

**PROVINCE OF THE EASTERN CAPE – DEPARTMENT OF HEALTH  
FRERE HOSPITAL**



**NOTICE NO. 04 OF 2022/2023**

**REQUEST FOR A QUOTATION**

**SCMU3-22/23-0664-FRE: SUPPLY AND DELIVERY OF DAIRY PRODUCTS TO FRERE HOSPITAL  
SCMU3-22/23-0665-FRE: SUPPLY AND DELIVERY OF PAULTRY MEAT TO FRERE HOSPITAL**

**N.B: NO BRIEFING SESSION WILL BE HELD, ALL ENQUIRIES TO BE SENT VIA EMAIL TO  
[Alex.ngqwebo@echealth.gov.za](mailto:Alex.ngqwebo@echealth.gov.za)**

Quotations/ Bids are hereby invited from all interested service Providers to render the above-mentioned services for the Department of Health, Frere Hospital. RFQ/ Bid documents will be emailed and will be returned back via email.

**All quotations / bids documents to be deposited in a tender box situated at Frere Hospital. Y-Block Building, Room 5 (with RFQ Number, Clear description and Name of Supplier)**

**Closing date: 09 December 2022 at 11.00 AM o'clock**

**Late submission will not be accepted.**

Direct all bid document enquiries to Mr. Alex Ngqwebo at 043 709 2583/ 2640  
Contact Person Regarding Specification: Ms. Nkolie Tshokotshi at 043-7092316

  
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**CHAIRPERSON SPEC COMMITTEE**

*01 December 2022*  
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**DATE**



Province of the  
**EASTERN CAPE**  
HEALTH

## REQUEST FOR QUOTATION

### PART A INVITATION TO QUOTE

SBD 1

<b>YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE FRERE HOSPITAL</b>					
<b>BID NUMBER:</b>	<b>SCMU3-22/23-0664-FRE</b>		<b>CLOSING DATE:</b>	<b>09 DECEMBER 2022</b>	
<b>DESCRIPTION</b>	<b>SUPPLY AND DELIVERY OF DAIRY PRODUCTS FOR A PERIOD OF THREE (03) MONTHS</b>				
<b>SUBMISSION</b>	<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>				
FRERE HOSPITAL: Y – ADMINISTRATION BLOCK, CONNAUGHT/AMALINDA MAIN ROADS EAST LONDON					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Alex Ngqwebo		CONTACT PERSON	Alex Ngqwebo	
TELEPHONE NUMBER	043 709 2583		TELEPHONE NUMBER	043 709 2583	
FACSIMILE NUMBER	043 743 5317		FACSIMILE NUMBER	043 743 5317	
E-MAIL ADDRESS	Alex.Ngqwebo@echealth.gov.za		E-MAIL ADDRESS	Alex.Ngqwebo@echealth.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
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]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
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

### 1. QUOTE SUBMISSION:

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

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 SUPPLIERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 SUPPLIERS 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 SUPPLIERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE QUOTE.
- 2.5 IN QUOTATIONS 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 SUPPLIER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO QUOTEDING FOREIGN SUPPLIERS

- 3.1. IS THE SUPPLIER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE SUPPLIER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE SUPPLIER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE SUPPLIER 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.

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



# INDEX

## RETURNABLE SCHEDULES

(All schedules must be completed and returned by the SUPPLIER)

Schedule 1  
SBD 1 (Part A and B)

Schedule 2  
Evaluation criteria

Schedule 3  
Specification

Schedule 4  
Pricing Schedule

Schedule 5  
Declaration of Interest

Schedule 6  
Preference points claim form



## SCHEDULE 2: EVALUATION CRITERIA

### 1. EVALUATION CRITERIA

#### 1.1 The Quote will be evaluated as follows:

- Stage 1: Administrative compliance
- Stage 2 : Compliance to Non- Negotiable requirements
- Stage 3: Capacity Assessment & Locality Confirmation
- Stage 4 : Price & BBBEE points

#### Stage 1: Administrative Compliance

#	<i>Requirement</i>	Please Tick <input type="checkbox"/>	
		Complied	Not Complied
A	Invitation to Quote (SBD1) completed and signed		
B	Signed Pricing Schedule (SBD 3.1)		
C	Signed Declaration of Interest (SBD 4)		
D	Signed Preferential Points Claim (SBD 6.1)		
E	Latest CSD report attached		
F	Bank confirmation letter (Not older than 3 months)		

Item No.	REQUIREMENTS	Compliance Yes / No	Comment
<b>NON-NEGOTIABLE REQUIREMENTS CONTINUED</b>			
1.1	Completed Project Form from current/previous client/s.		
1.2	Attached proof of funding either self or arranged funding with current date and specific to this food item.		

**NB: Non Compliance will be disqualified and NOT evaluated further.**



**2<sup>nd</sup> Stage of evaluation:****COMPLIANCE WITH NON NEGOTIABLES****PROJECT REFERENCE**

**PROJECT REFERENCE RETURNABLE** – Submission of this reference page must be according to the number of items bidding for.

Project title:	
Bid No:	

Note: This returnable document must be completed by the referee to whom services of similar nature, scope, complexity and value was completed successfully by the bidder.

I, ..... (name and surname)

..... (company name)

Declare that I was the recipient (client) of the following project successfully executed

by ..... (name of bidder)

Project Name:

Project Location:

Commencement Date: ..... Completion date: .....

Duration of the contract: .....

Contract Value: .....

A. Please score the performance of the Bidder on the abovementioned project, by inserting "Yes" in the relevant box below:

	Very poor	Poor	Fair	Good	Excellent
Experience					
Quality and Performance					
Personnel					

B. Would you consider/recommend working with this bidder

Yes	No

C. Any other comments: .....

D. Cell No. .... E. Office No. ....

F. Fax No. .... G. E-mail: .....

This signed at ..... on this ..... day of .....

\*Note to Bidder: Referee (Client) will be contacted to verify the above if the Referee is not contactable  
NO POINT WILL BE AWARDED. A letter of confirmation of prompt delivery from the current/previous client/s must be attached.

**STAMPED AND SIGNED BY REFEREE (CLIENT)**



### Stage 3: Capacity Assessment & Locality Confirmation

NB: To qualify for Price & BBBEE evaluation the bidder/s **must score 50 points or more points**.

Points less than 50 points will result in disqualification of the proposal.

Requirement	Points	Documents for Verification
1. Indication of own Farm with Own Vehicles, or arrangement with local farmer with delivery vehicles, there must be indication of compliance to the requirements e.g. proper hygiene, Dairy Products packaging, crates, actual vehicle/s, etc. i. Own Farm = 50 Points ii. Agreement with Wholesaler = 30 Points	50	a. Own Farm with Vehicles and Registration papers. b. <b>Attach agreement</b> with Farmer/Wholesaler, All the above must indicate capability to adhere to proper hygiene measures
2. Reference/s: i. General supply = 10 Points ii. Supply of perishable products/items = 20 Points iii. Supply of Dairy Products = 30 Points	30	Make use of <b>Project Reference</b> Submit per item bidding for
3. Service provider based in BCM i. (Attach BCM rates/ lease agreement if renting) = 20 Points. ii. Outside BCM but within Eastern Cape = 15 Points iii. Outside Eastern Cape= 10 Points NB: Bidders whose sources of supply are outside either BCMM or Eastern Cape shall be awarded points in accordance with location of source of supply.	20	Municipal Account Statement/Lease Agreement
Total Points	100	



#### **Stage 4 : Price & B-BBEE Points**

- 3.1 The PPPFA point system will be used for this Quote i.e. 80/20 principle. The evaluation criteria will be as follows: Price = 80, B-BBEE status level of contribution 20
- 3.2 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a SUPPLIER for attaining the B-BBEE status level of contribution in accordance with the table below:

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

4. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non- Compliant contributor. Such a bidders will score 0 out of maximum of 20 points for B-BBEE.
- 3.4 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level points.
- 3.5 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 3.6 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the close corporation act, 1984) (act no 69 of 1984) or an accredited verification agency will be considered for preference points.

- 3.7 The department may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regards to preference.
- 3.8 The total points scored will be rounded off to the nearest 2 decimals.
- 3.9 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- 3.10 However, when functionality is part of evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest functionality.
- 28.11 Should two or more bids equal in all respects, the award shall be decided by drawing of lots.
- 3.12 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points

#### **SPECIAL CONDITIONS:**

- Bidders MUST adhere to the specification throughout the contract.
- If the delivered quality is NOT as prescribed in the Specification, Food Service Management has a right to return the items to the supplier at supplier's cost.
- In the event the recommended Supplier fails to deliver, Frere Hospital has a right to cancel the contract.
- Delivery is NOT subject to supplier's payment by the department or any client, all is required is delivery according to the requirements of this engagement
- ECDOH/Frere Hospital has a right to conduct a site inspection either on the premises of main bidder or wholesaler that is in agreement with.  
Snapshot of Premises' checking/inspection not limited to the list hereunder – where applicable.
  - Compliance to Hygiene during production process.
  - Appearance and adherence to hygiene – area of operation.
  - Operational staff
  - Food handling – compliance to hygiene.



**PART 3**  
**RFQ STRATEGY**

**THE RFQ CALLS FOR SUPPLY AND DELIVERY OF DAIRY PRODUCTS FOR A PERIOD OF THREE (03) MONTHS**

- The Eastern Cape Department of Health (ECDOH)/Frere intends to appoint individual suppliers to supply and deliver dairy products.
- The RFQ will be awarded to the supplier that meets all the requirements of this bid.
- Bidders will be recommended for one category of food supplies.
- **Bidders with current contract at Frere will NOT be considered.**
- ECDOH/Frere Hospital reserves the right to source the items from different suppliers based on the rates/price quoted.
- The successful bidder/s will be requested to deliver the goods ordered directly to where the goods are required.
- Should the recommended/successful bidder/s fail to deliver within a month of executing the contract; the reserved bidders shall be activated to take over the contract.
- ECDOH/Frere Hospital may conduct a site inspection to the recommended bidder's supplier
- Using Treasury Price Index and verification on market. Lowest quote does NOT guarantee the award of the contract.

**SCOPE OF WORK**

- The suppliers will be requested to supply dairy products for a period of three (03) months.

**DECLARATION OF THE BIDDERS ABILITY TO SUPPLY AND DELIVERY OF DAIRY PRODUCTS**

- We hereby declare that we, \_\_\_\_\_ (name of the bidder), have the capacity and capability to supply and deliver dairy products.

SIGNATURE OF BIDDER: .....



### SCHEDULE 3: SPECIFICATION FOR DAIRY PRODUCTS

- i. Guidelines on the specifications for perishable foods ensures that only stock or food items that comply with required standards for acceptable quality are received and used in the food service units.
- ii. Perishables Foods should be delivered according to specifications for temperature, transportation & delivery times as specified.
- iii. All food delivered in terms of the contract should be subject to inspection and approval by the receiving officer at the delivery point.
- iv. The procedure concerning the taking and testing of samples of delivered products, as set out in the regulations made in terms of section 15 of the Agricultural Product Standard Act, 1990. Should be complied with.
- v. The Department reserves the right to conduct inspections of the production process, the product and the premises of the supplier without prior notification at any working time during the contract period or prior to entering into a contract. In the event of a deviation being observed, the whole consignment should be rejected.
- vi. Food items not listed in the guidelines should be delivered in accordance with normal trade practice.

#### DAIRY PRODUCT

##### 1. MILK

#### PHYSICAL REQUIREMENTS

GRADE: A – Good Quality

The product must be of a cream to pale yellow colour and have a pure, fresh characteristic milk flavour full cream cow's milk.

No preservative or any other additive may be added to the milk.

No colostrum's may be present.

Milk should either be pasteurized or ultra-heat treated (UHT) process.

Milk should be from a certified dairy supplied and may not be diluted.

The strictest hygienic measures should be applied in the production, handling and delivery of milk and the dairy should be inspected at any time before and also during the contract period.

#### CHARACTERISTICS OF PASTEURISED MILK: -

The product should remain fresh until at the expiry date printed on the container, if kept below 5°C.

The product should have the typical fresh, slightly sweet taste of normal milk

No flavours and / or foreign matter may be present in the product.

Pasteurized milk should be classified as full cream.

#### PACKAGING: -

The product should be packed in 1L cartons and should be free from any leakage; Secondary packaging (where applicable should be clean and must protect the content).

The company name including the address, product name and production date, as well as a best before date should be visible on the packaging for storage and rotation purposes.

#### TRANSPORTATION: -

The product should be transported at a temperature of 0 -7°C

The product should be delivered at temperature not exceeding 7°C.

Delivery times should be from 8:h00 to 12:45 and from 14:h00 to 15:30 pm

Full Cream milk should be delivered once a week Mondays and Thursdays.

NB: Before delivery please contact food services Frere: Ms. Flatela -Food service manager @ 043-7092673/2029

ITEM	Approximately for the month
Milk F/Cream	5 500 x 1L

##### 2. MAAS

#### Definition & Interpretation

In this specification the following words and phrases shall have the following meanings unless the context otherwise requires.

Grade	A
Appearance of Maas	Pale yellow to white in colour, thick and fresh smell

#### PHYSICAL APPEARANCE: -

Made from pasteurized milk



Product should be low fat  
No signs of separation

**PACKAGING: -**

The bottle should contain the product name, sell-by date, production date and details of the Company.  
The product should be packed in 500ml bottles.

**TRANSPORTATION: -**

The product should be transported at a temperature of 0-5C i.e. the delivery truck /van must be cool and insulated.  
The product should be delivered at temperature not exceeding 7C.  
It should be refrigerated during transportation  
Delivery times should be from 8:h00 to 12:45 and from 14:h00 to 15:30 pm  
Maas should be delivered once a week on Mondays and Thursdays.

**NB: Before delivery please contact food services 043-7092673/2029**

ITEM	Approximately for the month
Maas(500ml)	4 500 x 500ml

**3. YOGHURT**

**PHYSICAL REQUIREMENTS: -**

GRADE: A – Good Quality  
Yoghurt may be plain or have different flavors.  
Yoghurt should be low fat  
Yoghurt should contain AB cultures  
There should be no sign of separation of the yoghurt

**PACKAGING: -**

Yoghurt should be packaged in strong sealed plastic tubes  
It should be packed in 100ml containers.  
The tub should contain the product name, sell-by date, production date and details of the Company including the address.

**TRANSPORTATION: -**

The product should be transported at a temperature of 0-5C i.e. the delivery truck /van must be cool and insulated.  
The product should be delivered at temperature not exceeding 7C.  
Delivery times should be from 8:h00 to 12:45 and from 14:h00 to 15:30 pm  
Yoghurts should be delivered once a week every Mondays.

**NB: Before delivery please contact food services 043-7092673/2029**

ITEM	Approximately for the month
Yoghurt(100ml)	7 400 x 100ml

**4. CHEESE - Cheddar**

**PHYSICAL REQUIREMENTS: -**

GRADE: A - Good Quality  
Cheese is a curd of milk, i.e. gel of casein from which some of the whey has been removed by heating, stirring and pressing.  
The texture of the cheese may range from soft to semi soft. The type of cheese used is cheddar.

**PACKAGING: -**

Cheese should be in 3KG a vacuumed package.  
The label should reflect the name of the product, weight, nutritional information and expiry date.



The product and the conditions under which it is prepared and delivered should comply with both the preceding requirements.

**TRANSPORTATION: -**

The product should be transported at a temperature of 0-5C i.e. the delivery truck must be cool and not only insulated.

The product should be delivered at temperature not exceeding 7C.

The method of transporting the product at the time of dispatch should be, such that the product reaches its destination in a sound condition.

Delivery times should be from 8:h00 to 12:45 and from 14:h00 to 15:30 pm

Cheese –cheddar -should be delivered once a week on Mondays.

**NB: Before delivery please contact food services 043 7092673/2029**

Item	Approximately for the month
Cheese-cheddar	320kg

**5. MARGARINE (Lite)**

**Definition & Interpretation**

In this specification the following words and phrases shall have the following meanings unless the context otherwise requires.

Grade	A
Appearance of Margarine	Yellow in a foil wrap

**PHYSICAL REQUIREMENTS: -**

GRADE: A – Good Quality

Margarine lite should be yellow in colour and wrapped in foil.

Nutritional value must be indicated on the cover of the product.

It should be free of odours and taste and all visible mould growth.

**PACKAGING: -**

The label should reflect the name of product, nutritional information and expiry date.

The product should be packed in a foil wrap and packed into a cardboard box.

It should be packed in a 500g bricks.

**TRANSPORTATION: -**

The product should be transported at a temperature of 0-5C i.e. the delivery truck /van must be cool and insulated.

The product should be delivered at temperature not exceeding 7C.

It should be refrigerated during transportation.



Delivery times should be from 8:h00 to 12:45 and from 14:h00 to 15:30 pm.

Margarine should be delivered once a week on Mondays.

**NB: Before delivery please contact food services 043-7092316/2029**

Item	Approximately for the month
Margarine -500g	715 x 500g

Items	Quantity per Month	Total Qty for 3 months
Milk – full cream	5 500 x 1L	16 500
Maas/ Amasi	4 500 x 500ml	13 500
Yoghurt	7 400 x 100ml	22 200
Cheese	320 kg (500g)	960
Margarine	715 x 500g	2 145

	SIGNATURE	DATE
REVIEWED BY:		01/12/2022
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		01/12/2022



#### SCHEDULE 4: PRICING SCHEDULE

**QUOTATION VALIDITY PERIOD:** \_\_ (60 days) \_\_

**Company name:** .....

**Please complete the table below:**

Items	Quantity per Month	Unit Price	Price Per Month	Total Qty for 3 Months	Total Price for 3 Months
Milk – full cream	5 500 x 1L			16 500	
Maas/ Amasi	4 500 x 500ml			13 500	
Yoghurt	7 400 x100ml			22 200	
Cheese	320 kg (500g??)			960	
Margarine	715 x 500g			2 145	

#### Signature

##### Company Representative

Company Director / Manager	Initial and surname	Signature	Date

Company official  
stamp



## SCHEDULE 5: DECLARATION OF INTEREST

SBD4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

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

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

#### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2

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

<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.



enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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

.....  
Position

.....  
Name of bidder

<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.



## SCHEDULE 11: PREFERENCE POINTS CLAIM FORM

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 REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 1.2 The value of this quotation is estimated to not exceed R50 000 000.00 (all applicable taxes included) and therefore the 80/20 point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 1.3.1 The maximum points for this bid are allocated as follows:

#### POINTS

- |         |   |       |
|---------|---|-------|
| 1.3.1.1 | PRICE   | ..... |
| 1.3.1.2 | B-BBEE STATUS LEVEL OF CONTRIBUTION               | ..... |
|         | Total points for Price and B-BBEE must not exceed | 100   |
- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
  - 1.5 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

- 2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 "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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;



- 2.7 "consortium or joint venture" 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;
- 2.8 "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 "EME" means any enterprise with an annual total revenue of R5 million or less .
- 2.10 "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 "non-firm prices" means all prices other than "firm" prices;
- 2.13 "person" includes a juristic person;
- 2.14 "rand value" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 "trustee" means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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



$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)^{80/20}$$

Where

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

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

## 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, 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

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder



qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

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

### 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution:..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

## 8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

## 9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm .....

9.2 VAT registration number :

9.3 Company registration number .....  
:

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]



9.7 Total number of years the company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:



1. ....

2. ....

SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

	SIGNATURE	DATE
REVIEWED BY:		01/12/22
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		01/12/2022



qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

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

### 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution:..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

## 8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

## 9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm .....

9.2 VAT registration number :

9.3 Company registration number : .....

### 9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

### 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

### 9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

