

**SBD 1: PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH MARITIME SAFETY AUTHORITY					
RFQ NUMBER:	HO 1490	ISSUE DATE	15 July 2025	CLOSING TIME:	11h00
		CLOSING DATE	17 July 2025		
DESCRIPTION	Provision of the Catering Services for the Career Expo at Hillcrest Apostolic Centre in Durban Date: Saturday 19 July 2025				
BRIEFING SESSION (If applicable)	N/A				
MANDATORY RERUIREMENT	Suppliers must have an established physical presence in KwaZulu-Natal (KZN) (Refer to Mandatory Requirement Details)				
DELIVERY ADDRESS	Career Expo at Hillcrest Apostolic Centre, Fisher Road, KwaNqetho, Hillcrest, KZN Durban Date: Saturday 19 July 2025				
VALIDITY PERIOD	Price quoted should remain valid for at least thirty (60) days after the closing date.				
ALL BID RESPONSE DOCUMENTS MUST BE EMAILED TO: rfgresponses@samsa.org.za EMAIL SUBJECT LINE MUST CLEARLY INDICATE THE RFQ NUMBER					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	Lihle Ngonini				
TELEPHONE NUMBER	012 366 2683				
E-MAIL ADDRESS	Ingonini@samsa.org.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	TAXCOMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

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.

SBD 1: PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
11.	BIDS MUST BE EMAILED / DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
12.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
13.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
14.	THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7), FOR LONG TERM CONTRACTS / OR WERE DEEMED NECESSARY.
15.	PROSPECTIVE BIDDERS MUST CONSIDER THE SPECIFICATION & ADDITIONAL SUPPORTING DOCUMENTATION WHEN RESPONDING.
16.	ALL INFORMATION SUBMITTED AS EVIDENCE MUST BE CONSISTENT WITH DECLARATIONS MADE TO BE AWARDED POINTS. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL/S.
17.	SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.
18.	DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.
2. TAX COMPLIANCE REQUIREMENTS	
21	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
22	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
23	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
24	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
25	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
26	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
27	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

TOTAL BID PRICE (INCLUDING VAT)	
SIGNATURE OF BIDDER	
DATE	

CAPACITY UNDER WHICH THIS BID IS SIGNED:

SBD 4: 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:

.....
.....

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 consortium¹ 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.

3.5 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.

3.6 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.

3.7 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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to bid:
- 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 Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.
- 1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 The preference point system application must not exceed 100 and must be applied as per below:
- 1.4.1 The 80/20 preference system:

The maximum points for this bid are allocated as follows:

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

** Point allocation break down provide below

1.4.1.1 SPECIFIC GOALS: 80/20

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (14)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	7
b) who is a female	5
c) who has a disability	2
Goal 2: who is youth	3
Goal 3: Locality	3
TOTAL	20

1.4.2 The 90/10 preference system:
The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS**	10
Total points for Price and SPECIFIC GOALS	100

** Point allocation break down provide below

1.4.2.1 SPECIFIC GOALS: 90/10

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (7)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	4
b) who is a female	2
c) who has a disability	1
Goal 2: who is youth	1
Goal 3: Locality	2
TOTAL	10

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

1.6 SAMSA 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 SAMSA.

2. DEFINITIONS

- “locality”** means the promotion of SMMEs located within the specific area;
- “bid”** 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 bidding process or any other method envisaged in legislation;
- “price”** means an amount of money bided for goods or services, and includes all applicable taxes less all unconditional discounts;
- “rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- “bid 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 SAMSA and a third party that produces revenue for SAMSA, 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
- “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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\mathbf{80/20} \quad \text{or} \quad \mathbf{90/10}$$

$$PPPP = 80 - \frac{PPPP - PP}{PP} \quad \text{or} \quad PPPP = 90 - \frac{PPPP - PP}{PP}$$

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

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:

$$\mathbf{80/20} \quad \text{or} \quad \mathbf{90/10}$$

$$PPPP = 80 + \frac{PPPP - PP}{PP} \quad \text{or} \quad PPPP = 90 + \frac{PPPP - PP}{PPPPPPPP}$$

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmax = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

The preferential procurement point system applicable for this bid is:

Preferential Point System	Mark
80/20	X
90/10	

4.1. Specific goals for the bid and points claimed are indicated per the table below: 80/20 preference system.

4.1.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	Maximum points that can be scored	Points being claimed by supplier
HDI	Equity ownership by persons who had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	7	
	Equity ownership by women (ID copies of ALL listed owner/s, BBBEE certificate)	5	
	Equity ownership by disabled persons (Medical certificate/ Assessment)	2	
	Equity ownership by youth (ID copies of ALL listed owner/s, BBBEE certificate)	3	
	Locality	3	

	(CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)		
	TOTAL	20	

** Claimed points can only be allocated where supporting documents have been provided.

** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD

** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation

** Locality goal points will only be awarded to suppliers within the province of delivery

** Refer to checklist attached to ensure correct document submission

4.2. Specific goals for the bid and points claimed are indicated per the table below: 90/10 preference system.

4.2.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	Maximum points that can be scored	Points being claimed by supplier
HDI	Equity ownership by persons who had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	4	
	Equity ownership by women (ID copies of ALL listed owner/s, BBBEE certificate)	2	
	Equity ownership by disabled persons (Medical certificate/ Assessment)	1	
	Equity ownership by youth (ID copies of ALL listed owner/s, BBBEE certificate)	1	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)	2	
	TOTAL	10	

** Claimed points can only be allocated where supporting documents have been provided.

** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD

** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation

** Locality goal points will only be awarded to suppliers within the province of delivery

** Refer to checklist attached to ensure correct document submission

5. SUBMISSIONS BY CONSORTIUMS AND JOINT VENTURES

5.1. If a submission is a consortium or joint venture, the points claimed for ownership must be detailed separately, as per annexure A and sent back with the bidding documents. The information will define the following:

The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by SAMSA.

The percentage ownership of each JV member or consortium member in each of the specific goals relevant to this bid, with supporting documents.

The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for each category, multiplied by the percentage ownership in the relevant specific goal.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 6.1. Name of company/firm.....
- 6.2. Company registration number:.....
- 6.3. Company/ firm physical address (for claiming locality points):

.....

TYPE OF COMPANY/ FIRM [Tick applicable box]

- Partnership/Joint Venture / Consortium (Please refer to Annexure C)
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- Pty) Limited
- Non-Profit Company
- State Owned Company

6.4. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

6.5. TOTAL NUMBER OF YEARS THE COMPANY/ FIRM HAS BEEN IN BUSINESS?

6.6. List of shareholder/s information to be used to calculate the points claimed in paragraph 4.3.

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

- 6.7. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, 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 4.1 and 5.6, the contractor may be required to furnish documentary proof to the satisfaction of SAMSA 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, SAMSA 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 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.

ANNEXURE A: SPECIFICATION / DESCRIPTION OF GOODS

DETAIL	INFORMATION
BIDDING & TECHNICAL ENQUIRIES MAY BE DIRECTED TO THE SCM CONTACT PERSON	SCM CONTACT PERSON Name: Lihle Ngonini Contact number: 012 366 2683 Email address: Ingonini@samsa.org.za
SHORT DESCRIPTION OF SERVICES / GOODS REQUIRED	Provision of the Catering Services for the Career Expo at Hillcrest Apostolic Centre in Durban
SERVICE / GOODS DELIVERY ADDRESS	Hillcrest Apostolic Centre, Fisher Road, KwaNqetho, Hillcrest, KZN.

Bidders who do not submit proof of mandatory requirement will not proceed to the next evaluation phase (80/20).

SCOPE OF WORK

Delivery Date: 19 July 2025

Delivery Address: Hillcrest Apostolic Centre, Fisher Road, KwaNqetho, Hillcrest, KZN.

Provision of the catering services listed below:

1. BREAKFAST FOR LEARNERS x1500 Learners
2. LUNCH FOR LEARNERS x1500 Learners
3. BREAKFAST FOR x300 Delegates
4. LUNCH FOR x300 Delegates

(NB. Detailed specifications/ menu requirements are on the pricing table)

Each catering service option of the above four services will be evaluated independently to ensure best value for money and better service delivery.

Bidders to clearly indicate which catering service/s option they are bidding for and their proposed pricing total on the table below:

NO	CATERING SERVICE OPTION SPLIT	SELECT CATERING OPTION (YES)/ (NO)	TOTAL QUOTED PRICE FOR EACH SERVICE (incl. VAT)
1	• BREAKFAST FOR LEARNERS X 1500		R
2	• LUNCH FOR LEARNERS X 1500		R
3	• BREAKFAST FOR X 300 DELIGATES		R
4	• LUNCH FOR X 300 DELIGATES		R

**** SAMSA may choose to award the contract either fully or in part, and potentially to more than one service provider**

Mandatory requirement: Bidders who do not submit proof of business address in KZN will not be considered.

Mandatory Requirement	Document required
Suppliers must have an established physical presence in KwaZulu-Natal (KZN).	Proof of business address or operational office in KwaZulu-Natal (e.g. utility bill, lease agreement, or company registration documents reflecting the KZN address) in the name of the company or at least one (1) of the directors.

- BIDDERS MAY ALSO SUBMIT A QUOTATION ON THEIR COMPANY LETTERHEAD

- BIDDERS MUST TAKE NOTE OF THE PERFORMANCE PENALTIES APPLICABLE TO POOR PERFORMANCE

1. CATERING: BREAKFAST FOR LEARNERS X 1500

PRICING TABLE: CATERING: BREAKFAST FOR LEARNERS X 1500

Name of bidder..... RFQ NUMBER:				
DESCRIPTION	OF	GOODS	OR	SERVICES:
.....				

(THE TOTAL PRICE MUST BE INCLUSIVE OF VAT)

Catering for 1500 learners				
Breakfast Time: 07h00 am (Morning)				
Description: Prepacked breakfast (NB. The breakfast must be served in suitable prepacked containers)				
No	DETAIL	Quantity	Unit Price	Total Price
1.	Variety of sandwiches: On brown and white bread (not toasted) <ul style="list-style-type: none"> • Chicken mayo • Ham and cheese • Egg and mayo 	1500		
2.	Variety of 100% fruit juice cans (300ml) x 1500 e.g. Liqui Fruit – Apple, Berry Blaze, Orange etc.	1500		
3.	Still water (Valpre / Aquille) x 500 ml	1500		
4.	Serviettes & Trash plastic bags: to serve 1500 learners	1		
5.	Sub-total			
6.	Vat @ 15%			
7.	Total Inclusive of Vat			

2. CATERING: LUNCH FOR LEARNERS X 1500

PRICING TABLE:

Name of bidder..... RFQ NUMBER:				
DESCRIPTION	OF	GOODS	OR	SERVICES:
.....				

(THE TOTAL PRICE MUST BE INCLUSIVE OF VAT)

Catering for 1500 Learners				
Lunch Time: 12h00 pm (Midday)				
Description: Prepacked lunch (NB. The lunch must be served in suitable prepacked containers)				
No	DETAIL	Quantity	Unit Price	Total Price
1.	Lunch <ul style="list-style-type: none"> • Starch: Rice and dumpling option • Protein: Chicken and beef stew option • Salsa: Tomato, red-onions, cucumbers, red and green chillies • Salad: Potato salad, with mayo, onion, parsley etc. • Vegetable: Butternut 	1500		
2.	Variety of Soft drinks (300) ml bottles x (1500) <ul style="list-style-type: none"> • e.g. Coke, Fanta, Cream Soda, Lemon Twist, Stone etc. 	1500		
4.	<ul style="list-style-type: none"> • Plastic spoons and serviettes 	1500		
5.	Sub-total			
6.	Vat @ 15%			
7.	Total Inclusive of Vat			

3. CATERING: BREAKFAST FOR X 300 DELEGATES

PRICING TABLE:

Name of bidder..... RFQ NUMBER:				
DESCRIPTION	OF	GOODS	OR	SERVICES:
.....				

(THE TOTAL PRICE MUST BE INCLUSIVE OF VAT)

Catering for 300 Delegates Breakfast Time: 07h00 am (Morning) Description: Full Breakfast Serving				
No	DETAIL	Quantity	Unit Price	Total Price
1.	Delegates breakfast Scones and variety of muffins (Bran, Chocolate, Vanilla / Red Velvet) to serve 50 people (Limited to 50 people as we will be serving a hot breakfast) Condiments: Cheese, jam & butter	50		
2.	Hot Breakfast x 300 Delegates: <ul style="list-style-type: none"> • Scramble eggs • Bacon • Baked beans • Sausage pork and beef • Tomato • Mushroom • White and brown bread – toasted and none toasted 	300		
3.	Bowl of fruits x 3 (Limited to 3 bowls of full fruits) Variety of fruits: banana, apples, nartjies, pears etc.	3		
4.	Tea <ul style="list-style-type: none"> • Coffee: Jacobs sachets • Five roses and rooibos Tea bags, • Hot and cold milk, • Sugar: Sachets brown and white sugar; canderels 			
5.	<ul style="list-style-type: none"> • Urn, cups & saucers, teaspoons to serve 300 delegates • Logistics: Arrangement for collection and delivery, including serviettes, cutlery and Crockery, serving trays/dishes, and other related catering accessories (to serve 300 ppl) • Small trash bin x 2 • Trash plastic bags 	1		

6.	<ul style="list-style-type: none"> Juice Serving Glasses x 50 (for the 3 Jugs of Juice) 	1		
7.	Cold Beverages			
	<ul style="list-style-type: none"> 3 x Jugs 100% Fruit / fresh juice, orange & apple 	3		
	<ul style="list-style-type: none"> Still Water Valpre 500 ml x 24 Valpre or Aquelle – 9 packs 	9		
	<ul style="list-style-type: none"> Sparkling 500 ml x 24 – Valpre or aquelle – 4 packs 	4		
8.	Sub-total			
9.	Vat @ 15 %			
10.	Total Inclusive of Vat			

4. CATERING: LUNCH FOR 300 DELEGATES

PRICING TABLE:

Name of bidder..... RFQ NUMBER:				
DESCRIPTION	OF	GOODS	OR	SERVICES:
.....				

(THE TOTAL PRICE MUST BE INCLUSIVE OF VAT)

No	DETAIL	Quantity	Unit Price	Total
Catering for 300 Delegates Lunch Time: 12h00 pm (Midday) Description: Full Breakfast Serving				
8.	Lunch for delegates x 300 <ul style="list-style-type: none"> • Starch: rice and dumpling • Protein: chicken and beef stew • Salsa: tomato, red; onion, cucumbers, red and green chillies • 2 Salads: Potato salad, with mayo, onion, parsley etc. & Beetroot • Veggie: Butternut 	300		
9.	Cold Beverages (300) <ul style="list-style-type: none"> • Variety of Cans (300 ml): Fanta, cream soda, lemon twist, stone, Coke etc. 	150		
	<ul style="list-style-type: none"> • Variety of Cans: Sugar free cold drinks x 300 ml 	50		
	<ul style="list-style-type: none"> • Variety of Cans: fruit juice x 300 ml 	100		
10.	Logistics: Arrangement for collection and delivery, including serviettes, cutlery and Crockery, serving trays/dishes, and other related catering accessories (to serve 300 ppl) Small trash bin x 2 Trash plastic bags	1		
11.	Serving station tables: Rectangular trestle _ 1.8 metres	6		
12.	Rectangular Black tablecloths	6		
13.	Sub-total			
14.	Vat @ 15%			
15.	Total Inclusive of Vat			

POOR PERFORMANCE PENALTIES

SAMSA is committed to service excellence, transparency, and value for money. We therefore conduct regular evaluations of catering services. To ensure a fair and transparent evaluation of catering service providers, the performance assessment process must include feedback from service recipients. A minimum of eight (8) recipients of the catering service will be required to complete a supplier evaluation form.

This process ensures that suppliers deliver services in accordance with agreed specifications and contractual obligations. The evaluation tool is used to monitor and assess the quality, delivery timelines, presentation, professionalism and adherence to the specification of catering services rendered. It also provides suppliers with constructive feedback.

In the event of poor performance, SAMSA reserves the right to impose penalties of up to 25% of the total contract value. Specific penalties will be levied per incident as outlined in the catering supplier evaluation form. Persistent non-performance may result in SAMSA excluding your RFQ responses from being evaluated.

PENALTY APPLICATION: TABLE 1

Performance Criteria	Proposed penalty for poor performance
Quality of Food and Beverages	5%
Timely Delivery	5%
Presentation & Cleanliness	5%
Professionalism of Staff	5%
Adherence to Menu	5%
Maximum possible penalty (Total)	25%

RATING SCALE DETAIL: TABLE 2 (1 = Poor, 2= Fair, 3 = Satisfactory, 4 = Good, 5 = Excellent)

Score Rating	Rating Meaning	Description
1	Poor	Service was unacceptable and not meet expectations in any way. Major issues experienced
2	Fair	Service was below expectations. Several issues noted, requiring improvement
3	Satisfactory	Service was acceptable and met our minimum requirement, but not exceptional/ added value.
4	Good	Service was above average. Met all expectations with minor or no issues.
5	Excellent	Service was outstanding. Exceeded expectations in all areas.

NB. Penalties will be applied to any performance where the supplier receives an average score of less than 3 out of 5.

Acknowledgement of Evaluation by Service Providers

Service providers are encouraged to sign the completed evaluation forms as a means of acknowledging the performance ratings received on the day of service delivery. This serves as a record of transparency and mutual understanding.

Please note that the absence of a signature from the service provider will not render the evaluation form invalid.

Service providers are welcome to request copies or take photographs of the completed evaluation forms for their own records. However, this process must be conducted in a manner and at a time that does not disrupt SAMSA's operations and should take place at the convenience of SAMSA.

It is the responsibility of the service provider to request a copy of the evaluated forms. SAMSA will share it on request or for further engagements where necessary.

CATERING SUPPLIER EVALUATION

EVENT DATE	
EVENT NAME	
SAMSA EVALUATOR NAME	
SAMSA EVALUATOR SIGNATURE	
APPLICABLE RATINGS	1 = Poor, 2= Fair, 3 = Satisfactory, 4 = Good, 5 = Excellent **

**Table 2: Rating Scale Explained

Criteria	Rating	Comments: Ratings of less than 3 must be supported with additional information in this comment field. Provision of other proof of non-performance/ poor-performance can be provided as evidence.
Quality of Food and Beverages	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Timely Delivery	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Presentation & Cleanliness	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Professionalism of Staff	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Compliance with Menu Requirements	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

Additional comments:

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Supplier Response / Comments (if any):

(Please respond to any issues raised or provide general comments regarding the service delivery)

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Supplier representative's name:

Designation:

Signature:

**** REQUIRED SUPPORTING DOCUMENTS & CHECKLIST**

No.	Document description	Submitted (Yes / No)
1	Quotation	
2	Signed SBD (RFQ) Forms	
3	Recent CSD, not older than 3 months	
4	Tax pin certificate	
5	Valid B-BBEE	
6	CK1 registration document (CIPC)	
7	ID copies of ALL listed owner/s as per CSD report	
8	Proof of address not older than 3 months	
9	Medical certificate/ Assessment (if applicable)	
10	Consortiums and Joint Ventures Form (if applicable)	

**ALL INFORMATION SUBMITTED WILL BE TREATED AS EVIDENCE FOR AWARDING POINTS FOR THE SAMSA GOALS AND MUST BE CONSISTENT WITH DECLARATIONS MADE. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.

GUIDELINES FOR DOCUMENTS REQUIRED FOR THE VERIFICATION OF THE SAMSA GOALS

SPECIFIC GOAL	DOCUMENTS THAT WILL BE USED TO VERIFY THE INFORMATION SUPPLIED
Equity ownership by persons who had no franchise in the national elections <i>Points for persons or categories of persons historically disadvantaged on the basis of race (black people)</i>	ID copies of all listed owner/s as per CSD report CK1 registration document (CIPC) BBBEE certificate
Equity ownership by women <i>Points for persons or categories of persons historically disadvantaged on the basis of gender (women)</i>	ID copies of all listed owner/s as per CSD report BBBEE certificate
Equity ownership by disabled persons <i>Points for persons or categories of persons historically disadvantaged on the basis of disability (persons living with disabilities).</i>	Medical certificate/ Assessment
Equity ownership by youth	ID copies of all listed owner/s as per CSD report
Locality	Address listed on the company registration CIPC / SARS document is acceptable for claiming locality points. Should you want to claim locality points, for an address not listed on the CIPC / SARS document, that address must be listed on the CSD, accompanied by a valid proof of residence, reflecting one of the listed owners' names and physical address. e.g. Utility bill, bank/ account statement, Municipal councillor's letter.