

REQUEST FOR BID (RFB): RFB MUT 19/2023R

APPOINTMENT OF TWO (2) ADDITIONAL PROFESSIONAL SERVICE PROVIDERS TO FORM A PANEL TO RENDER CATERING SERVICES TO MANGOSUTHU UNIVERSITY OF TECHNOLOGY (MUT) FOR A THIRTY-SIX (36) MONTHS PERIOD

BID NUMBER:	RFB MUT 19/2023R
BID ISSUED ON:	03 JUNE 2024
COMPULSORY BRIEFING SESSION:	NO BRIEFING SESSION
BID CLOSING DATE & TIME:	27 JUNE 2023 AT 11H00
SUBMISSION FORMAT	ONE (1) ORIGINAL DOCUMENT AND ONE (1) ELECTRONIC COPY IN A USB (IN PDF SECURE FILE FORMAT)
Bid Documents marked "Request for Bid- RFB MUT 19/2023R for the "APPOINTMENT OF TWO (2) PROFESSIONAL SERVICE PROVIDERS TO FORM A PANEL TO RENDER CATERING SERVICES TO MANGOSUTHU UNIVERSITY OF TECHNOLOGY (MUT) FOR A THIRTY-SIX (36) MONTHS PERIOD." must be dropped off in the Bid box situated at Security Foyer, West Wing -Administrative Building, Main campus, Mangosuthu Highway, Umlazi	

BIDDER'S INFORMATION

COMPANY NAME:	
ADDRESS:	
CONTACT NUMBER:	
NAME & SURNAME OF AUTHORISED PERSON:	
EMAIL:	
COMPANY REGISTRATION NUMBER	

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SECTION 1: FORM OF OFFER/ BID OPENING

Bid Opening

Bidders shall complete this form of offer and submit it with the bid to facilitate the bid opening proceeding.

This form does not replace the Pricing schedule.

Name of bidder submitting the bid:

Offer (as is on the pricing schedule):

Offer in words.

Details of contact person:

Name (Print): _____

Telephone No: _____

Cell Phone: _____

E-mail Address: _____

Signature: _____

(Person authorised to sign the bid)

Note:

Failure for a bidder to complete and sign this form of offer will lead to disqualification.

In the event the offer differs from the pricing schedule this offer shall prevail.



1.1 NOTICE TO BIDDERS

1.1.1 Compulsory Briefing Session

There will be no compulsory briefing session for this tender.

1.1.2 Bid Submission / Closing Date

Tender Submission: Request for Bid RFB MUT 19/2023R for the “Panel of two (2) Additional Professional Service Providers for catering services for Mangosuthu University of Technology (MUT).” must be dropped off in the Bid box situated at Security Foyer, West Wing -Administrative Building, Main campus, Mangosuthu Highway, Umlazi **on or before 27 June 2024 at 11h00**. Late submissions will not be accepted.

Filing Guidelines:

- **Section one (1) Mandatory documents must be marked as *Commercial Proposal*.**
- **Section two (2) technical proposal (Functionality) must be marked as *Technical Proposal*.**
- **Section three (3) Pricing Section/ and Financial Statement (where applicable) Marked as *Financial Offering***

NB: No late bids will be accepted.

Queries relating to the issue of these documents shall be addressed to the Employer’s Agent(s)

MUT Representative/s to whom Enquiries must be addressed	Ms Philisiwe Hlophe Email Address: Philly@mut.ac.za Telephone Number 031 907 7160 All Queries must be in writing
MUT Representative to whom Technical Enquires must be addressed to	Ms Jade Mthiyane Email: mthiyanej@mut.ac.za Tel Number: 031 907 7510 All Queries must be in writing

SECTION 2: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. Introduction

- Mangosuthu University of Technology (MUT) is situated at Umlazi South of Durban and overlooks the beautiful Indian Ocean. MUT provides students with career-oriented skills through a combination of theoretical knowledge and practical experience in the workplace.
- MUT co-operates closely with commerce and industry to ensure that the curriculum of a particular qualification is completely relevant to the chosen field and that the qualification is market related.
- MUT provides quality education and prepares its undergraduate and post-graduate students on its campus to be leaders of the highest calibres.
- Graduates enter the workplace equipped with the essential knowledge, range of abilities and practical experience relevant to their chosen careers. MUT provides students with career-oriented skills through a combination of theoretical knowledge and practical experience in the workplace.

2.1 Completion of Bid Document forms Special Instruction and Notice

- 2.1.1 Under no circumstances may the bid document be retyped or redrafted. Photocopies of the original bid document may be submitted electronically, but an original signature must appear on the physical document and the electronic copy of the original.
- 2.1.2 The bidder is advised to check the number of pages and satisfy himself that none are missing or duplicated.
- 2.1.3 Bids submitted must be fully completed, initialled, and signed where necessary failure to which may lead to disqualification.
- 2.1.4 The bid document must be submitted at the address indicated not later than the closing time specified, and in accordance with the directives in the bid documents.
- 2.1.5 All bids received in sealed envelopes with an electronic copy included (via USB in PDF file secure format),
- 2.1.6 All bids must be received sealed, and any opened envelopes will not be accepted.
- 2.1.7 No bids submitted by telegraphic or other electronic means will be considered unless otherwise stated.
- 2.1.8 Where samples are required, clear instruction will be given for the submission of such.



Completion of Bid Document forms Special Instruction and Notice (continued)

- 2.1.9 No alteration made by the bidder in the bid document shall be accepted (exceptions may be considered on the pricing schedule and must be initialled).
- 2.1.10 Use of correcting fluid is prohibited.
- 2.1.11 Bids will not be opened in public.
- 2.1.12 Prices will not be announced publicly.

2.2 MUT's Rights

- 2.2.1 The MUT reserves the right not to award nor to further negotiate with the successful bidder(s) an applicable cost dispensation. All prices to be inclusive of VAT where applicable.
- 2.2.2 The MUT reserves the right not to appoint the lowest bidder.
- 2.2.3 The MUT may request clarification on any aspect of a bid submitted by the Bidders, such requests, and the responses to be in writing.
- 2.2.4 The MUT may reject all responses submitted by Bidders and embark on a new bidding process as it deems fit if there is failure to receive satisfactory responses.
- 2.2.5 The Bid awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which MUT reserves the right to withdraw the bid and to award same to another bidder without the need to repeat the bidding process.
- 2.2.6 The MUT may in promotion of local to site Small Emerging Enterprises give preference to Designated Group.
- 2.2.7 MUT will endeavour to promote enterprise development in line with the Codes of Good Practice.
- 2.2.8 The MUT reserves the right not to appoint a bidder with the existing contract with MUT, two (2) or more contracts with the MUT.
- 2.2.9 Bidders who previously provided unsatisfactory service to MUT will be disqualified.
- 2.2.10 MUT reserves the right to request additional documents/information such proof of affiliation to South African Chef association from the panel members before being requested to cater for VIP events to ensure quality of services, therefore tenderers are required to provide the required information when requested and failure to do so may lead to disqualification.

2.3 Project/Service Background

The Scope of Work encompasses the appointment of a panel of services providers for catering Services for a period of a period of thirty-six (36) months on and as and when the need arises basis. **The maximum number of panel members is two (2) highest ranking service providers in terms of preferential procurement point system.** There is already one existing service provider who provides catering services, and the contract period is 36 months which started in

May 2024. The qualifying service providers will be allocated work on a rotational basis based on the demand within this 36-month period.

2.4 Contract Period

The envisaged contract will be for the duration of thirty-six (36) months.

2.5 Contract Type

MUT standard service level agreement (SLA) will be used for this service.

2.6 Validity of Bid

- Proposals must remain open for a period of hundred and twenty (120) calendar days from date of closure.
- MUT reserves the right to extend the validity period of the bid if the need arises.


2.7 Tax Compliance Requirements

- 2.7.1 A valid Tax Pin must be attached.
- 2.7.2 Bidders are required to complete the letter of Authorisation Form granting MUT permission to validate/ verify the Bidder's Tax Compliance Status from SARS (annexure D).
- 2.7.3 Non -Compliant status. Bidder will be afforded an opportunity to rectify their status within five (5) working days failing which will lead to disqualification.
- 2.7.4 The tax status must be compliant at the closing date of the tender. If the status is non-complaint, then the tenderer will be disqualified.

2.8 Project/ Service Overview /Scope/general requirements

The following Important points must be noted regarding the specifications and general requirements for this project:

- The scope of work encompasses the appointment of a panel of services providers for catering Services for a period of thirty-six (36) months.
- No catering staff is allowed to lounge around unprofessionally pre, during and post the serving of food. MUT expects professional and respectful behaviour at all times.
- Meals must be served hot where necessary.
- The supplier must bring their own tables and tablecloths for all catering display or lay-out.
- Drinks must be stored at the correct cool temperature. Always provide clean cooler boxes and ice where relevant. Kindly provide ice buckets for or all executive catering.

- 
- All executive meals must come with the following: crockery, cutlery, 2 X dining tablecloths, 2 X serving tablecloths, serviettes, individually wrapped straws and toothpicks.
 - Some venues have a kitchen. Food preparation in the MUT kitchens is strictly prohibited. The supplier may do minor preparation-touch-ups and use the kitchen as a storeroom. Bring your own utensils, crockery, and cutlery. Always leave the kitchen clean and tidy.
 - All catering staff must be dressed in clean uniform, including hairnets. The catering staff is expected to be on stand-by for the duration of the activity and to serve food.

2.9 No Rights or Claims for Bidders

2.9.1 Receipt of the invitation to bid does not confer any right on any bidder in respect of the services/goods or in respect of or against the MUT. MUT reserves the right, in its sole discretion, to withdraw by notice to bidders any Services/Goods or combination of Services from the bidding process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to Bid on notice to the Bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the services/goods because of their participation in the bidding process.

2.9.2 Neither the MUT nor any of their respective representatives will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to Bid or the subsequent submission of a Bid in response to this invitation to Bid in respect of the Services/Goods or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by Bidders in connection with or arising out of the Bidding process.

2.10 Non-Disclosures.

- The invitation to bid and its contents are made available on condition that they are used in connection with the bidding process set out in the invitation to bid and for no other purpose. All

information pertaining to this invitation to Bid, and its contents shall be regarded as restricted and divulged on a “need to know” basis with the approval of MUT.

- When the Bidder is appointed in accordance with this invitation to bid such bidder may be subject to security clearance and Safety, Health, Environmental and Quality (SHEQ) compliance standards prior to commencement of the Services/Goods.
- The Bidder undertakes to ensure that all data and information (including but not limited to any technical, commercial, scientific information, processes, designs, technical specifications, copyright and data in any form) in connection with or arising from this Bid shall be kept confidential and agree not to disclose it to third parties and not to make use of such information other than for the purpose of participating in the Bid and to release such information to its employees on a “Clarity” basis only, provided that such employees undertake to be bound by the confidentiality contained herein.
- The bidder accepts that all information relating to completed bids received is confidential. Accordingly, MUT will not disclose this information to any third party.

2.11 Information Accuracy

The information contained in the invitation to bid has been prepared in good faith. Neither MUT nor any of their respective representatives or employees, make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.

2.12 Competition Act

- 2.12.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 2.12.2 In general, the attention of bidders is drawn to Section 4(1) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive Bidding.
- 2.12.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this Bid invitation they may make, they are encouraged to discuss their position with the competition authorities before submitting a response.
- 2.12.4 Any correspondence or process of any kind between Bidders and the competition authorities must be documented in the responses to this invitation to Bid.

2.13 Appeals

- 2.13.1 Bidders who are not successful may appeal in writing to MUT's Head of Supply Chain within three (3) working days of receiving the "Letter of Regret" notifying that the bid was unsuccessful.
- 2.13.2 Bidders are not allowed to enquire about another bidders' response, as this may contain privileged information (e.g., financial statement)

2.14 Fraud and Corruption

- 2.14.1 MUT takes a zero-tolerance approach to fraud, corruption, bribery and dishonesty.
- 2.14.2 Any unlawful or illegal practice, or attempt thereto, by the bidder or MUT's personnel to offer, promise or given a bribe in relation to obtaining or the execution of such contract will lead to disqualification of the bidder and disciplinary action taken against the alleged parties.
- 2.14.3 Any bidder who acted in a fraudulent, collusive, anti-competitive or improper manner or in bad faith towards the University; or made any incorrect statement in any bid or declaration and is unable to prove to the satisfaction of the University that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements will be disqualified and blacklisted from future opportunities within MUT.
- 2.14.4 MUT will uphold all laws relevant to the countering of bribery and corruption.
- 2.14.5 MUT will disqualify any bidder that was involved in any dishonest acts, is dishonest in the bidding document and makes any attempt to obtain a successful bid improperly.
- 2.14.6 Should the verification process identify any irregularities such bidding organization will be disqualified.

2.15 PURCOSA Service Fee

(applicable if the bid is advertised through Purco SA)

The Supplier must provide for a 2% service fee calculated on the total value of each invoice issued by the Supplier for or otherwise relating to supply of goods and/ or performance of the Services to the Purchaser (including any additional/ ad hoc goods supplied or services rendered), payable to PURCO SA on submission of relevant invoice to the Purchaser. The selected Supplier is required to send a copy of monthly invoice and statement to both PURCO SA and the Purchaser. Upon receipt of the monthly sales report from the Supplier, PURCO SA shall invoice the Supplier a minimum of 2% service fee based on the Rand value of the total monthly sales which is payable to PURCO SA within 30 days of the invoice date.

SECTION 3: EVALUATION PROCESS

3.1 Introduction

To ensure that all bidders are afforded the opportunity to compete on an equal footing and to enable the Mangosuthu University of Technology to evaluate the Bids received on an equal basis, a pre-described process of evaluating bids will be followed. MUT Health and Risk Officer will conduct an inspection of the kitchen and vehicles used to transport food. Vehicles must be solely for food transportation and be branded with the supplier logo and name. Food tasting/mock catering presentation will be conducted by representatives of MUT's key user departments, and they will rate the service provider as per the attached evaluation sheet (mock catering). This cost will be borne by the service providers, therefore special care should be taken when doing costing for the menus. Food presentation, cleanliness of staff uniforms (including chefs and waiters/waitrons) will be assessed during food tasting/mock catering presentation. Furthermore, suppliers may not share the certificate of acceptability with any other company and the location must be within a 20-kilometre radius of Mangosuthu University of Technology. This is part of risk management such as food contamination, allowing the service provider to replete with ease, and provide an agile service.

3.2 Methodology

The evaluation of bids will be divided into three (3) stages:

Stage 1: Mandatory Requirements/Documents.

Mandatory documentation – whether all required documentation and/or certification have been included.

- 3.2.1 The MUT has defined minimum mandatory criteria listed in the table below that must be met by the bidder for the MUT to accept an offer for evaluation.
- 3.2.2 Where there is failure to comply with the mandatory requirements or for any reason that MUT is unable to verify any of the mandatory documents the bid will not progress to the next stage of evaluation.
- 3.2.3 Documents submitted in support of this bid must be documents of the bidding entity. It is not permitted that documents submitted pertain to different companies or units within a group. As an example, a bidder cannot submit its own BBBEE certificate but the financial statements of its parent or another company in the same group. Similarly, a bidder cannot submit its own

financial statement, but the BBBEE certificate, SARS certificate, etc. of other companies in the group.

Table 1: **Stage 1 -Mandatory Requirements/Documents**

Item no:	Description of Appendix	Compulsory
1	Signed RFB Document	Yes
2	Fully completed Pricing Schedule	Yes
3	Company Registration Documents	Yes
4	SARS Pin (if not valid the recommended service provider is given 5 days to rectify the status, however, it must be valid at closing date)	Yes
5	ID Copies of all Company Directors	Yes
6	Board/Directors Resolution or Proxy (if not sole proprietor)	Yes
7	Submission of Declaration of interest	Yes
8	Submission of completed Declaration of Bidders past Supply Chain Practices	Yes
9	Board of Director's resolution or Proxy	Yes
10	Submission of Letter of Good standing in terms of COIDA	Yes
11	A valid certificate of acceptability for food premises governing general hygiene requirements for food premise and the transportation of food.	Yes

Note:

No points are allocated to this phase; however, bids that do not meet the Mandatory requirements will not advance to the next phase of the evaluation process.

OTHER ADDITIONAL REQUIREMENTS: (NOT COMPULSORY)

		Non-Compulsory Additional Requirements.
1	CSD MAAA Number (please insert in the space)	
2	BBBEE Certification (No points will be allocated if not provided)	Yes
3	Comprehensive Company Profile	Yes
4	Proof of bank account	Yes
5	Proof of business address (Utility bill, lease agreement, etc- to claim points on stage 2 – locality under functionality evaluation)	Yes

Stage 2: Functionality Evaluation

The evaluation criteria for functionality considers the bidder's previous experience and ability, quality, reliability, viability and durability of all equipment, goods and or services as well as the bidder's technical capacity and ability to execute and maintain a contract.

Note:

- No bid will be considered further unless the minimum qualifying score/percentage for functionality has been achieved.
- The score for mock catering will be out of 30 points and will be conducted for all the tenderers who score at least 30 points and 15 points in the first (experience) and second criteria (locality) respectively, under functionality stage 2 of evaluation. The weighted average score of all the evaluators will be applicable.
- The abovementioned score for mock catering will form part of the functionality criteria (stage 2) scores.
- Only bidders scoring minimum of 75% and more shall be considered for Stage 3, dealing with Price & BBBEE.
- Site inspections will be conducted for all tenderers recommended for award to ensure compliance with Health and Safety standards as prescribed in OHS Act.
- Failure to comply will result in disqualification.

Table 2: Functionality – Stage 2 – Minimum qualifying score is 75 points.

Functionality Criteria	Weights
<p>Previous experience in providing Catering services: Provide three (3) reference letters with contact details for previous experience of a similar nature. The bidder must have experience in rendering outsourced catering services at Corporate/ Education/Learning Institutions/Public Sector. (Catering for at least 50 people) These references should include the name of the entity, nature of contract, contact person (Site/Office Manager), office telephone, cellphone number and email address (Attach reference letters).</p>	Maximum of 50 points
<ul style="list-style-type: none"> • 3 References provided 	50 points
<ul style="list-style-type: none"> • 2 References provided 	30 points
<ul style="list-style-type: none"> • 1 Reference provided 	10 points
<ul style="list-style-type: none"> • Non submitted / no relevant experience. 	0 points
Promotion of Local Based Bidders	Maximum of 30 points
Bidders are required to submit supporting documentation, as appropriate, to satisfy MUT as to their primary place of business. (E.g., Lease Agreements/ Utility Bills)	20 Points
Umlazi	20 Points
Durban Metropolitan	15 Points
Outside KZN province	0 Points
MOCK CATERING (SEE THE EVALUATION SHEETS)	Maximum points of 30 points
Weighted average score by evaluators- food tasting /Mock catering. The weighted average score on the evaluation sheet(s) for scoring this criterion will be multiplied by 30 percent, which is the maximum score for this criterion.	30 points
TOTAL POINTS FOR FUNCTIONALITY	100 Points
Bidders are required to submit supporting documentation, as appropriate, to satisfy MUT as to their primary place of business. (E.g., Lease Agreements/ Utility Bills, strictly not ward councilor letter)	

Note:

This must be submitted under Section two (2) technical proposal (Functionality) must be marked as Technical Proposal. Only bidders who score at least 30 points on Previous experience and at least 15 points on Promotion of local based bidders' criteria will be subjected to mock catering.

Stage 3: Evaluation in terms of the preference point system

Bids to the value of R50 000 000 (fifty million rand) will be evaluated in accordance with the 80/20 preference point system and bids greater than R50 000 000 (fifty million rand) will be evaluated in accordance with the 90/10 preference point system.

Only Bids that achieve the minimum qualifying score/percentage of 75 % for functionality will be considered further in terms of the relevant preference point system.

3.3 POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

1.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

SECTION 4: FORMS

Annexure A	Reference Letters Client Form
Annexure B	Bidders Past experience (list)
Annexure C	Bidder form, Important Conditions and Miscellaneous requirements
Annexure D	Declaration of Interest
Annexure E	Declaration of Bidder's Past Supply Chain Management Practices
Annexure F	Tax Pin Certificate Requirements
Annexure G	Acknowledgement of Bid Document
Annexure H	Certificate of Independent Bid Determination
Annexure I	Code of Conduct for Bidders
Annexure J	Preference Points Claim Form
Annexure K	Authority to Sign Bid
Annexure L	Pricing Schedule (BOQ)
Annexure M	Specifications and Key Performance Indicators
Annexure N-	Mock catering evaluation sheet (for office use only)

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ANNEXURE A

TEMPLATE OF THE REFERENCE LETTERS FOR PREVIOUS PROJECTS SUCESSFULLY COMPLETED. (CATERING FOR AT LEAST 50 PEOPLE)

References for similar nature projects should be provided to demonstrate your ability to fulfil MUTs requirements and demonstrate bidder's ability to maintain satisfied client's. Three (3) Reference Letters to be Attached to this and/ or this can be submitted to previous clients for completion and must be stamped.				
Supplier Name (Client)				
Name and Designation of Referee				
Telephone No				
Email Address				
Date of Reference				
Date or period service was provided				
Contract Value				
Service Offering (Please indicate the service/goods provided/supplied by the Bidder)				
Brief description of the bidder's performance				
Criteria	Needs Improvement	Meets Requirements	Exceeds Requirements	Exceeds Requirements and Adds Value
1. How satisfied are you with the level of service/Goods and professionalism received from the Bidder?				

ANNEXURE B

Company References and Past Experience

List all previous contracts from customers with similar requirements as MUT. These references may also be contacted by MUT for verification purposes in the event where the provided reference letters cannot be verified. Please note that the information below must correspond with those in the letters submitted.

Name of Company	Contact Name	Value of Contract	Contract period	Contact Number	Email Address
1.					
2.					
3.					

ANNEXURE C:

BIDDER FORM, IMPORTANT CONDITIONS & MISCELLANEOUS REQUIREMENTS

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to MUT on the items and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that:
 - 2.1 the offer herein shall remain binding upon me/us and open for acceptance by MUT during the validity period indicated and calculated from the closing time of the Bid.
 - 2.2 if I/we withdraw my/our Bid within the period for which I/we have agreed that the bid should remain open for acceptance, or fail to fulfil the contract when called upon to do so, MUT may without prejudice to its other rights, agree to the withdrawal of my/or bid or cancel the contract that may have been entered into between me/us and MUT and I/we will then pay to MUT any additional expense incurred by MUT having either to accept any less favourable Bids or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bid and by the subsequent acceptance of any less favourable Bid, MUT shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other bid or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss MUT may sustain by reason of my/our default;
 - 2.3 if my/our Bid is accepted the acceptance may be communicated to me/us by electronic mail.
 - 2.4 the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as detailed below.
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.....
.....
3. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
5. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
6. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or bid(s) involved.
7. Are you duly authorized to sign for this Bid?

***YES / NO**

Has the Declaration of Interest been duly completed and included with the other Bid forms?

***YES / NO**

*Delete whichever is not applicable.

<p>SIGNATURE (S) OF BIDDER OR ASSIGNEE(S).</p> <p>DATE:.....</p>
--

Please complete the following in block letters

Capacity and particulars of the authority under which this Bid is signed.

.....

Name of Bidder

Postal Address

Telephone number(s) (Toll free if applicable)

Facsimile number(s)

Email Address(s)

Bid Number

Name of contact person

ANNEXURE D:

DECLARATION OF INTEREST

1.	If Bidder is a Sole Proprietor: Are you (or your spouse, child, or parent) currently employed by MUT?	Yes	No
1.1	If yes, provide particulars:		
2.	If Bidder is a Sole Proprietor: Have you (or your spouse, child or parent) been employed by MUT in the past 12 months?	Yes	No
2.1	If yes, provide particulars:		
3.	If Bidder is a Sole Proprietor: Do you (or your spouse, child or parent) have any relationship (family, friend or other) with any person who may be involved with the evaluation or adjudication of this Bid?	Yes	No
3.1	If yes, provide particulars:		
4	If Bidder is a company, close corporation, partnership, trust or association: Are any of the Bidder's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) currently employed by MUT?	Yes	No
4.1	If yes, provide particulars:		
5.	If Bidder is a company, close corporation, partnership, trust or association: Have any of the Bidder's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) been employed by MUT in the past 12 months?	Yes	No
5.1	If yes, provide particulars:		

6.	If Bidder is a company, close corporation, partnership, trust or association: Do any of the Bidder's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) have any relationship (family, friend or other) with any person who may be involved with the evaluation or adjudication of this Bid?	Yes	No
6.1	If yes, provide particulars:		
		

DECLARATION OF INTEREST

I, _____ (full names), certify that the information furnished in this declaration of interest is true and correct.

SIGNED at _____ on this _____ day of _____ 20_____

Signed by or on behalf of **the Bidder**.

If signed on behalf of the Bidder, the signatory hereby warrants that (she/he) is duly authorised to sign this declaration on its behalf.

Signature: _____

Designation: _____

Full details of directors/Trustees/ Members and Shareholders

Full Name	Identity Number

◆ ◆ ◆

ANNEXURE E:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Section must form part of all Bidders invited.
2. It serves as a declaration to be used by MUT in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The Bid of any Bidder may be disregarded if that Bidder, or any of its directors have:
 - a. abused MUT's supply chain management system.
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**

Item	Question	Yes	No
4.1	Is the Bidder or any of its directors listed on the National Treasury/MUT's database as companies or persons prohibited from doing business with the public sector?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars.		
4.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars.		
4.3	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars.		
4.4	Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars.		

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

I, the undersigned

(Full name) _____

Certify that the information furnished on this declaration form is true and correct. I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signature

Date

Designation

Name of Bidding Entity



ANNEXURE F:

TAX PIN CERTIFICATE REQUIREMENTS

It is a condition of a Bidder that the taxes of the successful Bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the Bidder's tax obligations.

1. An original valid Tax Pin Certificate must be submitted together with the Bid. Failure to submit an original and valid Tax Pin Certificate will result in the invalidation of the Bid.
2. Certified copies of the Tax Pin Certificate will not be acceptable.
3. Bidders to complete **Letter of Authorisation Form** below, granting MUT authority to verify/validate the Bidders Tax Compliance Status from SARS. The Bidder is also required to attach a copy of their Tax Pin Status printed from the online portal.

Upon evaluation of the bid, should the Bidder's Tax Pin Status printed from the online portal, not be in order, Bidder will be afforded an opportunity to rectify their status within five (5) working days failing which will lead to disqualification.

4. In Bids where Consortia/Joint Ventures/Sub-Bidders are involved; each party must submit a separate valid Tax Pin for their organization.
5. Applications for the Tax Pin may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
6. Copies of the TCC 001 "Application for a Tax Pin" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

TAX PIN LETTER OF AUTHORISATION

I, the undersigned

(Full names) _____

Hereby grant authorisation to the Mangosuthu University of Technology to validate my Organisation/
Companies current tax status.

Tax No. _____

Tax Pin No. issued by SARS.

Signature of authorized person

Date

Designation

Name of Bidding Entity

Bidders are to ensure that the information supplied in the above form is completed in whole and that the information is true and correct, failing which, this will lead to the Employer not being able to validate the bidders tax status online, which shall lead to the disqualification of the bidders bid.



ANNEXURE G:

ACKNOWLEDGEMENT OF BID DOCUMENT

I/We _____ are having examined the Request for Bid Document and all other information available prior to the closing date, hereby offer to execute, complete, and maintain the whole of the said works and to supply all the requisite services in conformity with the aforesaid documents.

Name of Bidder: _____

Address: _____

Telephone Number: _____

Email Address: _____

Company Stamp: _____





ANNEXURE H:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation.

(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and

(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:



- (a) prices.
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors, or formulas used to calculate prices.
- (d) the intention or decision to submit or not to submit, a bid.
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder




ANNEXURE I:

CODE OF CONDUCT FOR BIDDERS

- 1. By submitting this bid, the Bidder hereby acknowledges and confirms adherence to the following:**
 - 1.1. the founding provisions of the Constitution of South Africa, that describe the Republic as a state founded, inter alia, on human dignity, the achievement of equality and the advancement of human rights and freedoms.
 - 1.2. the provisions in the Bill of Rights that address labour relations, including the right to fair labour practices, to join trade unions and to bargain collectively.
 - 1.3. legislation such as the Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act, which set out the legal framework for industrial relations.
 - 1.4. the University's Mission Statement, including its commitment to promote equal opportunity and the full development of human potential, to transcend the legacy of apartheid and to overcome all forms of gender and other oppressive discrimination.
 - 1.5. decent standards of work and full adherence to the laws of the Republic of South Africa, including legislation that protects the rights of workers.
 - 1.6. Freedom of association and collective bargaining

- 2. By submitting this bid, the Bidder hereby acknowledges and confirms adherence to the following:**
 - 2.1 The right of workers to join or form trade unions and to bargain collectively.
 - 2.2 A constructive and open attitude towards the activities of trade unions and their organisational activities.
 - 2.3 Worker representatives are not discriminated against and are provided with access to the workplace to carry out their representative functions.
 - 2.4 Regular monitoring takes place, culminating in an annual report prepared by the Bidder on adherence to the code of conduct.
 - 2.5 Permit workers to comment on adherence to the code of conduct and on the employer's report.
 - 2.6 Permit MUT to conduct random inspections as deemed appropriate to ensure compliance to code of conduct.

- 3. Working conditions- The Bidder pledges to:**
 - 3.1 Ensure a safe and hygienic working environment is provided, bearing in mind prevailing knowledge of the industry and of any specific hazards.
 - 3.2 Ensure that adequate steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work by eliminating, as far as is reasonably practicable, the causes of hazards inherent in the working environment. Occupational health and safety practices are conducted in accordance with a best practice checklist provided by

- 
- 3.3 Ensure that regular and recorded health and safety training is provided, and such training is repeated for new or re-assigned workers.
 - 3.4 Ensure that all its staff members are always provided with PPE as per requirement.
 - 3.5 Ensure that all chemicals are handled in the prescribed format.
 - 3.6 Ensure that access to clean ablution and changing facilities and to potable water and, if required, sanitary facilities for food storage are provided.
 - 3.7 Ensure that responsibility for health and safety is allocated to a senior management representative nominated by the specific Bidder.
 - 3.8 Ensure compliance at all times with all laws, rules and regulations to ensure COVID safety.



ANNEXURE J:

PREFERENCE POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE

1. BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

2. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED

B-BBEE Status Level of Contribution: _____ = _____ (maximum of 10 or 20 points) must be in accordance with the table below and must be supported by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA, or an Accounting Officer as contemplated in the CCA).

3. DECLARATION WITH REGARD TO COMPANY/FIRM

3.1 Name of company/firm _____

3.2 VAT registration number _____

3.3 Company registration number _____

3.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium One person business/sole propriety

Close corporation Company (Pty) Limited

[TICK APPLICABLE BOX]

3.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

3.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

Manufacturer Supplier Professional service provider

Other service providers, e.g., transporter, etc. Please state below:

3.7 Total number of years the company/firm has been in business?

**PREFERENCE POINTS CLAIM FORM I SUBSTANTIATED BY B-BBEE VERIFICATION CERTIFICATE
(CONTINUED)**

3. DECLARATION WITH REGARD TO COMPANY/FIRM

3.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 2 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 2 of this form.
 - (iii) In the event of a contract being awarded because of points claimed as shown in paragraph 2, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct; and
 - (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process.
 - (b) recover costs, losses or damages it has incurred or suffered because of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered because of having to make less favorable arrangements due to such cancellation.
- 1 restrict the Bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state / tertiary institution for a period not exceeding 10 years, after the audit alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

SIGNATURE(S) OF BIDDER:

DATE:

WITNESSES:

1. _____

2. _____

ANNEXURE K:

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20.....

Mr/Mrs/Miss..... (whose signature appears below)
has been duly authorized to sign all documents in connection with this bid on behalf of

(Name of Company)

.....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1

2



B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned.....
hereby confirm that I am the sole owner of the business trading as

.....

.....

.....

SIGNATURE

.....

DATE





C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....
.....

We, the undersigned partners in the business trading as.....
hereby authorizedto sign this bid as well as any
contract resulting from the bid and any other documents and correspondence in connection with
this bid and /or contract on behalf of

.....
SIGNATURE	SIGNATURE	SIGNATURE
(PRINT NAME)	(PRINT NAME)	(PRINT NAME)

.....
DATE	DATE	DATE





D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at

.....Mr/Mrs/Miss....., whose signature appears below, has been authorized to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION:
(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1

2



E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at
Mr/Mrs/Miss....., whose signature appears below,
has been authorized to sign all documents in connection with this bid on behalf of (Name of cooperative)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:
(PRINT NAME)

.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:.....

WITNESSES: 1

2



F JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs./Miss....., Mr/Mrs/Miss.....

Mr/Mrs/Miss.....and Mr/Mrs/Miss.....

(Whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: **DATE:**

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: **DATE:**.....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: **DATE:**

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE (CONTINUED)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: **DATE:**



G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on.....20...

Mr/Mrs/Miss.....

(Whose signature appears below) have been duly authorized to sign all documents in connection with this bid on behalf of:

(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNATURE: **DATE:**

(PRINT NAME)

**ANNEXURE L:
PRICING SCHEDULE**

TO BE PRICED IN CONJUNCTION WITH THE SPECIFICATIONS IN ANNEXURE M

The below price schedule excludes any Adhoc projects, those will be agreed upon on engagement.

ANNEXURE L:

PRICING SCHEDULE

Pricing schedule to be completed on the tender document and to be attached as a separate Annexure L (Refer to Excel Sheet)

1. Light Meals and Snacks

No	Description	Rand per Head Including Delivery and all related costs
1	25g Potato chips equivalent to Simba, 17g mini smarties and 330ml soft drink can	R
2	25g Potato chips equivalent to Simba, 75g mini jelly babies sweet, 33g mini cheddar and 330ml soft drink can	R
3	25g Potato chips equivalent to Simba, 45g health chocolate bar, banana, 330ml flavoured water	R
4	25g Potato chips equivalent to Simba, 30g mini cashew, 40g mini biltong and soft drink can	R
5	2 slices of Vegetarian sandwiches plain (whole wheat and white - assorted)	R
6	2 slices of Meat / fish sandwiches plain (whole wheat and white - assorted)	R
7	2 slices of Vegetarian sandwiches toasted (whole wheat and white - assorted)	R
8	2 slices of Meat / fish sandwiches toasted (whole wheat and white - assorted)	R
9	2 slices of Plain cheese sandwiches, 1 chicken drumstick, 2 meatballs and 2 fish bites	R



10	1 Cheese and tomato croissant, 1 chicken drumstick, 2 fish bite and 2 riblet	R
11	Standard light finger lunch for 10 (5 items – assortment of pastry, meat, fish and vegetable garnish)- Per platter	R
12	Executive light finger lunch for 10 (8 items – assortment of pastry, meat, fish and vegetable garnish)- Per platter	R
13	Standard tea platter for 10 (5 items – assortment of sandwiches, scones, cupcakes and muffins)- Per platter	R
14	Executive tea platter for 10 (8 items – assortment of croissants, scones, cupcakes and muffins)- Per platter	R
15	Standard fresh fruit platter for 10 (5 items – assortment of fruits)- Per platte	R
16	Executive fresh fruit platter for 10 (8 items – assortment of fruits)- Per platter	R
17	Executive cheese platter for 10 (8 items – assortment of cheese, crackers, dips, biltong, nuts, berries and vegetable garnish) - Per platter	R
18	Executive cold meat platter for 10 (8 items - assortment of cold meats, crackers, dips, cheese, nuts and vegetable garnish) - Per platter	R
19	Soft Drinks (canned) -per 330ml can	R
20	Mineral water- 500ml	R
21	Fruit Juice (100%)- 330 ml can	R
22	Standard coffee / tea	R
23	Executive coffee / tea (served in canisters / jugs)	R
24	Executive coffee / tea (served in individually wrapped sachets)	R
14	TOTAL PRICE FOR ALL ITEMS SPECIFIED ON ITEM 1	R

2. Hot Lunches

Description	Price per Head including delivery and all related costs
Standard meal 1 (pre-packed or buffet): Rice or steamed bread or samp or roll Chicken curry 2 standard salads Fruit Juice (100%) or soft drink (canned)	R
Standard meal 2 (pre-packed or buffet): Rice or steamed bread or samp or roll	R



Beef curry 2 standard salads Fruit Juice (100%) or soft drink (canned)	
Standard meal 3 (pre-packed or buffet): Chicken biryani 3 standard salads Fruit Juice (100%) or Soft drink (canned)	R
Standard meal 4 (pre-packed): Quarter leg grilled chicken Fries 1 X green salad Fruit Juice (100%) or Soft drink (canned)	R
Standard meal 5 (pre-packed): Burger Fries 1 X green salad Fruit Juice (100%) or Soft drink (canned)	R
Standard meal 6 (pre-packed): Wors and roll Fries 1 X green salad Fruit Juice (100%) or Soft drink (canned)	R
Executive meal 1 (buffet): Basmati rice or steamed bread or samp or roll Chicken curry Grilled fish 3 standard salads Fruit Juice (100%) or Soft drink (canned)	R
Executive meal 2 (buffet): Basmati rice or steamed bread or samp or roll Mutton curry Grilled fish 3 standard salads Fruit Juice (100%) or Soft drink (canned)	R
Executive meal 3 (buffet): Grilled beef slices in bbq gravy Grilled chicken in mushroom sauce Grilled fish	



Potato mash and vegetable bake 3 standard salads Fruit Juice (100%) or Soft drink (canned)	R
Executive meal 4 (buffet): Grilled quarter leg chicken in gravy Grilled fish in mushroom sauce Ribs in bbq suace Pasta, sauce and cheese and vegetable bake 3 standard salads Fruit Juice (100%) or Soft drink (canned)	R
TOTAL PRICE FOR ALL ITEMS SPECIFIED ON ITEM 2	R

3. Breakfast

Description	Price per Head including delivery and all related costs
Yoghurt Muesli, All Bran Fresh fruit platter Scones, Muffins, Croissants Cold meats (Ham, Turkey, Pastrami) Cheese platter Butter, margarine, marmalade, jam and cheese Fruit Juice (100%)	R
Yoghurt Cereals Fresh fruit platter Eggs Sausages/ bacon Scones, Croissants, Buns (whole wheat and white) Butter, margarine, marmalade, jam and cheese Fruit Juice (100%)	R
TOTAL PRICE FOR ALL ITEMS SPECIFIED ON ITEM 3	R

4. Braai

Description	Price per Head including delivery and all related costs
Chicken (quarter portion) Boerewors Lamb Chops Steak Pap Gravy 3 x salads Buns (whole wheat and white) Butter and margarine Fruit juice (100%) Soft drinks (canned)	R
TOTAL PRICE FOR ALL ITEMS SPECIFIED ON ITEM 4	R

5. Total Form of Offer

Total form of offer (for evaluation purposes)	Year 1 (in Rands)	Year 2 (in Rands)	Year 3 (In Rands)
Total price for all items specified on item 1			
Total price for all items specified on item 2			
Total price for all items specified on item 3			
Total price for all items specified on item 4			
Add VAT at 15 %			
Total cost (inclusive for all items specified on items 1-4, , delivery costs and other related costs plus VAT)			

Notes to Pricing:

- a) **Bidders are to note that if the price offered by the highest scoring bidder is not Market-related, MUT may not award the contract to that Bidder. MUT may-**
1. Negotiate a market-related price with the bidders scoring the highest points or cancel the RFB.
 2. If that Bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFB.
 3. If the Bidder scoring the second highest points does not agree to a Market-related price, negotiate a market-related price with the Bidder scoring the third highest points or cancel the RFB.
- b) If a market-related price is not agreed with the bidder scoring the third highest points, MUT must cancel the RFB.
- c) Prices must be quoted in South African Rand. If in foreign currency the rate of exchange should be clearly stipulated.
- d) Please note that should you have offered a discounted price(s), MUT will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

ANNEXURE M:
TECHNICAL SPECIFICATION AND KEY PERFORMANCE INDICATORS

1. Introduction

The document is required to provide the panel of professional services for catering services for a period of thirty-six (36) months. The service provider will be allocated work on a rotational basis based on the demand over this period.

2. Purpose

To provide the university with a panel of additional 2 professional catering service providers.

3. Scope

The scope entails the provision of catering services as outlined in this tender document for a period not exceeding thirty-six (36) months as and when required by the MUT.

Events will be graded as follows and must be treated as such:

- Entry level event: No sit down, food is pre-packed and waitrons to distribute.
- Mid-level: Sit down, standard menu and standard tables.
- Executive level: Sit-down, high-level menu buffet, table set up with crockery and centre-flowers and senior waitress service for protocol.

The overall purpose of having the panel of catering services is to ensure that the University's events are properly catered for and ensure that the services are readily available to MUT whenever required. It is therefore critical that the winning bidders are able to respond to MUT's request within 24 hours as some of the meetings and events take place at short notice.

Key performance indicators (KPI's

Service levels are measured using Key Performance Indicators ("KPIs").

- Catering must be set up and ready, 30+ minutes prior the requested time. This will ensure readiness should the formalities finish a little earlier.
- Caterers may expect urgent catering request/s from the Users.
- Turnaround time for normal requests other than urgent is 48 hours.
- No separate costs should be charged for folding tables and tablecloths used at serving station. These items must be readily available when requested by a client.

ANNEXURE N:

MOCK ASSESSMENT CRITERIA SCORE SHEET (for office use only -Mock catering)

On a scale of 1 to 5, rate the supplier's overall mock catering. The scale of 1 to 5 begins from very poor to satisfactory to very good. Please write your personal details and enter all scores accordingly. Kindly complete all fields; this is compulsory.

Full name and surname	
MUT Department	
Email address	
Cell number	

RATE	1 = Very poor	2 = Poor	3 = Satisfactory	4 = good	5 = Very good
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	ITEM	RATE
1	Presentation of chef: attire, cleanliness and behavior	
2	Presentation of waiter: attire, cleanliness and behavior	
3	Presentation of waitress: attire, cleanliness and behavior	
4	Table and tablecloth: quality and cleanliness	
5	Food warmers: quality and cleanliness	
6	Crockery: quality and cleanliness	
7	Cutlery: quality and cleanliness	
8	Glasses / cups: quality and cleanliness	
9	Accessories and other items: quality and cleanliness	
10	Total / overall presentation of entire table: quality, appearance and cleanliness	
11	Taste of starch 1 and starch 2	
12	Taste of curry 1	
13	Taste of curry 2	
14	Taste of grill 1 and grill 2	
15	Taste of salad 1 and salad 2	
	TOTAL SCORE OUT OF 75	

Additional comments; please write below:
