

# DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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Tel: (012) 336 1630

Email: [Quotations@dpsa.gov.za](mailto:Quotations@dpsa.gov.za)

## Request for Quotation – RFQ Number:28/11/2022 - Catering

### Business:

#### Attention:

From: Mr Wandile Shivambu

#### Phone:

Pages:

#### Fax:

Date: 28/11/2022

Comments: *Please note that ALL prices must include VAT*

Line Number	Item Description	Unit of Issue	Quantity
1	Catering (See Attached Specification)	Each	1

### Please note:

1. Quotations should be emailed to reach the Department not later than: **30 November 2022 @ 12H00**
2. Quotations should be valid for at least **30 Days**.
3. Please indicate your delivery period: \_\_\_\_\_.
4. Is the delivery period firm? \_\_\_\_\_ Yes / No
5. Is / are the price(s) firm for the duration of the contract? \_\_\_\_\_ Yes / No
6. Is the offer strictly to specification? \_\_\_\_\_ Yes / No
7. If not to specification, state deviation(s): \_\_\_\_\_
8. Please ensure that your tax matters are in order (Compliant Status).

**I/we agree that the offer herein shall remain binding upon me / us and open for acceptance by the Department of Public Service and Administration during the validity period indicated and calculated from the closing time stated above.**

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Name and Capacity

\_\_\_\_\_  
Date

**This Request for Quotation must be completed and be accompanied by an official Quotation.**

**Prospective bidders are to respond to the email address: Request for Quotations ([Quotations@dpsa.gov.za](mailto:Quotations@dpsa.gov.za)) when replying to this RFQ.**

**Responses directed to any other email address with exception to the above-mentioned will not be considered.**





the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR CATERING  
AT THE UNIVERSITY OF THE WESTERN  
CAPE  
AAPAM 41<sup>ST</sup> ROUNDTABLE CONFERENCE

## **1. PROJECT DESCRIPTION :**

The Department of Public Service and Administration (DPSA) will be co-hosting the AAPAM 41st Roundtable Conference which will be held on 6-9 December 2022 at the University of the Western Cape in Cape Town. This is an International Conference.

The DPSA seeks the services of professional and competent cooks/caterers to provide catering services as per the menu specifications. The caterers are expected to cook heartwarming dishes full of flavor. The conference will be held from 06-09 December at **1 UWC Road, University of the Western Cape Town, Bellville.**

270 delegates are expected to participate in the conference.

## **2. SPECIFICATIONS**

### **MENU NO 1 - 5 DECEMBER 2022 FOR 50 PEOPLE**

#### **ARRIVAL - 08:00**

Tea/coffee/water quiche  
cocktail muffins

#### **MID MORNING BREAK: 11:00**

Tea/coffee  
Cocktail croissants with variety of fillings

#### **LUNCH: 13:30**

Mini bowls of butter chicken curry with basmati rice  
Lamb riblets chipolatas  
Chicken  
Rice/Pap

#### **AFTERNOON TEA BREAK- 15:00**

Tea/coffee Biscuits pie

### **MENU NO2 - 6 DECEMBER 2022 FOR 270 PEOPLE**

#### **ARRIVAL- 07:30**

Tea and Filter coffee selection with milk, sugar, sweeteners and sliced lemons  
Glass Dispenser with Iced Lemon & Cucumber Water  
Assortment of Muffins-  
Still Water

#### **MID-MORNING TEA/COFEE 11:00**

Tea and Filter coffee selection with milk, sugar, sweeteners and sliced lemons  
Glass Dispenser with Iced Lemon & Cucumber Water  
Butter Croissant with assortment of fillings

**LUNCH- 13:30**

Indian Lamb & Baby Potato Curry Pot

Moist and tender chunks of lamb in a spicy rich curry sauce

Africa Grilled Chicken pieces

African chicken - Juicy chicken with crispy skin, tender with a peanut & coconut sauce

Basmati Rice

Stywe pap & smooortjie

African Bean Stew

Oven Roasted Seasonal Vegetables

**AFTERNOON TEA/COFEE - 15:30**

Chocolate brownies

Red velvet squares

Milk tarts

**MENU NO 3 - 7 DECEMBER 2022 FOR 270 PEOPLE**

**Arrival-07:30**

Tea/Coffee/Muffins

Bottled Water

**MID MORNING BREAK-11:00**

Tea/ Coffee/Refreshments

Fresh Fruit cups and yogurt

Croissants with chicken mayo/cheese/braised mushrooms

**LUNCH -13:30**

Lamb roast spit

Apricot chicken pieces

Greek salad

Basil and Pesto noodle salad

Deep fried Line fish and tartar sauce

**AFTERNOON BREAK -15:30**

Tea and Coffee  
Variety of cupcakes

**MENU NO 4- 8 DECEMBER 2022 FOR 270 PEOPLE**

**Arrival-07:30**

Tea/coffee/water/ Assorted Muffins

**MID MORNING TEA BREAK-11:00**

Tea/coffee fruit sticks  
Health wraps/ veggie wraps  
Koeksisters

**LUNCH-13:30**

Lamb chops Empanada's chicken with sundried tomatoes  
Mash or Pap  
Sweet peas and carrots Baby corn  
Fish:  
Grilled butter fish with lemon Vegetarian:  
Vegetable curry with basmati rice 3 bean curry  
Veggie lasagne

**AFTERNOON TEA BREAK- 15:30**

Tea/coffee  
Pasta da nata milk tarts pure butter biscuits

**MENU NO 5- 9 DAY DECEMBER 2022 FOR 270 PEOPLE**

Arrival tea/coffee -07:30  
Savoury snacks

**MID MORNING BREAK- 11:00**

Tea/ Coffee/  
Health sandwiches/veggie  
Fruits

### **LUNCH-13:30**

Braai Vleis  
Chicken/Boerewors/Steak  
Rice/Pap  
Portuguese Rolls  
Green Salad

### **AFTERNOON TEA BREAK- 15:30**

Tea/Coffee  
Biscuits

### **NOTE: CATERERS SHOULD INCLUDE HIRING OF CROCKERY, CUTLERY, GLASSES AND TABLECLOTHS:**

3 x bottles of water per day per person each day  
1 x Soft drink

### **3. TIME FRAMES**

This is a once off contract. The Department of Public Service and Administration reserves the right to terminate the contract where there is dissatisfaction in terms of the supplier's performance.

### **4. CONTRACTUAL ARRANGEMENTS**

The successful service provider will be contracted and paid by the Department of Public Service and Administration.

### **5. PROJECT MANAGEMENT**

The successful supplier will report to the Chief Director: International Cooperation & Stakeholder Relations (or any other person designated by the Chief Director). All invoices must be emailed or delivered to Supply Chain Management, at the DPISA offices.

### **6. SUBMISSION OF QUOTATIONS AND GUIDELINES**

**6.1** Service providers are to submit the following mandatory requirements together with their quotation.

## 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

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

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

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



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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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

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:

- the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R50 000 000.00 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

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

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

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

$P_t$  = Price of bid under consideration

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

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

- 4.1 In terms of Regulation 6 (2) and 7 (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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

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

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

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-ontractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....  
 .....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the

purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....