



Date: 14 MAY 2024

SCM 152 / 2023-24

## **NOTICE ADDITIONAL INFORMATION ON THE SPECIFICATIONS**

**Kindly take note that there was an omission on the specifications for the breakfast and the quantity is 50 people as indicated below and all other conditions remain unchanged.**

**FORMAL WRITTEN REQUEST FOR QUOTATIONS (RFQ) FROM SUITABLE SERVICES PROVIDERS:  
PROVISION OF CATERING SERVICES FOR SIBANGE WATER PROJECT HANDOVER AT NKOMAZI  
LOCAL MUNICIPALITY**

Kindly furnish the district municipality with a formal written quotation for the goods or services as stated in the specifications attached and only quotations meeting the specifications will be considered.

*j*

*The written quotations must be submitted on the letterhead of your business and physically deposited to the bid box situated at Ehlanzeni District Municipality, 8 van Niekerk Street, Sonheuwel Central, Ground Floor, Tender Room not later than at 12H00 on the 16<sup>th</sup> of May 2024 will be considered.*

This request for quotations shall be evaluated based on mandatory requirements and returnable documents, and price and preference point system.

**1. The following mandatory requirements must be complied with by the bidders, failure which the quotations shall be deemed not responsive;**

- 1.1 Only service providers that are registered on the Central Supplier Database will be considered for awarding of this request for quotations and a copy of CSD report not older than three months should be attached.
- 1.2 Price(s) quoted must be firm, VAT and other taxes inclusive and valid for at least thirty (30) days from date of your offer.
- 1.3 No quotations shall be considered from persons who are in the service of the state.
- 1.4 Service providers are required to fully complete the attached MBD forms and submitted together with the written quotations.
- 1.5 Attach a bank account confirmation letter with bank stamp not older than three months accompanied with an affidavit confirming the business bank account details - if the banking details are not verified on the CSD report.
- 1.6 Attach original certified copy of identity documents (ID) of company directors.
- 1.7 Provide original certified copy of the company registration certificate issued by the Companies and Intellectual Property Commission (CIPC).
- 1.8 Valid SARS pin must be attached.
- 1.9 Attach a verifiable copy of municipal accounts for both the bidder and company director/s not older than three months or an original certified copy of proof of residence (PTO) issued by a relevant traditional authority or a copy of a valid lease agreement.
- 1.10 Attach a certified copy of a Certificate of Acceptability or Food Safety or Food Hygiene Certificate, failure to provide the certificate will render the RFQ submission to be non-responsive.

**2. This request for quotation will be evaluated on the 80/20 preference point system in terms of the Preferential Procurement Policy of the Ehlanzeni District Municipality. The policy preference point system will be applied as follows;**

- 2.1 The 80 points will be for price; and
- 2.2 The 20 points will be allocated for the specified goals on a proportional or pro rata basis as follows:

<b>POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS</b>		
<b>HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS</b>	<b>POINTS ALLOCATION</b>	<b>SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS</b>
100% black person or people owned enterprise	<b>5</b>	A copy of a Full CSD report not older than 3 months
More than 30% woman or women shareholding or owned enterprise	<b>5</b>	
more than 30% youth shareholding or owned enterprise	<b>2,5</b>	
More than 30% people living with disability shareholding or owned enterprise	<b>2,5</b>	A copy of a Medical Certificate to confirm disability or as stated on the CSD Report
<b>POINTS FOR IMPLEMENTING OF RDP PROGRAMMES</b>		
Enterprises regarded as *EMEs located within the Ehlanzeni District Municipality area of jurisdiction	<b>5</b>	➤ A copy of a Full CSD report not older than 3 months. <b>NB: Points will only be awarded if the CSD physical address is the same as the address for the proof of residence required in 1.9 above.</b>
<b>TOTAL PREFERENCE POINTS TO BE CLAIMED</b>	<b>20</b>	

*\*EME's are Exempted Micro Enterprise with an annual turnover of R10 million or less.*

*\*All the certified documents as stated must not be older than three months.*

FOR TECHNICAL ENQUIRIES PLEASE CONTACT: MUSA MABUNDA AT 013 759 8500

FOR PROCUREMENT RELATED ENQUIRIES PLEASE CONTACT: SP KHUMALO AT 013 759 8573 OR SC THELA AT 013 759 8510.

Failure to comply with these conditions may invalidate your offer.

Regards,

---

**CHIEF FINANCIAL OFFICER**



**SPECIFICATIONS:**

**REQUIRED SERVICES**

ITEM	DESCRIPTION	NUMBER OF PEOPLE OR QUANTITY	NUMBER OF DAYS
1	Breakfast  Juice, Tea, Sandwiches, Muffins, Scones, Mixed Fruits	50	50
2	Lunch:  - 2 salads - Braai Meat (Beef, Wors, Chicken) - Starch (Pap & Rice)  <b>NB: The food should be pre-packaged.</b>	800	01
3	Still water – 500 ml	800	01
4	Cold drinks 300 ml	800	01

**THE EVENT WILL BE HELD AS FOLLOWS:**

**DATE** : **21 MAY 2024**  
**TIME** : **09H00**  
**VENUE** : **SIBANGE, NKOMAZI LOCAL MUNICIPALITY**

**NB: The total quoted amount for the above items should be transferred to the MBD1 as the TOTAL BID PRICE, failure to complete the TOTAL BID PRICE will render your bid to be non-responsive and will be disqualified.**