



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

Invitation to Tender – ZNT 14 EDTEA 2023/2024

*KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs*

Suitable and capable service providers are invited to bid for: **APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CATERING SERVICES WITHIN ALL 11 DISTRICTS AS AND WHEN REQUIRED FOR A PERIOD OF THREE (03) YEARS TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS.**

### Collection of Bid Documents

Bid documents can be downloaded from [www.etenders.gov.za](http://www.etenders.gov.za) / [www.kznedtea.gov.za](http://www.kznedtea.gov.za)

### **COMPULSORY Briefing Session (*APPLICABLE*)**

<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<b><u>Briefing Site 1: UMGUNGUNDLOVU</u></b> <b><u>(1 Peter Brown Drive Montrose Pietermaritzburg 3201)</u></b>	<b><u>13 November 2023</u></b>	<b><u>10h00 am</u></b>
<b><u>Briefing Site 2: HARRY GWALA DISTRICT OFFICE:</u></b> <b><u>(38 Margaret street Human Settlement Building Ixopo)</u></b>	<b><u>13 November 2023</u></b>	<b><u>13h00 pm</u></b>
<b><u>Briefing Site 1: ETHEKWINI DISTRICT OFFICE</u></b> <b><u>(333 Anton Lembede Street 9<sup>th</sup> floor)</u></b>	<b><u>14 November 2023</u></b>	<b><u>10h00 am</u></b>
<b><u>Briefing Site 2: UGU DISTRICT OFFICE</u></b> <b><u>(46 Bisset Street, Port Shepstone 4240)</u></b>	<b><u>14 November 2023</u></b>	<b><u>13h00 pm</u></b>
<b><u>Briefing Site 1: MKHANYAKUDE MKUZE DISTRICT OFFICE</u></b> <b><u>(Back of the ERF 60, Mzolozolo Avenue, UMkuze)</u></b>	<b><u>15 November 2023</u></b>	<b><u>10h00 am</u></b>
<b><u>Briefing Site 2: MKHANYAKUDE MTUBATUBA DISTRICT OFFICE</u></b> <b><u>(LOT 55 D, Klepersol street, Riverview Rd)</u></b>	<b><u>15 November 2023</u></b>	<b><u>13h00 pm</u></b>
<b><u>Briefing Site 1: KING CETSHWAYO DISTRICT OFFICE</u></b> <b><u>(North Park Office Lot 11634, Velden Vlei Cnr of Aloe loop and via Verbena Street Richards Bay)</u></b>	<b><u>16 November 2023</u></b>	<b><u>10h00 am</u></b>
<b><u>Briefing Site 2: ILEMBE DISTRICT OFFICE</u></b> <b><u>(Corner of R102 and Link Road (Opposite Fire Station), Stanger</u></b>	<b><u>16 November 2023</u></b>	<b><u>13h00 pm</u></b>
<b><u>Briefing Site 1: ZULULAND ULUNDI DISTRICT OFFICES</u></b> <b><u>(Ulundi old Parliament)</u></b>	<b><u>20 November 2023</u></b>	<b><u>10h00 am</u></b>
<b><u>Briefing Site 2: VRYHEID DISTRICT OFFICES</u></b> <b><u>(251 Utrecht Street, Vryheid 3100)</u></b>	<b><u>20 November 2023</u></b>	<b><u>13h00 am</u></b>
<b><u>Briefing Site 1: AMAJUBA DISTRICT OFFICES</u></b> <b><u>(43 Harding Street, Newcastle)</u></b>	<b><u>21 November 2023</u></b>	<b><u>09h00 am</u></b>
<b><u>Briefing Site 2: UMZINYATHI DISTRICT OFFICES</u></b> <b><u>(26 Beaconsfield Street, Dundee)</u></b>	<b><u>21 November 2023</u></b>	<b><u>11h00 am</u></b>
<b><u>Briefing Site 1: UTHUKELA DISTRICT OFFICES</u></b> <b><u>(73 Murchison Street, Ladysmith 3370)</u></b>	<b><u>22 November 2023</u></b>	<b><u>10h00 am</u></b>

Queries relating to the issue of these documents may be addressed to Admin Office

Tel. No. (033) 264 2862:

E-mail: [bids@kznedtea.gov.za](mailto:bids@kznedtea.gov.za)

**Closing Date: 06 December 2023**

**The closing time for receipt of Tenders is 11h00.**

Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted.

**KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS  
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## SECTION A (PART A: INVITATION TO BID)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNT 14 EDTEA 2023/2024	CLOSING DATE:	06 December 2023	CLOSING TIME:	11H00 AM
DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CATERING SERVICES WITHIN ALL 11 DISTRICTS AS AND WHEN REQUIRED FOR A PERIOD OF THREE (03) YEARS TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
270 JABU NDLOVU STREET					
PIETERMARITZBURG					
3201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM Office		CONTACT PERSON	Silindile Mqana	
TELEPHONE NUMBER	033 264 2862		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:bids@kznedtea.gov.za">bids@kznedtea.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:silindile.mqana@kznedtea.gov.za">silindile.mqana@kznedtea.gov.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## SECTION B: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS

The bidder shall complete and submit the following returnable schedules and documents:

Section/ Schedule	Description	Compulsory (Yes / No)	Non- Submission will render bidders non- responsive (Yes/No)	Compulsory (Yes / No) For BID Evaluation Purposes	Yes	No	N/A
<b>Prospective Service Providers MUST complete the following as per the BID document:</b>							
Part A	Invitation to BID	Yes	Yes				
Part B	Terms and Conditions for bidding (SBD 1)	Read Only					
Section B	Special Instructions regarding completion of bid	Read only					
Section C	Registration on Central Suppliers Database	Read Only					
Section D	Declaration that information on Central Suppliers database is correct and up to date	Yes	Yes				
Section E	Official Briefing session form	Yes	Yes				
Section F	Pricing Schedule (SBD 3)	Yes	Yes				
Section G	Bid Offer	Yes	Yes				
Section H	Bidder's disclosure form (SBD4)	Yes	Yes				
Section I	The National Industrial Participation Programme <b>(Only to be included for bids equal or exceeding R10 000 000)</b>	Yes If Applicable	Yes If Applicable				
Section J	Preference Points Claim Form In terms of the Preferential Procurement Regulations 2022			Yes			
Section K	<b>Questionnaire Replies</b> - To be only included when BIDs for goods are involved.			Yes If applicable			
Section L	General Conditions of Contract	Read only					
Section M	Special Conditions of Contract						
Section N	<b>Authority to Sign a BID</b>						

Section/ Schedule	Description	Compulsory (Yes / No)	Non- Submission will render bidders non- responsive (Yes/No)	Compulsory (Yes / No) For BID Evaluation Purposes	Yes	No	N/A
	Provide resolution letter for the relevant enterprise status	Yes	Yes				
	Joint venture- Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises	Yes	Yes				
<b>Section O</b>	Schedule variations from good and services information			<b>Yes If applicable</b>			
<b>Annexure A</b>	Terms of Reference						
<b>Annexure B</b>	Evaluation Grid						
<b>Annexure C</b>	CV Format						
<b>Annexure D</b>	Statement of exclusivity and availability						
<b>Annexure F</b>	Resolution letter template	Yes	Yes				

**SECTION C: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Use of erasable pen is prohibited
15. Bids will be opened in public as soon as practicable after the closing time of bid.
16. Where practical, prices are made public at the time of opening bids.
17. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
18. Bidder must initial each and every page of the bid document.

**SECTION D: REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favorable bid is accepted or less favorable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.



**SECTION E: DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative) ....., WHO

REPRESENTS (state name of bidder) .....CSD Registration

Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

SBD 4
-------

**SECTION F: BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship 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**

---

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.

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder

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

**SECTION G: QUESTIONNAIRE REPLIES**

- 1. Are the prices/rates quoted firm? .....
- 2. Is the delivery period stated firm? .....
- 3. How will delivery be affected? .....
- 4. Is the equipment guaranteed for a minimum period of six months?.....
- 5. Are you the accredited agents in the RSA for the manufacture/supply of the goods offered by you?  
.....
- 6. What is the address in the RSA (preferably in the Province of KwaZulu-Natal) where machine/goods as offered by you can be inspected under working conditions? .....
- 7. What is the approximate value of spares carried in stock in the RSA for this particular make and model of machine?  
.....
- 8. Where is stock held? .....
- 9. What facilities exist for the servicing of the machine/goods offered?  
.....
- 10. Where are these facilities available? .....
- 11. What are the names and addresses of the factories where the goods will be manufactured and, if required, inspected?  
.....
- 12. Is a special import permit require.....?

.....  
**SIGNATURE OF BIDDER**  
**(PRINT NAME)**

.....  
**DATE**

N.B.: THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE QUOTATION

**SECTION H**

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**COMPULSORY**

**N. B.:** THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved: Department of Economic Development, Tourism and Environmental Affairs

**Bid No:** ZNT 14 EDTEA 2023/2024

**Service:** APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CATERING SERVICES WITHIN ALL 11 DISTRICTS AS AND WHEN REQUIRED FOR A PERIOD OF THREE (03) YEARS TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS.

<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<b><u>Briefing Site 1: UMGUNGUNDLOVU 1 Peter Brown Drive Montrose Pietermaritzburg 3201</u></b>	<b><u>13 November 2023</u></b>	<b><u>10h00 am</u></b>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
 SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
 (PRINT NAME)

DATE: .....

.....  
 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....

**SECTION H**

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**COMPULSORY**

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<u>Briefing Site 2: HARRY GWALA DISTRICT OFFICE</u> <u>38 Magaret street Human Settlement Building Ixopo</u>	<u>13 November 2023</u>	<u>13h00 pm</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....

ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
(PRINT NAME)

DATE: .....

.....  
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
(PRINT NAME)

DEPARTMENTAL STAMP:  
(OPTIONAL)

DATE: .....

**SECTION H**

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**COMPULSORY**

**N. B.:** THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<u>Briefing Site 1: ETHEKWINI DISTRICT OFFICE</u> <u>9th floor 333 Anton Lembede Street</u>	<u>14 November 2023</u>	<u>10h00 am</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
 SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
 (PRINT NAME)

DATE: .....

.....  
 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....

**SECTION H**

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<u>Briefing Site 2: UGU DISTRICT OFFICE</u> <u>46 Bisset Street, Port Shepstone 4240</u>	<u>14 November 2023</u>	<u>13h00 am</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....

ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
(PRINT NAME)

DATE: .....

.....  
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
(PRINT NAME)

DEPARTMENTAL STAMP:  
(OPTIONAL)

DATE: .....



**SECTION H**

**OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**COMPULSORY**

**N. B.:** THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

Site/building/institution involved: Department of Economic Development, Tourism and Environmental Affairs

**Bid No:** ZNT 14 EDTEA 2023/2024

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<u>Briefing Site 1: MKHANYAKUDE MKUZE DISTRICT OFFICE</u> <u>Back of the ERF 60, Mzolozolo Avenue,</u>	<u>15 November 2023</u>	<u>10h00 am</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....

ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

(PRINT NAME)

DATE: .....

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SIGNATURE OF DEPARTMENTAL REPRESENTATIVE

(PRINT NAME)

DEPARTMENTAL STAMP:  
(OPTIONAL)

DATE: .....

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**Bid No:** ZNT 14 EDTEA 2023/2024

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<u>Briefing Site 2: MKHANYAKUDE MTUBATUBA DISTRICT OFFICE LOT 55 D, Klepersol street, riverview Rd</u>	<u>15 November 2023</u>	<u>13h00 pm</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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 (PRINT NAME)

DATE: .....

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 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....

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**Bid No:** ZNT 14 EDTEA 2023/2024

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<u>Briefing Site 1: KING CETHWAYO DISTRICT OFFICE</u> <u>North Park Office Lot 11634, Velden Vlei Cnr of Aloe loop and via Verbena</u> <u>Street Richards Bay</u>	<u>16 November 2023</u>	<u>10h00 am</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....

ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
(PRINT NAME)

DATE: .....

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SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
(PRINT NAME)

DEPARTMENTAL STAMP:  
(OPTIONAL)

DATE: .....

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Site/building/institution involved: Department of Economic Development, Tourism and Environmental Affairs

**Bid No:** ZNT 14 EDTEA 2023/2024

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<u>Briefing Site 2: ILEMBE DISTRICT OFFICE Corner of R102 and Link Road (Opposite Fire Station), Stanger</u>	<u>16 November 2023</u>	<u>13h00 pm</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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 (PRINT NAME)

DATE: .....

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 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....

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Site/building/institution involved: Department of Economic Development, Tourism and Environmental Affairs

**Bid No:** ZNT 14 EDTEA 2023/2024

**Service:** APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CATERING SERVICES WITHIN ALL 11 DISTRICTS AS AND WHEN REQUIRED FOR A PERIOD OF THREE (03) YEARS TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS.

<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<u>Briefing Site 1: ZULULAND ULUNDI DISTRICT OFFICE Ulundi Old Parliament</u>	<u>20 November 2023</u>	<u>10h00 am</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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 (PRINT NAME)

DATE: .....

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 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....

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Site/building/institution involved: Department of Economic Development, Tourism and Environmental Affairs

**Bid No:** ZNT 14 EDTEA 2023/2024

**Service:** APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CATERING SERVICES WITHIN ALL 11 DISTRICTS AS AND WHEN REQUIRED FOR A PERIOD OF THREE (03) YEARS TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS.

<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<u>Briefing Site 2: VRYHEID DISTRICT OFFICE</u> <u>251 Utrecht Street, Vryheid 3100</u>	<u>20 November 2023</u>	<u>13h00 pm</u>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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 SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
 (PRINT NAME)

DATE: .....

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 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....

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Site/building/institution involved: Department of Economic Development, Tourism and Environmental Affairs

**Bid No:** ZNT 14 EDTEA 2023/2024

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<b><u>Briefing Site 1: AMAJUBA DISTRICT OFFICES</u></b> <b><u>43 Harding Street, Newcastle</u></b>	<b><u>21 November 2023</u></b>	<b><u>09h00 am</u></b>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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 SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
 (PRINT NAME)

DATE: .....

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 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....

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Site/building/institution involved: Department of Economic Development, Tourism and Environmental Affairs

**Bid No:** ZNT 14 EDTEA 2023/2024

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<b><u>Briefing Site 2: UMZINYATHI DISTRICT OFFICES</u></b> <b><u>26 Beaconsfield Street, Dundee</u></b>	<b><u>21 November 2023</u></b>	<b><u>11h00 am</u></b>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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 SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
 (PRINT NAME)

DATE: .....

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 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....



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**Bid No:** ZNT 14 EDTEA 2023/2024

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<u>Venues:</u>	<u>Date:</u>	<u>Time:</u>
<b><u>Briefing Site 1: UTHUKELA DISTRICT OFFICES</u></b> <b><u>73 Murchison Street, Ladysmith 3370</u></b>	<b><u>22 November 2023</u></b>	<b><u>10h00 am</u></b>

THIS IS TO CERTIFY THAT (NAME).....ON BEHALF OF.....  
 ATTENDED THE OFFICIAL BRIEFING ON..... (DATE)AND IS THEREFORE FAMILIAR WITH THE  
 CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

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 SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
 (PRINT NAME)

DATE: .....

.....  
 SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
 (PRINT NAME)

DEPARTMENTAL STAMP:  
 (OPTIONAL)

DATE: .....

## SECTION I: SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

### 1. CONTRACT PERIOD

1.1 **36 Months**

### 2. EVALUATION CRITERIA

There are *(two (2) evaluation phases)* main stages in the selection process, namely, **Administrative Compliance and Functionality Compliance**.

#### 2.1 Step 1 - Administrative Compliance

Check and verify compliance with the submission and completion of compulsory bid documents viz Sections A to L. Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid

The following documentation must be submitted:

CRITERIA		YES	NO	REMARKS
SECTION A PART A	INVITATION TO BID (SBD 1)	X		
SECTION A PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	X		
SECTION B	LIST OF RETURNABLE AND COMPULSORY DOCUMENTS	X		
SECTION C	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID			Read only
SECTION D	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	X		
SECTION E	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS DATABASE	X		
SECTION F	BIDDER'S DISCLOSURE (SBD 4)	X		
SECTION G	QUESTIONNAIRES REPLIES	X		
SECTION H	BRIEFING SESSION	X		Applicable
SECTION I	SPECIAL CONDITIONS OF CONTRACT	X		
SECTION J	GENERAL CONDITIONS OF CONTRACT	X		
SECTION K	AUTHORITY TO SIGN THE BID			
SECTION L	SCHEDULE VARIATION FROM GOODS OR SERVICES INFORMATION			If applicable
CERTIFIED COPY OF A VALID CERTIFICATE OF ACCEPTABILITY FOR FOOD PREMISES ISSUED BY APPLICABLE LOCAL MUNICIPALITY	THE BIDDER MUST SUBMIT A CERTIFIED COPY OF A VALID CERTIFICATE OF ACCEPTABILITY FOR FOOD PREMISES ISSUED BY APPLICABLE LOCAL MUNICIPALITY. FAILURE TO ATTACH CERTIFICATE WILL RENDER YOUR BID NON-RESPONSIVE.	X		

#### 2.2 Step 2 - Functionality

This bid will be evaluated on functionality. A minimum of 60% of the total points outlined in the Evaluation Grid must be obtained for bidders to be included in the panel.

### 3 BID APPEAL TRIBUNAL (BAT)

**BAT finds its establishment in the Treasury Regulation 16A9.3 and Section 18(1) of the KwaZulu-Natal Supply Chain Management Policy Framework. Treasury Regulation 16A9.3 empowers National and Provincial Treasury to establish a mechanism to consider complaints and make recommendations for remedial actions to be taken for the non-compliance with the norms and standards. Section 18(1) of the KZN SCM Policy Framework empowers the MEC for Finance to establish an independent and impartial Bid Appeals Tribunal. In line with Paragraph 19 of the KZN SCM Policy Framework of 2006 the following procedure must be followed to lodge an appeal:**

- 1.1 The bidder must, within five working days of receipt of the **notification** of an award, deliver written notification of an intention to appeal.
- 1.2 The bidder may, together with the notification of intention to appeal under paragraph (2) of the KZN SCM Policy Framework, deliver a request for written reasons for the award of the said bid.
- 1.3 The Bid Adjudication Committee or a delegate of an accounting officer must deliver to the appellant the written reasons requested under paragraph (3) of the KZN SCM Policy Framework within ten working days.
- 1.4 The appellant must, within ten working days of receipt of the written reasons delivered under paragraph (4) of the KZN SCM Policy Framework, or, failing a request for written reasons under paragraph (3) of the KZN SCM Policy Framework, within ten working days of giving notice under paragraph (2) of the KZN SCM Policy Framework, submit written representations to the Bid Appeals Tribunal, indicating sufficiently and without unnecessary elaboration the grounds and basis of the appeal and the nature of the complaint.
- 1.5 Upon receipt of a notice of intention to appeal, the Bid Appeals Tribunal must notify other bidders who may be adversely affected by the appeal, in writing of the appeal and invite them to respond within five working days.

**The address provided for the lodging of appeals is:**

**Email:** [Batsecretariat@kzntreasury.gov.za](mailto:Batsecretariat@kzntreasury.gov.za)

**The Chairperson  
Bid Appeals Tribunal  
Private Bag X9082  
Pietermaritzburg  
3200**

**SECTION J: GENERAL CONDITIONS OF CONTRACT****1. Definitions**

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.

- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## 4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## 5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## 6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- ii) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

- iii) a cashier's or certified cheque
- iv) The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## 8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## 9. Packing

- 1.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 1.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## 10. Delivery and documents

- 1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 2. Documents to be submitted by the supplier are specified in SCC.

## 11. Insurance

- 1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## 12. Transportation

- 1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## 13. Incidental Services

1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### 14. Spare parts

1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### 15. Warranty

1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

#### 16. Payment

1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

4. Payment will be made in Rand unless otherwise stipulated in SCC.

#### 17. Prices

1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18. Contract amendments**

- 1.No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19. Assignment**

1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts**

- 1.The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

- 1.Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

2.If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

3.No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

4.The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

5.Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

6.Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

- 1.Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**23. Termination for default**

1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any



- extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
  3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
  4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
  5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
  6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
    - (i) the name and address of the supplier and / or person restricted by the purchaser;
    - (ii) the date of commencement of the restriction
    - (iii) the period of restriction; and
    - (iv) the reasons for the restriction.
    1. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
  7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

#### **25. Force Majeure**

1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

5. Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31. Notices**

1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**33. National Industrial Participation (NIP) Programme**

1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition of Restrictive practices**

1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 19

**SECTION K: AUTHORITY TO SIGN A BID**

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) <b>CLOSE CORPORATION</b>	(II) <b>COMPANIES</b>	(III) <b>SOLE PROPRIETOR</b>	(IV) <b>PARTNERSHIP</b>	(V) <b>CO-OPERATIVE</b>	(VI) <b>JOINT VENTURE / CONSORTIUM</b>	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

whose signature is .....

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

*(if the space provided is not enough please list all the director in the resolution letter)*

**Note:**  
The following document must be attached to this form according to the status of the enterprise, in the form of a resolution authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise, and **such resolution shall include a specimen signature of the signatory.**

- Co-operative: Resolution letter from the directors
- Close Corporation: Resolution letter from the directors
- Company: Resolution letter from the director/s
- Sole Proprietor: Resolution letter from the director
- Partnership: Resolution letter from the director
- Joint Venture / Consortium: Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises

**Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.**

**Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.**



**Annexure A: Terms of Reference/ Specifications****APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CATERING SERVICES WITHIN ALL 11 DISTRICTS AS AND WHEN REQUIRED FOR A PERIOD OF THREE (03) YEARS TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS.****1. Definitions of Acronyms/Glossary**

<b>B-BBEE</b>	Broad Based Black Economic Empowerment
<b>CAFP</b>	Certificate of Acceptability for Food Premises
<b>CSD</b>	Central Supplier Database
<b>EDTEA</b>	Economic Development Tourism and Environmental Affairs
<b>KZN</b>	Kwa-Zulu Natal
<b>PPPFA</b>	Preferential Procurement Policy Framework Act No 5 of 2000: Preferential Procurement Regulations 2022
<b>QSE</b>	Qualifying Small Enterprises
<b>SBD</b>	Standard Bidding Document
<b>RFQ</b>	Special Economic Zones
<b>SLA</b>	Service Level Agreement
<b>TOR</b>	Terms of Reference
<b>CV</b>	Curriculum Vitae
<b>BBB-EE</b>	Broad Based Black Economic Empowerment

**2. Departmental and Programme Overview**

The Department of Economic Development, Tourism and Environmental Affairs (EDTEA) is legislatively mandated to champion and promote sustainable economic growth in the province of KwaZulu-Natal (KZN). The Department of Economic Development, Tourism and Environmental Affairs (EDTEA) seeks to engage the services of a suitably qualified and experienced catering service providers on a panel for a period of three (03) years. Procurement of catering services is one of the mostly demanded and frequently utilized service by the Department for various activities ranging from rendering training courses, conducting workshops, interviews, executive /board meetings and event planned gatherings. Due to its frequency in nature, the Departments Supply Chain Management is usually faced with challenges of having to procure within a short space of time from the receipt of the request from the end user, at most largely resulting to prices hiked and not penetrating the right market. The Directorate: Supply Chain Management (SCM) is responsible for procuring catering services in terms of The Departments' SCM Policy as a support function to the Departmental needs whilst the department is focusing on its core business. It therefore the Departments' SCM mandate to ensure that the catering services are delivered according to specifications and be of high quality.

**3. Purpose of the TOR**

The Department of Economic Development, Tourism and Environmental Affairs (EDTEA) intends to appoint a panel of approved service providers from all 11 districts of the Province to render catering services as and when required for a period of three years.

#### 4. Project Objectives

The objective of the Terms of Reference (TOR) is to establish a panel of prospective service providers to render catering services within all the 11 Districts for training courses, workshops, executive/board meetings, interviews and planned gatherings etc. as and when required by the Department for a period of three years.

##### 4.1 Overall Objectives

The panel will be used on a rotational basis when the need arises for the Department to procure catering services. Service providers within the 11 Provincial Districts shall be utilized on a rotational basis in a fair and objective manner. The Departments' SCM will maintain a register in an alphabetical order of all catering service providers to be utilized. Should a service provider decline the invitation then the next service provider will be allocated. Should a particular district not have a suitable service provider or if a service provider declines, then the available service provider from the closest district will be utilized. The prices charged will be fixed, however the rates are subject to change within the duration of the three years contract as per Provincial Treasury rates and the instruction will be issued to all approved service providers as per their respective district/categories.

##### 4.2 Key Output

The Service Provider will be required to:

- 4.2.1 Reply to the notice of invitation to submit a quote as per the Departmental approved rates (within a day) to confirm the quotation and availability
- 4.2.2 Reply to notice of invitation timeously and be able to respond on a short notice in case of emergency)
- 4.2.3 Supply fresh and healthy food as per standard menu
- 4.2.4 Bring own equipment and accessories for catering
- 4.2.5 After rendering services, tidying up the premises where catering was served

#### 5. Scope of Work

The catering services will be rendered in all eleven districts across KZN. Bidders are required to indicate the district/s that they are bidding for as categorised below:

DISTRICTS	PLEASE TICK THE RELEVANT DISTRICT BY INSERTING X
Category 1 – eThekwini	
Category 2 – Amajuba	
Category 3 – Harry Gwala	
Category 4 – uGu	
Category 5 - uMkhanyakude	
Category 6 - uMgungundlovu	
Category 7 - uThukela	
Category 8 - King - Cetshwayo	
Category 9 - Zululand	
Category 10- iLembe	
Category 11 - uMzinyathi	

**NB: Failure to indicate the district (s) bidding for will invalidate the bid. The bidders can select from one or more districts; however, the service provider will not be compensated for delivery costs hence it is recommended to choose districts that are closest to their offices.**

Bidders may indicate one or more districts provided that they have the capacity to do so, should the department not receive any bidder in a particular category/district the department reserves the right to source quotations from the next closest district or from other districts and or to request quotation from outside the approved panel as an when required.

5 (a) The service providers will be expected to form part of a panel to provide the following services:

- The caterer will be allowed to replace fruits and vegetables with seasonal fruits and vegetables without compromising the quality of the food,
- The caterer shall provide high quality fresh ingredients, ability to make or source freshly baked confectionary and well-presented food for meetings,
- The preferred service provider/s must be prepared to cater for all dietary preferences, including but not limited, to the indicated menus below
- Food must be prepared only in the designated kitchen indicated in the Health Certificate, unless halaal or kosher is required (Service provider registered in terms of Muslim Council of South Africa will be allowed to serve Halaal or kosher or provide agreement with the company that provide Halaal or kosher food).

5.(b) The service providers are expected to indicate the extent to which requirements will be complied within the following specifications when submitting their quotations:

General Specifications for service	Time-frame
Ability to provide good quality utensils such as crockery, cutlery, glasses and table cloths	1 hours before the meeting commences
Preparation and lay-out of tables	1 hours before the meeting commences
Bain-maries and/or hot trays for hot food must be provided	1 hours before the meeting commences
Ability to provide fresh, healthy and hot meals based on specifications indicated on the menu's guideline	1 hours before the meeting commences
Ability to provide waiter (s) to serve hot-plate meals	1 hours before the meeting commences

## 6. Specific Deliverables

### 6.1 The primary responsibility of the Service Provider is to:

- The preferred service provider/s must be prepared to cater for all dietary preferences, including but not limited to various districts, culture, vegetarian, kosher and Halaal with valid certification from respective bodies where applicable (Service provider registered in terms of Muslim Council of South Africa will be allowed to serve Halaal or kosher or provide agreement with the company that provide Halaal or kosher food).
- Supply catering services after issuing of an official order.
- Supply catering equipment; cutlery and crockery during catering.
- Waiters and waitresses to be presentable and neat.



- Tidying up pre and post preparation at premises.
- The appointed service providers must have the ability to work under pressure and capacity to respond to requests within a minimum of 24 hours of placing the order, including weekends.
- Specification containing the type of food, delivery time and quantity will be communicated to the service providers shall be notified formally by email and/or telephonically, depending on the time frame.
- The appointed service providers will be expected to always communicate with the (EDTEA) formally (in writing and telephonically)
- The appointed service providers will be required to ensure and maintain uncontaminated and hygienic service at all times.

**6.2 The service providers will be required to have the below recourse which may include but not limited to the following:**

- Dedicated and clean cooking area;
- Single coloured crockery and decoration without damages;
- Reliable own transport, clean table cloths, and dish cloths;
- Food warmers and serving equipment (always in a reasonable working condition) and
- Personnel to be dressed in an appropriate, clean and neat uniform when serving.

**6.3 MEALS ARE BROKEN DOWN AS PER THE TABLE BELOW BUT NOT LIMITED TO THE MENUS ATTACHED**

**TABLE 1 BREAKFAST MENU**

<p><b>Breakfast menu 1:</b></p>	<p>Breakfast menu</p> <ul style="list-style-type: none"> <li>• Assorted sandwiches cut into 4, with different fillings (white and brown bread)</li> <li>• Assorted Muffins and Scones.</li> </ul> <p>Tea to be there for the duration of the meeting:</p> <ul style="list-style-type: none"> <li>• Tea including Rooibos</li> <li>• Coffee caffeinated and decaf</li> <li>• White and brown sugar</li> <li>• Unsweetened Sugar</li> <li>• Sugar and Sweetener</li> <li>• Hot and cold fresh milk and powder milk</li> </ul> <p>NB: Tea and Coffee must be served in individual sealed sachets</p>
<p><b>Breakfast menu 2:</b></p>	<p>Halaal Breakfast menu</p> <ul style="list-style-type: none"> <li>• Assorted sandwiches cut into 4, with different fillings (white and brown bread)</li> <li>• Assorted Muffins and Scones.</li> </ul> <p><b>Tea to be there for the duration of the meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Tea including Rooibos</b></li> <li>• <b>Coffee caffeinated and decaf</b></li> <li>• <b>White and brown sugar</b></li> </ul>

<ul style="list-style-type: none"> <li>• Unsweetened Sugar</li> <li>• Sugar and Sweetener</li> <li>• Hot and cold fresh milk and powder milk</li> </ul> <p><b>NB: Tea and Coffee must be served in individual sealed sachets</b></p>
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TABLE 2 LUNCH MENU

SPECIFICATION FOR LUNCH ALL MEALS		
<b>Lunch menu 1:</b>	Lunch menu <ul style="list-style-type: none"> <li>• Rice/pap/Phuthu/rolls</li> <li>• Beef stew/beef curry/ chicken stew/ chicken curry/Vegetable curry</li> <li>• 1 vegetable</li> <li>• 1 salad</li> <li>• 100% Fruit Juice and drinks in cans (330 ml)</li> </ul>	Water bottles: <ul style="list-style-type: none"> <li>• Bottled mineral water- still (500ml)</li> </ul>
<b>Lunch menu 2:</b>	Lunch menu <ul style="list-style-type: none"> <li>• Buttered/plain roll</li> <li>• Fried/grilled/roasted chicken</li> <li>• 1 vegetable</li> <li>• 1 salad</li> <li>• 100% Fruit Juice and drinks in cans (330 ml)</li> <li>• Seasonal fruit</li> </ul>	Water bottles: <ul style="list-style-type: none"> <li>• Bottled mineral water- still (500ml)</li> </ul>
<b>Lunch menu 3:</b>	Lunch menu (Traditional food) <ul style="list-style-type: none"> <li>• Samp, steam bread/Ujeqe/beriyani</li> <li>• Various traditional meat</li> <li>1 vegetable</li> <li>• 1 salad</li> <li>100% Fruit Juice and drinks in cans (330 ml)</li> <li>• Seasonal fruit</li> <li>• 100% Fruit Juice and drinks in cans (330 ml)</li> </ul>	Water bottles: <ul style="list-style-type: none"> <li>• Bottled mineral water- still (500ml)</li> </ul>
<b>Lunch menu 4:</b>	Lunch menu <ul style="list-style-type: none"> <li>• Finger lunch, assorted samoosas</li> <li>• grilled chicken pieces</li> <li>100% Fruit Juice and drinks in cans (330 ml)</li> </ul>	Water bottles: <ul style="list-style-type: none"> <li>• Bottled mineral water- still (500ml)</li> </ul>

<b>Lunch menu 5:</b>	Halaal Lunch menu 5  Lunch menu •Various Halaal lunch menus •100% Fruit Juice and drinks in cans (330 ml)	Water bottles: • Bottled mineral water- still (500ml)
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### 7. Specific Tasks and Activities Special conditions:

7.1 (EDTEA) may award the contract to more than one service provider on a shared basis due to the number of meetings or the level of the delegations being served at the meeting at a particular time. (EDTEA) will monitor the orders and total expenditure per service provider through service level agreement in the case whereby more than one (1) service provider is utilized.

7.2 Failure to submit a Health Certificate for the Kitchen where food is prepared will immediately disqualify a bid.

**NB: (EDTEA) reserves the right to inspect short listed bidders' kitchens to confirm the existence of the kitchen as per the health certificate provided and compliance with health standards as in when required.**

### 8. Duration of a Panel

The Catering Services panel will be appointed for a three-year period contract. All the service providers appointed to the panel will be required to agree to a fixed rate determined by the Department and will be requested to sign a form of (SLA) service Level Agreement upon appointment.

### 9. Team Composition

The project team should be composed of the following individuals with the relevant skill and experience in similar projects.

#### 9.1 Key Expert 1: Team Leader/Project Manager: Project Manager

Required, skills and experience:

Catering Manager responsibilities include planning food and beverage menus, scheduling shifts and coordinating food preparation and serving during events, meetings, conferences, workshops and or any related official gatherings. To be successful in this role, should have minimum of 1 year work experience in catering or hospitality.

- Excellent organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Extensive knowledge of event planning and catering requirements.
- Ability to work with clients to determine and anticipate needs of the event.
- Excellent managerial and supervisory skills.

#### 9.2 The Structure and Composition of the Team:

The structure and composition of the team must clearly outline the main disciplines/specialist of the project and the key personnel responsible for each specialty.

**ALL KEY EXPERTS MUST ATTACH CVs, COPIES OF RELEVANT QUALIFICATIONS AND FILL IN THE STATEMENT OF EXCLUSIVITY.**

Refer to the attached Annexure C and Annexure D for CV's standard format and statement of Exclusivity for key experts.

**9.3 CV's of Key Personnel:**

CV's of key personnel involved in the project must clearly highlight the areas of experience/competence relevant to activities and objectives of this project as outlined above.

**Note: Skills and Experience (Key Experts and other Consultants)**

- Proof of these undertakings is required in the form of reference letters from previous clients.

**10. ENTERPRISE EXPERIENCE**

Provide a list of projects undertaken by the company in the table below.

To validate experience indicated hereunder, bidders must provide up to 05 reference letters from previous clients detailing the actual work/projects completed and including the company name, contactable references and contact numbers.

The bidders are required to complete the following table:

Name of the Institution	Project Name	Project Description	Contact Person

**BID REQUIREMENTS**

**12.1. Price Breakdown:**

**COSTING / COMPREHENSIVE BUDGET/RATES**

- *The prices charged will be fixed, however the rates are subject to change within the duration of a three years contract as per Departmental rates and the instruction will be issued to all approved service providers as per their respective districts/categories (which currently is max of R150 lunch, R 80 break fast and R 20 water bottle).*

*Table for departmental fixed rate*

BREAKFAST	LUNCH	WATER BOTTLE
R 80	R150	R 20

**13. EVALUATION PROCESS**

The Evaluation Process will be conducted in the following phases:

Phase 1	Phase 2
<b>Administrative Compliance</b>	<b>Functionality Requirement</b>
Compliance with mandatory requirements.	Bidders will be assessed to verify the capacity/capability to execute the contract or the quality aspects of goods or services required.

**13.1 PHASE 1: MANDATORY REQUIREMENTS FOR ADMINISTRATIVE COMPLIANCE**

<p>CERTIFIED copy of a valid Certificate of Acceptability for Food Premises issued by applicable local municipality</p>	<p>The bidder must submit a <b>CERTIFIED</b> copy of a valid Certificate of Acceptability for Food Premises issued by applicable local municipality. <b>FAILURE TO ATTACH CERTIFICATE WILL RENDER YOUR BID NON-RESPONSIVE.</b></p>
<p>CSD Registration number</p>	<p>The Entity must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal.</p>
<p>Briefing session</p>	<p>The bidder has attended the compulsory briefing session</p>
<p>Bidder's Disclosure – SBD 4</p>	<p>Completed and signed</p>
<p>Authority to Sign a Bid: COMPANIES</p>	<p>The bidder must indicate the enterprise status by completing the authority to sign section and signing the appropriate box.  A resolution letter must be submitted together with this bid and <b><u>such resolution shall include a specimen signature of the signatory.</u></b></p>
<p>Authority to Sign a Bid: SOLE PROPRIETOR (ONE – PERSON BUSINESS)</p>	<p>The bidder must indicate the enterprise status by completing the authority to sign section and signing the appropriate box.  A resolution letter must be submitted together with this bid and <b><u>such resolution shall include a specimen signature of the signatory.</u></b></p>
<p>Authority to Sign a Bid: CLOSE CORPORATION</p>	<p>The bidder must indicate the enterprise status by completing the authority to sign section and signing the appropriate box.  A resolution letter must be submitted together with this bid and <b><u>such resolution shall include a specimen signature of the signatory.</u></b></p>
<p>Authority to Sign a Bid: CO-OPERATIVE</p>	<p>The bidder must indicate the enterprise status by completing the authority to sign section and signing the appropriate box.  A resolution letter must be submitted together with this bid and <b><u>such resolution shall include a specimen signature of the signatory.</u></b></p>

<p>Authority to Sign a Bid: JOINT VENTURE</p>	<p>The bidder must indicate the enterprise status by completing the authority to sign section and signing the appropriate box.</p> <p>Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises must be submitted together with this bid and <b><u>such resolution shall include a specimen signature of the signatory.</u></b></p>
<p>Authority to Sign a Bid: CONSORTIUM</p>	<p>The bidder must indicate the enterprise status by completing the authority to sign section and signing the appropriate box.</p> <p>Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises must be submitted together with this bid and <b><u>such resolution shall include a specimen signature of the signatory.</u></b></p>
<p>Authority to Sign a Bid: PARTNERSHIP</p>	<p>The bidder must indicate the enterprise status by completing the authority to sign section and signing the appropriate box.</p> <p>A resolution letter must be submitted together with this bid and <b><u>such resolution shall include a specimen signature of the signatory.</u></b></p>

**13.2 Phase 2: Functionality requirements**

For bids where functionality is part of the evaluation process, they will be assessed in terms of functionality criteria stipulated hereunder. In order to progress to the next stage of evaluation, service providers must score a minimum of **60%** of the total points outlined in the Evaluation Grid.

**13.2.1 EVALUATION CRITERION FOR FUNCTIONALITY:**

No	Evaluation Criteria	Guidelines	Maximum Points
1	<p><b>Bidder's experience in providing professional catering services.</b></p> <p><b>Provide the information on previous experience in professional catering services.</b></p> <p><b>The bidder must must provide up to 05 reference letters from previous clients detailing the actual work/projects completed and including the company name, contactable references and contact numbers and the reference letter(s) must bear the letterhead of the organization where the corporate/ professional catering services were provided.</b></p> <p><b>Failure to submit contactable references may render your bid invalid and may not qualify for the indicated points. EDTEA reserves the right to contact these organizations, without prior notice to the bidder.</b></p>	<p>Bidder have (05) or more contactable reference letters with whom catering services were rendered for = 50 points</p> <hr/> <p>Bidder have four (04) contactable reference letters with whom catering services were rendered for = 40 points</p> <hr/> <p>Bidder have three (03) contactable reference letters with whom catering services were rendered for = 30 points</p> <hr/> <p>Bidder have two (02) contactable reference letters with whom catering services were rendered for = 20 points</p> <hr/> <p>Bidder have one (01) contactable reference letters with whom catering services were rendered for = 10 points</p> <hr/> <p>Bidder does not have contactable reference letters with whom catering services were rendered for = 0 point</p>	50

2	<b>Experience of the team leader.</b> <b>Provide the information on experience of the team leader in professional catering services.</b> <b>The bidder must attach the Curriculum Vitae (CVs) of the team leader in professional catering services to qualify for the indicated points.</b>	Experience of the team leader from five (05) years and above = 50 points	50
		Experience of the team leader from four (04) years = 45 points	
		Experience of the team leader from three (03) years = 40 points	
		Experience of the team leader from 2 years = 35 points	
		Experience of the team leader is From one (01) year = 30 points	
		Experience of the team leader is less than 12 months = 0 point	
<b>Overall Score Total</b>			100

### 13.2.1 Approve panel

The approved panel for all categories or districts will be determined by the number of service providers qualified in terms of scoring minimum of 60% on functionality.



## Annexure B: EVALUATION GRID

## Evaluation Grid

To be completed for tender by each evaluator

Criterion	Maximum Points	Initial assessment
<b>Experience of company in execution and management of projects of a similar nature and bidders must provide reference letters.</b>	<b>(50)</b>	
Bidder have (05) or more contracts reference of similar services with whom catering were rendered for = 50 points	<b>50 points</b>	
Bidder have four (04) contracts reference of similar services with whom catering were rendered for = 40 points	<b>40 points</b>	
Bidder have three (03) contracts reference of similar services with whom catering were rendered for = 30 points	<b>30 points</b>	
Bidder have two (02) contracts reference of similar services with whom catering were rendered for = 20 points	<b>20 points</b>	
Bidder with one (01) contracts reference of similar services with whom catering were rendered for = 10 points	<b>10</b>	
Bidder does not have contactable reference with whom catering services were rendered for = 0 point	<b>0</b>	
<b>Project Team skills and experience</b>	<b>(50)</b>	
<b>Relevant Experience (10)</b>		
Experience of the team leader is more than 5 years = 50 points	<b>50 points</b>	
Experience of the team leader from 4 years = 45 points	<b>45 points</b>	
Experience of the team leader from 3 years = 40 points	<b>40 points</b>	
Experience of the team leader from 2 years = 35 points	<b>35 points</b>	
Experience of the team leader from 1 year = 30 points	<b>30 points</b>	
Experience of the team leader is less than 12 months = 0 point	<b>0</b>	
Total Evaluation Score	100	
Minimum passing score	60%	

Strengths	
Weakness	
Name	
Signature	
Date	

## Annexure C: CV Format

## CURRICULUM VITAE max 3 pages

## Proposed role in the project:

10. Family name:  
 11. First names:  
 12. Date of birth:  
 13. Nationality:  
 14. Civil status:  
 15. Education:

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:

## 10. Language skills: Indicate competence on a scale of 1 to 5 (5 - excellent; 1 basic)

Language	Reading	Speaking	Writing
English			
Portuguese			
French			
Indonesian			
Spanish			

## 12. Membership of professional bodies: -

## 13. Other skills: (e.g. Computer literacy, etc.)

## 10 Present position:

## 11 Years within the firm:

## 12 Key qualifications: (Relevant to the project)

## 13. Professional Experience

Date from - Date to	Location	Company	Position	Description of projects/responsibilities etc.

## 14. Other relevant information (e.g., Publications)

**Annexure D: Statement of Exclusivity and availability**

Statement of exclusivity and availability

Tender ref: \_\_\_\_\_

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer \_\_\_\_\_ in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included.

From	To

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders may be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs.

Furthermore, should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts funded by the KZN Department of Economic Development Tourism and Environmental Affairs and that the notification of award of contract to the tenderer may be rendered null and void.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

**ANNEXURE E: Board Resolution**

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS**

OF (Company Name) \_\_\_\_\_ HELD ON (Date) \_\_\_/\_\_\_/\_\_\_\_\_

AT (Address) \_\_\_\_\_

RESOLVED THAT the company has authorized, Mr/Ms. \_\_\_\_\_ in his/her capacity \_\_\_\_\_ and is hereby authorized to sign all documents in connection with this quotation and any contract resulting therefrom on behalf of the enterprise. The acts done and documents shall be binding on the company, until the same is withdrawn by giving written notice thereof.

Specimen Signature of Authorised Signatory:

\_\_\_\_\_  
(Signature)

I/We, the undersigned, being the Member(s) of the enterprise RESOLVED FURTHER THAT, a copy of the above resolution duly certified as true by designated director / authorised signatory of the company be furnished with responses to RFQ (Request for Quotations).

NO	DIRECTORS NAME AND SURNAME	SIGNATURE	DATE
1.			
2.			
3.			
4.			
5.			
6.			

**COMPANY STAMP**