



**South African  
NATIONAL PARKS**

## REQUEST FOR QUOTATION

Terms of Reference

APPOINTMENT OF A SUPPLIER FOR THE SUPPLY AND  
PROVISION OF CAFETERIA OPERATION SERVICES FOR A  
PERIOD OF TWENTY FOUR MONTHS

RFQ NO.

**RFQ-019A-22**

# REQUEST FOR QUOTATION

You are hereby invited to submit price quotation for:

**APPOINTMENT OF A SUPPLIER FOR THE SUPPLY AND PROVISION OF CAFETERIA OPERATION SERVICES FOR A PERIOD OF TWENTY-FOUR MONTHS.**

<b>RFQ NUMBER:</b>	RFQ-019A-22
<b>ADVERTISEMENT DATE:</b>	03 August 2022
<b>CLOSING DATE:</b>	10 August 2022
<b>CLOSING TIME:</b>	12H00
<b>SITE INSPECTION:</b>	Physical Site Inspection at Groenkloof National Park 643 Leyds Street, Muckleneuck, Pretoria, 0001
<b>BID DOCUMENT DELIVERY ADDRESS:</b>	<a href="mailto:scmquotations@sanparks.org">scmquotations@sanparks.org</a>
<b>BID VALIDITY PERIOD:</b>	90 days (commencing from the RFQ Closing Date)
<b>TECHNICAL RELATED QUERIES</b>	Jerry Ndaba
<b>SCM RELATED QUERIES</b>	Connie Kgoale

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered.

Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS					
BID NUMBER:	RFQ-019A-22	CLOSING DATE:	10 August 2022	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A SUPPLIER FOR THE SUPPLY AND PROVISION OF CAFETERIA OPERATION SERVICES FOR A PERIOD OF TWENTY-FOUR MONTHS				
BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS					
<a href="mailto:scmquotations@sanparks.org">scmquotations@sanparks.org</a>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Connie Kgoale		CONTACT PERSON	Jerry Ndaba	
TELEPHONE NUMBER	012 426 5229		TELEPHONE NUMBER	012 426 5194	
E-MAIL ADDRESS	<a href="mailto:connie.kgoale@sanparks.org">connie.kgoale@sanparks.org</a>		E-MAIL ADDRESS	<a href="mailto:jerry.ndaba@sanparks.org">jerry.ndaba@sanparks.org</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## 1. PURPOSE

The purpose of this RFQ is to appoint a supplier for the supply and provision of cafeteria operation services for a period of twenty-four months.

## 2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under *National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003)*; with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the *Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999)*, and it is listed as *Schedule 3 Part A: 25 public entities*.

SANParks' operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa's society in support of entrenching South Africa's democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

## 3. SCOPE OF WORK

Specifications for the supply and provision of cafeteria service

SANParks requests proposal for the operation of the existing cafeteria services at SANParks Head Office in Groenkloof National Park (643 Leyds Street, Muckleneuk, Pretoria)

This scope of work shall form part of the contract.

Should a vendor have reasons to believe that the Specification is not open and/or is written for a particular service or work, the vendor shall notify procurement services within two (02) days after publication of the rfq.

The services rendered will comply with the following:

The facility will be assessed by the local authority and be certified as acceptable in respect to health standards;

The menu will be in accordance with the guideline as laid down by the Heart and Stroke Foundation S.A. and the Department of Health for preparation of a combination or variation of meals.

### 3.2 CANTEEN OPERATION

3.2.1 The on-site canteen is a 200 square meter facility with the following facilities:

- Dining Area 70m<sup>2</sup>
- Kitchen 71m<sup>2</sup>
- Service Area 18m<sup>2</sup>
- Admin Office 5m<sup>2</sup>
- Storeroom 22m<sup>2</sup>
- Walk in fridge 5m<sup>2</sup>
- Cold Room 9m<sup>2</sup>

3.2.2 The operation of a canteen on the SANParks premises, utilizing the allocated area for the supply of a set menu of basic meals, beverages and other items on a daily basis, to on-site personnel.

3.2.3 Provide a few options of 'Meals-of-the day' at an affordable. Market-related and reasonable price.

3.2.4 Provide suitable disposable containers for the serving of food & beverages (to be inclusive in the pricing schedule).

3.2.5 Use dry fresh ingredients in the food preparation and ensure that no items that are beyond expiry date are on offer or used in the preparation of any food offered to patrons.

3.2.6 Prepare all foods/meals to exceptionally high standards expected of the food industry whilst also ensuring that no food preparation other than specified takes place on the premises. See paragraph 3.4

### **3.3 Normal Working Hours**

3.3.1 SANParks office hours are between 07h30 and 16h00 Monday to Friday.

3.3.2 The operation of the cafeteria will be between **06h00 and 15h00 (8 hours)** – Monday to Friday (excluding Public Holidays – no service).

### **3.4 FOOD SPECIFICATION**

3.4.1 Application of Guidelines as laid down by the Heart and Stroke Foundation S.A. and Department of Health for preparation of a combination or variation of the following meals:

#### **ORDER OF THE DAY:**

1. Breakfast:

- Variety of sandwiches
- Cold beverages
- Hot beverages

2. LUNCH

- STARCH

- Pap
- Rice
- Samp
- Pasta
- Dumplin

- MEAT
  - Beef
  - Chicken
  - Fish
  - Pork
  - Wors
  - Lamb
  - Tribe
  - Liver
  - Chicken Feet
  
- VEGETABLES
  - Spinach
  - Pumkin
  - Beetroot
  - Potatoes
  - Carrots etc
  
- FRUITS
  - Apples
  - Bananas
  - Pears etc.

#### 3.4.2 Callorder counter meal:

- not limited to the below listed in the pricing schedule in paragraph 4

#### 3.4.3 Employees must be allowed to make their own combine- healthy meal from variety of ingredients not limited to the below:

- Raw tomato
- Low fat cheese varieties
- Cold meat
- onions
- cucumbers
- peppers
- Sauces (tomato or low fat based)
- Health breadbasket

## 4. PRICING SCHEDULE

### 4.1 Fixed unit pricing for the duration of contract period

## 4.2 PRICING SCHEDULE

### 1: CANTEEN CALL - ORDER MEALS

	DESCRIPTION	UNIT PRICE		COMMENTS
		R	C	
<b>SANDWICHES (Plain OR Toasted)</b>				
	Cheese			
	Cheese and Tomato			
	Cheese, Ham and Tomato			
	Bacon and Egg			
	Chicken Mayonnaise			
<b>BURGERS</b>				
	Hamburger			
	Cheese Burger			
	Egg Burger			
	Chicken Burger			
<b>OPTIONAL EXTRAS</b>				
	Slice of Toast			
	Egg			
	Bacon			
	Cheddar Cheese			
	Herb Mushrooms			
	Muffins			
	Scones			
<b>RESALE COLD BEVERAGES</b>				
	Soft Drinks – 330ml			
	Grapetiser – 330ml			
	Appletiser – 330ml			
	Liquifruit – 330ml			
	Mineral Water – 500ml			
	Fruit Juices (orange, fruit cocktail, guava)			
	Energy Drinks			
	Iced Tea			
<b>HOT BEVERAGES</b>				
	Filter Coffee			
	Hot Chocolate			
	Espresso			
	Tea (Ceylon and rooibos)			
<b>RESALE COUNTER ITEMS</b>				
	Assorted Potato Chips 30 – 36g			
	Assorted Potato Chips – 120g			
	Cheas Naks – 22g			
	Cheese Curls – 14g			
	Pringles Potato Chips – 100g			
	Pringles Potato Chips – 42g			
	Salted Snack Peanuts – 60g			
	Assorted Chocolate Bars 30 - 40g			
	Assorted Chocolate Slabs – 135g			
	Smarties / Astros – 150g			
	<b>TOTAL for SCHEDULE 1</b>			



## 2: CANTEEN DAILY MENU

	DESCRIPTION	UNIT PRICE		COMMENTS
		R	C	
	<b>WEEK 1</b>			
<b>MONDAY</b>				
	<b><i>Meal of the Day</i></b>			
	Beef Lasagne			
	Salad / Mealie Pap			
	Gravy			
<b>O</b>	Chicken Curry			
<b>TUESDAY</b>				
	<b><i>Meal of the Day</i></b>			
	Chicken a la King			
	Savoury Rice / Mealie Pap			
	Gravy			
<b>O</b>	Grilled chuck steak			
<b>WEDNESDAY</b>				
	<b><i>Meal of the Day</i></b>			
	Battered Hake Fillet			
	Chips / Samp			
	Gravy			
<b>O</b>	Beef Stew			
<b>THURSDAY</b>				
	<b><i>Meal of the Day</i></b>			
	Grilled ¼ chicken			
	Mealie Pap			
	Gravy			
<b>O</b>	Pork			
<b>FRIDAY</b>				
	<b><i>Meal of the Day</i></b>			
	Mini Braai (Lamb / Beef / Chicken)			
	Pap and Gravy			
	Chicken Stew			
	Rice			
	Vegetarian Hamburgers			
	<b>TOTAL FOR SCHEDULE 2</b>			

**3. COMBINED PRICING SCHEDULE (CANTEEN CALL ORDER MEALS AND CANTEEN DAILY MENU)**

<b>APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING OF CAFETERIA OPERATION SERVICES</b>				
<b>Item No</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Price Including VAT</b>
1.	TOTAL CANTEEN CALL - ORDER MEALS	1		
2.	TOTAL CANTEEN DAILY MENU	1		
			<b>SUB-TOTAL</b>	R
			<b>VAT @ 15%</b>	R
			<b>GRAND TOTAL</b>	R

**NB: ANY DEVIATION OR ESCALATIONS TO THE PROPOSAL PRICING MUST BE APPROVED BY SANPARKS PRIOR TO IMPLEMENTATION**

## 5. MANDATORY EVALUATION PHASE CRITERIA

Bidders need to comply with all the mandatory requirements listed below in order to proceed to next phase of evaluation.

NO	CRITERIA	COMPLY	NOT COMPLY
1	<p>Bidder must have an existing site of operation [public or private sector] currently within a 20km proximity of Groenkloof National Park, catering for more than 30 patrons / day.</p> <p>Proof to be submitted:</p> <ul style="list-style-type: none"><li>• A current active contract for the operation of an existing cafeteria, in the required or similar environment, in the designated area or permit in food preparation and selling from City of Tshwane.</li></ul>		
2	<p>A copy of the Company Profile that fulfils the minimum requirements for the technical requirements including</p> <ul style="list-style-type: none"><li>Pest control report of the current premises of operation</li><li>Cleaning timetable as per the requirement of Regulation 638 at the current site.</li></ul>		
3	<p>Proof of basic training of food handlers and their personal details (records / certificates)</p>		

## 6. TECHNICAL REQUIREMENTS

In this phase All service providers that met all the requirements in terms of mandatory evaluation will be evaluated as per the below set of criteria:

**NB: Qualification Threshold 60% – Bidders must submit all requested information under Technical requirements for consideration to the next phase evaluation. Service Provider(s) who does not met the required minimum threshold of 60% on the below technical requirements will be eliminated and will not proceed further for evaluation on price.**

The service provider must furnish the following information as part of the tender response

CRITERIA 1 - MAIN BUSINESS AREA;	WEIGHT	POINT	POINT ALLOCATION
<p><b>EXPERIENCE:</b></p> <p>Reference letters, to be completed in the attached templates from each referral.</p> <p><b>ANNEXURE A1</b></p>	50	5	<p><b>5</b> Points – 5 and more than 5 letters with an average score above 25 points total</p> <p><b>4</b> Points - less than 4 letters with an average score above 25 points total</p> <p><b>3</b> Points – 3 letters with an average score above 25 points total</p> <p><b>2</b> Points – 2 Letters with an average score above 25 points total</p> <p><b>1</b> Point - 1 letter with a score above 25 points</p> <p><b>0</b> Point – No letters</p>
<p>Management plan – The service provider must submit together with this RFQ, a complete management plan in which, at least the following must be included:</p> <ul style="list-style-type: none"> <li>• Recommended number of personnel on site.</li> <li>• Indication of any statutory and legislative compliance required;</li> <li>• Qualifications and CV's of the staffs' structure.</li> <li>• Food handling training</li> </ul>	50	5	<p><b>5</b> Points – all bullets inclusive</p> <p><b>4</b> Points – only three bullets addressed</p> <p><b>3</b> Points – only two addressed</p> <p><b>2</b> Points – one bullet addressed</p> <p><b>1</b> Point - not detailed</p>
<b>TOTAL POINTS 100</b>	<b>100</b>	<b>10</b>	

## 7. COMPLIANCE AND GOVERNANCE VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply with requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of fully completed SBD 4 (Bidder's disclosure),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit.
- Submission of fully completed SBD7.1 (Contract Form),

## 8. CENTRAL SUPPLIER DATABASE INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database)

## 9. EVALUATION CRITERIA AND WEIGHTING

The RFQ stipulated that the responses to be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
BEE	20
<b>Total</b>	<b>100</b>

## 10. EVALUATION FORMULA FOR PRICE

The following formula will be applied to calculate the scores:

### **Price Formula**

The following PPPFA formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 80 points were allocated to price.

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Pmin

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid

## **11. PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA)**

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

## **12. TIMELINES AND DURATION**

Upon appointment, the recommended supplier is expected to start operation within agreed time not more than 30 days of receipt of the purchase order, SANParks reserve the right to cancel the Purchase Order issued. In cases whereby the service provider want to increase the price within the same year of the contract negotiations with SANParks must be conducted prior such increases

## **13. FINANCIAL PAYMENT**

The service provider will receive income in a form of sales made from employees buying from the cafeteria.

## **14. FINAL AWARD**

SANParks nominates the bidder with the highest combined score for the contract award subject to the bidder having supplied the relevant administrative documentation. SANParks reserves the right not to award to the highest points scorer in accordance with S 2(1) (f) of the Act (PPPFA).

## **15. SPECIAL CONDITIONS**

Successful bidder will be required to provide SANParks with Proof of public liability (Certified copy of Insurance Policy) to the value of R5 million

OHS files

Arrange with City of Tshwane to have certificate of acceptability issued to them under their name on our SANParks

Proof of public liability (Certificate copy of Insurance policy)

Certified copy of a letter of Good Standing from the Department of Labour in respect of COIDA.

Original or certified copy of a Certificate of Compliance from the Department of Labour in respect of UIF

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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



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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....	.....
Signature	Date
.....	.....
<u>Position</u>	<u>Name of bidder</u>

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000**

**1. GENERAL CONDITIONS**

**1.1** The following preference point systems are applicable to all bids:

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

**1.2**

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

**1.3** Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

**1.4** The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5** Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6** The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## **2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1)** B-BBEE Status level certificate issued by an authorized body or person;
  - 2)** A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3)** Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

- 4.1** In terms of Paragraph 2 (1) of the Preferential Procurement Policy Framework Act, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

**5.1** Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PPPFA,2000**

**6.1** B-BBEE Status Level of Contributor: = ..... (maximum of 20 points)

(Points claimed in respect of Paragraph 6.1 must be in accordance with the table reflected in Paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

**7.1** Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

**7.1.1** If Yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE:

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

**8.1** Name of Company/Firm:.....

**8.2** VAT Registration Number:.....

**8.3** Company Registration Number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**8.7** Total number of years the company/firm has been in business:.....

**8.8** I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 4.1 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.



## CONTRACT FORM - PURCHASE OF GOODS/WORKS

**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 supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of 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 RFQ
    - Pricing schedule(s);
    - Bidders Disclosure;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Policy Framework Act, 2000
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract;
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works 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: .....

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity  
as.....  
accept your bid under reference number  
.....dated.....for the supply of goods/works indicated  
hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with  
the terms and conditions of the contract, within 30 (thirty) days after receipt of an  
invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

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

NAME (PRINT) .....

SIGNATURE .....

DATE .....

OFFICIAL STAMP



WITNESSES

1. ....

2. ....

DATE .....

## **ANNEXURE A1: TRACK RECORD**

### **REFERENCE QUESTIONNAIRE FOR SANPARKS**

Thank you for making time to respond to this questionnaire.

South African National Parks (SANParks) is a statutory body established in terms of the National Environmental Management: Protected Areas Act, 57 of 2003. In terms of this Act, SANParks' mandate is to conserve; protect; control; and manage National Parks and other defined protected areas and their biological diversity (Biodiversity). SANParks is also subject to the prescripts of the Public Finance Management Act, Act 1 of 1999; and listed as the Schedule 3 Part A: 25 public entity.

SANParks advertised a bid for the appointment of a service provider to render cafeteria and catering services for a period of one (1) year at SANParks Head Office (Groenkloof – Pretoria).

We would like you to complete the attached questionnaire in rating the service offered/received from the service provider (bidder). The process will take approximately 10 minutes of your time. Your assistance will help us in making the final decision for the appointment of the bidder. This information will be treated as confidential.

**On a scale of 1 to 5 how do you rate this company on the following areas?**

**P.S.: Please initial each page of the questionnaire**

<b>1. Skills and level of experience of the resources used</b>	
1. Poor	
2. Below Average	
3. Average	
4. Good	
5. Very Good	
Comments:	

<b>2. Quality of the Cafeteria and Catering Services rendered</b>	
1. Poor	
2. Below Average	
3. Average	
4. Good	
5. Very Good	
Comments:	

<b>3. Quality of Food and Beverages provided</b>	
1. Poor	
2. Below Average	
3. Average	
4. Good	
5. Very Good	
Comments:	

<b>4. Presentation of meals</b>	
1. Poor	
2. Below Average	
3. Average	
4. Good	
5. Very Good	
Comments:	

<b>5. Overall satisfaction of the services rendered</b>	
1. Poor	
2. Below Average	
3. Average	
4. Good	
5. Very Good	
Comments:	

<b>6. How likely will you be to contract this service provider in future should you require cafeteria and catering services</b>	
1. Highly unlikely	
2. Unlikely	
3. Possibly	
4. Likely	
5. Highly likely	
Comments:	

<b>7. General Comments</b>
----------------------------

<b>Company Name:</b>	
<b>Contact Person Name:</b>	
<b>Contact Number and e-mail</b>	
<b>Contact Person Position</b>	
<b>Signature</b>	

