

**SERVICES SETA: RFQ DOCUMENT FOR GENERAL COMMODITIES, WORKS AND SERVICES WITHOUT FUNCTIONALITY**

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## 1. RFQ CHECKLIST

The contents of the RFQ document must be as follows,

The bidder must submit one proposal(s) electronically ([RFQs@serviceseta.org.za](mailto:RFQs@serviceseta.org.za)) and the USB.

- The Services SETA RFQ documents must be submitted in official format (not to be re-typed);
- The RFQ proposal must be properly bonded, punched, numbered, and separated as per the checklist schedule below.

| Schedules  | Description   | Submitted – YES or NO |
|------------|---|-----------------------|
| Schedule 1 | The potential bidder must be registered with National Treasury Central Supplier Database (CSD).   |                       |
| Schedule 2 | RFQ document must be signed and duly completed, together with all declaration of interest/ standard bidding documents ( <b>SBD's 1, 3.1, 4, 6.1, 7.1 &amp; 7.2</b> ). |                       |
| Schedule 3 | Provide and attach a copy of Company Registration Certificate.  |                       |
| Schedule 4 |   |                       |
| Schedule 5 | ID. Documents, Cancelled Cheque or Letter from the Bank Confirming Banking Details  |                       |
| Schedule 6 | Pricing Schedule (Services SETA accept an additional formal quotation)  |                       |

**PART A: INVITATION OF QUOTE(S)****SBD 1**

| <b>YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE (NAME OF DEPT/ PUBLIC ENTITY)</b>   |  |                  |  |                               |                |
|--|--|------------------|--|-------------------------------|----------------|
| RFQ NUMBER:  | <b>RFQC-000586</b>   | CLOSING DATE:    | <b>05/05/2026</b>                              | CLOSING TIME:                 | <b>11h00AM</b> |
| DESCRIPTION  | <b>THE APPOINTMENT OF PANEL OF CATERING SERVICE</b>  |                  |  |                               |                |
| ENQUIRIES DUE DATE   | All enquiries regarding this RFQ should be in writing and may be directed at E-mail <a href="mailto:RFQs@serviceseta.org.za">RFQs@serviceseta.org.za</a> by <b>10:00AM</b> on the <b>4/05/2026</b> |                  |  |                               |                |
| <b>Important to note:</b>  |  |                  |  |                               |                |
| <ul style="list-style-type: none"> <li>Bidders should ensure that RFQs are submitted electronically/ delivered timeously to the correct address as late submissions will not be accepted for consideration.</li> <li>All RFQs must be submitted on the official forms – (not to be re-typed).</li> </ul> |  |                  |  |                               |                |
| <b>NOTE!</b>   |  |                  |  |                               |                |
| <b>THE RELEVANT BIDDER MUST SIGN IN FULL WHERE REQUIRED AND INITIAL ALL PAGES OF THE SBD FORMS</b>   |  |                  |  |                               |                |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>  |  |                  | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                               |                |
| CONTACT PERSON   |  | CONTACT PERSON   |  |                               |                |
| TELEPHONE NUMBER   | Eric Mapeta  | TELEPHONE NUMBER |  |                               |                |
| FACSIMILE NUMBER   | (011) 276 9622   | FACSIMILE NUMBER |  |                               |                |
| E-MAIL ADDRESS   | <a href="mailto:RFQs@serviceseta.org.za">RFQs@serviceseta.org.za</a>   | E-MAIL ADDRESS   |  |                               |                |
| <b>SUPPLIER INFORMATION</b>  |  |                  |  |                               |                |
| NAME OF BIDDER   |  |                  |  |                               |                |
| CONTACT PERSON   |  | CONTACT PERSON   |  |                               |                |
| POSTAL ADDRESS   |  |                  |  |                               |                |
| STREET ADDRESS   |  |                  |  |                               |                |
| TELEPHONE NUMBER   | CODE   |                  | NUMBER   |                               |                |
| CELLPHONE NUMBER   |  |                  |  |                               |                |
| FACSIMILE NUMBER   | CODE   |                  | NUMBER   |                               |                |
| E-MAIL ADDRESS   |  |                  |  |                               |                |
| VAT REGISTRATION NUMBER  |  |                  |  |                               |                |
| SUPPLIER COMPLIANCE STATUS   | TAX COMPLIANCE SYSTEM PIN:   |                  | <b>OR</b>                                      | CENTRAL SUPPLIER DATABASE No: | MAAA.....      |
| <b>BANK NAME</b>   |  |                  | <b>BANK ACCOUNT NUMBER</b>                     |                               |                |

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

### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  
 NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?   
 YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA   
 YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?   
 YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?   
 YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

### PART B: TERMS AND CONDITIONS OF QUOTE(S) PROCESS

#### QUOTE(S) SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2000 AND ITS REGULATION OF 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 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.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL

SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 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 QUOTE(S) INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS PROPOSAL IS SIGNED:

.....

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

DATE: .....

### 3. TERMS OF REFERENCE / SPECIFICATIONS

#### 1. PURPOSE OF THIS PROJECT

#### THE APPOINTMENT OF PANEL OF CATERING SERVICE

#### INTRODUCTION

The Services Sector Education and Training Authority (SSETA) was established and registered in March 2000 in terms of the Skills Development Act of 1998. The SETA aims to provide for the skills development needs of the services sector through the implementation of learnerships, disbursement of grants and monitoring of education and training.

#### 1. BACKGROUND

The Service Sector Education and Training (Services SETA) regularly host different meetings which require catering services that can accommodate the needs of various religious and ethnic groups with special dietary requirements.

The Services SETA invites suitably qualified and experienced bidders to submit proposals for a board meeting and other meetings in line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999 and Treasury Regulations, the Services SETA seeks to engage the services of a duly service provider

In line with the mandate above, the Services SETA hereby invites reputable catering providers with relevant catering hospitality certificates.

The Catering Services may be taking place in all provinces. The capacity and indication of national footprint of a potential caterer will be an added advantage.

#### 2. OVERALL OBJECTIVE

The primary objective of this TOR is to appoint a panel of caterers that will provide catering services for all dietary preferences, including but not limited to vegetarian, kosher and halaal.

- To appoint a suitably qualified and experienced panel of Five (5) qualified caterers for a period of three (3) years to render catering services as and when required basis.

#### 3. SCOPE OF WORK

##### **The scope of work entails the following:**

The appointed service providers should expect to render, amongst others, the following scope of services:

- 1.1 Supply and deliver food as per specification.
- 1.2 Prepare nutritional, quality food in a hygienic environment.

### 3.2 Delivery

Delivery of equipment and setting up of food must be completed at least thirty (30) minutes before food is served.

### 3.3 Catering equipment

The caterers shall be responsible for the following:

- Ensure there is adequate crockery, cutlery, glassware & required catering equipment.
- Provide and arrange catering décor; and
- Ensure that waiters and/or waitresses dress appropriately when serving food; i.e. the correct Personal Protective Equipment ("PPE") for catering services whilst on Services SETA site and/or premises.

### 3.4 Expectations

- An expectation of a wide choice of food that is varied regularly;
- A need for comfort and appealingly pleasing setup; and

3.4.1 A high expectation in terms of hygiene and safety of food.

### 3.5 Exclusions

3.5.1 The Caterers are not allowed to access the Services SETA Kitchens, Canteen (including cutlery, crockery, glassware.etc.) when rendering the service.

## 4 DELIVERABLES

The following are the expected deliveries for the catering services to be provided as and when required:

- Full catering services for the Services SETA; and
- To be able to provide the service within twenty-four (24) hours of receiving the request.

## 5. SPECIFIC DELIVERABLES AND MILESTONES

The Catering Services provider must comply with the following requirements to be considered.

### a. List of catering menus to be delivered.

Bidder(s) must below tick relevant catering menu; your company is applying for.

The caterer must deliver catering services as and when required and on rotation basis depending on volumes of catering service needs.

| NO | DEPARTMENT        | CATERING MENU DISCRPTION                          | *TICK |
|----|-------------------|---|-------|
| 1  | Company Secretary | <b>Breakfast or Brunch</b>                        |       |
|    | Menu              | Assorted health Bread Slices (not toasted)        |       |
|    |                   | Jam and butter                                    |       |
|    |                   | Lamb Sausages                                     |       |
|    |                   | Cheese Griller Worse                              |       |
|    |                   | Slices of Fresh Tomatoes                          |       |
|    |                   | Individually wrapped Cheese                       |       |
|    |                   | Mince Meat  |       |
|    |                   | Bacon/Macon                                       |       |
|    |                   | Mushroom  |       |
|    |                   | Scrambled Eggs                                    |       |
|    |                   | Spicy baked Beans                                 |       |
|    |                   | Assorted health Bread Slices (not toasted)        |       |
|    | Menu              | Sandwiches  |       |
|    |                   | Soft Health Bread, Squares, Brown and White Bread |       |
|    |                   | Cheese & Tomato                                   |       |
|    |                   | Chicken Mayo                                      |       |
|    |                   | Cold Meats  |       |
|    |                   | Beacon & Egg                                      |       |
|    |                   | Salad Green leaves                                |       |
|    | Menu              | Muffins   |       |
|    |                   | Croissant   |       |
|    |                   | Butter Scones                                     |       |
|    |                   | Butter  |       |
|    |                   | Jam   |       |
|    |                   | Grated Cheese                                     |       |
|    | Menu              | Cocktail Buggers                                  |       |
|    |                   | Cocktail Pizzas                                   |       |
|    |                   | Samosas   |       |
|    |                   | Cocktail Pies                                     |       |

|    |                   |  |  |
|----|-------------------|--|--|
|    |                   | Chicken Wrap   |  |
|    | Menu              | Woolies fruit Yoghurt                                    |  |
|    |                   | Fresh Fruit Salad  |  |
|    |                   | Fruit Kababs   |  |
|    |                   | Basket of Fresh Fruits                                   |  |
|    |                   | % Fruit Juice - 2l Orange & 2l Fruit Cocktail            |  |
|    |                   |  |  |
| 2. | Company Secretary | <b>Menu</b>  |  |
|    |                   | Rice with Tomato Relish                                  |  |
|    |                   | Grilled Chicken  |  |
|    |                   | Lamb Chops   |  |
|    |                   | Beef Steak   |  |
|    |                   | Beef Lasagne   |  |
|    |                   | Spaghetti Stir-Fry with Grilled Chicken Stripes          |  |
|    |                   | Creamed Spinach Cheese bake                              |  |
|    |                   | Fresh Greek Salad with Salad Dressing                    |  |
|    |                   | Grilled mixed Veggies                                    |  |
|    |                   | Broccoli-Cauliflower Au Gratin                           |  |
|    |                   | Buttered Samp  |  |
|    | Menu              | Parmalat Custard   |  |
|    |                   | Black Forest Cake (Woolies)                              |  |
|    |                   | Tiramisu Cake (Woolies)                                  |  |
|    |                   | Soft Drinks, Coke Bottles 300ml, Diet Drinks, 100% Juic  |  |
|    |                   |  |  |
| 3. | Company Secretary | <b>Menu</b>  |  |
|    |                   | Grilled Hake with Lemon slice                            |  |
|    |                   | Beetroot with Chutney & Strawberry                       |  |
|    |                   | Oxtail   |  |
|    |                   | Mashed Potato Cheese Bake                                |  |
|    |                   | Buttered Dumpling Cups                                   |  |
|    |                   | Uncreamed Spinach  |  |
|    |                   | Buttery Sauteed Cabbage                                  |  |
|    | Menu              | Greek Salad  |  |
|    |                   | Grilled mixed Veggies                                    |  |
|    |                   | Chicken Braai  |  |
|    |                   | Boereworse Braai   |  |
|    |                   | Three Beans Salad  |  |
|    | Menu              | Canned Pears and Tin Roof Ice Cream (Woolies)            |  |
|    |                   | Rum and Raisins Ice Cream (Woolies)                      |  |
|    |                   | Soft Drinks, Coke Bottles 300ml, Diet Drinks, 100% Juice |  |
|    |                   |  |  |
| 4. | Company           | <b>Menu</b>  |  |

|  |           |  |  |
|--|-----------|--|--|
|  | Secretary |  |  |
|  |           | Creamy Pasta Bolognese                                   |  |
|  |           | Greek Salad  |  |
|  |           | Beef Steak   |  |
|  |           | Potato Cheese bake                                       |  |
|  |           | Uncreamed Spinach  |  |
|  |           | Grilled Mixed Vegies                                     |  |
|  |           | Three Beans Salad  |  |
|  |           | Lamb Chops   |  |
|  |           | Coleslaw (with added Avocado and Red Cabbage)            |  |
|  |           | Grilled Chicken Drumstick                                |  |
|  |           | Potato Salad garnished with Celery                       |  |
|  |           | Veggie Stir-fry  |  |
|  |           |  |  |
|  | Menu      | Malva Pudding and Parmalat Custard                       |  |
|  |           | Soft Drinks, Coke Bottles 300ml, Diet Drinks, 100% Juice |  |
|  |           |  |  |

#### 4. DURATION OF THE PROJECT

**Catering Services:** It is envisaged that skills catering services will run for **(3)** years as and when required basis up to maximum of R1000 000.00 threshold for the whole project.

**5. KINDLY FORWARD THE FOLLOWING RFQ DOCUMENTS, WHERE A CERTIFIED COPY OF A DOCUMENT IS REQUIRED, IT MUST BE CERTIFIED WITHIN THE LAST SIX (6) MONTHS**

#### DOCUMENT(S) REQUIRED

#### QUALIFICATION/ GATEKEEPER REQUIREMENT (MANDATORY)

|  | Tick(Has applicable document attached?) |                                |
|--|---|--------------------------------|
| 1. The potential bidder must be registered with National Treasury Central Supplier Database (CSD).   | Yes<br><input type="checkbox"/>         | No<br><input type="checkbox"/> |
| 2. RFQ document must be signed and duly completed, together with all declaration of interest/ standard bidding documents ( <b>SBD's 1, 3.1, 4, 6.1, 7.1 &amp; 7.2</b> )  | Yes<br><input type="checkbox"/>         | No<br><input type="checkbox"/> |
| 3. Provide and attach a copy of Company Registration Certificate.  | Yes<br><input type="checkbox"/>         | No<br><input type="checkbox"/> |
| 4. The Bidder/ Caterer must provide and attach proof of valid registration certificate of either one of the following Municipality/ hospitality bodies: <ul style="list-style-type: none"> <li>- Municipal food safety, health, and waste management certificates</li> <li>- FEDHASA (Federated Hospitality Association of Southern Africa)</li> <li>- FSSC (Foundation for Food Safety Certification)</li> <li>- SA Chefs (South African Chefs Association).</li> </ul> | Yes<br><input type="checkbox"/>         | No<br><input type="checkbox"/> |

**The bidder(s) must comply with the qualification requirements above. Failure to abide by any of the requirements will lead to automatic disqualification.**

**SERVICES SETA PROMOTION OF THE SPECIFIC GOAL(S)**

| Bidders who do not submit supporting documents to claim for the specific goal(s) will not be disqualified but will score Zero (0) for 20 points elements. | Weighted Points | Tick (Has applicable document attached?) |                                |
|---|-----------------|--|--------------------------------|
| 1. More than 51% Black Owned Entity   | 2               | Yes<br><input type="checkbox"/>          | No<br><input type="checkbox"/> |
| 2. Female Owned Entity  | 8               | Yes<br><input type="checkbox"/>          | No<br><input type="checkbox"/> |
| 3. Youth Owned Entity   | 9               | Yes<br><input type="checkbox"/>          | No<br><input type="checkbox"/> |
| 4. Disabled Owned Entity  | 1               | Yes<br><input type="checkbox"/>          | No<br><input type="checkbox"/> |

**Note: In order to claim points for the specific goal(s) the bidders must submit a valid BEE certificate/ BEE Sworn Affidavit and CSD Report document(s) to substantiate the specific goals point(s) claimed.**

**OTHER IMPORTANT REQUIREMENT (NON-MANDATORY)**

|  |                                 |                                |
|--|---------------------------------|--------------------------------|
| 5. The tenderer must submit proof of its B-BBEE status level of contributor  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 6. An <b>objective criterion</b> may be used during evaluation of pricing.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 7. The Supplier CIPC status must be active, when verifying with Central Supplier Database (CSD). Provide MAAA number ..... | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 8. Tax Clearance certificate Verification purposes, the potential bidder must indicate pin number.....                     | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

### Specific Goals Definitions

|                             |   |
|-----------------------------|---|
| <b>Black Owned entities</b> | Black Owned entities (Company must be in the hands of 51% or more black people)   |
| <b>Women</b>                | Promote Women owned and empowered enterprises.  |
| <b>Youth</b>                | Youth Owned Entities: addressing the needs of Youth people.   |
| <b>Disability</b>           | Disabled-owned entities (by empowering disability-impaired entities).<br>A person, with a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being. |

### 6. EVALUATION CRITERIA

The written price quotations for the requirement is estimated up to an estimated value of R1 000 000 (all applicable taxes included); therefore the **80/20** system shall be applicable.

#### Criterion 1- Qualification Requirement

Bidders will first be evaluated in terms of the mandatory requirements. Bidders who do not fulfil all the requirements or do not submit the required documents will be disqualified.

#### Criterion 2-Functionality Evaluation

Functionality is worth 100 points. The minimum threshold is 70 points = (Phase 1, 35 points and Phase 2, 35 points below). Bidders who score less than 70 points on functionality will therefore be disqualified; those who score 70 points or more will be further evaluated on **Criteria 3**. **Functionality is the core criteria to this award and will be given a higher weight and may thereof be used as the basis for award.**

#### Criterion 3-Price and Specific Goals

Price and specific goals weighted points; evaluation will be conducted on an 80/20 preferential procurement principle.

The Services SETA reserves the right to conduct due diligence to verify information provided.

**NB: For comparison and to ensure a meaningful evaluation. Bidders are required to submit a detailed information in substantiation of compliance with gatekeeper and evaluation criteria, average price/ quotation/ fixed rate will either be used during the price evaluation. Bidders may be invited to make a presentation as part of the evaluation process.**

| CRITERIA  | WEIGHT      |
|---|-------------|
| <b>1. PHASE 1: BIDDER EXPERIENCE, CAPACITY &amp; ABILITY TO DELIVER</b>   | <b>50</b>   |
| <p><b>1.1 Bidders experience</b></p> <p>The bidder is required to provide a maximum of three (3) contactable client references where its services may be verified. References should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided and may not be older than two (2) years. The reference letters will be assessed based on experience of similar work done as required by the TOR. No appointment letters from clients will be accepted as reference letters.</p> <ul style="list-style-type: none"> <li>✓ No references = 0 points</li> <li>✓ One (1) relevant reference = 10 points</li> <li>✓ Two (2) relevant reference letters = 20 points</li> <li>✓ Three (3) relevant reference letters = 30 points</li> </ul> | 30          |
| <p><b>1.2 Capacity and ability to deliver catering services</b></p> <p>The bidder is required to demonstrate their company's suitability with respect to its capacity/ability to execute and deliver on the project. Statements made in the demonstration must be verifiable. Attention should be given to the number of staff to deliver catering services, previous experience in catering services for small and big events. The bidder is required to provide the details of key staff that will be responsible for the catering services.</p>  | 20          |
| <b>2. PHASE 2: SITE INSPECTION/ PRESENTATION</b>  | <b>50</b>   |
| <p><b>Only bidders who qualified on gatekeeper requirement and scored a minimum of 35 points or more on Phase 1 above will be invited for site inspection/ presentation to the Services SETA premises to assess the equipment and demonstration of menu food to serve:</b></p> <p><b>Demonstration / Presentation date: 12 May 2026 @ 11:00AM</b></p> <p><b>Services SETA Physical Address:<br/>15 Sherborne Road, Parktown, Gauteng, 2193</b></p>  |             |
| <p><b>2.1 Equipment: Total of 30 points</b></p> <p>Assessment to be made on the availability of resources including and not limited to kitchen equipment. The bidder must ensure necessary equipment for catering service are in good order i.e. premises, kitchen, pots, plates, side plates, cups, bowls, warmers, cutlery and crockery, tablecloths, etc. The premises where food is prepared is maintained in a clean and orderly manner, with good housekeeping principles. The operating building should be secured with the necessary infrastructure to provide the required service</p>   | 30          |
| <p><b>2.2 Demonstration: Total of 20 points</b></p> <p>Demonstration of the menu should comprise of the Comprehensive menu proposed to the Services SETA staff during the site visit/ presentation which should demonstrate variety, balanced diet and quality of food.</p>   | 20          |
| <b>Total:</b>   | <b>100%</b> |

**7. PRICING SCHEDULE****SBD 3.1**OFFER TO BE VALID FOR **90** WORKING DAYS FROM THE CLOSING DATE OF RFQ.

In order to compare process, bidders must indicate their prices based on the following:

|                    |  |
|--------------------|--|
| <b>Entity name</b> |  |
| <b>Total value</b> |  |

| CATERING MENU DISCRPTION                          | Quantity | Total Amount (VAT Inclusive) |
|---|----------|------------------------------|
| <b>Breakfast or Brunch</b>                        |          |                              |
| Assorted health Bread Slices (not toasted)        |          |                              |
| Jam and butter                                    |          |                              |
| Lamb Sausages                                     |          |                              |
| Cheese Griller Worse                              |          |                              |
| Slices of Fresh Tomatoes                          |          |                              |
| Individually wrapped Cheese                       |          |                              |
| Mince Meat  |          |                              |
| Bacon   |          |                              |
| Mushroom  |          |                              |
| Scrambled Eggs                                    |          |                              |
| Spicy baked Beans                                 |          |                              |
| Assorted health Bread Slices (not toasted)        |          |                              |
| <b>Sandwiches</b>                                 |          |                              |
| Soft Health Bread, Squares, Brown and White Bread |          |                              |
| Cheese & Tomato                                   |          |                              |
| Chicken Mayo                                      |          |                              |
| Cold Meats  |          |                              |
| Beacon & Egg                                      |          |                              |
| Salad Green leaves                                |          |                              |
| <b>Muffins</b>                                    |          |                              |
| Croissant   |          |                              |
| Butter Scones                                     |          |                              |
| Butter  |          |                              |
| Jam   |          |                              |
| Grated Cheese                                     |          |                              |
| <b>Cocktail Buggers</b>                           |          |                              |
| Cocktail Pizzas                                   |          |                              |
| Samosas   |          |                              |

|  |                 |                                     |
|--|-----------------|-------------------------------------|
| Cocktail Pies  |                 |                                     |
| Chicken Wrap   |                 |                                     |
| Woolies fruit Yoghurt                                    |                 |                                     |
| <b>CATERING MENU DISCRPTION</b>                          | <b>Quantity</b> | <b>Total Amount (VAT Inclusive)</b> |
| <b>Menu</b>  |                 |                                     |
| Fresh Fruit Salad  |                 |                                     |
| Fruit Kababs   |                 |                                     |
| Basket of Fresh Fruits                                   |                 |                                     |
| % Fruit Juice - 2l Orange & 2l Fruit Cocktail            |                 |                                     |
| Rice with Tomato Relish                                  |                 |                                     |
| Grilled Chicken  |                 |                                     |
| Lamb Chops   |                 |                                     |
| Beef Steak   |                 |                                     |
| Beef Lasagne   |                 |                                     |
| Spaghetti Stir-Fry with Grilled Chicken Stripes          |                 |                                     |
| Creamed Spinach Cheese bake                              |                 |                                     |
| Fresh Greek Salad with Salad Dressing                    |                 |                                     |
| Grilled mixed Veggies                                    |                 |                                     |
| Broccoli-Cauliflower Au Gratin                           |                 |                                     |
| Buttered Samp  |                 |                                     |
| <b>Parmalat Custard</b>                                  |                 |                                     |
| Black Forest Cake (Woolies)                              |                 |                                     |
| Tiramisu Cake (Woolies)                                  |                 |                                     |
| Soft Drinks, Coke Bottles 300ml, Diet Drinks, 100% Juic  |                 |                                     |
| <b>Grilled Hake with Lemon slice</b>                     |                 |                                     |
| Beetroot with Chutney & Strawberry                       |                 |                                     |
| Oxtail   |                 |                                     |
| Mashed Potato Cheese Bake                                |                 |                                     |
| Buttered Dumpling Cups                                   |                 |                                     |
| Uncreamed Spinach  |                 |                                     |
| Buttery Sauteed Cabbage                                  |                 |                                     |
| <b>Greek Salad</b>                                       |                 |                                     |
| Grilled mixed Veggies                                    |                 |                                     |
| Chicken Braai  |                 |                                     |
| Boereworse Braai   |                 |                                     |
| Three Beans Salad  |                 |                                     |
| <b>Canned Pears and Tin Roof Ice Cream (Woolies)</b>     |                 |                                     |
| Rum and Raisins Ice Cream (Woolies)                      |                 |                                     |
| Soft Drinks, Coke Bottles 300ml, Diet Drinks, 100% Juice |                 |                                     |

|  |                 |                                     |
|--|-----------------|-------------------------------------|
| <b>Creamy Pasta Bolognese</b>                            |                 |                                     |
| Greek Salad  |                 |                                     |
| Beef Steak   |                 |                                     |
| <b>CATERING MENU DISCRPTION</b>                          | <b>Quantity</b> | <b>Total Amount (VAT Inclusive)</b> |
| Potato Cheese bake                                       |                 |                                     |
| Uncreamed Spinach  |                 |                                     |
| Grilled Mixed Vegies                                     |                 |                                     |
| Three Beans Salad  |                 |                                     |
| Lamb Chops   |                 |                                     |
| Coleslaw (with added Avocado and Red Cabbage)            |                 |                                     |
| Grilled Chicken Drumstick                                |                 |                                     |
| Potato Salad garnished with Celery                       |                 |                                     |
| Veggie Stir-fry  |                 |                                     |
| Malva Pudding and Parmalat Custard                       |                 |                                     |
| Soft Drinks, Coke Bottles 300ml, Diet Drinks, 100% Juice |                 |                                     |
|  |                 |                                     |
| <b>Other related cost (If any provide breakdown)</b>     |                 |                                     |
|  |                 |                                     |
| VAT  |                 |                                     |
| <b>Total Price VAT Inclusive</b>                         |                 |                                     |

1. The accompanying information must be used for the formulation of quote.
2. Providers are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project R.....
3. Persons who will be involved in the project and rates applicable (certified invoices must be rendered in terms of the above schedule)
4. Travel expenses (specify, for example rate/km and total km (**SARS rates applicable only**), class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.
5. Other expenses, for example accommodation (specify, e.g. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.
6. Period required for commencement with project after acceptance of quote.....
7. Estimated man-days/ **delivery date** for completion of project.....

**8. BIDDER'S/ PROVIDER'S DISCLOSURE**

**SBD 4**

**1. Purpose of the form**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to quote. 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 provider 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 quote process.

**2. Bidder's/ Provider's declaration**

2.1 Is the provider, 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 provider, 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 provider 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.....

---

<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.



**9. PREFERENCE POINTS CLAIM FORM****SBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to quote process:

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

**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 quote process is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this quote process. The lowest/highest acceptable tender will be used to determine the accurate system once quotes are received.

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

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

**1.4 To be completed by the Services SETA:**

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this quote process to claim points for specific goals with the quote process, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The Services SETA reserves the right to require of a tenderer, 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 Services SETA.

## 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 quotation 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:

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

Where

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

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender



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

**(Note to Services SETA: 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 (entities) | Number of points allocated (80/20 system) | Number of points claimed (80/20 system) (To be completed by the tenderer) | Attach relevant supporting document(s) is compulsory to claim points allocated (Yes/No) |
|--|---|---|---|
| More than 51% Black Owned  | 2   |   |   |
| Female Owned   | 8   |   |   |
| Youth Owned  | 9   |   |   |
| Disabled Owned   | 1   |   |   |

#### **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 Services SETA 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.

|   |       |
|---|-------|
| .....<br><b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>                    | ..... |
| <b>DATE:</b>                                | ..... |
| <b>ADDRESS:</b>                             | ..... |
|   | ..... |
|   | ..... |
|   | ..... |

**10. CONTRACT FORM – PURCHASE OF GOODS/WORKS**

**SBD 7.1**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) ..... in accordance with the requirements and specifications stipulated in RFQ number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of quote.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to quote;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder’s Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my quote; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other quote.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

|           |       |
|-----------|-------|
| WITNESSES |       |
| 1         | ..... |
| 2.        | ..... |
| DATE:     | ..... |

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your quote under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| PURPOSE OF THIS PROJECT:<br>APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT THE FIRE ASSESSMENT AT NELSPRUIT PROVINCIAL OFFICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | BRAND | DELIVERY PERIOD | TOTAL PREFERENCE POINTS CLAIMED | POINTS CLAIMED FOR EACH SPECIFIC GOAL |
|---|---------------------------------------|-------|-----------------|---------------------------------|---------------------------------------|
|   |                                       |       |                 |                                 |                                       |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE .....

**11. CONTRACT FORM – RENDERING OF SERVICES**

**SBD 7.2**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

- 7. I hereby undertake to render services described in the attached bidding documents to (name of the institution) ..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
- 8. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (iv) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder’s Disclosure form;
    - Special Conditions of Contract;
  - (v) General Conditions of Contract; and
  - (vi) Other (specify)
- 9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

|             |       |
|-------------|-------|
| WITNESSES   |       |
| 1           | ..... |
| 2           | ..... |
| DATE: ..... |       |

NAME OF FIRM .....

DATE .....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASE)**

- 4. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
- 5. An official order indicating service delivery instructions is forthcoming.
- 6. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | TOTAL PREFERENCE POINTS CLAIMED | POINTS CLAIMED FOR EACH SPECIFIC GOAL |
|------------------------|---------------------------------------|-----------------|---------------------------------|---------------------------------------|
|                        |                                       |                 |                                 |                                       |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

**WE ARE HERE**

