at all times have access to the facilities and goods utilized by the successful bidder for the purpose of:

a) Determining whether the bid conditions are being adhered to; and
b) Checking the inventory for furniture, fixtures, equipment and utensils etc. utilized by the successful bidder.

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 labeled 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 on a weekly basis or as agreed upon by the parties and proceedings shall be minuted.

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 Qumbu 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 on a weekly basis. 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 Qumbu Child and Youth Care Centre and all equipment as listed in (Annexure E) including water and electricity.

13.1.2 The department will 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 SUCCESFUL 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 Provide uniform with the successful bidder's company name clearly indicated and provides staff with identification cards.

13.2.4 Provide basic training for all staff under his control on the utilization of fire extinguishers.

13.2.5 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 Qumbu 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 Form

16. EVALUATION

The evaluation of the Bid will be done in a three-stage process which is as follows:

- Pre-qualification
- Application of the PPPFA point system

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 14.1.1

16.1.2 Quotation 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 on a term contract in an institution where there are permanent residents or must have catered for four (4) different events with a minimum of 50 people. (copy of signed award letter / copy of signed contract and letter from the company / department indicating that catering services were satisfactory rendered. 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.)**

16.1.7 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 will lead to the disqualification of the bid. In loco inspection may be conducted on short listed Service Providers.

16.2 EVALUATION ON PPPFA

16.2.1 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	5
4	No Franchise	2
5	Disability	3
6	Locality (**Mhlontlo Local Municipality**)	8
7	Youth	2
	Total Points for Price & Specific goals	**100**

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

16.2.3 Locality will be confirmed as follows:

- 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.
- 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.
- 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.

16.2.4 *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.*

16.2.5 *In order to be awarded points for disability, a medical doctor's confirmation must be submitted together with this* bid.

16 DISCLAIMER

17.1 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.

17.2 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).

MRS Y.N DAMOYI-QAMBELA
ACTING DISTRICT DIRECTOR: O.R TAMBO DISTRICT

ANNEXURE A FOOD SPECIFICATION MENU

MENU FOR QUMBU CHILD AND YOUTH CARE CENTRE WEEK 1									
MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	4 weeks – cycle specifications	
								Raw	cooked
BREAKFAST: 7h00	Amabele	Oats	Mealie Meal	Amabele	Oats	Weet bix	mealiemeal	Cereal 80g	1 ½ cups
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	100ml	1/3 cup
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	20g	4tsp
	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	2 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Eggs	Margarine 10g	2tsp
	Cheese	Boiled Egg	Peanut Butter	Cheese Spread	Fish Paste	Peanut Butter	Bacon	Prot 30g	1tbsp
	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee 3g	250ml
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	50 ml	¼ cup
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	10g	2 tsp
SNACK: 10h00	water	water	water	water	water	water	water	Quali Juice 250ml	1 cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit 150g	1 medium
						Brown Bread	Brown Bread	Bread 160g	2 slices
						Margarine	Margarine	Margarine 10g	2tsp
						Peanut Butter	Jam	Prot 30g	1tbsp
LUNCH:14h00	Meatballs	Mutton Stew	fried Hake	Roast Chicken	Beef Curry	Boerwors	Roast Chicken	Meat 150g	
	Rice	Samp & Beans	mashed potatoes	Rice	Samp & Beans	Roll	Savoury Rice	starch 100g	2 Rolls
	Carrots	beetroot	Mixed Vegetables	Carrots	Butternut	Tomatoe stew	Carrots salad	Vege B 120g	½ cup
	Cabbage	gem squash	Cabbage	Spinach	Green Beans	Cabbage	tossed salad	Vege A 160g	½ cup
16h00 SNACK: PM	Fruit	Fruit	Fruit	Fruit	Fruit	Brown Bread	Brown Bread	Bread 160g	4 slices
						Margarine	Margarine	Marg 10g	2tsp
						fruit	Yoghurt	Spread 12g	1tbsp
SUPPER: 19h00	Mphokoqo	Fried Hake	Savoury Mince	Braised chops & onion	Braised beef	Grilled liver	Boerewors	Meat 100g	
	Sour milk	Mashed Potato	Stiff pap	Stiff pap	Rice	Stiff pap	Hotdog rolls	starch 100g	4 cups
	tomatoe stew & Spinach	Butternut & peace	Spinach	Carrots	Gr/beans	Beetroot	Tomato & onion stew	Vege A 160g	½ cup
SNACK:20h00 LATE	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	4 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Fish paste	Cheese spread	Golden syrup	Peanut butter	Jam	Peanut butter	Jam	Spread 12g	1tbsp
	Milo& Milk	tea & milk	Milo& milk	tea &milk	Milo& Milk	Juice or Milo	tea &milk	Milo& milk	250ml = 1cup

MENU FOR QUMBU CHILD AND YOUTH CARE CENTRE WEEK 2

MEAL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	SPECIFICATION	
								Raw	cooked
BREAKFAST:7h00	Amabele	Oats	Mealie Meal	Amabele	Oats	Weet Bix	Mealie Meal	Cereal 80g	1 ½ cups
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	100ml	1/3 cup
	sugar	sugar	Sugar	Sugar	sugar	Sugar	sugar	20g	4tsp
	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	2 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Scrambled Egg	peanut butter	egg	Scrambled Egg	Vienna	Fish Cake	Viennas	Prot 30g	1tbsp
	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee	Tea or Coffee 3g	250ml
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	10g	4tsp
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	50 ml	½ cup
SNACK 10h00	water	water	water	Water	water	water	water	Quali Juice 250ml	1 cup
	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit 150g	1 medium
						Brown Bread	Brown Bread	Bread 160g	2 slices
						Margarine	Margarine	Marg 10g	2tsp
						Fish Cake	Peanut Butter	Prot 30g	1tbsp
LUNCH:13h00	Fried Fish	Beef Stew	Chicken Casserole	Pilchard	Chicken Curry	Roast Chicken	Steak and gravy	Meat 150g	
	Boiled Potato	Rice	Samp	Stiff Pap	Samp & Beans	Rice & Gravy	Mashed Potato	starch 100g	2 cups
	Carrot salad	Pumpkin	Carrots	Butternut	Carrots	Butternut	Mixed vegetable	Vege B 120g	½ cup
	spinach	Cabbage	Green Beans	Spinach	Cabbage	Broccoli	Tomato & Cucumber	Vege A 160g	½ cup
SNACK:15h00	Fruit	Fruit	Fruit	Fruit	Fruit	Brown Bread	Brown Bread	Bread 160g	4 slices
						Margarine	Margarine	Marg 10g	2tsp
						Fruit	Yoghurt	Spread 12g	1tbsp
SUPPER: 19h00	Vet cakes	Mutton & Bean Stew	Sausages	Grilled Fish	Cottage Pie	Macaroni, chicken & Cheese bake	Mince and Lentil Stew	Meat 100g	x 2
	mince	Rice	Mashed Potato & Gravy	Bread	Rice	tossed Salad	Stiff Pap	starch 100g	2 cups
	peace &carrots	Spinach	Cabbage	Tomato & Onion Stew	Spinach	Tomatoe Stew	Mixed Vegetables	Vege A 160g	½ cup
LATE SNACK: 20h15	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Brown Bread	Bread 160g	4 slices
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Marg 10g	2tsp
	Fish paste	Cheese spread	Golden syrup	Peanut butter	Jam	Peanut butter	Jam	Spread 12g	1tbsp
	Milo & milk	tea &milk	Milo & milk	tea &milk o	Milo & milk	Milo & milk	tea &milk	Milo & milk	250ml = 1cup

Specifications
Putu: 150g = 2 cups

Maas: 375 ml = 1½ cups

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

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

MENU FOR QUMBU CHILD AND YOUTH CARE CENTRE WEEK 4									
MEAL	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**	**SPECIFICATION**	
								Raw	**cooked**
BREAKFAST:07h00	Mealie meal	Oats	Amabele	Mealie meal	Oats	Amabele	Mealie meal	Cereal 80g	1 ½ cups
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	100ml	1/3 cup
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	20g	4tsp
	Brown Bread	*Brown Bread*	*Brown Bread*	*Brown Bread*	*Brown Bread*	*Brown bread*	*Brown bread*	*Bread 160g*	*4 slices*
	Margarine	*Margarine*	*Margarine*	*Margarine*	*Margarine*	*Margarine*	*Margarine*	*Marg 10g*	*2tsp*
	Cheese	*eggs*	*Peanut Butter*	*Fish Finger*	*Liver Spread*	*Fish finger*	*eggs*	*Prot 30g*	*1tbsp*
	Tea/Coffee	*Tea/Coffee*	*Tea/Coffee*	*Tea/Coffee*	*Tea/Coffee*	*Tea/coffee*	*Tea/coffee*	*Tea/Coffee 3g*	*250ml*
	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	10g	4tsp
	Milk	Milk	Milk	Milk	Milk	Milk	Milk	50 ml	½ cup
SNACK 10h00	*Fruit*	*Fruit*	*Fruit*	*Fruit*	*Fruit*	Brown Bread	Brown Bread	*fruit*	*1 cup*
						Margarine	Margarine	*Fruit 150g*	*1 medium*
						Peanut butter	Peanut butter		
LUNCH:13h00	*Meatballs*	*Fried Hake*	*Mutton and Cabbage Stew*	*Roast Chicken*	*Beef Curry*	Boerwors	*Roast Chicken*	*Meat 150g*	
	Rice	*Mashed Potato*	*Samp & Beans*	*Stiff pap*	*Samp*	Rice	*Roast Potatoes*	*starch 100g*	*2 cups*
	Carrots	*Butternut*	Beetroot	*Carrots*	*Butternut*	Tomatoe stew	*Carrots salad*	*Vege B 120g*	*½ cup*
	Cabbage	*Spinach*		*Spinach*	*Green Beans*	Mixed vegetables	*Beetroot salad*	*Vege A 160g*	*½ cup*
SNACK:15h00 PM	*Fruit*	*Fruit*	*Fruit*	*Fruit*	*Fruit*	*Brown Bread*	*Brown Bread*	*Bread 160g*	*4 slices*
						Margarine	*Margarine*	*Marg 10g*	*2tsp*
						fruit	*Yoghurt*	*Spread 12g*	*1tbsp*
SUPPER: 1900	Grilled liver stew	*Mutton Stew*	*Savoury Mince*	*Braised chops & onion*	*Braised beef*	*Mphokoqo*	*Boerewors*	*Meat 100g*	
	Stiff pap	*Samp & Beans*	*Fat Cake*	*Rice*	*stiff pap*	*Sour Milk*	*Hotdog rolls*	*starch 100g*	*2 cups*
	Beetroot	*Cabbage*	*mixed vegetables*	*Carrots*	*Gr/beans*	*spinach and Tomatoe stew*	*Tomato & onion stew*	*Vege A 160g*	*½ cup*
20h15 LATE SNACK:	*Brown Bread*	*Brown Bread*	*Brown Bread*	*Brown Bread*	*Brown Bread*	*Brown Bread*	*Brown Bread*	*Bread 160g*	*4 slices*
	Margarine	*Margarine*	*Margarine*	*Margarine*	*Margarine*	*Margarine*	*Margarine*	*Marg 10g*	*2tsp*
	Fish paste	*Cheese spread*	*Golden syrup*	*Peanut butter*	*Jam*	*Peanut butter*	*Jam*	*Spread 12g*	*1tbsp*
	Milo & milk	tea &milk	Milo & milk	tea &milk o	Milo & milk	Milo & milk	tea &milk	Milo & milk	250ml = 1cup

ANNEXURE B

ESTIMATED NUMBER OFRESIDENTS AND NUMBER OF FOOD SERVICE ASSISTANTS

INSTITUTION	Maximum capacity of Institution	NUMBER OF COOKS REQUIRED	NUMBER OF GENERAL ASSISTATNS
Qumbu Child and Youth Care Centre	25	1(includes Supervisor)	4

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.

NB: (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 (Incl VAT)**	**TOTAL PRICE FOR 01 MONTH (Incl VAT)**
1 X Food Service manager	R	R
2 X Cooks	R	R
2 X General Assistants	R	R
Total cost for 01 month (Inclusive of VAT)		**R**

2. CLEANING OF KITCHEN & STORES	**PRICE PER MONTH (Incl. VAT)**	**TOTAL PRICE FOR 01 MONTH (Incl. VAT)**
Cleaning Material	R	R
Total cost for cleaning services for 01 months (Inclusive of VAT)		**R**

3. FUMIGATION SERVICES	PRICE PER MONTH (Incl. VAT)	TOTAL PRICE FOR 01 MONTHS (Incl. VAT)
Fumigation	R	R
Total cost for fumigation services for 01 months (Inclusive of VAT)		**R**

4. OTHER OPERATIONAL COSTS	PRICE PER MONTH (Incl. VAT)	TOTAL PRICE FOR 01 MONTHS (Incl. VAT)
Other operational Costs	R	R
Total cost for other operational costs for 01 months (Inclusive of VAT)		**R**

5. TOTAL OVERHEADS PER MONTH: (Salaries, cleaning material, fumigation and operational costs excluding meals)	R_____
TOTAL OVERHEADS FOR THREE MONTHS: (Salaries, cleaning material, fumigation and operational costs excluding meals)	R_____

6. CATERING SERVICES (Meals only, excluding overheads)	PRICE PER DAY (Incl. VAT)	PRICE PER MONTH (Incl. VAT)	TOTAL PRICE FOR 01 MONTHS (Incl. VAT)
Cost per resident	R	R	R
Total cost for 25 Residents for catering services for 01 months (Inclusive of VAT)			**R**

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

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 ONE Month (Meals + Overheads)
Qumbu Child and Youth Care Centre	25					

Summary: (Total for all the above costs)

TOTAL FOR ONE (01) MONTH: R.....

VAT R.....

GRAND TOTAL FOR ONE (01) MONTH R.....

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

ANNEXURE D

PHYSICAL ADDRESS OF INSTITUTION

No.	District	Name of Institution	Address	Contact Person & Numbers
1.	OR Tambo District	Qumbu Child and Youth Care Center.	ERF 1645 AND 1646 EXTENSION 6 QUMBU	Ms. Z.MAGAZI Tel: 0475537500/079 982 0169

50

ANNEXURE E

INVENTORY LIST

ITEM	QUANTITY	CONDITION
Deep fryer	1	Good
Stoves (Industrial) 3 plates	1	Faulty
Microwave	1	Good
Gas Stove – 3 burner	1	Good
Gas cylinder/s	3	Good
Deep freezer	1	Good

ANNEXURE F

LIST OF CONTACTABLE REFERENCES

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

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

For whom done	Nature of Service	Value of Service	Year Completed

BIDDERS NAME: _____

BIDDERS SIGNATURE: _____

DATE: _____

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

ANNEXURE H

Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

LOCAL ECONOMIC DEVELOPMENT PROCUREMENT FRAMEWORK DECLARATION FORM

The Honourable Premier in his State of the Province address in 2014 made a pronouncement to the effect that 50% of Provincial procurement should be spent on goods and services which are manufactured and supplied by SMMEs and Co-operatives from within the Province.

In order for the Province to achieve the above, the successful service providers must source the required goods/services with the Eastern Cape Province as per Local Economic Development Procurement Framework.

The details of the manufacturers of these goods are:

NAME OF MANUFUCTURER/SERVICE PROVIDER	COMMODITY/SERVICE	LOCATION

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