

REQUEST FOR QUOTATIONS

RFQ No: 07JULY23

RFQ Date: 19-July-2023

From: Supply Chain Management

Contact Person : Makhosazana Hlatshwayo

Tel : 012 003 1400

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REFERENCE NO:07JULY23

You are hereby invited to submit a quotation as per the specification or terms of reference indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at FPB on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

Failure to specifically quote as per the specification or terms of reference, and complying with the listed instructions will result in your quotation being disqualified.

Detailed Specification

Services requested	Catering Services for the FPB's Youth Dialogue on Online Harms
Number of people to be catered for	10 Stakeholders of the FPB 10 Senior staff members of the University
Delivery time	Morning tea: <ul style="list-style-type: none"> • set up by 09h00 Lunch for the Snr staff members of the university and stakeholders: <ul style="list-style-type: none"> • set up by 12h00
Places of delivery	Nelson Mandela University South Campus Auditorium

Detailed Specification Requirement

Morning Tea

- **Morning tea will be served at the South Campus Auditorium boardroom.**
- **The caterer is requested to set up by 09h00 am**
Number of people to be catered :
 - 10 Stakeholders of the FPB
 - 10 Senior staff members of the University

Utensils:

- Urn for boiling water
- Tea spoons
- Tea Cups and saucers
- Tea spoons, side plates and serviettes

Tea Station

- Teabags, Rooibos, Coffee
- Sugar (brown and white in sachets), sweeteners sachets
- Full cream milk, powder milk
- 100% Fruit juice

Morning tea snacks

- An array of muffins
- Fresh Scones (condiments – jam, cream and grated cheese)
- Wraps (chicken, beef, tuna and mayo, cheese and tomato)
- Savoury Pastries (Samoosa, Spring rolls and Mini Pies (cheese/ chicken puffs))
- Yoghurt
- Breakfast Muesli
- Fresh fruit

Bottled Water

- 40 x 500ml still bottled water

Lunch Menu:

- Number of people to be catered :
- 10 Stakeholders of the FPB
 - 10 Senior staff members of the University

Starch

- Basmati rice
- Dumpling (steamed bread)

Meat

- Lamb Curry
- Fried Fish
- Roasted chicken

Salads / vegies

- Butternut with cinnamon
- Creamed Spinach
- Greek Salad (cucumber, lettuce, red onion, olives, feta cheese, avocado, baby tomatoes, red pepper, green pepper and yellow pepper).

Content Regulatory Authority of South Africa

Coldrinks

- 20 x 300ml Assorted drinks (juice and soft drinks)
(1 soft drink per person) 300 ML for all the Assorted drinks.

Equipment

- Chaffing dishes, salad bowls, table cloths, cutlery (spoon, fork, knife, toothpicks, serving spoons) white plates, glasses, serviettes.

Closing date for submission of quotations/documents

25- July-2023 @ 12:00

1. Quotation instructions:

- 1.1. Quotations should be valid for at least: **60 days**

- 1.2. Suppliers must supply written quotations that reflect the following information:
 - Price per item (All-inclusive prices are required)
 - Delivery lead time
 - Company Name
 - Company Registration Number
 - VAT Registration Number (If applicable)
 - Address
 - Contact Person
 - Telephone/Contact number
 - Email Address
- 1.3. Suppliers must sign the Quotation Declaration in paragraph 3 below and submit along with their quotation and other relevant documents.
- 1.4. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
- 1.5. Valid BBBEE certificates or certified copies thereof, sworn affidavits be submitted with the quotation (Non-submission will not lead to disqualification however points will not be allocated for BBBEE)
- 1.6. Suppliers should note that the 80/20 preference points system will be applicable to transactions from R2 000 (Refer to SBD 6.1)
- 1.7. All prices must be fixed and firm.
- 1.8. All prices must be VAT inclusive. If no indication is given, prices will be evaluated as inclusive of VAT.

- 1.9. FPB does not pay deposits/upfront payments. Payment will be made after delivery of goods and/services within 30 days of receipt of a valid tax invoice.
- 1.10. The 80/20 preferential points system will apply to procurement from R2 001 to R50 000 000. Points will be awarded in line with the criteria detailed in 2.10.1 below:

1.10.1. Preferential points scoring

a) POINTS AWARDED FOR PRICE

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

b) POINTS AWARDED FOR SPECIFIC GOALS

- In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the

tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

Table Specific goals for the Requests for Quotation (RFQ) and points claimed are indicated per the table below.

Note to service provider: The service provider must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the service provider)
Owned by women	8	

Owned by youth	6	
Owned by people with disabilities	2	
BBBEE levels 3 or lower	4	

- 1.11. Delivery will be as per the delivery address above, unless specifically specified otherwise.
- 1.12. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
- 1.13. Depending on the type of goods and services to be delivered the successful bidder may be requested to sign a contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: SBD 1, 4, 6.1.

QUOTATION DECLARATION

RFQ No: 07JULY23

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct.
2. If the information provided on this quotation is found to be incorrect, FPB, in addition to any other remedy it may have:
 - 2.1. Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
 - 2.2. Cancel the purchase order and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation;
3. I have read, fully understand and hereby accept FPB's standard quotation instructions detailed in paragraph 2.

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date: