

Province of the  
**EASTERN CAPE**  
HEALTH

REQUEST FOR QUOTATION

**PART A**  
**INVITATION TO QUOTE**

**SBD 1**

**YOU ARE HEREBY INVITED TO QUOTE FOR SUPPLY AND DELIVERY OF FOOD SUPPLIES**

<b>BID NUMBER:</b>	SCMU3-P25/26-0896-EMP	<b>CLOSING DATE:</b>	10 February 2026	<b>CLOSING TIME:</b>	11:00
<b>DESCRIPTION</b>	SUPPLY AND DELIVERY OF FOOD SUPPLIES TO EMPILISWENI HOSPITAL FOR A PERIOD OF TWELVE (12) MONTHS				
<b>SUBMISSION</b>	BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
32 DAN PIENAAR STREET, SPRINGS ALIWAL NORTH 9750					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
<b>CONTACT PERSON</b>	Ms Linda Dlova		<b>CONTACT PERSON</b>	Ms Linda Dlova	
<b>TELEPHONE NUMBER</b>	051- 633 9650/51		<b>TELEPHONE NUMBER</b>	051- 633 9650/51	
<b>FACSIMILE NUMBER</b>			<b>FACSIMILE NUMBER</b>		
<b>E-MAIL ADDRESS</b>	linda.dlova@echealth.gov.za		<b>E-MAIL ADDRESS</b>	linda.dlova@echealth.gov.za	
<b>SUPPLIER INFORMATION</b>					
<b>NAME OF BIDDER</b>					
<b>POSTAL ADDRESS</b>					
<b>STREET ADDRESS</b>					
<b>TELEPHONE NUMBER</b>	CODE		NUMBER		
<b>CELLPHONE NUMBER</b>					
<b>FACSIMILE NUMBER</b>	CODE		NUMBER		
<b>E-MAIL ADDRESS</b>					
<b>VAT REGISTRATION NUMBER</b>					
<b>SUPPLIER COMPLIANCE STATUS:</b>	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>	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>					
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<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)?

YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES  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**

<b>1.</b>	<b>QUOTE SUBMISSION:</b>
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.
<b>2.</b>	<b>TAX COMPLIANCE REQUIREMENTS</b>
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.
<b>3.</b>	<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
3.1.	IS THE SUPPLIER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE SUPPLIER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE SUPPLIER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE SUPPLIER HAVE ANY SOURCE OF INCOME IN THE RSA? <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 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/ OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

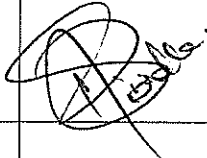
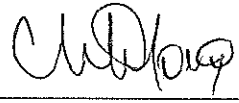
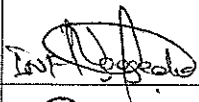
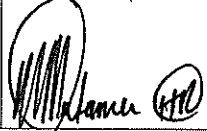
**SIGNATURE OF BIDDER:** .....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....

(Proof of authority must be submitted e.g company resolution)

**DATE:** .....

SCMU3-P25/26-0896-EMP

REVISION			
	DATE	NAME	SIGNATURE
DRAFTED BY	2/2/2026	P. SIBINDLA	
REVIEWED BY	2/2/2026	C. C. DLONA	
SPECIFICATIONS REVIEWED BY	02/02/2026	INF Ngobodo	
ADVERT APPROVED BY	02/02/2026	H.R. MATAMELA	

By signing this page, it confirms you have read this document in its entirety.

# INDEX

## RETURNABLE SCHEDULES

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

1. SBD 1 (Part A and B)
2. Evaluation criteria
  - Non Negotiable Requirements - Administrative compliance/ Pre-Qualification
  - Price & Specific Goals
3. Price & Specific Goals
4. Specification
5. Price Schedule
  - Group 1 – Dairy Products
  - Group 2 – Fruit & Vegetables
  - Group 3 – Dry Groceries
6. Declaration of Interest
7. Preference points claim form

**RETURNABLE SCHEDULE 2: EVALUATION CRITERIA**

**1. EVALUATION CRITERIA**

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

- Stage 1: Non Negotiable Requirements - Administrative Compliance/ Pre-Qualifications
- Stage 2: Price & Specific Goals' Points

**Stage 1: Non Negotiable Requirements - Administrative compliance/ Pre-Qualification**

#	Requirement	Please Tick <input type="checkbox"/>	
		Complied	Not Complied
A	Latest CSD report attached (within 7 days from closing date of bid)		
B	Invitation to Bid (SBD1) completed and signed		
C	Signed Pricing Schedule (SBD 3.1) or signed and stamped quotation		
D	Signed Declaration of Interest (SBD 4)		
E	Signed Preferential Points Claim (SBD 6.1)		
F	Previous/ Current Job reference – completed and signed		
G	Company registered in South Africa (registration documents attached)		
<b>Non-negotiables</b>			
H	Details/Description of transportation vehicle whether own, or wholesaler who will deliver on behalf of the supplier. <i>The vehicle MUST comply with the specific food item in terms of covering, temperature etc.</i> Attach ownership documents OR letter of agreement with wholesaler who will deliver.		
I	The photos of a vehicle that will be used for transportation (delivery) of food supplies will be required before the award of the contract		

**RETURNABLE SCHEDULE 3: PRICE & SPECIFIC GOALS**

**Stage 2: Price & Specific Goals**

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

The bid will be evaluated in terms of Regulation 4(1) of the Preferential Procurement Regulations. Responsive bids will be adjudicated by the department on the 80/20 preference points system. 80 points will be allocated for price and a maximum of 20 points for specific goals

The following formula will be used to calculate the points for price:

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

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

The following table must be used to calculate the score out of 20 points for Specific Goals:

<b>The specific goals allocated points in terms of this tender</b>	<b>Weighting of points (80/20 system)</b>	<b>Number of points (80/20 system)</b>
Historically Disadvantaged Individuals	20%	4
Women	20%	4
Youth	20%	4
Disability	20%	4
Military Veterans	10%	2
Locality	10%	2
<b>TOTAL</b>	<b>100%</b>	<b>20</b>

- a) A tenderer must submit proof of its Specific Goals.
- b) A tenderer who fails to submit proof of its Specific Goals may not be disqualified, but may only score points for price and 0 points out of 20 for Specific Goals,
- c) The Specific Goals supporting documents required to verify claimed points may be in line with the specific requirements include the above listed
  - HDI – CIPC Certificate and/ or ID copies (must be certified with original stamp within 3 months from closing date of bid/ quote) (Persons born before April 1994)
  - WOMEN – CIPC Certificate and/ or ID copies (must be certified with original stamp within 3 months from closing date of bid/quote)
  - YOUTH - CIPC Certificate and/ or ID copies (must be certified with original stamp within 3 months from closing date of bid/ quote) (Age 14 - 35)
  - DISABILITY - Medical Certificate/ Doctor's medical report (impairment should be substantially limiting long term or of recurring nature).
  - MILITARY VETERANS - CIPC Certificate and/ or ID copies (must be certified with original stamp within 3 months from closing date of bid/ quote) with valid proof of veteran status from the Department of Military Veterans.
  - LOCALITY – Municipal accounts or Lease agreement.
    - 2 points if located in Senqu Sub-District
    - 1 point if located in Walter Sisulu or Elundini Sub-District
  - CSD report (must be recent within 7 days from closing date)

The points scored for the Specific Goals shall be added to the points scored for price and the total shall be rounded off to the nearest two decimal places.

**NB: Complete as required under SBD 6.1 and attach appropriate supporting documents.**

### **3. SPECIAL CONTRACT CONDITIONS**

- 4.1 General Conditions of Contract (GCC) are a point of reference for this RFQ.
- 4.2 Empilisweni Hospital in the Joe Gqabi District reserves the right to award or not to award this RFQ, either in part or whole.
- 4.3 Should there be a long-term contract established, this RFQ/Contract shall be cancelled immediately.
- 4.4 Budget availability shall influence the operation of the contract emanating from this RFQ.
- 4.5 Suppliers are expected to comply with the Specification/Requirements throughout the period of engagement.
- 4.6 A bidder will not be considered for more than one food group per facility.
- 4.7 There will be price adjustment after six (6) months-based consumer price index during the duration of the contract.**

4. **QUOTE STRATEGY**

The department is seeking to engage in a RFQ process to acquire Food Supplies for Empilisweni Hospital for a period of twelve (12) months. The award or continuation of the contract shall be subjected to the performance. Good performance is essential.

**SCOPE OF WORK**

- The supplier will be requested to supply and deliver Food Supplies to Empilisweni Hospital for a period of twelve (12) months as per the demand of the hospital.

**DECLARATION OF THE BIDDERS ABILITY TO SUPPLY AND DELIVER FOOD SUPPLIES TO EMPILISWENI HOSPITAL**

- We hereby declare that we, \_\_\_\_\_ (name of the bidder), have the capacity and capability to supply and deliver Food Supplies as per the specification.

Indicate source of funding

Self ( <i>attach 3 months bank statements for risk assessment purposes</i> )	ECDC/ Other financial institution ( <i>attach letter from institution</i> )
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**SUPPLIER'S SIGNATURE OF COMPLIANCE.....**

**NAME: .....**

**DESIGNATION: .....**

## RETURNABLE SCHEDULE 4: SPECIFICATION

### GROUP 1 – DAIRY PRODUCTS

#### Guidelines

- 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.
- Perishables Foods should be delivered according to specifications for temperature, transportation & delivery times as specified.
- All food delivered in terms of the contract should be subject to inspection and approval by the receiving officer at the delivery point.
- 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.
- 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.
- Food items not listed in the guidelines should be delivered in accordance with normal trade practice.

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

Item	Approximate quantity per month
Milk Full Cream 6x1L	10
Long-life 2% low fat 6x1L	5

## 2. MARGARINE (equivalent to Rama)

### Definition & Interpretation

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

#### PHYSICAL REQUIREMENTS:-

GRADE: A – Good Quality

Margarine 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 1kg bricks.

Item	Approximate quantity per month
Margarine 1kg	6

## 3. 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 3 kg 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 AND DELIVERIES:

All Dairy products should be transported at a temperature of 0-5°C i.e. the delivery truck must be cool and not only insulated.

All Dairy products should be packed on clean crates, free of dust and mouldy particles on delivery.

All Dairy products should be delivered at temperature not exceeding 7°C.

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

All Dairy products -should be delivered once a week on Mondays

Item	Approximate quantity per month
Cheese- cheddar 1kg	3

**NB. Boxed milk must have an expiry date of not less than 6 Months and all other products not less than 3 – 4 weeks**

Item	Unit of measure	Approximate quantities per month
1. Milk – full cream	6x1L	10
2. Long life 2% low fat milk	6x1L	5
3. Margarine	1kg	6
4. Cheese cheddar	1kg	3

**GROUP 2 – FRUIT & VEGETABLES**

**Guidelines**

- 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.
- Perishables Foods should be delivered according to specifications for temperature, transportation & delivery times as specified.
- All food delivered in terms of the contract should be subject to inspection and approval by the receiving officer at the delivery point.
- 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.
- Food items not listed in the guidelines should be delivered in accordance with normal trade practice.

**TRANSPORTATION AND DELIVERIES:**

- All Fruit and Vegetable products should be transported at the correct temperature i.e. the delivery truck must be cool and not only insulated.
- Since fresh fruit and vegetables are perishables, it will be delivered in a delivery vehicle with the temperature of 4° C.
- All frozen vegetables will be delivered in a delivery vehicle with the temperature of -18° C OR in a cooler boxes.
- All Fruit and Vegetables should be packed on clean crates, free of dust and mouldy particles on delivery.
- The method of transporting the product at the time of dispatch should be, such that the product reaches its destination in a good condition.
- Delivery times should be from 8:h00 to 12:45 and from 14:h00 to 15:30 pm.
- All items to be clean, free of dust and mouldy particles on delivery

**NB. All frozen foods must have an expiry date of not less than 6 months.**

Item	Unit of measure	Approximate per month
1. Golden apples	10kg	8
2. Banana- not too ripe	20kg	36
3. Pears	10kg	4
4. Beetroot	10kg	4
5. Butternut	10kg	8
6. Cabbage	10kg	2
7. Carrot	10kg	8
8. Green pepper	1kg	5
9. Onion	10kg	3
10. Potatoes	10kg	10
11. Spinach	Bunch	60
12. Tomatoes	7kg	5
13. Frozen Mixed Vegetables	1kg X 6 boxes	15
14. Frozen Cut Beans	1kg X 6 boxes	20
15. Frozen Country Crop	1kg X 6 boxes	15
16. Frozen Garden Peas	1kg X 6 boxes	20
17. Oranges	10kg	3

### GROUP 3 – DRY GROCERIES

#### Guidelines

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.

Perishables Foods should be delivered according to specifications for temperature, transportation & delivery times as specified.

All food delivered in terms of the contract should be subject to inspection and approval by the receiving officer at the delivery point.

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.

Food items not listed in the guidelines should be delivered in accordance with normal trade practice.

#### TRANSPORTATION AND DELIVERIES:

- Groceries must be delivered in a cool closed clean vehicle preferably a delivery van or truck. All items to be clean, free of dust and mouldy particles on delivery.
- Groceries must be delivered in a covered delivery vehicle with the temperature that does not exceed 25° C
- Delivery should take place during the week Monday to Thursday before 15h00.

**NB. All products must have an expiry date of not less than 6 Months**

Item	Unit of measure	Approximate quantities per month
1. Mealie Meal (equiv to White Star)	12,5kg	5
2. White sugar (equiv to Hullets/ Illovo)	12,5kg	9
3. White samp (equiv to lwisa)	12,5kg	5
4. Sugar beans (equiv to Lion)	1kg	13
5. Long grain rice (equiv to Tastic)	10kg	8
6. Fine mabele (equiv to King Korn)	10kg	6
7. Canderels/ sweetners	200g	5
8. Peanut butter	3kg	4
9. Fruit juice 40% concentrated – assorted flavours	5lt	3
10. Fine salt	1kg	5
11. Baked beans in tomato sauce (equiv to Koo)	12x410g	3
12. Pilchard in tomato sauce (equiv to Glenryck)	12x410g	10
13. Jam – mixed fruit	3kg	1
14. Chutney equiv to Mrs Balls	3kg	1
15. Mayonnaise (equiv to Nola)	3kg	2
16. Soup powder assorted – no chilli flavours	2kg	8
17. Macaroni (equiv to Fatti's & Moni's)	1kg	8
18. Spaghetti (equiv to Fatti's & Moni's)	1kg	8
19. Aromat	1kg	4
20. Chicken spice	1kg	2
21. Steak & Chops spice	1kg	2
22. Mealie Rice	10kg	20
23. Cooking oil (equiv to Sunfoil)	25lt	2
24. Jelly powder (different flavours)	80g	5
25. Weetbix	1,35kg	13
26. Rooibos teabags	200g	15
27. Oats	1kg	5
28. Eggs, Large	dozen	45

29. Cake flour	5kg	1
30. Fruit cocktail	12x410g	1
31. White vinegar	1litre	1

**RETURNABLE SCHEDULE 5: PRICING SCHEDULE  
GROUP 1 – DAIRY PRODUCTS**

QUOTATION VALIDITY PERIOD: \_\_\_\_\_

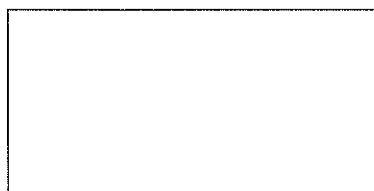
Company name: .....

Please complete the table below:

Item	Unit of measure	Approximate quantities per month	Unit Price (Inclusive of all taxes)	Total Price (Inclusive of all taxes)
1. Long life milk – full cream	6x1 Litre	10		
2. Long life milk –2% low fat	1litre	5		
3. Margarine	1kg	6		
4. Cheese cheddar	1kg	3		
			<b>Total</b>	<b>R</b>

*All prices must be inclusive of delivery costs*

<b>Signature</b>			
<b>Company Representative</b>			
<b>Company Director / Manager</b>	<b>Initial and surname</b>	<b>Signature</b>	<b>Date</b>



**RETURNABLE SCHEDULE 5: PRICING SCHEDULE  
GROUP 2 – FRUIT & VEGETABLES**

QUOTATION VALIDITY PERIOD: \_\_\_\_\_

Company name: .....

Please complete the table below:

Item	Unit of measure	Approximate quantities per month	Unit Price (Inclusive of all taxes)	Total Price (Inclusive of all taxes)
1. Golden apples	10kg	8		
2. Banana- not too ripe	20kg	36		
3. Pears	10kg	4		
4. Beetroot	10kg	4		
5. Butternut	10kg	8		
6. Cabbage	10kg	1		
7. Carrot	10kg	8		
8. Green pepper	1kg	5		
9. Onion	10kg	3		
10. Potatoes	10kg	10		
11. Spinach	Bunch	58		
12. Tomatoes	7kg	3		
13. Frozen Mixed Vegetables	1kg X 6 boxes	15		
14. Frozen Cut Beans	1kg X 6 boxes	20		
15. Frozen Country Crop	1kg X 6 boxes	15		
16. Frozen Garden Peas	1kg X 6 boxes	20		
17. Oranges	10kg	3		
			<b>Total</b>	<b>R</b>

*All prices must be inclusive of delivery costs*

Signature			
Company Representative			
	Initial and surname	Signature	Date
Company Director / Manager			

**RETURNABLE SCHEDULE 5: PRICING SCHEDULE  
GROUP 3 – DRY GROCERIES**

QUOTATION VALIDITY PERIOD: \_\_\_\_\_

Company name: .....

Please complete the table below:

Item	Unit of measure	Approximate quantities per month	Unit Price (Inclusive of all taxes)	Total Price (Inclusive of all taxes)
1. Mealie Meal (equiv to White Star)	12,5kg	5		
2. White sugar (equiv to Hullets/ Illovo)	12,5kg	9		
3. White samp (equiv to Iwisa)	12,5kg	5		
4. Sugar beans (equiv to Lion)	1kg	13		
5. Long grain rice (equiv to Tastic)	10kg	8		
6. Fine mabele (equiv to King Korn)	10kg	6		
7. Canderels/sweetners	600g	5		
8. Peanut butter	3kg	4		
9. Fruit juice 40% nectar	5L	3		
10. Fine salt	1kg	5		
11. Baked beans in tomato sauce (equiv to Koo)	12X410g	3		
12. Pilchard in tomato sauce (equiv to Glenryck)	12X400g	10		
13. Jam	3kg	1		
14. Chutney equiv to Mrs Balls	3kg	1		
15. Mayonnaise (equiv to Nola)	3kg	2		
16. Soup powder assorted – no chilli flavours	2kg	8		
17. Macaroni (equiv to Fatti's & Moni's)	1kg	8		
18. Spaghetti (equiv to Fatti's & Moni's)	1kg	8		
19. Aromat	1kg	4		
20. Chicken spice	1kg	2		
21. Steak & Chops spice	1kg	2		
22. Mealie rice	10kg	20		
23. Cooking oil (equiv to Sunfoil)	25L	2		

24. Jelly powder (different flavours)	80g	5		
25. Weetbix	1,35g	13		
26. Rooibos	200g	15		
27. Oats	1kg	5		
28. Eggs, Large	dozen	45		
29. Cake flour	5kg	1		
30. Fruit cocktail	12X410g	1		
31. White vinegar	1litre	1		
			<b>TOTAL</b>	<b>R</b>

*All prices must be inclusive of delivery costs*

<b>Signature</b>			
<b>Company Representative</b>			
<b>Company Director / Manager</b>	<b>Initial and surname</b>	<b>Signature</b>	<b>Date</b>

**RETURNABLE SCHEDULE 6: 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:  
 .....  
 .....

<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.

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

2.3.1 If so, furnish particulars:  
.....  
.....

**3 DECLARATION**

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

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

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

The applicable preference point system for this tender is the 80/20 preference point system. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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.

**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) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

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

A maximum of 80 or 90 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

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

**3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

**3.2.1. POINTS AWARDED FOR PRICE**

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

**80/20**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest 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:

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

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

(b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 80/20 preference point system.

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

(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership	20% (4)	
Women Ownership	20% (4)	
Youth Ownership	20% (4)	
Disability Ownership	20% (4)	
Military Veterans Ownership	10% (2)	
Locality Ownership	10% (2)	
<b>TOTAL</b>	<b>100% (20)</b>	

- a) Service providers must submit proof of its Specific Goals points claimed / status of contributor.
- b) The Specific Goals supporting documents required to verify claimed points may inline with the specified requirements include:
  - Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.
  - Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.
  - Locality Ownership: Proof of business address (municipal account or valid lease agreement)
  - Updated CSD report

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in

paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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