



**APPOINTMENT OF SERVICE PROVIDER/S
TO PROVIDE CATERING SERVICES
(CORPORATE) TO THE RTMC FOR A PERIOD
OF THREE YEARS**

RTMC BID NO:16/2018/19

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal which is provided to the bidder to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. **Enquiries**

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channeled to the email below, however such enquiries will be entertained until last ten days of publication on tender bulletin and National Treasury tender portal

| | |
|---------------|--|
| Name | RTMC |
| Email Address | Bidadmin@rtmc.co.za |

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. **Validity Period**

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

4. **Supplier Performance Management**

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

5. **Instructions on submission of Bids**

- 5.1 Bids should be submitted in **Five (5) copies** and one all bound in a sealed envelope endorsed, **RTMC BID 16/2018/19: Appointment of service provider/s to provide catering services to the RTMC for a period of three (3) years.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, RTMC Building, Eco-Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion by no later than **11:00 AM on 12 November 2018.**
- 5.3 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.4 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.5 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.
- 5.6 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.7 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**
- 5.8 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.
- 5.9 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

6. **Undertakings by the Bidder**

- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the

specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).

- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 The bidder furthermore confirm 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 and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

7. RTMC's Rights

- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC 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 RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

8.1 The RTMC promotes enterprise development In this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be be subject to negotiations between the RTMC and the successful bidder.

8.2 It is also the objective of the RTMC to promote transformation 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 bid would be undertaken by black owned entities.

8.3 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.

9. Bidders Details and Contact Person

| DETAILS OF BIDDERS | | | |
|--|--|-------------|--|
| Name of your Company (in block letters) | | | |
| Signature(s) of the Bidder or assignee(s) | | Date | |
| Name of person signing (in block letters) | | | |
| Capacity | | | |

| | |
|---|--|
| Are you duly authorized to sign this Bid? | |
| Company Registration Number | |
| VAT Registration Number | |
| Postal address (in block letters) | |
| Physical address (in block letters) | |
| Domicilium citandi et executandi in the RSA (full street address) (in block letters) | |

| DETAILS OF THE CONTACT PERSON | |
|--------------------------------------|--|
| Name of Contact Person | |
| Telephone Number | |
| Fax Number | |
| Cellphone Number | |
| E-Mail Address | |

10. RESPONSE FORMAT

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

10.1 Cover Page:

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

10.2 Schedule 1:

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close Corporation.(Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid document (Duly completed and Signed)

10.3 Schedule 2:

10.3.1 Attach Central supplier database(CSD) report

10.3.2 B-BBEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor. In case where a Joint Venture/Consortium is formed a combined B-BBEE Certificate must be provided.

10.3.3 **Annexure 4** Declaration of Interest (SDB 4)

10.3.4 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.5 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)

10.3.6 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)

Note: Where bidders form a Consortium or a Joint Venture, both bidders must submit the following signed documents;

(a)All attached SBD documents

(b)CSD Report

(c)Joint Venture Certificate (If already in existence)

(d)Joint Venture Agreement

(e)Details of Joint Venture Bank Account

10.4 Schedule 3:

10.4.1 Responses to **Section Two** of this document, in line with the format indicated in this bid document.

10.4.2 **Schedule 4: Pricing (Separate envelope)**

Annexure 8 Price Schedule Summary

Annexure 9 SBD 3.3

A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. **The price schedule and SBD 3.3 must be submitted on a separate sealed envelope.**

10.4.3 **Annexure 10** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

11. SPECIAL INSTRUCTIONS TO BIDDERS

- 11.1** Bidders shall provide full and accurate answers to the questions posed in this document.
- 11.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.
- 11.3** RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.
- 11.4** RTMC will negotiate a flat/ standard rate on all the menu's with the recommended service provider/s.
- 11.5** Bidders must be registered on centralised supplier database(CSD).
- 11.6** The catering services will mainly be for Corporate meetings/ events, however the discretion lies with RTMC on the nature of events to be catered through this contract
- 11.7** RTMC will utilize the contract on a need basis.
- 11.8** RTMC reserves the right to give preference to categories of companies owned by youth, women, people with disability and HDI in general .
- 11.9** In terms of the RTMC procurement strategy, promotion and development of emerging and small enterprises remains a key priority in transforming the socio and economic landscape of the country. As such the RTMC intends to appoint enterprises/businesses in the categories listed below.

NB: Bidder/s must indicate in the table below (Table 1) with a mark (X) the category which is mostly applicable to the composition of the Enterprise/ Business:

TABLE 1: CATEGORIES OF ENTERPRISES

| CATEGORIES | DEFINITION | PLEASE MARK (X) |
|------------|---|-----------------|
| Category 1 | Enterprises/Businesses who are 51% or more owned by youth, women and people with disability. (Submit proof of medical report for claiming disability) | |
| Category 2 | Enterprises/ Businesses who are 51% or more owned by Historically Disadvantaged Individuals (HDI). | |
| Category 3 | Any other category of Enterprise/Business not listed above. | |

Bidders who fails to complete the above table will be disqualified.

11.10 The intention of RTMC is to set up a panel of preferred service providers which will be aligned to the above mentioned categories.

11.11 RTMC reserves the right to determine the number of service providers to be allocated in each category and their utilization thereof, however it must be noted that the composition of the panel will be such that atleast a minimum of 80% of the panel will be constituted by bidders who are in category 1 and 2.

NB:RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.

12. EVALUATION CRITERIA

The bid will be evaluated on a three stage process.

- (a) Stage 1 will be on Mandatory Requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation.
- (b) Stage 2 will be evaluated on Functionality requirements

- Bidders in category 1 and 2 will be evaluated on functionality as stated below and will be required to score 50 points in order to qualify for stage three (3).
- Bidders in category 3 will be evaluated on functionality as stated below and will be required to score 70 points in order to qualify for stage three (3).

(c) Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE).

12.1 STAGE 1 – MANDATORY REQUIREMENTS (APPLICABLE TO ALL CATEGORIES)

| MANDATORY REQUIREMENT (1) | Comply (Yes / No) |
|---|----------------------|
| Compliance Certificate Bidder must have the required health certificate which certifies where the food is prepared is in compliance with all necessary health standards. Compliance Requirement A valid health certificate upon submission of the bid. | |
| Bidders must be registered on CSD | |
| Bidders must sign all SBD bidding forms attached | |

NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENT WILL BE DISQUALIFIED FROM FURTHER EVALUATION

12.2 STAGE TWO – FUNCTIONALITY EVALUATION CRITERIA FOR CATEGORY 1 AND 2

12.1.1 Functionality shall be evaluated based on the following parameters

| A. Experience, Reference letters and Key personnel | 25 |
|--|----|
| A1 Bidders must provide previous reference in the form of either trade reference letter's or official company purchase order where previous catering services were provided. Such references should not be older than three (3) years. The references should be contactable. The following evaluation will be evaluated as follows: (1) 1 to 2 previous references (20 points) | |

| | |
|--|-----------|
| (2) 3 or more previous references (25 points) | |
| B 2 Key Personnel Bidder must provide detailed CV of the following key personnel that should be in place for the delivery/provision of this service: <p>(1) Chef / Cook experience in preparing food X 1 (15 points)</p> <p>a. 4 and above years of experience (15 points)</p> <p>b. 1 – 3 years (10 points)</p> <p>(2) Waiter/Waitress /Server X 2 (15 points)</p> <p>a. 4 and above years of experience (15 points)</p> <p>b. 1 – 3 years (10 points)</p> | 30 |
| C Financial Capacity | 15 |
| C1 Bidders must demonstrate financial capacity to provide or deliver the catering service required. Bidders must provide the following as proof of Financial Capacity: <ul style="list-style-type: none"> • A bank statement not older than 3 months showing at least a debit balance not less than R20 000. • Access to overdraft facility Or <ul style="list-style-type: none"> • Letter of commitment (specific to this bid) from a reputable financial service provider or any third party indicating commitment to fund the bidder should they be successful. Or <ul style="list-style-type: none"> • Letter of credit from suppliers confirming that they will provide supplies to the bidder to render the catering services. <p>The purpose of this requirement is to assess financial capability to deliver this type of service.</p> | |
| D. Logistical Plan | 30 |
| Delivery Plan (in relation to the provision of catering services) Bidders must provide a detailed plan/methodology of how they will | |

| | |
|---|------------|
| <p>deliver catering services on time to RTMC which must include amongst others the following:</p> <p>(a) Health and safety consideration: Bidder/s must include and outline all requirements that should be in place in consideration of the following. (15 points)</p> <ul style="list-style-type: none"> •Food preparation (list 5 key steps and give a brief description of each within the context of health and safety / hygiene requirements) = 5 points •Serving (list 5 key steps and give a brief description of each within the context of health and safety / hygiene requirements) = 5 points •Storage (list 5 key steps and give a brief description of each within the context of health and safety / hygiene requirements) = 5 points <p>(b) The bidder/s must outline their equipment on hand to deliver the required service as per RTMC expectation. An inventory list must be provided indicating all equipment at the suppliers disposal. (5 points)</p> <p>(c) The bidder must demonstrate the capacity/means of transportation to be used for providing catering to RTMC in a hygiene and safe manner. (10 points)</p> <p>(vehicle registration certificate(s) to be provided)</p> | |
| TOTAL FOR FUNCTIONALITY: | 100 |

NB : The minimum qualifying score for functionality is 50 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE.

12.3 FUNCTIONALITY EVALUATION CRITERIA FOR CATEGORY 3

| | |
|---|-----------|
| A. Experience, Reference letters and Key personnel | 25 |
| <p>A1 Bidders must provide previous reference in the form of either trade reference letter's or official company purchase order where previous catering services were provided. Such references should not be older than three (3) years. The references should be contactable. The following evaluation will be evaluated as follows:</p> <p>5 or more previous references (25 points)</p> <p>4 previous references (20 points)</p> <p>3 previous references (15 points)</p> <p>1 to 2 previous references (10 points)</p> <p>The references provided MUST be from different institutions</p> | |
| <p>B 2 Key Personnel</p> <p>Bidder must provide detailed CV of the following key personnel that should be in place for the delivery/provision of this service:</p> <p>Chef / Cook experience in preparing food X 1 (15 points)</p> <p>Above 5 years (15 points)</p> <p>3 – 5 years (10 points)</p> <p>1 – 3 years (5 points)</p> <p>Waiter/ Waitress/ Server experience X 3 (5 points)</p> <p>Above 5 years (15 points)</p> <p>3 – 5 years (10 points)</p> <p>1 – 2 years (5 points)</p> | 30 |
| C Financial Capacity | 20 |
| <p>C1 Bidders must demonstrate financial capacity to provide or deliver the items required.</p> <p>Bidders must provide the following as proof of Financial Capacity:</p> <ul style="list-style-type: none"> A bank statement not older than 3 months showing at least a debit balance not less than R50 000. | |

| | |
|---|------------|
| <ul style="list-style-type: none"> • Access to over draft facility Or • Letter of commitment (specific to this bid) from a reputable financial service provider or any third party indicating commitment to fund the bidder should they be successful. <p>The purpose of this requirement is to assess financial capability to deliver this type of service.</p> | |
| D. Logistical Plan | 25 |
| <p>Delivery Plan (in relation to the provision of catering services)</p> <p>Bidders must provide a detailed plan/methodology of how they will deliver catering services on time to RTMC which must include amongst others the following:</p> <p>(a) Health and safety consideration: Bidder/s must include and outline all requirements that should be in place in consideration of the following. (15 points)</p> <ul style="list-style-type: none"> •Food preparation (list 5 key steps and give a brief description of each within the context of health and safety / hygiene requirements) = 5 points •Serving (list 5 key steps and give a brief description of each within the context of health and safety / hygiene requirements) = 5 points •Storage (list 5 key steps and give a brief description of each within the context of health and safety / hygiene requirements) = 5 points <p>(b) The bidder/s must outline their equipment on hand to deliver the required service as per RTMC expectation. An inventory list must be provided indicating all equipment at the suppliers disposal. (5 points)</p> <p>(c)The bidder must demonstrate the capacity/means of transportation to be used for providing catering to RTMC in a hygiene and safe manner. (5 points)</p> <p>(vehicle registration certificate(s) to be provided)</p> | |
| TOTAL FOR FUNCTIONALITY: | 100 |

The minimum qualifying score for functionality is 70 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BB BEE.

Functionality will be evaluated at the following scales:

| VALUE | DESCRIPTION |
|------------------|--|
| 5- Excellent | Meets and exceeds the functionality requirements |
| 4- Very Good | Above average compliance to the requirements |
| 3- Good | Satisfactory and should be adequate for stated element |
| 2- Average | Compliance to the requirements |
| 0- Non Compliant | Does not comply to the requirements |

12.4 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on a 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE

| CRITERIA | MAXIMUM POINTS |
|--------------------|----------------|
| Price | 80 |
| B-BBEE Rating | 20 |
| Grand Total | 100 |

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE OF THE PROJECT

- 1.1 The Road Traffic Management Corporation ("RTMC") invites certain qualified companies / service providers ("Bidders") to submit proposals ("Tenders") in accordance with the rules set out in this ToR for the provision of catering services for a **period of three years**. The catering would be required at RTMC premises and in some instances within **Gauteng region**.

2. SCOPE OF WORK

- 2.1 The below table outlines the various menu options that RTMC would require. .
- 2.2 Successful service provider/s would be required to provide the required menu using their own catering equipment as and when required.
- 2.3 The catering services will be required for Corporate meetings/events in **Gauteng**.
- 2.4 Setup would be required at least 15 - 30mins before the required time to allow for full inspection.
- 2.5 The successful service provider/s must be prepared to cater for all dietary preferences including but not limited to religion, culture, vegetarian, halaal etc.
- 2.6 The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations. Non-compliance will be addressed in the SLA.
- 2.7 The successful service provider/s should provide adequate catering equipment, cutlery and crockery, which is of an acceptable standard.
- 2.8 In the event where meetings/events are held at private premises (hotels, lodges etc) the catering services will not be required unless directed otherwise.

3. DELIVERY /RESPONSE TIME

Due to the nature of RTMC business and other operational requirements, bidders may be contacted within short notice to render the service. The table below depicts response time which bidders are required to their capability to deliver within short notice.

3.1 Urgent / special request

| Urgent/ special request | Tick YES or NO |
|----------------------------|----------------|
| 5 to 12 hours notification | |

3.2 Normal request

| Normal request | Tick YES or NO |
|------------------|----------------|
| 24 hours or more | |

NB: FAILURE TO COMPLETE THE TABLES ABOVE MAY RESULT IN DISQUALIFICATION

4. PROPOSED MENU

| | DESCRIPTION |
|--------------------------|--|
| Breakfast options | |
| 1 | Breakfast – Option 1 Tea (Five Roses / Rooibos) with sugar / canderel and milk Coffee (Jacobs or similar) with sugar / canderel and milk 100% juice (1 litre box) Assorted sandwiches or croissants Assorted scones with condiments or muffins |
| 2 | Breakfast – Option 2 Tea (Five Roses / Rooibos) with sugar / canderel and milk Coffee (Jacobs or similar) with sugar / canderel and milk 100% juice (1 litre box) Assorted sandwiches or croissants Fruit salad with various yoghurt |
| 3 | Breakfast – Option 3 Tea (Five Roses / Rooibos) with sugar / canderel and milk Coffee (Jacobs or similar) with sugar / canderel and milk 100% juice (1 litre box) Fruit salad with various yoghurt English breakfast (Scrambled eggs, Bacon, Grilled Tomato, Pork /Beef sausage, baked beans, toast) |
| 4 | Breakfast – Option 4 Tea (Five Roses / Rooibos) with sugar / canderel and milk Coffee (Jacobs or similar) with sugar / canderel and milk 100% juice (1 litre box) English breakfast (Scrambled eggs, Bacon, Grilled Tomato, Pork /Beef sausage, baked beans, toast) |
| | Lunch options |
| 1 | Lunch – Option 1 1 x starch |

| | |
|---|---|
| | 2 x veggies 1 x beef 1 x chicken 2 x salad Assorted drinks – Fizzy and juice (cans) |
| 2 | Lunch – Option 2 1 x starch 2 x veggies 1 x roast beef or beef stew 1 x savoury chicken or Fish 2 x salad Assorted drinks – Fizzy and juice (cans) |
| 3 | Lunch – Option 3 Lasagne or savoury Pasta Fish or grilled chicken 2 x salad Assorted drinks – Fizzy and juice (cans) |
| 4 | Lunch – Option 4 1 x starch 2 x veggies Pork chops or crumbed chicken Assorted drinks – Fizzy and juice (cans) |
| 5 | Lunch – Option 5 Pap Rolls 2 x salads Boerewors Lamb chops Grilled chicken Assorted drinks – Fizzy and juice (cans) |

| Special meals | |
|---------------|---|
| 1 | <p>Special meal – option 1 Meat Platters</p> <p>Assorted meat (half white, half red)</p> <p>Assorted drinks – Fizzy and juice (cans)</p> |
| 2 | <p>Special meal – option 2 Fish Platters</p> <p>Assorted fish</p> <p>Assorted drinks – Fizzy and juice (cans)</p> |
| 3 | <p>Special meal – option 3 Sandwiches</p> <p>Assorted sandwiches or croissants</p> <p>Assorted drinks – Fizzy and juice (cans)</p> |
| 4 | <p>Special meal – option 4 Mass meal</p> <p>Assorted sandwiches</p> <p>2 x fruit</p> <p>1 x quarter chicken</p> <p>Assorted drinks – Fizzy and juice (cans)</p> <p>Packaging included</p> |
| 5 | <p>Special meal – option 5 Mass meal</p> <p>Pap</p> <p>2 veggies</p> <p>Beef stew</p> <p>Assorted drinks – Fizzy and juice (cans)</p> <p>Bottled still water</p> <p>Packaging included</p> |
| 6 | <p>Dessert</p> <p>6.1 Brown pudding</p> <p>6.2 Malva pudding</p> <p>6.3 Jelly</p> |

| | |
|--|-------------|
| | 6.4 Custard |
|--|-------------|

NB: RTMC RESERVES THE RIGHT TO INTRODUCE ANY MENU THAT IS NOT LISTED ABOVE WITH THE PROPOSED RATE

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

**See the attached SBD forms
(All SBD forms must be signed)**

ANNEXURE AND STANDARD BIDDING DOCUMENTS

| DOCUMENT | DESCRIPTION |
|-------------------|---|
| BDGI | Bid Documents General Information |
| Annexure 1 | Invitation to Bid (SBD 1) |
| Annexure 2 | Acceptance of Bid Conditions and Bidder's Structure |
| Annexure 3 | Tax Clearance Requirements (SBD 2) |
| Annexure 4 | Declaration of Interest (SBD 4) |
| Annexure 5 | Declaration of Bidder's Past Supply Chain Management Practices (SBD 8) |
| Annexure 6 | Certificate of Independent Bid Determination (SBD 9) |
| Annexure 7 | Pricing Schedule (SBD 3.3) Must be on separate envelope |
| Annexure 8 | Preference Points Claim Forms (SBD 6) |

BIDDING DOCUMENTS : GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.