



**Warning against tender scams: The WRC urges members of the public to report any suspicious Request for Quotation, Purchase Order or Letter of Award to its Fraud Hotline on 0800 227 007 or email: [hotline@kpmg.co.za](mailto:hotline@kpmg.co.za). If a request or procurement communication appears to be suspicious Suppliers are advised to contact the WRC Supply Chain Management office on 012 761 9300 to verify its authenticity**

## PART A INVITATION TO BID (SBD1)

RFQ/P NUMBER:	088-10-23-24	CLOSING DATE:	13 NOVEMBER 2023	CLOSING TIME:	24h00
DESCRIPTION OF GOODS/SERVICES	APPOINTMENT OF A PANEL OF CATERERS FOR THE PROVISION OF CATERING SERVICES FOR A PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO: <a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a> (No hand delivered quotation or sent to a different email than the one specified shall not be accepted)					
RFQ VALIDITY PERIOD: 90 DAYS					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	012 761 9300		TELEPHONE NUMBER	012 761 9300	
E-MAIL ADDRESS	<a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a>		E-MAIL ADDRESS	<a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE SPECIFIC GOALS POINTS]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
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>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....



## PART C STANDARD BIDDING DOCUMENTS

(SBD FORMS - SBD4, SBD6.1 (where applicable), should be fully completed and signed by the supplier/service provider). WRC reserves the right not to accept/eliminate/disqualify a quotation not accompanied by the completed prescribed SBD forms.

**SBD4**

### 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:

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



.....  
.....

### 3 DECLARATION

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bi

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



## **SBD 6.1**

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

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

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

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#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

- (a) The applicable preference point system for this tender is the 80/20 preference point system.
- (b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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



- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

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



### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***



The specific goals allocated points in terms of this tender - B-BBEE Status Level Of Contributor	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>B-BBEE Level</b>	<b>20 Points</b>	
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4





and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....



## PART D TERMS OF REFERENCE / SCOPE OF WORK

### 1. BACKGROUND AND INTRODUCTION

The WRC operates as legislated by the Water Research Act (Act 34 of 1971) and is an entity of national importance to ensure water security, support to the DWS and water sector stakeholders through funding of research entities (universities, consultants and SMMEs). The Primary Function of the WRC is to (1) Promote coordination, cooperation, and communication in water research; (2) Establish water research needs and priorities; (3) Stimulate and fund water research according to priority; (4) Promote the effective transfer of information and technology; and (5) Enhance knowledge and capacity building within the water sector.

### 2. SCOPE OF WORK: REQUIREMENT / SPECIFICATION

The objective of this request for quotation is to invite prospective service providers for consideration on the appointment of a panel of catering service provider for the provision of catering services for the WRC meetings for a period of three years.

The WRC meetings include but not limited to the following:

- Board and all Board Sub-Committees Meetings.
- EXCO Meetings.
- Chief Executive Officer arranged Meetings.
- Branch Meetings.
- WRC internal and external arranged meetings.

#### **CATERING STANDARD MENU FOR ALL QUALIFYING WRC INTERNAL MEETINGS**

##### BREAKFAST:

	Option 1	Option 2	Option 3	Option 4	Option 5
Up to 10 people	Tea / Coffee Biscuits	Tea / Coffee Scones with Cheese / Jam	Tea / Coffee Muffins	Tea / Coffee Sandwiches	Tea/Coffee Fruits, low fat yoghurt and muesli
Up to 20 people					
Up to 50 people					
51 and above					

##### BREAKFAST: SPECIAL DIETARY REQUIREMENTS

	Option 1	Option 2	Option 3
Unit Price per person	Vegan	Halaal	Vegetarian



#### LUNCH:

	Option 1	Option 2	Option 3	Option 4 (Braai Menu)	Option 5	Option 6
	1 starch	1 starch	2 starches	2 starches	<b>Mixed Platter</b>	<b>Mixed Platter</b>
Up to 10 people	1 hot veggies	2 hot veggies	2 hot veggies	(Pap / Bread Rolls)	Chicken &	Pork ribs, meatballs,
Up to 20 people	1 salad	1 salad	2 salads	2 salads	Beef wraps,	chicken
Up to 50 people	1 meat (Red Meat or Chicken)	2 meats (Red meat and Chicken or Fish)	2 meats (Red meat and Chicken or Fish)	2 meats (Red meat and Chicken)	Beef Burgers,	drummettes, buffalo
51 and above					Beef & Chicken Samosas	wings, chicken nuggets & rump kebabs

#### LUNCH: SPECIAL DIETARY REQUIREMENTS

	Option 1	Option 2	Option 3
Unit Price per person	Vegan	Halaal	Vegetarian

#### SOFT DRINKS

	Option 1	Option 2
Up to 10 people	Fruit Juice (300ml)	Assorted Coldrinks (300ml)
Up to 20 people		
Up to 50 people		
51 and above		

### 3. DELIVERABLES

- 3.1. Deliver and supply catering as per specified menus.
- 3.2. Service provider to be able to provide catering 24 hours, 7 days a week, 365 days a year.
- 3.3. Service provider should make a provision for ad-hoc (last minute) request which may require a less than 24 hours' turnaround time to provide catering.
- 3.4. Service provider to provide all cutlery, crockery and tablecloths, etc. per request to meet WRC's quality standards.
- 3.5. Food to be kept warm when necessary, **caterer** to provide own equipment).
- 3.6. Service provider to set up and keep food wrapped/sealed appropriately until served, cold or warm dishes.
- 3.7. Service provider to remove all left-over food, equipment and cutlery/crockery after all meals, and leave premises clean and tidy.
- 3.8. Service provider to set up 45 minutes prior to each requested time slot (no late coming will be tolerated).
- 3.9. Food to be prepared and served in a professional manner as per acceptable health standards.



- 3.10. All catering shall be of a high quality, freshly prepared and acceptable to WRC. The content shall be in accordance with good and accepted dietary quality and practice.
- 3.11. The service provider must cater for a variety of menus, namely breakfast, buffet, cocktail, platters, gounnet braai and provide for all dietary requirements such as halaal, vegetarian and kosher to acceptable food industry standards.
- 3.12. Waiters and waitresses deployed on the day, when necessary, must be dressed appropriately.
- 3.13. The service shall be rendered in a professional manner to the satisfaction of WRC, its personnel, and guests.
- 3.14. The service provider shall deliver the service in accordance with all Health and Safety requirements.
- 3.15. Should the service provider purchase special dietary i.e., Halaal pre-packed meals it must be purchased from a Halaal certified supplier to ensure all meals are handled according to the relevant dietary requirements i.e., Halaal requirements.
- 3.16. Only fresh ingredients will be used i.e., no items that have reached and/or are beyond sell by date will be on offer.
- 3.17. The service provider shall always adhere to high standards of hygiene regarding the storage, preparation and serving of food.
- 3.18. The service provider shall ensure that all dishes, crockery, cutlery and other utensils used in the preparation and serving of food are kept clean at all times.
- 3.19. WRC representative and the health authorities shall have full access to the premises, kitchen and equipment for inspection purposes at all reasonable times.
- 3.20. The service provider shall comply fully with all requirements, by-laws and regulations of the local authorities and health department.
- 3.21. The service provider shall obtain and maintain all necessary permits and/or licenses required bylaw.

#### **4. EVALUATION PHASES**

The received proposals will be evaluated in accordance with the PPPFA and evaluated in different phases in order to arrive to the final phase of bid award, and the phases will be as follows:

- 4.1. Phase One – Screening of the minimum requirements documents
- 4.2. Phase Two – Pre-qualification
- 4.2 Phase Two – Technical evaluation criteria
- 4.3. Phase Three – Price and Preference (Specific goals)

##### **4.1. Phase One (1): Screening of the minimum requirements documents**

In this phase All bids received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements. Bidders who fail to comply with the below requirements may be eliminated and bidders who comply with the below progresses to the next phase of technical evaluation.



- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated.
- Invitation to Bid (SBD 1) must be fully completed.
- Submission of a Valid SARS Tax Clearance Certificate together with Supplier SARS Tax Compliance Status Verification PIN to enable Water Research Commission to verify Tax Compliance status on SARS eFiling. NB: Bidders whom their Tax matters are not in order will not be considered for this bid.
- Submission of fully completed SBD 4 (Declaration of Interest).
- Submission of fully completed SBD 6.1 (Preference points Claim for Specific goals).
- Submission of the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit in case of EME and QSE).
- Submission of Central Supplier Database (CSD) Compliance History Report.

**NB: Any bidders who did not sign and submit any of the requested documents may be disqualified.**

#### **4.2. Phase Two (2): Pre-qualification**

NB: Qualification Threshold – Only bidders that have complied with the set pre-qualification requirements will be eligible for further evaluation.



## Pre-qualification

### List of catering food safety and food hygiene certifications for catering services

	Is your company affiliated to any professional body for catering / food hygiene services. If yes, please list the name of the professional body and attach proof of membership / affiliation.	YES: _____	NO: _____
List of catering food safety and food hygiene certifications for catering services			
	Name of the professional body	Validity period of the certificate / affiliation	
1.			
2.			

**Qualification:** Suppliers who are without valid certification or proof of membership or affiliation will be eliminated.

Very important: Service providers who would have been appointed to form part of the panel are encouraged to register with the Department of Health to obtain a Health Certificate of Acceptability for Food or any certification offered by the municipality related to food hygiene and food handling safety. Service providers are encouraged to have Pest Control Certification to ensure that the place where food is stored and prepared is clean. WRC reserves the right to verify at any given time these certifications during the period this contract as well as visiting the area where food is prepared and if the assessment by the WRC representatives indicates that no certification is available as guided, or the place where food is prepared is not clean; the WRC reserves the right to cancel the contract.

### 4.3. Phase Three (3): Technical evaluation criteria

NB: Qualification Threshold – Bidders must achieve 75% per the criteria below to be considered for phase four (4) of the evaluation. Bidders who fail to comply with the set minimum threshold of 75% per the below requirements WILL be eliminated and bidders who comply with the below will progress to the next stage of evaluation.



In this stage, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below. Bidders scoring 75% out of 100 points on functional / technical criteria will be further evaluated on Price and BEE. Bidders who do not achieve the minimum of 75% out of 100 points on functional / technical criteria will not progress to the next phase four (4) being Specification compliance.

**Functionality and Presentation scoring will be on the sliding scale as per the below table:**

Criteria	Evidence to be submitted for evaluation	Weighting
Experience of the allocated resources.	Service Provider to submit CV of project manager with relevant experience of at least minimum of three years of catering services.	<p><b><u>Total points allocated for experience = 35%</u></b></p> <p><b><u>Project manager points allocation (35%):</u></b></p> <ul style="list-style-type: none"> <li>• 5 Points = 5 years and above of relevant experience.</li> <li>• 4 Points = 4 years of relevant experience.</li> <li>• 3 Points = 3 years of relevant experience.</li> <li>• 2 Points = 2 years of relevant experience.</li> <li>• 1 Point = Up to 1 year of relevant experience.</li> </ul>
Company years of experience providing Catering Services.	<p>Company profile must indicate the following:</p> <ul style="list-style-type: none"> <li>• The type of services the company renders.</li> <li>• The years of experience since the company started rendering catering services. <b>Please attach the signed Reference letters as requested below (next evaluation criteria) to support the years of experience in rendering catering services.</b></li> <li>• Provide a list of staff hired by the company with their roles and responsibilities, relevant to the catering services.</li> <li>• List of physical address/s where catering services or where the food will be prepared for this contract. <b>(NB: please attach proof of physical address to support your indicated addresses).</b></li> </ul>	<p><b><u>Total points allocated for experience = 35%</u></b></p> <p><b><u>Company points allocation (35%):</u></b></p> <ul style="list-style-type: none"> <li>• 5 Points = 5 years and above of relevant experience.</li> <li>• 4 Points = 4 years of relevant experience.</li> <li>• 3 Points = 3 years of relevant experience.</li> <li>• 2 Points = 2 years of relevant experience.</li> <li>• 1 Point = Up to 1 year of relevant experience.</li> </ul> <p>NB: Points will be awarded if all listed requirements have been met, which is listed type of services, reference letters to verify the years of experience, listed staff members, and attached proof of physical</p>



		address.
<p>Signed Reference letters from clients (on client letterheads) which support that your company has previously successfully executed catering services.</p> <p>Reference to comply with the following requirements:</p> <ul style="list-style-type: none"> <li>• Contactable (email or telephone number)</li> <li>• Should be on client letterhead and signed.</li> <li>• Not older than 3 years.</li> <li>• Specify the work performed, e.g.: catering services, and</li> <li>• The letter to indicate if the service rendered was successful or not.</li> </ul>	<p>The service provider should submit catering related reference letters (not purchase order or contracts).</p> <p>References should not be coming from the same client.</p> <p>NB: WRC reserves the right to directly afford questionnaires to selected clients (references) to rate the service per the afforded reference letter.</p>	<p><b><u>Total points allocated for reference letters = 30%</u></b></p> <ul style="list-style-type: none"> <li>• Five reference letters equal to = 5 points</li> <li>• Four reference letters equal to = 4 points</li> <li>• Three reference letters equal to = 3 points</li> <li>• Two reference letters equal to = 2 points</li> <li>• One reference letter equals to = 1 point</li> </ul>
<b>TOTAL WEIGHTING</b>		<b>100 POINTS</b>

NB: Service Providers are expected to meet a minimum threshold of 75% on above technical requirements. Failure to meet the set minimum threshold will lead to disqualification.





**List of physical address/s** where catering services food will be prepared from **(NB: please attach proof of physical address to support your indicated addresses).**

Very important: WRC reserves the right to use the below criteria to formulate a panel of caterers (service providers) based on their proximity to the WRC offices as well as valid food safety and hygiene certification, therefore, priority in forming a panel will be given to suppliers who are close the WRC offices as well as those with valid food safety and hygiene certification.

Addresses	State the Supplier's Physical Address where food will be prepared / cooked	Distance in kilometres of the place where food will be prepared to the WRC Offices ( <b><i>Lynnwood Bridge Office Park, 04 Daventry Street, Lynnwood Manor, Pretoria, 0081</i></b> )
1.		
2.		



### 4.3. Phase Three (3): Price and Preference (Specific goals) Evaluation

Service providers who comply with set evaluation requirements will be evaluated under Price and Preference (Specific goals) phase.

List the specific goals applicable to this RFQ:

Stated Specific Goal in the Invitation (RFQ/RFB/RFP)	Proof to be submitted for allocation of points	Points Allocation	
The specific goal to be applied for this RFQ/P/B to which points may be allocated is/are as follows: (e.g.): <ul style="list-style-type: none"> <li><b>B-BBEE STATUS LEVEL CONTRIBUTOR</b></li> </ul>	BEE certificate or sworn affidavit or Companies and Intellectual Property Commission (CIPC) issued certificate confirming their annual total revenue and the level of Black Ownership.	In this category, points will be allocated as follows:	
		B-BBEE Level	20 Points
		1	20
		2	18
		3	14
		4	12
		5	8
		6	6
		7	4
		8	2
		Non-compliant	0

## 5. PRICING

### 5.1 How will the panel be formed:

- The RFQ will be evaluated in terms of the Preferential Procurement Regulations (2022).
- All service providers who qualified from the technical evaluation to PRICE and Preference (Specific Goals) shall form part of the panel and shall be awarded the contract, subject to paragraph 5.2 and 5.3.

### 5.2 Application of catering standard rate / unit price to all caterers in the panel:

- To determine the standard rate / unit price, all bidders quoted unit prices per menu category shall be averaged to determine the standard unit price which shall be the applicable rate / unit price to which the contract is awarded. WRC reserves the right to increase or reduce the average standard rate /unit price.
- The WRC shall inform all service providers who qualified to the Price and Preference (Specific Goal) phase about the average standard rate / unit price per category requesting for suppliers to confirm if such a rates / unit prices per catering menu category are accepted or not. Therefore, only suppliers who accept the WRC proposed standard rates / unit price shall form the panel.

### 5.3 The WRC reserves the following rights:

- to negotiate the standard price which shall be applicable to all caterers before the final award.
- Determine or limit the number of appointed service providers in a panel, starting with the



highest point scoring bidder on Price and preference points (specific goal) to the lowest points scoring bidder.

**5.4 Due diligence**

- WRC reserves the right to conduct a due diligence exercise to the recommended bidder or more in commercial and technical compatibility.
- WRC reserves the right to perform the due diligence exercise by verifying the information provided in the proposal submitted and seeking clarity with the bidder where necessary and reference check to ascertain that the recommended bidder has the capability to execute the project.
- Reserves the right to conduct a site visit of the premises where food is prepared.
- Reserves the right to request food testing presented and served either at the WRC premises or the supplier's premises.

**5.5 The rotation of suppliers' methodology**

- The appointed caterers (panel of service providers) will be utilised on a rotational basis.
- End-users will select suppliers from the panel on a need basis, request for a formal price quotation from the selected supplier from the panel, covering the total numbers of officials to be catered and the menu, and then issue a purchase order to the selected caterer based on the quotation total amount.

**Note**

- Fees must be quoted in South African Rand
- Price(s) must be firm and all-inclusive and VAT where applicable.



## PRICING SCHEDULE:

### BREAKFAST: PRICE APPLICABLE UNDER YEAR 1 (FIRST 12 MONTHS)

	Option 1	Option 2	Option 3	Option 4	Option 5
	Tea / Coffee Biscuits	Tea / Coffee Scones with Cheese / Jam	Tea / Coffee Muffins	Tea / Coffee Sandwiches	Tea / Coffee Fruits, low fat yoghurt and muesli
	<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters, cutlery)</b>				
Up to 10 people	R	R	R	R	R
Up to 20 people	R	R	R	R	R
Up to 50 people	R	R	R	R	R
51 and above	R	R	R	R	R

### BREAKFAST: PRICE APPLICABLE FOR YEAR 2 (SECOND 12 MONTHS)

	Option 1	Option 2	Option 3	Option 4	Option 5
	Tea / Coffee Biscuits	Tea / Coffee Scones with Cheese / Jam	Tea / Coffee Muffins	Tea / Coffee Sandwiches	Tea/Coffee Fruits, low fat yoghurt and muesli
	<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters, cutlery)</b>				
Up to 10 people	R	R	R	R	R
Up to 20 people	R	R	R	R	R
Up to 50 people	R	R	R	R	R
51 and above	R	R	R	R	R



BREAKFAST: PRICE APPLICABLE FOR YEAR 3 (THIRD 12 MONTHS)

	Option 1	Option 2	Option 3	Option 4	Option 5
	Tea / Coffee Biscuits	Tea / Coffee Scones with Cheese / Jam	Tea / Coffee Muffins	Tea / Coffee Sandwiches	Tea/Coffee Fruits, low fat yoghurt and muesli
	<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters, cutlery)</b>				
Up to 10 people	R	R	R	R	R
Up to 20 people	R	R	R	R	R
Up to 50 people	R	R	R	R	R
51 and above	R	R	R	R	R

BREAKFAST: SPECIAL DIETARY REQUIREMENTS: PRICE APPLICABLE FOR YEAR 1 (FIRST 12 MONTHS)

	Option 1	Option 2	Option 3
	Vegan	Halaal	Vegetarian
	<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters, and cutlery)</b>		
Unit Price per person	R	R	R

BREAKFAST: SPECIAL DIETARY REQUIREMENTS: PRICE APPLICABLE FOR YEAR 2 (SECOND 12 MONTHS)

	Option 1	Option 2	Option 3
	Vegan	Halaal	Vegetarian
	<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters, and cutlery)</b>		
Unit Price per person	R	R	R

BREAKFAST: SPECIAL DIETARY REQUIREMENTS: PRICE APPLICABLE FOR YEAR 3 (THIRD 12 MONTHS)

	Option 1	Option 2	Option 3
	Vegan	Halaal	Vegetarian
	<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters, and cutlery)</b>		
Unit Price per person	R	R	R



LUNCH: PRICE APPLICABLE FOR YEAR 1 (FIRST 12 MONTHS)

	Option 1	Option 2	Option 3	Option 4 (Braai Menu)	Option 5	Option 6
	1 starch 1 hot veggies 1 salad 1 meat (Red Meat or Chicken)	1 starch 2 hot veggies 1 salad 2 meats (Red meat and Chicken or Fish)	2 starches 2 hot veggies 2 salads 2 meats (Red meat and Chicken or Fish)	2 starches (Pap / Bread Rolls) 2 salads 2 meats (Red meat and Chicken)	<b>Mixed Platter</b> Chicken & Beef wraps, Beef Burgers, Beef & Chicken Samosas	<b>Mixed Platter</b> Pork ribs, meatballs, chicken drummettes, buffalo wings, chicken nuggets & rump kebabs
<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters and cutlery)</b>						
Up to 10 people	R	R	R	R	R	R
Up to 20 people	R	R	R	R	R	R
Up to 50 people	R	R	R	R	R	R
51 and above	R	R	R	R	R	R

LUNCH: PRICE APPLICABLE FOR YEAR 2 (SECOND 12 MONTHS)

	Option 1	Option 2	Option 3	Option 4 (Braai Menu)	Option 5	Option 6
	1 starch 1 hot veggies 1 salad 1 meat (Red Meat or Chicken)	1 starch 2 hot veggies 1 salad 2 meats (Red meat and Chicken or Fish)	2 starches 2 hot veggies 2 salads 2 meats (Red meat and Chicken or Fish)	2 starches (Pap / Bread Rolls) 2 salads 2 meats (Red meat and Chicken)	<b>Mixed Platter</b> Chicken & Beef wraps, Beef Burgers, Beef & Chicken Samosas	<b>Mixed Platter</b> Pork ribs, meatballs, chicken drummettes, buffalo wings, chicken nuggets & rump kebabs
<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters and cutlery)</b>						
Up to 10 people	R	R	R	R	R	R
Up to 20 people	R	R	R	R	R	R
Up to 50 people	R	R	R	R	R	R
51 and above	R	R	R	R	R	R



LUNCH: PRICE APPLICABLE FOR YEAR 3 (THIRD 12 MONTHS)

	Option 1	Option 2	Option 3	Option 4 (Braai Menu)	Option 5	Option 6
	1 starch 1 hot veggies 1 salad 1 meat (Red Meat or Chicken)	1 starch 2 hot veggies 1 salad 2 meats (Red meat and Chicken or Fish)	2 starches 2 hot veggies 2 salads 2 meats (Red meat and Chicken or Fish)	2 starches (Pap / Bread Rolls) 2 salads 2 meats (Red meat and Chicken)	<b>Mixed Platter</b> Chicken & Beef wraps, Beef Burgers, Beef & Chicken Samosas	<b>Mixed Platter</b> Pork ribs, meatballs, chicken drummettes, buffalo wings, chicken nuggets & rump kebabs
<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters and cutlery)</b>						
Up to 10 people	R	R	R	R	R	R
Up to 20 people	R	R	R	R	R	R
Up to 50 people	R	R	R	R	R	R
51 and above	R	R	R	R	R	R

LUNCH: SPECIAL DIETARY REQUIREMENTS: PRICE APPLICABLE FOR YEAR 1 (FIRST 12 MONTHS)

	Option 1	Option 2	Option 3
	Vegan	Halaal	Vegetarian
<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters, and cutlery)</b>			
Unit Price per person	R	R	R

LUNCH: SPECIAL DIETARY REQUIREMENTS: PRICE APPLICABLE FOR YEAR 2 (SECOND 12 MONTHS)

	Option 1	Option 2	Option 3
	Vegan	Halaal	Vegetarian
<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters, and cutlery)</b>			
Unit Price per person	R	R	R



LUNCH: SPECIAL DIETARY REQUIREMENTS: PRICE APPLICABLE FOR YEAR 3 (THIRD 12 MONTHS)

	Option 1	Option 2	Option 3
	Vegan	Halaal	Vegetarian
	<b>Price Per Person (All Inclusive: VAT, plus delivery, waiters, and cutlery)</b>		
Unit Price per person	R	R	R

SOFT DRINKS: PRICE APPLICABLE FOR YEAR 1 (FIRST 12 MONTHS)

	Option 1	Option 2
	Fruit Juice (300ml)	Assorted Coldrinks (300ml)
	<b>Price Per Person (All Inclusive: VAT, plus delivery)</b>	
Up to 10 people	R	R
Up to 20 people	R	R
Up to 50 people	R	R
51 and Above	R	R

SOFT DRINKS: PRICE APPLICABLE FOR YEAR 2 (SECOND 12 MONTHS)

	Option 1	Option 2
	Fruit Juice (300ml)	Assorted Coldrinks (300ml)
	<b>Price Per Person (All Inclusive: VAT, plus delivery)</b>	
Up to 10 people	R	R
Up to 20 people	R	R
Up to 50 people	R	R
51 and Above	R	R





#### SOFT DRINKS: PRICE APPLICABLE FOR YEAR 3 (THIRD 12 MONTHS)

	Option 1	Option 2
	Fruit Juice (300ml)	Assorted Coldrinks (300ml)
<b>Price Per Person (All Inclusive: VAT, plus delivery)</b>		
Up to 10 people	R	R
Up to 20 people	R	R
Up to 50 people	R	R
51 and Above	R	R

#### 6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

Three (03) years.

#### 7. PAYMENT:

The WRC will be invoiced according to the amount of services rendered payment will be affected 30 days from the date of the invoice.

#### 8. STANDARD CONDITIONS OF THE TENDER

- i. **Bidders must complete SBD 4, SBD 6.1,**
- ii. Bidders must also submit a **valid tax clearance certificate**; and a **valid B-BBEE certificate** (original or certified copy) to the WRC offices PRIOR or by the closing date, if the WRC is not already in possession of these certificates;
- iii. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- iv. The WRC reserves the right to award or not to award this contract;



- v. The WRC will enter into a formal contract with one successful bidder;
- vi. The WRC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- vii. Bids received after closing time and date will be classified as **LATE** and will **NOT** be considered;
- viii. Although adequate thought has been given in the drafting of this document, errors may occur which the WRC will not be responsible for;
- ix. Any change of information provided in the tender document that may affect delivery of the service should be brought to the WRC's attention as soon as possible. Failure to comply with this may result in the contract being terminated;
- x. Service providers presenting information intentionally incorrectly or fraudulently will be disqualified;
- xii. Service providers who have been declared insolvent and wish to do business with the WRC must have been rehabilitated and provide the necessary proof thereof;
- xiii. The WRC reserves the right to award, cancel or partially award this contract.
- xiv. The National Treasury General Conditions of Contract will be applicable to this tender (available on the National Treasury website);
- xv. Bidders must complete and attach all relevant standard bid document;
- xvi. All prices quoted must be VAT inclusive; where applicable
- xvii. Only those bidders, who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders, who may be invited for presentations, may have their technical scores re-evaluated.
- xviii. For those bidders who have met the minimum functional criteria, as stipulated above, the WRC has the right to visit the business premises to verify the information provided in the tender documents; please note that bidders who may have their premises inspected, may have their technical scores re-evaluated.
- xix. Short-listed companies could be invited to present and discuss their proposals.
- xx. A service level agreement will be entered into between the WRC and the successful respondent.
- XXI. WRC reserves the right after the award to request the appointed panel to have the catering place where food is prepared to be certified by a health professional body, for health related purposes.

## 9. CLOSING DATE AND TIME

- ☐ The closing date for the RFQ is the **DATE 13 November 2023 @ 24h00**.
- ☐ Quotations should be sent to [quotations@wrc.org.za](mailto:quotations@wrc.org.za) to reach the WRC before **24h00** on the closing date and time.

## 10. ENQUIRIES

- ☐ For any technical enquiries and commercial enquiries please contact: the WRC Supply Chain Unit at [quotations@wrc.org.za](mailto:quotations@wrc.org.za)