

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

REQUEST FOR QUOTATION NO: 2024/08/026

APPOINTMENT OF A PANEL OF PROFESSIONAL CHEFS TO RENDER VIP & VVIP CATERING TO BE UTILISED ON A ROTATIONAL BASIS FOR THE DEPARTMENT OF INTERNATIONAL RELATIONS FOR A PERIOD OF ONE (1) YEARS AS AND WHEN IT IS REQUIRED



TERMS OF REFERENCE

1. INTRODUCTION

1.1 The Department of International Relations and Cooperation (“DIRCO” or the “Department”) is a key component of government that conducts and co-ordinates South Africa’s international relations and promotes its foreign policy objectives. At the same time, it also monitors international developments and advises government on foreign policy and related domestic matters.

2. PURPOSE

2.1 To invite professional chefs to submit a proposal to be part of panel to provide VIP & VVIP catering services, food, and wine pairing to be utilised on a rotational basis for a period of one (1) year as and when it is required.

3. BACKGROUND

3.1 The Department of International Relations and Cooperation is responsible for planning, organising, and managing catering for State and Official Events.

3.2 The Department of International Relations & Cooperation (DIRCO) is looking to appoint a suitably qualified and experienced panel of qualified professional chefs to render VIP & VVIP catering services to be utilised on a rotational basis for a period of one (1) year as and when it is required.

4. SUMMARY

4.1 The Republic of South Africa hosts several State Luncheon at the Presidential Guesthouses. The Luncheon is offered to Heads of States / Heads of Government/ Eminent persons/ High level persons as classified/determined by the Department. There is a need for the DIRCO to outsource such services and have a pool of service providers who would be readily available, often at short notice

4.2 The Department is reaching out to invite professional chefs to participate in a showcase event celebrating our rich local cuisine, culinary expertise and finesse that are well-suited to demonstrate the art of crafting and presenting South African gastronomic delights. A touch and passion for cooking that can truly enhance the experience for all attendee and help showcase the diverse flavours of our nation.

4.3 The State Luncheon aims to highlight the importance of local cuisine in reflecting our cultural heritage and bringing people together. Participation will not only contribute to the success of the event but also serve as a platform to promote the beauty and diversity of South African food traditions.

5. SCOPE OF WORK AND SPECIFICATIONS

5.1 CATERING SPECIFICATIONS AND REQUIREMENTS. THE FOLLOWING REQUIREMENTS MUST BE COSTED AS OUTLINED SBD 3.1

PRESIDENTIAL SEATING	
Summary of description of item needed	VIP& VVIP Lunch
Category of guests	- Heads of States / Heads of Government/ Eminent persons/ High level persons as classified/determined by the Department - Invited VIP& VVIP's
4 Course Plated Gourmet Lunch Menu	1ST COURSE Wild chicken, oyster, and truffle mushroom consommé with fresh vegetable gardens.

	<p style="text-align: center;">or Seasonal fresh garden salad (v) Chardonnay (wine pair)</p> <p style="text-align: center;">2nd COURSE Grilled and sous vide kabeljou, cape malay cauliflower puree with parsnips. or Spinach gnocchi (v) Shiraz / Cinsault blend (wine pair)</p> <p style="text-align: center;">MAIN COURSE Grilled lamb loin glazed with soy sauce, saffron and atchar potato mousse, mint pesto sauce and winter baby vegetables. or Spinach and feta ravioli served Napolitano sauce(v) Cabernet Sauvignon (wine pair)</p> <p style="text-align: center;">DESSERT Protea chocolate sculpture - Demi Sec (wine pair)</p>
Lunch Beverages	<ul style="list-style-type: none"> - x 1 Vrede en lust sauvignon blanc. - X 1 Alsina chardonnay. - X 1 Beyerskloof rose. - X 1 Sefikile Shiraz - X 1 Zarion Cabernet Sauvignon - X 1 Meerlust merlot - X 1 Pierre Jourdan Cuvee Belle Rose. - X 1 Graham Beck Brut. - X 1 Laborie Nectar. (sparkling wine) - X 1 Non- alcoholic sparkling grape juice. - X 1 Coke, (can) - X 1 Sprite, (can) - X 1 Coke zero, (can) - X 1 Fanta orange, (can) - X 1 Stoney, (can) - X 1 Schweppes. (can) - X 1 Liquid Fruit assorted. (can) - X 1 Appetizer, (340ml bottle) - X 1 red appetizer, (340 ml bottle) - X 1 Peartizer. 340 ml bottle) - X 1 Branded mineral water (500 ml still & 500ml sparkling) DIRCO to provide artwork for branding - Filter coffee (bottomless) - Tea selection, roibos, Ceylon, Darjeeling, Chamomile, ginger, English breakfast, green tea, (bottomless) - Milo(bottomless) - Hot chocolate(bottomless) - Horlicks (bottomless) - X 1 Castle lager (340ml bottles) - X 1 Castle lite (340 ml bottles) - X 1 Flying fish (340 ml bottles) - X 1 Windhoek lager (340 ml bottles) - X 1 Heineken (340 ml bottles) - X 1 Corona beer (340 ml bottles) - X 1 Sol beer (340 ml bottles)

	<ul style="list-style-type: none"> - X 1 still water (500ml) - X 1 sparkling water (500ml)
Personnel	<p>Personnel must be inclusive of the following:</p> <ul style="list-style-type: none"> - Executive Chef - Sous Chef/s - Floor supervisor/s - Prep Chef/s - Butler/s for VVIP (main table) - Maitre D'hôtel (head waiter) - Waitron/s - Beverage Server/s - Head Sommelier (wine steward) - Junior Sommelier/s - Scullery Personnel/s
Professional Wait Staff	<p>It is of utmost importance that prospective bidders should include:</p> <ul style="list-style-type: none"> - a deployment plan which includes waiters to prepare and serve tea, coffee, water, set up, food etc. - Waiters should be well trained and experienced wearing black and white uniform. Black pants white shirt, white gloves, bowtie, black waistcoat, and name badge. - Waiters to wear uniform to project a professional image. - Please note that a detailed list of ALL staff will be required for screening and vetting purposes and would have to be accredited prior to event. - All personnel deployed must be RSA citizens with ID. - Service Provider should have a contingency plan in place to ensure that waitering staff compliment is fulfilled and deployment & service is not compromised.
Table wear	<ul style="list-style-type: none"> - Bone China crockery - 18/10 Wilkinson silverware - Noritake crockery - 18/18 Kings Silverware - Cut crystal glassware, water, red & white wine. - Salt & pepper cruet sets - Toothpick holders
Catering Equipment, food and beverage supplies (Groceries)	<p>Catering Equipment</p> <ul style="list-style-type: none"> - Mobile bar stations - Filter coffee machine. - Serving tray - Refrigerator - Food & plate warmer - Industrial kitchen equipment. - A power generator to be provided. <p>Food and beverages supply to be provided by the bidder.</p> <ul style="list-style-type: none"> - Groceries - Food & beverages - Wines

	<ul style="list-style-type: none"> - Soft drinks - Branded mineral water (still & sparkling) <p>DIRCO to provide artwork for branding.</p>
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NB: SERVICE PROVIDERS ARE REQUESTED TO QUOTE PRICE PER ITEM. RATES SHOULD INCLUDE VAT, AND THESE RATES WILL BE UTILISED FOR COMPARATIVE PURPOSES DURING THE SELECTION OF THE PANEL OF SERVICE PROVIDERS. SELECTED SERVICE PROVIDERS WILL STILL BE REQUIRED TO QUOTE FOR CATERING SERVICES FOR EACH MEETING AND/OR CONFERENCE/EVENT. SERVICE PROVIDERS MUST UNDERTAKE TO PROVIDE THE SPECIFIED SERVICES AT SHORT NOTICE.

THE MENU CAN CHANGE AS WHEN THE QUOTATIONS ARE REQUESTED, THE ABOVE IS FOR THE PURPOSES OF COMPARISON FOR PROVISION OF QOUTATIONS.

6. GENERAL SPECIFICATIONS:

a) Project Plan

A detailed project plan reflecting detailed operations with specific timeframes must be submitted with the bid. At least one site visit will be conducted on the food preparation premises as part of the evaluation.

A food tasting and mock set-up for (3) departmental officials will be conducted as part of the bid evaluation process. A successful bidder will be required to do a final mock set up and food tasting for the principal.

b) Oversee breakdown, clearing

Ensure that all equipment is removed from the premises; waste disposal is properly managed – disposed of or recycled.

c) Transport; Labour

Prospective bidders must include all transport costs related to the catering i.e. transportation of food; equipment; wait staff; transport for wait staff for accreditation purposes etc.

d) Operating Hours

The successful service provider must render the required service in accordance with the terms of reference (TOR). It is important that service provider should be flexible and be willing to operate at any given time. The successful service provider will be required to attend at least two (2) dry runs and rehearsals in preparation for the event to familiarise themselves with venues and order of proceeding on the day of the event.

e) Accreditation

Appointment of the service provider is subject to vetting and State Security Clearance. The successful service provider must ensure that all staff are accredited.

7. RESPONSIBILITIES

a) Catering work stream

- Will provide the necessary briefing detail and information so that the service requirements are understood.
- Render all reasonable assistance in executing the service.
- Communicate and work together with catering work stream on all catering areas e.g. service and floor management.

- The catering work stream will create a WhatsApp chat group to ensure that there is communication between the catering work stream managers and service providers' floor managers.

b) SERVICE PROVIDER

- Execute all services as stipulated in the specifications contained herein within the specified timeframes.
- Suggest alternative arrangements/solutions and advice if requested service is not available or it can be proven that with deviations to original arrangements that financial savings can be realized.
- Timeous delivery of services as stipulated in the approved project plan.
- Upon request from the catering work stream the service provider must remove any resources employed at the site should the service rendered by the resource not be in accordance with the requirements.
- Timeous submission of correct detailed invoices for rendered services to the satisfaction of DIRCO for payments to be affected by the department within 30 days of receipt as per tender stipulation.
- Timeous submission of required project plans as required.
- Ensure confidentiality in respect of ALL arrangements concerning the event and all persons involved.
- Any additional infrastructure required by the service provider that is not contained herein will be for their own account.
- Submit a copy of valid certificate of acceptability (COA)
- Ensure that transportation of food items is in line with Health and OHSA regulations.
- Any damage done to the buildings and surrounding areas will be for the service provider's account.

8. EVALUATION METHODOLOGY

The selection of the successful bidder/s will be evaluated in the following four (4) phases (Phase 1: Administrative criteria, Phase 2: Functionality Criteria, Phase 3: Site Inspection and Phase 4: Price)

8.1 Phase 1: Administrative Criteria

The following requirements must be satisfied/met by prospective bidders in order to proceed to the next stage of the evaluation process:

Mandatory documentation to be submitted with the bid proposal:

Documents that must be submitted	Comments
Registration on Central Supplier Database (CSD)	Bidders must be registered as a service provider on the CSD. Bidders who are not registered must do so before submitting their proposals. Vendor numbers can be obtained from: https://secure.csd.gov.za/ . Submit proof of registration.
SBD 3.1 form (Costing)	All bidders must complete, initial, and sign the SBD 3.1 form. By completing SBD 3.1 bidders confirm that they have quoted as per all the above requirements.

Halaal Certified (Certificate to be provided)	Failure to submit will result in disqualification. N/B: Certificate of where meat will be procured from can be provided
Valid Municipality Certificate of Acceptability	Failure to submit will result in disqualification.

Non-mandatory documentation to be submitted with the bids

Documents that must be submitted	Comments
Standard Bid Documents (SBD): SBD 1 and SBD 4	Completed and signed SBD 1 and SBD 4 In the event, the bidders fail to submit the completed documents at the time of submitting the proposal, a bidder will be requested to submit the documents within three (3) days from the date of request, failure to submit the documents will disqualify the bidders. In the case of a Joint Venture arrangement, all parties must submit all the mandatory documents.
SBD 6.1	Completed and signed SBD 6.1 PPR specific goal points will be allocated to bidders on submission of the following documentation or evidence: A duly completed and signed Preference Point Claim Form: SBD 6.1; and In case of a Joint Venture a joint BBBEE certificate that indicate the identified specific goals must be submitted. Failure to submit the signed documents will not be a disqualifying factor but will result in forfeiting points on specific goals.
Joint Venture agreement	In case of a Joint Venture arrangement, a signed Joint Venture agreement must be attached with all SBD forms and joint venture BBBEE certificate that indicate the identified- specific goals on SBD 6.1.

8.2 FUNCTIONALITY CRITERIA

A panel will evaluate all proposals for functionality.

A bidder/s that scores less than 60% on Functionality criteria will be regarded as having submitted a non-responsive bid and will be disqualified.

FUNCTIONALITY CRITERIA		Weight										
<p>Minimum of five (5) years' experience within off-site catering is required. Proof to be submitted in a form of company profile.</p> <p>Evaluation Matrix:</p> <table border="1"> <tr> <td>Five (5) years' experience</td> <td>1 Point</td> </tr> <tr> <td>Six (6) year' experience</td> <td>2 points</td> </tr> <tr> <td>Seven (7) years' experience</td> <td>3 Points</td> </tr> <tr> <td>Eight (8) years' experience</td> <td>4 Points</td> </tr> <tr> <td>Experience of Nine (9) years or more</td> <td>5 Points</td> </tr> </table>		Five (5) years' experience	1 Point	Six (6) year' experience	2 points	Seven (7) years' experience	3 Points	Eight (8) years' experience	4 Points	Experience of Nine (9) years or more	5 Points	40
Five (5) years' experience	1 Point											
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Eight (8) years' experience	4 Points											
Experience of Nine (9) years or more	5 Points											
<p>Proof of a minimum of three (3) previous contracts of the same nature (high profile clients & high number of guests – 300 and up). Proof to be provided as contactable references letter.</p> <p>The letter must include the following to be deemed valid.</p> <ul style="list-style-type: none"> • Company name • A brief description of the service with an indication of number of guests and the level of satisfaction • Contact name. • Address • Contact number. • Duration of contact • Signature <p>Evaluation Matrix:</p> <table border="1"> <tr> <td>1 Testimonial/letter</td> <td>1 Point</td> </tr> <tr> <td>2 Testimonial/letter</td> <td>2 Points</td> </tr> <tr> <td>3 Testimonial/letter</td> <td>3 Points</td> </tr> <tr> <td>4 Testimonial/letter</td> <td>4 Points</td> </tr> <tr> <td>5 Testimonial/letter</td> <td>5 Points</td> </tr> </table>		1 Testimonial/letter	1 Point	2 Testimonial/letter	2 Points	3 Testimonial/letter	3 Points	4 Testimonial/letter	4 Points	5 Testimonial/letter	5 Points	30
1 Testimonial/letter	1 Point											
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5 Testimonial/letter	5 Points											

A bidder/s that scored 60% and above on Functionality criteria will be regarded for the next phase which is site inspection.

SITE INSPECTION REQUIREMENTS	WEIGHT				
<p>FOOD TASTING</p> <ul style="list-style-type: none"> - Taste - Portion control. - Colour combination of food - Nutritional value <p>Evaluation Matrix:</p> <table border="1"> <tr> <td>None of All the factors covered</td> <td>0 Points</td> </tr> <tr> <td>All the factors covered</td> <td>5 Points</td> </tr> </table>	None of All the factors covered	0 Points	All the factors covered	5 Points	40
None of All the factors covered	0 Points				
All the factors covered	5 Points				
<p>MOCK SET-UP</p> <p>Quality of crockery, cutlery and glassware</p> <ul style="list-style-type: none"> - Presentation on the table <p>Evaluation Matrix:</p> <table border="1"> <tr> <td>None of All the factors covered</td> <td>0 Points</td> </tr> <tr> <td>All the factors covered</td> <td>5 Points</td> </tr> </table>	None of All the factors covered	0 Points	All the factors covered	5 Points	20
None of All the factors covered	0 Points				
All the factors covered	5 Points				
<p>PERSONNEL UNIFORM</p> <p>The used uniform is well presentable and formal.</p> <p>Evaluation Matrix:</p> <table border="1"> <tr> <td>The Uniform presentation is not formal nor acceptable.</td> <td>0 Points</td> </tr> <tr> <td>The Uniform presentation is formal and acceptable.</td> <td>5 Points</td> </tr> </table>	The Uniform presentation is not formal nor acceptable.	0 Points	The Uniform presentation is formal and acceptable.	5 Points	20
The Uniform presentation is not formal nor acceptable.	0 Points				
The Uniform presentation is formal and acceptable.	5 Points				
<p>INFRASTRUCTURE</p> <p>The infrastructure must have high level of hygiene.</p> <ul style="list-style-type: none"> • High quality in a working condition hygienic • Quality and functionality of the appliances • The compliance certificates must be visible (Halaal, Pest control and valid Municipality Certificate of Acceptability) <p>Evaluation Matrix:</p> <table border="1"> <tr> <td>The premises not compliant with occupational health and safety standards (OHS)</td> <td>0 Points</td> </tr> <tr> <td>The premises is compliant with occupational health and safety standards (OHS)</td> <td>5 Points</td> </tr> </table>	The premises not compliant with occupational health and safety standards (OHS)	0 Points	The premises is compliant with occupational health and safety standards (OHS)	5 Points	20
The premises not compliant with occupational health and safety standards (OHS)	0 Points				
The premises is compliant with occupational health and safety standards (OHS)	5 Points				
TOTAL	100				

Values: 1 = Poor, 2= Fair, 3 = Good, 4 = Very Good, 5 = Excellent

A bidder/s that scored 60% and above on-Site inspection will be regarded for the next phase which is Price and Preference Criteria

8.3 Price and Preference Criteria

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:

Table 1 (80/20): Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 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)
Percentage (%) Ownership by HDIs	Points (5)	
81-100	5	
61-80	4	
41-60	3	
21-40	2	
1-20	1	
0%	0	
Percentage (%) Ownership by Women	Points (8)	
91-100	8	
81-90	7	
71-80	6	
61-70	5	
51-60	4	
41-50	3	
21-40	2	
1-20	1	
0	0	
Percentage (%) Ownership by Youth	Points (6)	
81-100	6	
71-80	5	
61-70	4	
41-60	3	

31-40	2	
1-30	1	
0	0	
Percentage (%) Ownership by Disability	Points (1)	
1-100	1	
0%	0	

9. GENERAL CONDITIONS

- 9.1 Service Provider’s evaluation can only be done on the basis of all requested information contained herein. The comprehensiveness of the procurement proposal can therefore be decisive in awarding thereof.
- 9.2. For purposes of comparison and to ensure a meaningful evaluation, suppliers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.
- 9.3 The prospective suppliers are required to indicate their costing per item and total cost (inclusive of 15% VAT) on the company billing format, for ease of evaluation. Prices/fees must be quoted in South African currency. Prices should be fixed and include 15% VAT, any foreign exchange rates if applicable.
- 9.4 DIRCO reserves the right to conclude a Service Level Agreement, SBD 7.2, and appointment letter with the appointed bidder to supplement the General Conditions of Contract.
- 9.5 Please take note that DIRCO is not obliged to select any of the bidders’ submitted proposals.
- 9.6 In the event that the DIRCO receives sponsorship for alcohol or beverages, it is expected that the prospective service provider will revise their quotation/bid accordingly.

10. FEES AND PAYMENT SCHEDULE

- 10.1 Fees must be quoted in South African currency.
- 10.2 All prices quoted must include 15% VAT.
- 10.3 Bidder should take note that the Department will only effect payment within 30 days after the receipt of a valid tax invoice& relevant supporting reports are received and the service has been rendered to the satisfaction of DIRCO.

11. CONTACT PERSONS AND SUBMISSIONS

Closing date for submission of quotation: 04 September 2024 – 12:00
Email addresses: Quotesexternal@dirco.gov.za
Tel: 012 351 0915/012 351 0362 /012 301 8640

Prospective service providers/suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

SBD 3.1

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

**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:
Closing Time: 12:00	Closing date: 04 September 2024

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

REQUIRED BY: DIRCO

PRICE SUMMARY:

APPOINTMENT OF A PANEL OF PROFESSIONAL CHEFS TO RENDER VIP & VVIP CATERING TO BE UTILIZED ON A ROTATIONAL BASIS FOR THE DEPARTMENT OF INTERNATIONAL RELATIONS FOR A PERIOD OF ONE (1) YEARS AS AND WHEN IT IS REQUIRED

Number of guests	1	
Summary of description of item needed	VVIP Lunch	
Category of guests	PRESIDENTIAL SEATING	
	DESCRIPTION OF THE ITEMS REQUESTED	TOTAL DESCRIPTION COST IN RANDS
4 Course Plated Gourmet Lunch Menu	<p align="center">FIRST COURSE</p> <p>Wild chicken, oyster, and truffle mushroom consommé with fresh vegetable gardens.</p> <p align="center">Or</p>	R.....

Initials:

Signature:

	Seasonal fresh garden salad (v) Chardonnay (wine pair)	R.....
	<p style="text-align: center;">SECOND COURSE</p> Grilled and sous vide kabeljou, cape malay cauliflower puree with parsnips. <p style="text-align: center;">Or</p> Spinach gnocchi (v) Shiraz / Cinsault blend (wine pair)	R..... R.....
	<p style="text-align: center;">MAIN COURSE</p> Grilled lamb loin glazed with soy sauce, saffron and atchar potato mousse, mint peso sauce and winter baby vegetables. <p style="text-align: center;">Or</p> Spinach and feta ravioli served Napolitano sauce(v) Cabernet Sauvignon (wine pair)	R..... R.....
	<p style="text-align: center;">DESSERT</p> Protea chocolate sculpture Demi Sec (wine pair)	R.....

Lunch Beverages	- X 1 Vrede en lust sauvignon blanc	R.....
	- X 1 Alsina chardonnay	R.....
	- X 1 Beyerskloof rose	R.....
	- X 1 Sesfikile Shiraz	R.....
	- X 1 Zarion Cabernet Sauvignon	R.....
	- X 1 Meerlust merlot	R.....
	- X 1 Pierre Jourdan Cuvee Belle Rose.	R.....
	- X 1 Graham Beck Brut	R.....
	- X 1 Laborie Nectar. (sparkling wine)	R.....
	- X 1 Non- alcoholic sparkling grape juice.	R.....

Initials:

Signature:

- X 1 Coke, (can)	R.....
- X 1 Sprite, (can)	R.....
- X 1 Coke zero, (can)	R.....
- X 1 Fanta orange, (can)	R.....
- X 1 Stoney, (can)	R.....
- X 1 Sprite, (can)	R.....
- X 1 Schweppes. (can)	R.....
- X 1 Liquid Fruit assorted. (can)	R.....
- X 1 Appetizer, (340ml bottle)	R.....
- X 1 red appetizer, (340 ml bottle)	R.....
- X 1 Peartizer. 340 ml bottle)	R.....
- Filter coffee (bottomless)	R.....
- Tea selection, rooibos, Ceylon, Darjeeling, Chamomile, ginger, English breakfast, green tea, (bottomless)	R.....
- Milo(bottomless)	R.....
- Hot chocolate(bottomless)	R.....
- Horlicks (bottomless)	R.....
- X 1 Castle lager (340ml bottle)	R.....
- X 1 Castle lite (340 ml bottle)	R.....
- X 1 Flying fish (340 ml bottle)	R.....

Initials:

Signature:

	- X 1 Windhoek lager (340 ml bottle)	R.....
	- X 1 Heineken (340 ml bottle)	R.....
	- X 1 Corona beer (340 ml bottle)	R.....
	- X 1 Sol beer (340 ml bottle)	R.....
	- X 1 still water (500ml)	R.....
	- X 1 sparkling water (500ml)	R.....
	- X 1 Branded mineral water (still) DIRCO to provide artwork for branding.	R.....
	- X 1 Branded mineral water (sparkling) DIRCO to provide artwork for branding.	R.....

Personnel	- 1 Executive Chef	R.....
	- 1 Sous Chefs	R.....
	- 1 Floor supervisors	R.....
	- 1 Prep Chefs	R.....
	- 1 Butlers for VVIP (main table)	R.....
	- Maitre D'hôtel (head waiter)	R.....
	- 1 Waitron	R.....
	- 1 Beverage Server	R.....
	- 1 Head Sommelier (wine steward)	R.....
	- 1 Junior Sommelier	R.....

Initials:

Signature:

	- 1 Scullery Personnel	R.....
Professional Wait Staff	- It is of utmost importance that prospective bidders should include:	R.....
	- a deployment plan which includes waiters to prepare and serve tea, coffee, water, set up, food etc	R.....
	- Waiters should be well trained and experienced wearing black and white uniform. Black pants white shirt, white gloves, bowtie, black waistcoat, and name badge	R.....
	- Waiters to wear uniform to project a professional image	R.....
	- Please note that a detailed list of ALL staff will be required for screening and vetting purposes and would have to be accredited prior to event.	R.....
	- All personnel deployed must be RSA citizens with ID	R.....
	- Service Provider should have a contingency plan in place to ensure that waitering staff compliment is fulfilled and deployment & service is not compromised.	R.....
Table wear	- Bone China crockery (VVIP table)	R.....
	- 18/10 Wilkinson silverware (main table)	R.....
	- Noritake crockery (VIP tables 200 pax)	R.....
	- 18/18 Kings Silverware (VIP table)	R.....
	- Cut crystal glassware, water, red & white wine	R.....
	- Salt & pepper cruet sets	R.....
	- Toothpick holders.	R.....
Catering Equipment	- 1 Mobile bar station	R.....
	- Filter coffee machines	R.....

Initials:

Signature:

	- Serving trays	R.....
	- Refrigerators	R.....
	- Food & plate warmers	R.....
	- Industrial kitchen equipment	R.....
	- A power generator to be provided	R.....
TOTAL BID COST		R.....

NB: SERVICE PROVIDERS ARE REQUESTED TO QUOTE PRICE PER ITEM. RATES SHOULD INCLUDE VAT, AND THESE RATES WILL BE UTILISED FOR COMPARATIVE PURPOSES DURING THE SELECTION OF THE PANEL OF SERVICE PROVIDERS. SELECTED SERVICE PROVIDERS WILL STILL BE REQUIRED TO QUOTE FOR CATERING SERVICES FOR EACH MEETING AND/OR CONFERENCE/EVENT. SERVICE PROVIDERS MUST UNDERTAKE TO PROVIDE THE SPECIFIED SERVICES AT SHORT NOTICE.

THE MENU CAN CHANGE AS WHEN THE QUOTATIONS ARE REQUESTED, THE ABOVE IS FOR THE PURPOSES OF COMPARISON FOR PROVISION OF QUOTATIONS.

Initials:

Signature:

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

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.

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 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

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.

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 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).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. 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	
SPECIFIC GOALS	
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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

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:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 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 or 90/10 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 or 90/10 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 90/10 and 80/20 preference point system.

Table 1 (80/20): Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 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)
Percentage (%) Ownership by HDIs	Points (5)	
81-100	5	
61-80	4	
41-60	3	
21-40	2	
1-20	1	
0%	0	
Percentage (%) Ownership by Women	Points (8)	
91-100	8	
81-90	7	
71-80	6	
61-70	5	
51-60	4	
41-50	3	
21-40	2	
1-20	1	
0	0	
Percentage (%) Ownership by Youth	Points (6)	
81-100	6	
71-80	5	
61-70	4	
41-60	3	
31-40	2	
1-30	1	
0	0	

Percentage (%) Ownership by Disability	Points (1)	
1-100	1	
0%	0	

Table 2 (90/10): Specific goals for the tender and points claimed are indicated per the table below.

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 (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Percentage (%) Ownership by HDIs	Points (2)	
51-100	2	
1-50	1	
0%	0	
Percentage (%) Ownership by Women	Points (4)	
81-100	4	
61-80	3	
21-60	2	
1-20	1	
0	0	
Percentage (%) Ownership by Youth	Points (3)	
71-100	3	
41-70	2	
1-40	1	
0	0	
Percentage (%) Ownership by Disability	Points (1)	
1-100	1	
0	0	

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 authorised 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 TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....