



T08/03/17

**APPOINTMENT OF A CATERING
COMPANY FOR THE IDC HEAD OFFICE**

**BID CLOSING DATE: WEDNESDAY, 22
MARCH 2017 AT 12:00 NOON**

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Ms Shirley Mampuru</u>
Telephone Number:	<u>+27 11 269 3583</u>
Email address:	<u>shirleym@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 14 March 2017**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

4. Instructions on submission of Bids

- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T08/03/17: Appointment of a Catering Company for the IDC Head Office**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on Wednesday 22 March 2017.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not be held responsible for any delays where bid documents are handed to the IDC Receptionist.**

- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

5. Preparation of Bid Response

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

6. Supplier Performance Management

Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. Supplier Development

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC's Rights

- 8.1 The IDC is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.
- 9.7** The bidder warrants that the goods proposed under this RFP are new, unused, of the most recent or current models; and that they incorporate all recent improvements in design and materials unless provided otherwise in this RFP. The bidder further warrants that all goods proposed under this RFP shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the RFP's specifications) or from any act or omission of the bidder, that may develop under normal use of the proposed goods in the conditions prevailing in South Africa.

10. Reasons for disqualification

- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 bidders who do not comply with **mandatory requirements** if stipulated in the RFP document; bidders who fail to comply with FICA requirements;

11. Local Production and Content

The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

12. Response Format (Returnable Schedules)

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

- 12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 12.2 Schedule 1:**
- 12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 12.2.2 Annexure 1 of this RFP document (duly completed and signed)
- 12.3 Schedule 2**
- 12.3.1 Original and valid Tax Clearance Certificate(s) (TCC);
- 12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 12.3.3 Copy of Board Resolution, duly certified;
- 12.3.4 Originally certified copy of ID document for the Company Representative
- 12.3.5 Annexure 2 of this RFP document (duly completed and signed);
- 12.3.6 Annexure 3 of this RFP document (duly completed and signed);
- 12.3.7 Annexure 4 of this RFP document (duly completed and signed);
- 12.3.8 Latest Audited Financial Statement
- 12.3.9 Response to Annexure 6: BEE Commitment Plan
- 12.3.10 B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. A Qualifying Small Enterprise (QSE) that has 51% or more black beneficiaries may obtain a sworn affidavit confirming the annual total revenue and level of black ownership. If a bidder is a Joint Venture or Consortium, the bidder must submit a consolidated B-BBEE scorecard as if they were a group structure. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.
- Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.8) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**
- 12.3.11 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)
- 12.4 Schedule 3:**
- 12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 12.4.2 Annexure 5 of this RFP document, duly completed and signed
- 12.5 Schedule 4:** Price Proposal (response to Section 3 of this RFP document) **(Must be submitted in a separate envelope within the sealed envelope of the bid)**

12.6 One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid

13. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

13.1 Phase 1: Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
- Submission of Company Registration Forms as referenced 12.3.2 above
- Submission of ID copy for the Company Representative as referenced in 12.3.3 above
- BEE Status Certification as referenced in 12.3.10 above
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 3: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Supply Chain Management Questionnaire
 - Annexure 3: Declaration of Interest
 - Annexure 4: Shareholders' Information/ Group Structure
 - Annexure 5: Bidders Experience & Project Team
 - Annexure 6: BEE Commitment Plan
 - Annexure 7: Declaration Form for Local Content

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

13.2.1 Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements may lead to disqualification, and may not be considered for further evaluation on the Non-Mandatory Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

13.2.2 Other Functional/ Technical Requirements

With regard to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
Bidder's Relevant Experience	40%
Experience of Site and Assistance Managers	25%
Site take - over plan	5%
Bidder's Technical Proposal	30%
TOTAL	100%

Note: The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE, in Phase 3.

13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	90
B-BBEE	10
TOTAL	100 points

14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular brand or product or service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. Background Information

2.1 Purpose

The Industrial Development Corporation of South Africa (IDC) requires services of catering service provider at its head office located at 19 Fredman Drive, Sandown, Sandton. The IDC head office comprises of two buildings (IDC1 & IDC2) and has employed approximately 900 permanent staff and a fluctuating small number of temporary staff. Catering Service is also rendered to approximately 90 employees of outsourced contractors/consultants.

IDC has a culturally diverse staff complement and the catering operation will need to provide various options that would accommodate the particular needs of various religious and ethnic groups.

The successful catering service provider will be required to resource adequate number of chefs, waiters, kitchen staff and management team to run an effective and efficient Catering Service.

2.2 IDC Catering Facilities

The IDC has fully equipped and operational catering facilities at both the IDC buildings. The service provider must ensure the facilities are always kept clean and tidy and ready for use when needed.

All catering facilities are to be used exclusively for the preparation of catering for consumption by IDC personnel and guests.

The IDC shall instruct an independent hygiene audit firm to conduct an audit once every six (6) months without notifying the contractor and the findings of which shall be discussed with the contractor for corrective measures to be taken if any.

The facilities below will be utilized by the successful service provider:

Type of facility/area	What is it used for	Quantity	Location
Refectory	Eating area for staff/customers	1	IDC1
Main Kitchen	Sustenance and foodstuffs preparation	1	IDC1
Delivery	Delivery entrance for catering purchases	1	IDC1
Coffee Bar	Tea, coffee and soft drinks service at the reception	1	IDC1
Admin Office	Administration office for catering service	1	IDC1
Walk-in refrigerator	Keeping of foodstuffs	1	IDC1
Change Rooms	For use by catering staff	2	IDC1
Auditorium Kitchen	Catering services at the auditorium during events/ functions	1	IDC1
Storeroom	Storage for catering equipment	2	IDC1
Service area kitchens	Preparation of coffee, tea and other soft drinks for staff within working areas	30	IDC1 & IDC2
Exec kitchen	Catering for Executive Management team	2	IDC1
Exec Catering Storeroom	Keeping of catering stock for Exec Management Team	1	IDC1
Gym kitchen	Preparation of coffee, tea and other soft drinks for Gym Management	1	IDC2
Crèche (CDC)	Delivery of food items to be prepared by the Crèche	1	IDC1

3. Scope of Catering Services

The Canteen operates from 07:00 to 15:00 (Monday to Friday). The IDC retains the right to utilise the services of other catering service providers, for either on-site or off-site functions, if the IDC deems it necessary.

The catering services will be rendered as follows:

3.1 Daily catering for staff

The service provider will be required to prepare and serve adequate food to the IDC staff from Monday to Friday; excluding public holidays. The IDC staff will pay the service provider directly for their orders on cash basis. The requirements for staff catering are as follows:

3.1.1 Breakfast

Breakfast must be served from 07:00am till 10:00am (seated and takeaways).

Breakfast service includes hot and cold items: examples - fried eggs, boiled eggs, bacon, sausages, toasted sandwiches, fried tomatoes, loose seasonal fruit, soup,

porridge, slices of bread (brown & white bread), hot and cold cereals, yogurt, fruit salads, muffins, tea, coffee, cappuccinos, etc.

3.1.2 Lunch

Lunch must be served from 12:00am till 14:00pm (seated and takeaways)

Lunch service to include hot items: minimum 2 protein, 2 starches/ carbohydrates, vegetarian, loose seasonal fruit assorted warm and cold drinks.

Note to bidders:

- **The IDC has approved a Price List (for standard meals) which will serve as maximum prices that the service provider will be allowed to charge to the IDC. Please refer to Annexure 7 for the approved prices.**
- **The prices for items not listed on the approved list e.g. dairy products, special meals etc. will be negotiated with the supplier**
- **The service provider will be responsible for purchasing (and payment to the suppliers) and proper keeping of their groceries and food ingredients. IDC will provide storage.**
- **The IDC will avail the current Point of Sale (POS) system for service provider's use. The service provider will be responsible for the necessary information management.**

3.2 Vending Machine

The service provider will be required to provide four (4) vending machines on different floors of two IDC buildings. The vending machines should be refilled with various types of snacks (chocolates, sweets, peanuts etc.) various types of crisps, various types of soft drinks (bottles & cans), various types of juices (bottles & cans) etc.

3.3 Coffee Machines

The service provider will be required to provide five (5) coffee machines on different floors of two IDC buildings. The coffee machines should be refilled with tea, coffee, milk, hot chocolate etc.

3.4 Kitchens Canopies

The service provider will be required to outsource, clean the kitchens canopies, filters & extractor fans on a quarterly basis. SABS registered chemicals 1850, 2013 to be used and cleaning in strict accordance to SANS requirements. Quarterly certification to be issued to the IDC upon completion.

3.5 Catering for Meetings

The service provider will also be required, on ad hoc basis, to render catering services for IDC meetings e.g. EXCO, Board and Departmental meetings. These meetings are held on-site within IDC premises. Some of the meetings can be held very early in the morning and or late after hours. The service provider will bill the IDC for such orders; and IDC will pay the service provider in accordance with the IDC standard terms and conditions.

Note to bidders:

- **IDC cannot guarantee the number of meetings to be catered for.**
- **The service provider must use a price list as approved by IDC for all catering meetings within the IDC premises. Special meals will be priced separately as agreed between the two parties.**

3.6 Catering for Functions/ Events

The service provider will also be required, on ad hoc basis, to render catering services for IDC functions/events. The events may be held on-site (within IDC premises) or off-site. Some of the functions or events may be held after hours or over weekends. The service provider will bill the IDC for such orders; and IDC will pay the service provide in accordance with the IDC standard terms and conditions of purchase which are available, for ease of reference, on the IDC website under tenders.

Note: The IDC reserves the right to utilise the services of other catering service providers for functions/ events. This will be informed by IDC's requirements at a given time.

3.7 Buying groceries for IDC use

The service provider will be required, on ad hoc basis, to purchase groceries for IDC's use e.g. groceries for IDC Creche. The service provider will bill the IDC for such orders; and IDC will pay the service provider in accordance with the IDC standard terms and conditions of purchase which are available, for ease of reference, on the IDC website under tenders.

3.8 Waitering and Tea Services

The service provider will be required to deploy adequate resources to serve tea/ drinks/ etc. to IDC staff and visitors at the following areas:

3.8.1 Staff Kitchens

Thirteen (13) tea service staff member must be responsible for all kitchens, their daily duties shall include but not limited to –

- Serving meetings in the buildings
- Refilling of water bottles situated around the building
- Refilling consumables in the vending machines,
- Cleaning and refilling of coffee machines
- Cleaning and reporting any faults noticed/experienced from every appliance in kitchens he or she is servicing.
- Ensure kitchens are cleaned regularly or at least three times a day.
- Ensure cutlery, crockery and kitchen utensils are cleaned and kept appropriately;
- Control and restock kitchens with beverage consumables
- Report broken crockery to the Catering Supervisor.

3.8.2 Executive Management kitchens and catering storeroom at the Exec area

Two (2) experienced waiters must be deployed in this area. Waiters/ waitresses duties are as follows:

- Serving the executive management team and their guests
- Daily provide food menus to executive management and assist with ordering and purchasing thereof
- Control and restock kitchens with beverage consumables
- Cleaning and reporting any faults noticed /experienced from every appliance in the exec kitchens and exec catering storeroom
- Report broken crockery to the Catering Supervisor

3.8.3 Coffee Bar

Two (2) experienced bar attendants must be responsible for services at the coffee bar, their duties are as follows:

- The coffee bar operates from 07h00-17h00 (Monday to Friday)
- Serving tea, coffee and soft drinks to staff and visitors during business meetings at the meeting rooms at the Main Reception
- Control and restock the Coffee Bar with beverage consumables
- Cleaning and reporting any faults noticed /experienced from every appliance in the Coffee Bar
- Report broken crockery to the Catering Supervisor

Note: The service provider will be responsible for the purchasing of coffee, tea, sugar, milk, soft drinks and all related items as may be required by the IDC. The service provider will bill the IDC for these items; and IDC will pay the service provider in accordance with the IDC standard terms and conditions.

3.8.4 Staff Compliment for the Refectory, On-site Catering Management, Main Kitchen including paragraph 3.8.1, 3.8.2 and 3.8.3

The bidder must provide the following staff compliment:

Area	Staff requirement
Refectory	<ul style="list-style-type: none">• 2 x Cashiers,• 4 x Call Order Waiters
Main Kitchen	<ul style="list-style-type: none">• 1 x Function Chef,• 3 x Chefs,• 2 x Scullers (Cleaning staff)
Staff Kitchens	<ul style="list-style-type: none">• 13 x Tea service staff• 2 x Exec Waiters• 2 x Coffee Bar

Area	Staff requirement
Administration Office	<ul style="list-style-type: none"> • 1 x Site Manager • 1 x Front of House Manager (Assistant Site Manager) • 1 x Administration staff • 1 x Stock Controller

4. Project Timelines

The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of three (3) years, subject to annual review of service provider's performance. The IDC reserves the right to extend the term of appointment for a longer period but not beyond five (5) years.

5. Technical Evaluation Criteria

5.1 Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.1.1 OHS COMPLIANCE	Comply	Not Comply
The bidder must always ensure compliance with Occupational, Health and Safety Act.		
Substantiate / Comments		

5.1.2 STATUTORY LABOUR REQUIREMENTS	Comply	Not Comply
The bidder must always ensure compliance with all relevant statutory labour requirements.		
Substantiate / Comments		

5.1.3 INSURANCE	Comply	Not Comply
The bidder must, at his own expense, take out sufficient insurance against any claims, costs, loss and/or damage ensuing from his obligation and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance must be handed to IDC upon commencement of the service.		
Substantiate / Comments		

5.1.4 Staff Uniform and Personal Protective Equipment (PPE)	Comply	Not Comply
The bidder must ensure adequate provision of PPE that is compliant to all regulatory requirements of the cleaning service.		
All personnel should wear acceptable contractor's uniform i.e. the contractor's personnel outlook should befit that of a corporate environment in terms of aesthetics.		
The bidder should ensure that employees are easily identified by providing name tags depicting company logo and name for their staff members i.e. company branded name tags.		
Substantiate / Comments		

5.1.5 SITE FILE	Comply	Not Comply
<p>The appointed service provider must compile and provide an IDC specific Site File which will include all Statutory and Management information/documents such as:</p> <ul style="list-style-type: none"> • HR Policy; • OHS Policy and Procedures; • Safe works Procedures; • Risk Assessments Procedures; • Stock control procedure; • Insurance documents/details; • Catering Service programme/schedule as per IDC requirement; • Department of Labour documents e.g. COIDA, UIF and etc; • Cleaning Certificate of Canopy Cleaning • Record of training of staff. <p>The service provider will be required to provide a comprehensive site file to the IDC within 30 days from the date of tender ward.</p>		
Substantiate / Comments		

5.1.6 IDC APPROVED PRICE LIST	Comply	Not Comply
The service provider must only use the approved IDC Price List to provide the catering services to the IDC. The approved list serves as the maximum prices that the service provider can charge to the IDC for the listed items. Please refer to Annexure 7 of this document.		
Substantiate / Comments		

5.1.7 CATERING STAFF	Comply	Not Comply
The service provider must ensure that the personnel deployed to work at the IDC have undergone appropriate training pertaining to individual work employed for. Each chef must have three-year experience. Please provide CV's of the proposed chef's and relevant training certificates must also be provided.		
The catering staff must always wear uniform with company's logo; and must always wear a name tag. Note: The Dress code must comply with food hygiene standard.		
A minimum of two catering employees must have been fully trained as Fire Marshals to attend to Fire Marshalls responsibilities in the catering facilities as per the IDC Health and Safety Policy. IDC reserves the right to verify this prior to finalising a contract.		
A minimum of two catering employees must have been fully trained as First Aiders to attend to First Aiders responsibilities at the catering facilities as per the IDC Health and Safety Policy. IDC reserves the right to verify this prior to finalising a contract.		
Substantiate / Comments		

5.2 Non-Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.2.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must have experience in rendering in-house catering services at corporates/ government institutions.</p> <p>The bidder must provide two (2) relevant contactable references of a contract where the bidder provided similar catering services (two of which must be existing clients). The referenced contract must have been held within the past 5 (five) years. Please refer to Table (a) of Annexure 5 of this document for the format in which the required information must be provided.</p> <p>The bidder must also provide reference letters from contactable Corporate/ government institutions clients where the bidder has done catering services; also populate Table (a) of Annexure 5.</p> <p>NOTE: The reference letters must be on the bidder's clients' letterheads and duly signed. The reference letters must in detail describe the services offered.</p>			
<p>Substantiate / Comments</p>			

5.2.2 SITE AND ASSISTANT MANAGERS	Comply	Partially Comply	Not Comply
<p>The site and assistant managers to be deployed on IDC site must have relevant management experience in contract catering services.</p> <p>The site and assistant managers must have experience and skills in the following:</p> <ul style="list-style-type: none"> • Supervision of staff; • Labour and employee relations; • Computer literacy; • Administration; • Inventory/ stock management <p>Please refer to Table (b) of Annexure 5 of this document for details to be provided.</p> <p>Please provide CV's of the proposed site assistance and manager and the relevant training certificates must also be provided.</p>			
Substantiate / Comments			

5.2.3 SITE TAKE OVER PLAN	Comply	Partially Comply	Not Comply
<p>The bidder must ensure effective site take over.</p> <p>The bidder must provide a site take-over plan. The plan must include, but not limited to, the following:</p> <ul style="list-style-type: none"> • Overall site take-over process(including related timelines) • Recruitment strategy; 			
Substantiate / Comments			

5.2.4 Services Proposal

Note: Responses provided in terms of this statement of compliance should be substantiated in the columns provided, and where the space is insufficient, please add or refer to any additional annexures in your response dealing with this.

The Catering Company must indicate their ability to do the following and to substantiate as required:	Comply	Partial	Not Comply	Substantiation
<p>Provide quality catering services to IDC staff.</p> <p>Describe your processes and / or systems in place to ensure quality of service.</p>				
<p>Ensure facilities where food is prepared and served always meet recommended hygiene standard.</p> <p>Describe how you ensure that food preparation and serving areas meet hygiene standards.</p>				
<p>Ensure effective management of Meal Requisitions</p> <p>Describe your system of managing customer orders i.e. to ensure timely delivery of IDC orders for functions/ meetings and to ensure that meals supplied are in accordance with the requisition.</p>				
<p>Ensure effective handling of queries./complaints What is your mitigation and issue resolution process?</p> <p>Please provide a detailed response indicating performance standards with respect to resolving service issues.</p>				
<p>Compile and present Menus to ensure variety to cater for IDC staff preferences.</p> <p>Describe how you will provide a variety of menus and choices to staff at the canteen and our executive management.</p>				
<p>Ensure that you are up to date with latest developments in the food industry.</p> <p>Attach proof of your current accreditation/ affiliation to recognized hospitality association i.e. South African Association (SACA).</p>				

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

1 Please indicate your total bid price here: R..... (VAT Excl.)

2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

3 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

4 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

5

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

8 COSTING MODEL

Bidders are required to provide cost based on the following cost scenario which is informed the current catering demand. Although this demand is not guaranteed, bidders are required to base their pricing proposals in accordance with this demand forecast.

8.1 Management Fee

Description		Monthly Fee (Vat Excl.)	No. of Months	Annual Fee (VAT Excl.)
Management Fee	Year 1		12	
	Year 2		12	
	Year 3		12	
	Year 4		12	
	Year 5		12	
Total Management Fee over 5 years				

Note: The Management Fee must be inclusive of all costs associated with rendering effective catering service to the IDC whilst ensuring that the contract is viable for the service provider in view of the IDC approved Price List and the current demand (150 employees per month). The Management Fee must, amongst other things, be inclusive of labour (refer to the breakdown below), overheads, etc. The IDC reserves the right to increase or decrease the number of required personnel for this service. All labour rates must comply with minimum statutory labour rates where relevant.

8.1.1 Break down of Management Fee

Description	Quantity	Monthly Fee per Resource	Total Monthly Fee (VAT Excl.)
Labour Component			
Cashiers	2		
Call Order Waiters	4		
Main Kitchen Chefs	3		
Function Chef	1		
Main Kitchen Scullery (Cleaning),	2		
Site Manager	1		
Assistant Manager	1		
Administration Staff	1		
Stock Controller	1		
Tea Service Staff	13		
Executive waiters/ waitresses	2		
Coffee Bartender	2		
Other Management Fee Cost Components (to be specified)			
Total Monthly Management Fee (VAT Excl.) – Year 1			
Total Monthly Management Fee (VAT Excl.) – Year 2			
Total Monthly Management Fee (VAT Excl.) – Year 3			
Total Monthly Management Fee (VAT Excl.) – Year 4			
Total Monthly Management Fee (VAT Excl.) – Year 5			

8.2 Direct Groceries

The bidders cost must be inclusive of mark-up fee for the groceries purchased for IDC direct use.

8.2.1 Creche Groceries

Stock Items	Weekly Quantity	Unit Cost	Weekly Cost	Monthly Cost
Apples (Kg)	5			
Baked Beans 420g	12			
Bakers Lemon Creams (box)	1			
Bakers Marie Biscuits (box)	24			
Bakers Tennis Biscuits (box)	24			
Bananas 1kg	5			
Brown Albany bread (Super Loaf)	8			
Brown Sugar 10kg	1			
Butternut 1Kg	5			
Carrots 1kg	5			
Cooking Oil 5l	1			
Custard Powder 500g	1			
Everfresh Full Cream Milk (Pack of 6 litres)	6			
Everfresh Low Fat Milk (Pack of 6 litres)	6			
Frozen Vegetables 1kg	5			
Jungle Oats 1kg	2			
Knorr Minetrone Soup 60g	2			
Lamb Mince 1kg	10			
MAQ Washing Powder (5kg)	1			
Mabella 5kg	1			
Macaroni 500g	12			
Nespray Milk	1			
Pears 1kg	2			
Sweet Potato 1Kg	5			
Taste Wheat 1kg	2			
Tomato & Onion Mix (pack of 24 x 340 ml)	1			
Vienna's Chicken Halaal 1kg	2			
Weetbix 500 g	2			
Total Monthly Cost (Cost inclusive of mark-up)				
Total Annual Cost (Year 1)				
Total Annual Cost (Year 2)				
Total Annual Cost (Year 3)				
Total Annual Cost (Year 4)				
Total Annual Cost (Year 5)				
Estimated Total Cost over 5 years (VAT Excl.)				
Mark up percentage				

Note: Prices quoted above must be inclusive of the bidder's mark up.

8.2.2 Kitchen Groceries

Description	Weekly Quantity	Unit Price	Weekly Cost (VAT)	Total Cost per month
Full Cream Milk(1 litre)	340			
Low Fat Milk (1 litre)	220			
Sugar Sachets (1000 per box)	11			
Coffee (200ml)	40			
Tea (100g)	25			
Total Monthly Cost (Cost inclusive of mark-up)				
Total Annual Cost (Year 1)				
Total Annual Cost (Year 2)				
Total Annual Cost (Year 3)				
Total Annual Cost (Year 4)				
Total Annual Cost (Year 5)				
Estimated Total Cost over 5 years (VAT Excl.)				
Mark up percentage				

Note: Prices quoted above must be inclusive of the bidder's mark up.

8.3 Regular Meetings

The bidder must provide prices for the following menus, the total cost must be based on indicated number of people for all the menus per meeting types:

8.3.1 Standard Breakfast Menu

Selection of health sandwiches

- Health bread sandwich filled with chicken Mayonnaise and Crisp lettuce.
- Health bread with grated mozzarella, sliced tomato & rocket.
- Health bread with Pastrami, Cottage cheese and Lettuce.
- Selection of Fresh Fruit (one glass per person).

Description	Number of people per meeting	Number of meetings	Cost per Meeting	Total Cost per month
Selection of health sandwiches	10	20		
Total Annual Cost (Year 1)				
Total Annual Cost (Year 2)				
Total Annual Cost (Year 3)				
Total Annual Cost (Year 4)				
Total Annual Cost (Year 5)				
Estimated Total Cost over 5 years (VAT Excl.)				
Mark up percentage				

Note: Prices quoted above must be inclusive of the bidder's mark up.

8.3.2 Standard Lunch Menu

- Slow roast Fillet steak (300g) served with a creamy mushrooms sauce
- Grilled Hake (300g) with Tartar Sauce
- Baby Roast Potatoes
- Roast Baby Vegetables
- Spicy rice
- Served with Soft drinks (1 drink per person)

Description	Number of people per meeting	Number of meetings	Cost per Meeting	Total Cost per month
Standard Lunch Menu	10	20		
Total Annual Cost (Year 1)				
Total Annual Cost (Year 2)				
Total Annual Cost (Year 3)				
Total Annual Cost (Year 4)				
Total Annual Cost (Year 5)				
Estimated Total Cost over 5 years (VAT Excl.)				
Mark up percentage				

Note: Prices quoted above must be inclusive of the bidder's mark up.

8.3.3 Finger Lunch Menu

- Mini Smoked chicken Salads
- Butter chicken Kebabs (200g)
- Mini Boxes of Hake and Wedges
- Roast Vegetable Kebabs
- Cheese, Fruit and Cold meat platter
- Served with Soft drinks (1 drink per person)

Description	Number of people per meeting	Number of meetings	Cost per Meeting	Total Cost per month
Finger Lunch Menu	10	20		
Total Annual Cost (Year 1)				
Total Annual Cost (Year 2)				
Total Annual Cost (Year 3)				
Total Annual Cost (Year 4)				
Total Annual Cost (Year 5)				
Estimated Total Cost over 5 years (VAT Excl.)				
Mark up percentage				

Note: Prices quoted above must be inclusive of the bidder's mark up.

8.4 Estimated Total Bid Price

Cost Element	Total Cost (VAT Excl.)
8.1 Total Management Fee over 5 Years	
8.2.1 Estimated Total Cost for Creche Groceries over 5 Years	
8.2.2 Estimated Total Cost for Kitchen Groceries over 5 Years	
8.3.1 Estimated Total Cost for Standard Breakfast Menu over 5 Years	
8.3.2 Estimated Total Cost for Standard Lunch Menu over 5 Years	
8.3.3 Estimated Total Cost for Standard Finger Lunch Menu over 5 Years	
Estimated Total Bid Price (VAT Excl.)	

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T08/03/17**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide catering services to the IDC at the following total bid price (as reflected on table 8.4 above) over the period of 5 years:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

Annexure 1 – Acceptance of Bid Conditions and Bidder’s Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an ‘X’:	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	<p>Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.2	<p>Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Annexure 3 – Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**

trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the IDC or the dti who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other company whether or not they are bidding for this contract? The IDC reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

1. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

5.3 Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Table (b) Details of the bidder's site and assistance manager's team (please refer to par 5.2.2 of Section 2 of this RFP document):

Name	Position in the organisation	Details of relevant management experience

Annexure 6 – BEE Commitment Plan

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

Annexure 7 – IDC Approved Price List

BREAKFAST	
Bacon (3 slices)	R 4.00
Pork Sausage	R 6.00
Beef Sausage	R 6.00
Beef Patties	R 6.00
Chicken sausage	R 6.00
Cheese Griller	R 6.00
Russians	R 6.00
Savoury Mince (1 serving spoon)	R 4.00
Chicken Livers (1 serving spoon)	R 5.00
Grilled Tomato	R 1.00
Hash Browns	R 3.00
Mushrooms (1 serving spoon)	R 3.50
Baked Beans (1 serving spoon)	R 3.00
French Toast (one slice)	R 2.50
Vienna's	R 3.50
Toasted Jam & Butter	R 1.00
Toasted Health Bread (one slice)	R 2.20
Toasted (Fish Paste/Bovril/Peanut Butter/Melrose)	R 1.50
Slice of Bread (Brown or White)	R 0.50
EGGS:	
Fried Egg	R 1.50
Scrambled Eggs (1 serving spoon)	R 3.50
Boiled Egg	R 2.00
Omelette - One Filling	R 7.50
Omelette - Two Fillings	R 12.00
Omelette - Three Fillings	R 14.50
Omelette - Four Fillings	R 16.80
SOMETHING LIGHT:	
Soup	R 2.00
Vetkoek	R 3.50
Scones Medium	R 4.30
Muffins Medium	R 7.80

Cereals & Yoghurt	R 11.50
Cereals Assorted	R 6.00
Muesli	R 7.00
Fruit Salad (portion)	R 7.50
Fresh Fruit	R 3.00
SANDWICHES (Toasted or plain):	
Toasted (Fish Paste/Bovril/Peanut Butter/Melrose)	R 3.00
Cheese	R 8.00
Cheese and Bacon	R 8.50
Cheese and Ham	R 8.50
Cheese and Tomato	R 8.50
Egg	R 8.50
Ham, Cheese and Egg	R 8.50
Ham, Cheese & Tomato	R 8.50
Bacon and Egg	R 12.00
Bacon, Cheese & Egg	R 12.00
Chicken and Mayo	R 8.50
Tuna Mayonnaise	R 8.50
LUNCH	
EVERYDAY MEALS:	
Starch (1 serving spoon)	R 3.00
Vegetables (1 serving spoon)	R 4.00
Protein (fish, chicken beef)	R 8.00
Stew	R 10.00
Curry	R 15.00
Dessert	R 8.00
LIGHT MID-DAY MEALS:	
Chicken Burgers	R 10.00
Beef Burgers	R 10.00
Chips	R 4.00

Note: All items that are not listed above will be negotiated between the IDC and the appointed service provider e.g. dairy products and special meals.

Prices above will be reviewed annually taking into consideration, amongst other things, CIP rates