



Province of the
EASTERN CAPE
HEALTH

REQUEST FOR QUOTATION

PART A
INVITATION TO QUOTE

SBD 1

YOU ARE HEREBY INVITED TO QUOTE FOR SUPPLY DELIVERAND OF CATERING SERVICES AT SENQU SUB DISTRICT IN THE JOE GQABI DISTRICT					
BID NUMBER:	SCMU3-P25/26-0932-JG	CLOSING DATE: 19 February 2026		CLOSING TIME:	11:00
DESCRIPTION	Supply and delivery of catering services for the Provincial Sexually Transmitted Infections (STIs), Condoms and Pregnancy awareness event in Joe Gqabi District, Senqu sub-district on 27 February 2026.				
SUBMISSION	BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) 32 DAN PIENAAR STREET, SPRINGS ALIWAL NORTH 9750				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Linda Dlova		CONTACT PERSON	Ms Nandipha Mahlaha	
TELEPHONE NUMBER	051- 633 9650/51		TELEPHONE NUMBER	078 459 4213	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	linda.dlova@echealth.gov.za		E-MAIL ADDRESS	nandipha.mahlaha@echealth.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
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	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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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**

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 BIDDING FOREIGN SUPPLIERS	
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- 0932-JG

REVISION			
	DATE	NAME	SIGNATURE
DRAFTED BY	12/02/2026	P. Sibida	
REVIEWED BY	12/02/2026	Linda Doug	
SPECIFICATIONS REVIEWED BY	12/02/2026	Nomzamo Muteka	
ADVERT APPROVED BY	2026/02/13	S DILW	

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
 - In loco Inspection
3. Price & Specific
4. Price Schedule
5. Declaration of Interest
6. 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 3: In loco inspection

Stage 1: Non-Negotiable Requirements - Administrative compliance/ Pre-Qualification. All supporting documents MUST be submitted with the Bid document. Failure to do so, your document will be considered as non- responsive.

#	<i>Requirement</i>	Please Tick ✓	
		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	Company registered in South Africa (registration documents attached)		
G	Food premises and vehicles where food is prepared for human consumption must comply with Regulation 638 of 22 June 2018. Such premises must have a valid certificate of acceptability issued by an Enviromental Health Practitioner issued by Joe Gqabi District Municipality		
H	The maximum distance permitted to transport perishable food, including cooked food must not exceed 40KM to the venue Bensonville College, Senqu Sub District (The Department will look at the business address provided in the Certificate of Acceptability)		

RETURABLE SCHEDULE 3: PRICE & SPECIFIC GOALS

Stage 2: Price & Specific Goals

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

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:

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

TOTAL	100%	20
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- 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 Elundini or Walter Sisulu Sub- Districts
 - No points if located outside Joe Gqabi 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.

Part 1 General Conditions

1. CONDITIONS FOR THIS TENDER General

1.1 The bidder must be registered on **Central Supplier Database (CSD) and summary report (not older than 30 days)** must be attached as proof thereof.

1.2 The closing time for the receipt of quotations in response to this invitation to quote is detailed on the cover page of this invitation to bid.

1.3 Bidders must be a legal entity or partnership (consortium is acceptable subject to bid documents and specifications).

1.4 Eastern Cape Department of Health (ECDoH) does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the State.

- 1.5 Receipt of the invitation to quote does not confer any right on any party in respect of the Services or in respect of or against the ECDoH.
- 1.6 The ECDoH (as the case may be) reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the process or to accept or reject any response to this invitation to quote on notice to the bidders without liability to any party.
- 1.7 Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **60 calendar days from the closing date of the bid.**
- 1.8 Provincial Treasury price index will be used for price evaluation and prices above the price index and/or market prices will not be accepted.
- 1.9 The Department reserves the right to award the bid to one or more than one bidder/s .
- 1.10 **No tippex is allowed on the tender document.**
- 1.11 Please ensure that you read the specification to ensure that your price is submitted on the correct goods & services required.
- 1.12 In Case of Samples : Products must be delivered in accordance to the samples provided no deviation is allowed or permitted.
- 1.13 All documentation inclusive of supporting documentation requested in terms of the Bid Document requirements must be submitted and signed off where required
- 1.14 VAT must be recorded separately if your company is a registered VAT Vendor. If your company is not a registered VAT Vendor you are not permitted to charge VAT
- 1.15 All prices must include all charges related to deliver the services, NO additional or extra costs will be paid not calculated in the unit pricing.(e.g delivery etc.)
- 1.16 Joint Ventures/Sub Contracting agreements must be attached to bid document
- 1.17 The department reserves the right not to accept bids whose quotations fall beyond reasonable rates
- 1.18 Compliance with Environmental Health Regulations this will include any other Municipal and Health Related Regulations in respect of obtaining, servicing, maintenance, storage, transport etc. related to Sanitary Bins that is regarded as medical waste.

2. ADDITIONAL REQUIREMENTS TO THIS CONTRACT

- ❖ The unit price will be fixed for the duration of the contract
- ❖ If the service provider is unable to honor the agreed upon and signed contract/service level agreement, he/she must inform the awarding office within 5 working days or shorter and no longer that he/she will not be able to complete or fulfil the contract as per bid specifications awarded.
- ❖ If the supplier is unable to deliver goods due to any reason, alternative arrangements must be made by the supplier him/herself as it is not the hospitals responsibility. The Hospital Manager/Operations Manager must immediately be contacted in this regard.
- ❖ **Suppliers will NOT be awarded more than one (1) contract regardless of price quoted.**

3. PROJECT DELIVERABLES

- The supply and delivery dates and times will be agreed upon with the successful bidder.
- Delivery addresses will be provided to the suppliers

- If at any time during performance of the contract, the supplier or its Sub Service Provider(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s).
- Non-compliance to delivery period will lead to cancellation of the contract.

First instance	Issue notice of breach
Second instance	Meeting and second notice of breach
Third instance	Cancellation of contract

4. ORDER QUANTITIES AND PRICES

This contract is term based and prices are fixed throughout the period of the contract. Quantities will vary depending on health facility needs, as the need arise.

5. EVALUATION PROCESS

The 80/20 preference point system will be used in terms of Regulation 6 of the Preferential Procurement Regulation, 80 points (maximum) for the lowest price bid and 20 points (maximum) for B-BBEE.

6. EVALUATION CRITERIA

6.1 The bid will be evaluated as follows:

- Stage 1: Administrative compliance /pre-qualification
- Stage 2 Price and Specific Goals Points
- Stage 3. In loco Inspection of required /Products

The stages are further detailed below

6.2. Stage 1: Compliance Pre-qualification evaluation

6.2.1 ECDOH has defined minimum pre-qualification criteria that must be met by the Bidder in order for ECDOH to accept a bid for evaluation. In this regard a pre-qualification verification will be carried out by ECDOH in order to determine whether a bid complies in this regard.

6.2.2 Where the Bidder's bid fails to comply fully with any of the pre-qualification criteria, or ECDOH is for

any reason unable to verify whether the pre-qualification criteria are fully complied with, ECDOH will have the right to either:

6.2.3 Reject the Bid in question and not to evaluate it at all;

6.2.3. a give the Bidder an opportunity to submit and/or supplement the information and/or documentation

provided by it under its Bid so as to achieve full compliance with the pre-qualification criteria, provided that such information and/or documentation can be provided within a period of 7 (seven) days, or such alternative period as ECDOH may determine, of it being requested by ECDOH and is administrative in nature, as opposed to forming a material part of the Bidder's Bid;

in any event permit the bid to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the Bid.

6.3. The following Administration Pre-qualification criteria shall apply:
Administration Compliance Requirements

6.3.1 The bid documentation must be completed comprehensively and correctly in original BLACK

ink all signatures MUST be Original. All SBD documents

- 6.3.2 Declaration forms (SBD 4) must be completed and signed.
- 6.3.3 Bidders must have attended the Bid Briefing & Information and be recorded as such in the register: **Not Applicable**
- 6.3.4 Bidders must be a legal entity or partnership (consortia/joint ventures are acceptable subject to Paragraph 11 of Part 1 of the Bid Document).
- 6.3.5 Bidders must be Registered on the Central Suppliers Data Base. CSD report (must be recent within 7 days from closing date)
- 6.3.7 CIPRO certificate (Company Registration Documents) and ID copies (must be certified with original stamp within 3 months from closing date of bid)

Prospective bidders are required to submit the following documentation for quality for Administrative compliance;

#	Administrative Requirements	Complied	
		YES	NO
A	Invitation to Bid (SBD1) completed and signed		
B	Pricing Schedule (SBD 3.1)		
C	New 2022 Declaration of Interest (SBD 4)		
D	Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)		
E	Compulsory Briefing Session Certificate/Signed Briefing Register	n/a	n/a
F	Joint Venture Agreement requirement if applicable		
G	CIPRO certificate (Company Registration Documents) (must be certified with original stamp within 3 months from closing date of bid)		
H	ID copies (must be certified with original stamp within 3 months from closing date of bid)		
I	Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.		
J	Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.		
K	Locality Ownership: Proof of business address (municipal account or valid lease agreement)		
L	Updated CSD report (must be recent within 7 days from closing date)		

PLEASE NOTE:

Failure to comply with the above pre-qualification will invalidate the bid and the bid will not be evaluated further

6.4 Stage 2 : PRICE AND PREFERENCE POINTS EVALUATION

As a general rule the Department must follow an open bidding process as this is a requirement in terms of Section 217 of the Constitution of RSA, 1996 as amended.

The 80/20 Preference Point system in terms of Preferential Regulations 6 must be applied for all procurement from R0,00 to R1 million inclusive of Vat. The following formula must be used to calculate points out of 80 for price

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

Where

Ps = points scored for comparative price of bid or offer under consideration.

Pt = Comparative price of bid or offer under consideration.

Pmin = comparative price of lowest acceptable bid or offer.

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

The specific goals allocated points in terms of this tender	Weighting (of 20 POINTS)	Number of points (80/20 system)
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
TOTAL		20

a) A tenderer must submit proof of its Specific Goals status of contributor.

b) A tenderer failing to submit proof of Specific Goals status level of contributor or is a non-compliant contributor to Specific Goals may not be disqualified, but may only score points out of 80 price, and scores 0 points out of 20 for Specific Goals.

c) The Specific Goals supporting documents required to verify claimed points may inline with the specified requirements include:

- CSD report (must be recent within 7 days from closing date);
- CIPRO certificate and/or ID copies (must be certified with original stamp within 3 months from closing date of bid/quote);
- Medical certificate / Doctor's medical report (Impairment should be substantially limiting - long term or of recurring nature)
- Municipal accounts or proof of address

d) A tenderer may not be awarded points for Specific Goals status level of contributor if the tender documents indicate that they intend subcontracting 25% of their contract value to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the contract.

- 6.5. **Stage 3: Compliance Pre-qualification evaluation In Loco Inspection**
- 6.5.1 Shortlisted bidder(s) products is subjected to an inspection by the STI/ condom and sexual reproduction health event co-ordinator(s) to ensure quality of products to be rented and supplied complies with the requirements.

Part 2 : Specifications

Overall Objective

This specification establishes the requirements of the Eastern Cape Department of Health: Joe Gqabi Health District, for the appointment of a **qualified** service provider that can effectively supply the following services as per the tender specifications below.

Bid Strategy

Joe Gqabi Health District to support all facilities as per instruction.

- **The contract may be awarded to more than one supplier to ensure continued service delivery and availability of services.**
- If the supplier is not able to deliver required services as per contract agreement within 1 month and or agreed period, there must be a reserve bidder (2nd highest) to deliver the service that can be approached to take over the contract.
- ❖ Delivery as per tender specifications or as requested by the Manager

Part 2: Specifications

PROVISION FOR SUPPLY OF CATERING SERVICES AT THE PROVINCIAL SEXUALLY TRANSMITTED INFECTIONS (STIS), CONDOMS AND PREGNANCY AWARENESS EVENT IN JOE GQABI DISTRICT, SENQU SUB-DISTRICT (BENSONVILLE COLLEGE) ON 27 FEBRUARY 2026

Bid Strategy

- The contract is rate based term contract and will be utilized on the dates required.
- The contract may be awarded to more than one supplier per event and or services to ensure continued service delivery and availability of food items.
- The Department has the right to award each part to a service provider to ensure continued service delivered and supply of products to health facilities
- Contract is for a once off supply & Delivery on dates specified and or amended and agreed by DOH.
- The service provider must be delivered of required services at times as indicted and or amended and agreed upon, no deviation unless pre-approved and agreed. If the awarded service provider is unable to start delivery of goods to Joe Gqabi Health District, there must be an official notice submitted to Supply Chain Management office immediately.

Requirements:

- The supplier must produce Certificate of Acceptability for Premises and or vehicle.
- No packaging maybe damaged or exposed to heat during transportation
- All food products must comply with food products acts

- No product may be delivered a day or two before the product expired (product may not expire within 5-10 days of delivery)
- The strictest hygienic measures should be applied in the production, handling and delivery of food.
- Food MUST be prepared at the site of inspection, no other sites may be used unless pre-approval and arrangements have been made.

PACKAGING

- Must be packed as the specification requirements
- Packaging may not be damaged to any extent or torn that could expose food product inside.

TRANSPORTATION

- Vehicles must be fully equipped to deliver food products.
- Vehicle must be closed.
- Food Products will not be accepted if delivered outside the required method of delivery. Please familiarize yourself with the food Acts and compliance requirements
- Products may NOT be exposed to heat and or direct sunlight during transportation

Physical Requirements

- All food products should be delivered as required by the receiving Manager as agreed and indicated.

Other Requirements:

- The supplier must produce Certificate of Acceptability for Premis.
- No packaging may be damaged or exposed to heat during transportation (warm meat products will not be accepted)
- All products must comply with food products acts
- No product may be delivered a day or two before the product expired (product may not expire within 5-30 days of delivery)
- The strictest hygienic measures should be applied in the production, handling and delivery of food products.
- Food must be free from foreign matter, odours, insect, damage

Quantities

- Quantities in accordance with the contract specifications and may not be changed
- As per the Bid Strategy the bid may be awarded to more than one service provider
- MASS Catering may be divided into more than one service provider
- VIP & Briefing Tea to one or two service providers
- Services on Wheels to one service provider

Pricing

- Please ensure that you charge per unit food pack and or plate as required by the specifications
- Bid Prices charged must be in accordance with National Treasury Price Index and must be market related

Programme Manager : Ms. Nandipha Mahlahla 078 459 4213

Date:

27 FEBRUARY

Specifications

CATERING 1

BRIEFING TEA: x 30 : 27 February 2026

- Sandwiches: with a variety of fillings: lettuce, cucumber & cheese; chicken and mayo; bacon & egg; ham & cheese
- Fresh scones
- Assorted muffins served with butter.
- Grated cheese and Jam
- Tea and Coffee with Pasteurized fresh Milk (Equivalent to Nescafe gold, Jacobs Gold, Douwe Egberts, Freshpak and Five Roses Tea)
- Artificial Sweeteners Sachets (Equivalent to Canderel – Pack of 100) Sugar
- X15 Drinks – Acid / Fizzy Drink Can (330ml)
- X15 Drinks - Fruit Juice 100% (330ml)
- Water – X30 Still Water (500 ml)
- 5 Tablecloths
- Cutlery
- Crockery

CATERING 2

VIP: x 100: 27 February 2026

Starch: Rice; Creamy Samp & Roasted Potato

Meat: Beef Stew and Gravy; Roast Chicken and Gravy

Vegetables: Carrot or Pumpkin; Spinach or Green Beans

Green Salads: Lettuce with assorted salad dressing, Cucumber, Red Onions, Olives, Cherry Tomatoes, Feta Cheese.

200 still water 500ml (100 morning
& 100 Lunch)

X50 Drinks – Acid / Fizzy Drink Can (330ml)

X50 Drinks - Fruit Juice 100% (330ml)

100 x serviettes and toothpicks

10 Tablecloths, Cutlery, Crockery

CATERING 3

SERVICES ON WHEELS: x 300 : 27 FEBRUARY 2026

Starch: Rice; creamy samp

Meat: Beef Stew and Gravy; Roast Chicken and Gravy

Vegetables: Carrot or Pumpkin; Spinach or Green Beans

Served in disposable Styrofoam container

300 still water 500ml

X150 Drinks – Acid / Fizzy Drink Can (330ml)

X150 Drinks - Fruit Juice 100% (330ml)

2 x serviettes per person

1 x Toothpick per person

1x plastic spoon/fork

All this packaged in white plastic bags

CATERING 4

MASS CATERING:

X 700 Food Packs: 27 FEBRUARY 2026

One roasted quarter (1/4) leg chicken

Two burger buns (no butter)

One fruit (no banana)

X1 bottled still water 500ml

X 1 Acid / Fizzy/ 100% juice can (330ml)

Serviette and toothpick per person

Served in disposable Styrofoam container, All in a white plastic bag

	<ul style="list-style-type: none"> • 5 Tablecloths • Cutlery Crockery			
	TOTAL AMOUNT			= R
B	Catering 2 VIP: x 100: 27 February 2026 Starch: Rice; Creamy Samp & Roasted Potato Meat: Beef Stew and Gravy; Roast Chicken and Gravy Vegetables: Carrot or Pumpkin; Spinach or Green Beans Green Salads: Lettuce with assorted salad dressing, Cucumber, Red Onions, Olives, Cherry Tomatoes, Feta Cheese. 200 still water 500ml (100 morning & 100 Lunch) X50 Drinks – Acid / Fizzy Drink Can (330ml) X50 Drinks - Fruit Juice 100% (330ml) 100 x serviettes and toothpicks 10 Tablecloths, Cutlery, Crockery			
	TOTAL AMOUNT			= R

NOTE THE FOLLOWING: PRICE SCHEDULE MUST BE COMPLETED IN FULL AND CORRECTLY. FAILURE TO COMPLETE WILL RESULT IN ELIMINATION.

PLEASE RECORD COMPANY DETAILS BELOW

Signature of authorized person: _____

Print Name : _____

CAPACITY : _____ DATE : _____

Company Stamp Here

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT

TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
 IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A
 SEPARATE
 PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....
Bid number... SCMU3-P25/26-000-NMM- PROVISION FOR SUPPLY OF CATERING SERVICES AT THE PROVINCIAL WORLD AID DAY EVENT ON 01 DECEMBER 2025 IN NELSON MANDELA BAY HEALTH DISTRICT
Closing Time 11:00 Closing Date... See Page 1 of advert for closing date and time.....

OFFER TO BE VALID FOR... **60**... DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY -- ALL APPLICABLE TAXES INCLUDED -- "NO VAT CHARGES ALLOWED ON NON-VAT ITEMS"
 - NON VAT VENDORS MAY NOT CHARGE VAT - DELIVERY CHARGES TO BE INCLUDED IN UNIT PRICE

NB : USE BLACK INK TO FILL THIS FORM

- Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)

 - Period required for delivery
- *Delivery: Firm/not firm

MASS CATERING

	ITEM DESCRIPTION Quantity = 1000	Unit Price Excluding VAT	VAT	TOTAL Including VAT
A	Catering 3 SERVICES ON WHEELS: x 300 Food packs, 27 February 2026 Starch: Rice; creamy samp Meat: Beef Stew and Gravy; Roast Chicken and Gravy Vegetables: Carrot or Pumpkin; Spinach or Green Beans Served in disposable Styrofoam container X150 Drinks – Acid / Fizzy Drink Can (330ml) X150 Drinks - Fruit Juice 100% (330ml) 2 x serviettes per person 1 x Toothpick per person 1x plastic spoon/fork All this packaged in white plastic bags			
	TOTAL AMOUNT			-R
B	Catering 6(A) MASS CATERING: X 200 Food Packs: 27 February 2026 One roasted quarter (1/4) leg chicken			

	<p>Two burger buns (no butter)</p> <p>One fruit (no banana)</p> <p>X 1 Acid / Fizzy/ 100% juice can (330ml)</p> <p>Serviette and toothpick per person</p> <p>Served in disposable Styrofoam container, All in a white plastic bag</p>			
	<u>TOTAL AMOUNT</u>			= R
C	<p><u>Catering 6(B)</u></p> <p>MASS CATERING:</p> <p>X 200 Food Packs: 27 February 2026</p> <p>One roasted quarter (1/4) leg chicken</p> <p>Two burger buns (no butter)</p> <p>One fruit (no banana)</p> <p>X 1 Acid / Fizzy/ 100% juice can (330ml)</p> <p>Serviette and toothpick per person</p> <p>Served in disposable Styrofoam container, All in a white plastic bag</p>			
	<u>TOTAL AMOUNT</u>			= R
D	<p><u>Catering 6 (C)</u></p> <p>MASS CATERING:</p> <p>X 200 Food Packs: 27 February 2026</p> <p>One roasted quarter (1/4) leg chicken</p> <p>Two burger buns (no butter)</p> <p>One fruit (no banana)</p> <p>X 1 Acid / Fizzy/ 100% juice can (330ml)</p> <p>Serviette and toothpick per person</p> <p>Served in disposable Styrofoam container, All in a white plastic bag</p>			
	<u>TOTAL AMOUNT</u>			= R
E	<p><u>Catering 6 (C)</u></p> <p>MASS CATERING:</p> <p>X 200 Food Packs: 27 February 2026</p> <p>One roasted quarter (1/4) leg chicken</p> <p>Two burger buns (no butter)</p> <p>One fruit (no banana)</p>			

	X 1 Acid / Fizzy/ 100% juice can (330ml) Serviette and toothpick per person Served in disposable Styrofoam container, All in a white plastic bag			
	<u>TOTAL AMOUNT</u>			=R
F	MASS CATERING: X 100 Food Packs and 1200 bottles of still water: 27 February 2026 One roasted quarter (1/4) leg chicken Two burger buns (no butter) One fruit (no banana) X 1 Acid / Fizzy/ 100% juice can (330ml) Serviette and toothpick per person Served in disposable Styrofoam container, All in a white plastic bag Bottled water: 27 February 2026 X 1200 still water 500ml to be delivered at 09h00			= R
	<u>TOTAL AMOUNT</u>			= R

NOTE THE FOLLOWING: PRICE SCHEDULE MUST BE COMPLETED IN FULL AND CORRECTLY. FAILURE TO COMPLETE WILL RESULT IN ELIMINATION.

PLEASE RECORD COMPANY DETAILS BELOW

Signature of authorized person: _____

Print Name : _____

CAPACITY : _____ DATE : _____

Company Stamp Here
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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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

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

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

3 DECLARATION

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

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

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

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
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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)	
TOTAL	100% (20)	

- 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.

..... SIGNATURE(S) OF BIDDER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

