

REQUEST FOR QUOTATION	
<b>RFQ NUMBER</b>	156/65033/2024
<b>DESCRIPTION</b>	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CATERING SERVICES FOR IDFC BRAND DNA WORKSHOP</b>
<b>CLOSING DATE AND TIME</b>	<b>23 APRIL 2024 @11H:00AM</b>
<b>CSD No.</b>	_____
<b>SUBMISSION DETAILS</b>	<p><b>Hand Delivery:</b> Ithala Development Finance Corporation Limited, Ithala Trade Centre, ground floor reception ,29 Canal Quay, Point, Durban (Document must be inserted into the <u>Quotation Box</u>) or</p> <p><b>Email Submission:</b> <a href="mailto:quotes@ithala.co.za">quotes@ithala.co.za</a></p> <p><i>Late submissions will not be accepted</i></p>
<b>SCM ENQUIRIES</b>	<p><b>Contact:</b> Happy Khuzwayo</p> <p><b>Tel / Email:</b> 031 907 8983 <a href="mailto:hkhuzway@ithala.co.za">hkhuzway@ithala.co.za</a></p>
<b>TECHNICAL ENQUIRIES</b>	<p><b>Contact:</b> Larissa Warren</p> <p><b>Tel / Email:</b> 031 907 8610 <a href="mailto:lwarren@ithala.co.za">lwarren@ithala.co.za</a></p>

**NAME OF BIDDER.....**

## PART A - INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ITHALA DEVELOPMENT FINANCE CORPORATION</b>					
BID NUMBER:	RFQ156/65033/2024	CLOSING DATE:	23 APRIL 2024	CLOSING TIME:	11H:00AM
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CATERING SERVICES FOR IDFC BRAND DNA WORKSHOP</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:</b>					
Ithala Trade Centre					
29 Canal Quay Road					
Point Waterfront					
Durban					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Happy Khuzwayo		CONTACT PERSON	Larissa Warren	
TELEPHONE NUMBER	031 9078983		TELEPHONE NUMBER	031 9078610	
E-MAIL ADDRESS	<a href="mailto:hkhuzway@ithala.co.za">hkhuzway@ithala.co.za</a>		E-MAIL ADDRESS	<a href="mailto:lwarren@ithala.co.za">lwarren@ithala.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE
- 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.5 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.6 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:.....

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**All bidders must furnish the following particulars and include it in their submission  
(Failure to do so may result in your quotation being disqualified)**

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Name of bidder: .....

Trading Name .....

VAT registration .....

Tax clearance status/pin submitted .....

Postal address: .....

Street address: .....

Telephone number: Code ..... Number .....

Cellular number: .....

Facsimile number: Code ..... Number .....

e-Mail address: .....

**In case of a consortium/joint venture, full details on consortium/joint venture members:**

Entity name	.....	VAT registration number	.....	Tax Clearance Status/Pin submitted	.....	YES / NO
Entity name	.....	VAT registration number	.....	Tax Clearance Status/Pin submitted	.....	YES / NO
Entity name	.....	VAT registration number	.....	Tax Clearance Status/Pin submitted	.....	YES / NO

**Name of contracting entity in case of a consortium/joint venture**

Entity name:

.....

Postal address:

.....

Street address:

.....

**Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid**

**Contact details of alternative**

Name and Surname

.....

Telephone number:

Code

.....

Number

.....

Cellular number:

.....

Facsimile number:

Code

.....

Number

.....

e-Mail address:

.....

**Responsible person who will act on behalf of the person above should he/she not be available**

Name and Surname

.....

Telephone number:

Code

.....

Number

.....

Cellular number:

.....

Facsimile number:

Code

.....

Number

.....

e-Mail address:

.....

**Confirmation**

.....

the accredited representative in South Africa for the services offered by you:

**Declaration**

I/We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of bidder:

.....

Date:

.....

Capacity under which this bid  
is signed

.....

## A. TERMS AND CONDITIONS

1.DESCRPTION	Yes	No	Noted	If no, indicate deviation
1.1 Quotations must be delivered by the stipulated time to the correct address. Late quotations will not be accepted for consideration				
1.2 All quotations must be submitted on the official forms provided–(not to be re-typed) or online				
1.3 Quotations above R30 000 will be evaluated on the basis of functionality (where applicable)				
1.4 This quotation is subject to the Preferential Procurement Policy Framework Act 2000 and, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract				
1.5 Ithala reserves the right to enter into negotiations with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
1.6 Ithala shall not be obliged to accept the lowest or any financial offer or proposal.				
1.7 Ithala will disregard the bid of any bidder if that bidder or any of its directors have abused the institutions supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
1.8 Ithala will list bidders / directors in the list of restricted suppliers and they will not conduct any business with an organ of state				
<p>1.9 Tax Compliance Requirements:</p> <p>1.9.1 Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>1.9.2 Application for tax compliance status (tcs) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website <a href="http://www.sars.gov.za">www.sars.gov.za</a>.</p> <p>1.9.3 In quotations where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of tcs / pin / csd number.</p>				

<p>1.9.4 Where no tax compliance status (tcs) or pin is available but the bidder is registered on the Central Supplier Database (CSD), a csd number must be provided.</p>				
<p>1.10 Ithala's business of conduct and ethics:</p> <p>1.10.1 Relationships with customers and suppliers - In order to ensure that they remain objective, employees should not accept any bribes offered by any customer or supplier of Ithala, should report such offers to management and refrain from having any vested interest, financial or otherwise, with any customer or supplier.</p> <p>1.10.2 Customer complaints - For any complaints regarding our supply chain management abuses please contact Ithala Customer Services at <u>031 907 8911</u> or email <a href="mailto:complaints@ithala.co.za">complaints@ithala.co.za</a></p> <p>1.10.3 For fraud and corruption you can lodge an anonymous complaints at our toll-free hotline number 0800 004 823</p>				



**B. ADMINISTRATIVE COMPLIANCE**

<b><u>2.STAGE ONE: ADMINISTRATION COMPLIANCE</u></b>	Yes	No	Noted	If no, indicate deviation
<p><i>All quotations duly lodged will be examined to determine compliance with bidding requirements and conditions. Quotations with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</i></p> <p><b>2.1 Mandatory</b></p> <p>Quotations will be considered compliant if the following documents have been submitted or condition met (whichever is applicable)</p> <p>2.1.1 The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017</p> <p>2.1.2 The bidder must be in good standing with SARS and such information will be verified through Central Supply Database using SARS e-filing pin in National Treasury compliance (CSD) or u with instruction note 9 of 2017/2018 <b>prior</b> to the award of the bid;</p> <p>2.1.3 SBD 1 – A completed and duly signed Invitation to bid- A resolution letter <b>MUST</b> be attached as per the requirement of SBD 1.</p> <p>2.1.4 SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate.</p> <p><b>Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.</b></p>				
<p><b>3. <u>STAGE TWO: PRICE AND PREFERENTIAL/SPECIFIC GOALS</u></b> – 10 or 20 points for preference are allocated on the basis of specific goals in line with the framework set out in the PPPFA. This bid will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.</p>				

3.1 Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in Stage 1 of the evaluation (Mandatory requirements)				
<p>3.2 In line with Preferential Procurement Regulations 2022 and Ithala Supply Chain Management Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit the following documentation to claim points for specific goals in terms Historically Disadvantaged Individuals:</p> <ul style="list-style-type: none"> <li>a) ≥51%Black Ownership- CIPC Certificate- <b>5 points</b></li> <li>b) ≥51%Women Ownership-CIPC Certificate – <b>5 points</b></li> <li>c) ≥51Youth Ownership- CIPC Certificate – <b>5 points</b></li> <li>d) ≥51%People living with disability Ownership- Doctors Medical certificate/proof of disability letter – <b>5 points</b></li> </ul> <p><b>NB:</b> Only certified copies by the commissioner of oaths of the above-mentioned documentation will be accepted.</p>				
<b>4. ADJUDICATION OF BID</b>				
4.1The quotation shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this quotation to any bidder. Ithala is entitled to <b>retract</b> this quotation at any time as from the date of issue. Ithala is not obliged to award this quotation to the bidder that quotes the lowest.				
4.2 A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of Ithala regarding this quotation from the date the x sizeer is submitted until the date of award of the quotation.				
<b>5. Awarding of contract</b>				
5.1 The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala’s standard terms and conditions will not be negotiated.				
5.2 Ithala reserves the right to award this quotation in full or part				

## **C. SPECIFICATION**

### **CATERING FOR IDFC BRAND DNA WORKSHOP - 75pax**

Date : 26 April 2024

Venue : Ithala Trade Centre, 29 Canal Quay Road, Point Waterfront, Durban.

### **BREAKFAST (On the day - Delivery and set-up must be completed by 7.30am)**

- TEA & COFFEE STATION
- ASSORTED SANDWICH PLATTERS
- ASSORTED MUFFIN & PASTRY PLATTERS
- JUGS OF ASSORTED JUICES

### **MID MORNING TEA**

- TEA & COFFEE STATION WITH ASSORTED BISCUITS

### **LUNCH (On the day – individual lunch packs must be delivered by 11.30am)**

- INDIVIDUAL LUNCH PACKS TO INCLUDE (PLEASE SEE PICTURE EXAMPLE ATTACHED)
- LARGE CHICKEN WRAPS
- LARGE VEGETARIAN WRAPS (NUMBERS TO BE ADVISED CLOSER TO DATE OF EVENT)
- A PACKET OF CHIPS
- 1 X FRUIT – BANANA/APPLE/PEAR
- 1 X 340ML CAN OF COOL DRINK
- SERVIETTES IN EACH LUNCH PACK
- 1 X CHOCOLATE BAR



### **AFTERNOON TEA**

- TEA & COFFEE STATION WITH ASSORTED BISCUITS

### **CATERER TO SUPPLY HALAAL OPTIONS OF ALL ABOVE-MENTIONED FOODS**

#### **EXAMPLE:**

- HALAAL SANDWICH PLATTER
- HALAAL MUFFINS AND PASTRIES
- HALAAL WRAPS

**Collection of all catering equipment on 26 April 2024 after 6pm.**

**D. PRICING SCHEDULE**

<b>Item no</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
	<b>Sub-Total</b>			
	<b>Vat</b>			
	<b>Total including VAT</b>			

**SIGNATURE:.....**

**BIDDER'S CAPACITY:.....**

**SBD 4-BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

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

Full Name	Identity Number	Name of State institution

3.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

3.2.1. If so, furnish particulars:  
 .....  
 .....

3.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
 .....  
 .....

**3 DECLARATION**

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

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

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

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

..... Signature	..... Date
..... Position	..... Name of bid der

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

