REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: […PR10374572…]

REQUEST FOR QUOTATION (RFQ) FOR THE REGIONAL CATERING MINI CONTRACT ON AN 'AS AND WHEN REQUIRED BASIS' FOR THE PERIOD OF TWELVE (12) MONTHS

Quotations that are received by Metrorail after the deadline, for whatever reason, shall not be considered for evaluation. Bidders are only to send their proposal directly to the above-mentioned email address, and no other email as this will result in your proposal to be disqualified

SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)					
BID NUMBER:	……..PR 10374572…..…	CLOSING DATE:	…26/11/2026…	CLOSING TIME:	…11H00….
DESCRIPTION	**REQUEST FOR QUOTATION (RFQ) FOR THE REGIONAL CATERING MINI CONTRACT ON AN 'AS AND WHEN REQUIRED BASIS' FOR THE PERIOD TWELVE (12) MONTHS**				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*:

1 ADDERLEY STREET
METRORAIL SUPPLY CHAIN MANAGEMENT
6TH FLOOR, ROOM 622B, PROPNET BUILDING
CAPE TOWN

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	
CONTACT PERSON	Faniswa Mbunje
TELEPHONE NUMBER	(021) 832 8537
E-MAIL ADDRESS	Faniswa.mbunje@prasa.com

SUPPLIER INFORMATION						
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:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA……..	
2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES/ WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES	☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES	☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES	☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES	☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES	☐ NO

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.

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**
1.3. **PRESCRIBED IN THE BID DOCUMENT.**
1.4. 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.
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 PRASA 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 WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 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.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

NB:

- ***Quotation(s) must be addressed to PRASA before the closing date and time shown above.***
- ***PRASA General Conditions of Purchase shall apply.***

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description
3.1.2 Bid/Tender Reference Number
3.1.3 Closing date of Bid/Tender
3.1.4 Supplier Name
3.1.5 Supplier Contact details
3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at https://secure.csd.gov.za/.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in

their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria [not necessarily in this order] in choosing a Supplier/ Service Provider, if so required:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
Stage 2	
Technical/Functional Requirements	Minimum Threshold of XX% / N/A
Stage 3	
Price	80
Specific Goals	20
TOTAL	**100**

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of ……**60**……. **Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the of award.

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal (*where applicable*) and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. *(where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

16.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ may result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

SECTION 3

1 EVALUATION CRITERIA:

Stage 1A – Mandatory Requirements

If you do not submit/meet the following mandatory documents/ requirements, your bid will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	Proof of CIDB grading ……. or higher (Note: Delete if not applicable)	N/A
b)	Bid Bond from a South African Bank (Note: delete if not applicable)	N/A

Stage 1B –Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within three (3) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 1B will be evaluated further.

No.	**Description of requirement**	
a)	Letter of Good Standing: COIDA. (Delete if not applicable)	N/A
b)	Supply of valid SARS Pin	Applicable
c)	Completion of ALL RFP documentation (includes ALL declarations)	Applicable
d)	Briefing Session Form D. Bidders must also reflect on the Compulsory Briefing Session Attendance Register (Delete if not applicable)	N/A
e)	Joint Venture, Consortium Agreement or Partnering Agreement/ Subcontract Agreement signed by all parties. The agreement should indicate the leading bidder where applicable. (Delete if not applicable)	N/A
f)	CSD supplier registration number	Applicable
g)	Health Certificate/ Certificate of Acceptability	Applicable

2.1 Stage 2

Technical/ Functionality Requirements –

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 60% as per the standard Evaluation Criteria presented in above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Details of the technical/ functional requirements are presented in the table below:

Table1: Technical Evaluation Criteria

No	FUNCTIONALITY QUALITY CRITERIA	SUB-CRITERIA SCORING (Refer to Indicators for The Rating of Quality Criteria Table below and Breakdown)		POINTS
	Previous Experience/ Organisational Experience Supply evidence of previous experience in the form of completed projects/services/contracts that required **CATERING SERVICES**. The evidence should come in the form of five (5) completed reference letters. Where 1 reference letter equates to 1 project completed. The reference letter must address the below items. Attached is a reference letter that can be used. The reference letter must be sent to the company/business where services were previously rendered for. Should the bidder be in possession of an existing letter, the letter shall cover all aspects outlined below. **A. Previous Client and Completed Works/Services Information:** i. Name of the organization ii. Description of works/goods/services that were provided iii. Year iv. Duration **B. Evaluation of Service Provider's Performance**	**5 projects successfully completed with 5 relevant reference letters.**	100	**100**
		4 projects successfully completed with 4 relevant reference letters.	80	
		3 projects successfully completed with 3 relevant reference letters.	60	
		2 projects successfully completed with 2 relevant reference letters.	40	

No	FUNCTIONALITY QUALITY CRITERIA	SUB-CRITERIA SCORING (Refer to Indicators for The Rating of Quality Criteria Table below and Breakdown)		POINTS
	i. Project completed within the stipulated timeframes and adhering to lead times. ii. Quality of products and services provided.	**1 project successfully completed with 1 relevant reference letters.**	20	
		0 projects successfully completed with 0 relevant reference letters.	0	
TOTAL				**100**

QUALITY CRITERIA						
<u>Previous Experience/Organisational Experience</u> Supply evidence of previous experience in the form of completed projects/services/contracts that required **CATERING SERVICES** Applications. The evidence should come in the form of five (5) completed reference letters. Where 1 reference letter equates to 1 project completed. The reference letter must address the below items. Attached is a reference letter that can be used. The reference letter must be sent to the company/business where services were previously rendered for. Should the bidder be in possession of an existing letter, the letter shall cover all aspects outlined below. **A. Previous Client and Completed Works/Services information:** i. Name of the organization ii. Description of works/ goods/ services that were provided iii. Year iv. Duration **B. Evaluation of Service Provider's Performance** i. Project completed within the stipulated timeframes and adhering to lead times. Quality of products and services provided.	Note: 0 of points allocated for this criteria. **0 Project completed with** **0 relevant reference letters.**	Note: 20 of points allocated for this criteria. **1 project completed with** **1 relevant reference letters.** Note: the reference letter must be signed and comply with the two listed criteria. If the reference letter reflects a negative report attributable to the Supplier, that reference letter will not be considered. **If the reference letters do not feature all criteria, then the tenderer will be given the lowest score.**	Note: 40 of points allocated for this criteria. **2 projects successfully completed with** **2 relevant reference letters.** Note: the reference letter must be signed and comply with the two listed criteria. If the reference letter reflects a negative report attributable to the Supplier, that reference letter will not be considered. **If the reference letters do not feature all criteria, then the tenderer will be given the lower score.**	Note: 60 of points allocated for this criteria. **3 projects successfully completed with** **3 relevant reference letters.** Note: the reference letter must be signed and comply with the two listed criteria. If the reference letter reflects a negative report attributable to the Supplier, that reference letter will not be considered. **If the reference letters do not feature all criteria, then the tenderer will be given the lower score.**	Note: 80 of points allocated for this criteria. **4 projects successfully completed with** **4 relevant reference letters.** Note: the reference letter must be signed and comply with the two listed criteria. If the reference letter reflects a negative report attributable to the Supplier, that reference letter will not be considered. **If the reference letters do not feature all criteria, then the tenderer will be given the lower score.**	Note: 100 of points allocated for this criteria. **5 projects successfully completed with** **5 relevant reference letters.** Note: the reference letter must be signed and comply with the two listed criteria. If the reference letter reflects a negative report attributable to the Supplier, that reference letter will not be considered. **If the reference letters do not feature all criteria, then the tenderer will be given the lower score.**

5.1 Stage 3 - Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	**100**

FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE
THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$PS = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

METRORAIL- WESTERN CAPE

CONTACTABLE REFERENCE FOR TENDERER

Request for Quotation: AS & WHEN REQUIRED REGIONAL CATERING MINI CONTRACT FOR 12 MONTHS IN THE WESTERN CAPE REGION

Name of the Tenderer: _____

To: PRASA – Metrorail – Western Cape

I, the undersigned duly authorized representative, hereby furnish this reference on behalf of the organisation named herein: _____

A. Previous client and completed works/services information

I. Name of the organisation : _____

II. Summary and Description of works/goods/services that were provided :

_____

_____

_____

III. Year : _____

IV. Duration : _____

V. Value of works/services/goods : _____

B. Evaluation of service provider's performance

1. Were the works/service/ product completed/delivered within stipulated timeframes Yes ☐ No ☐
   If no kindly comment _____
   _____

2. Were the works/services/product meet the expected and specified quality Yes ☐ No ☐

If no kindly comment _____

Signature: _____

Telephone: _____

Date: _____

Business stamp with date

POINTS AWARDED FOR SPECIFIC GOALS

3.1. 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:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

***Note to tenderers: The tenderer 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 tenderer)	Evidence
B-BBEE Level 1 or 2	4		Sworn Affidavit or B-BBEE Certificate issued by a SANAS approved agency
At least 51% owned by black women	4		Certified copies of ID Documents of the Owners
Black Youth Owned	4		Certified Copy of ID documents of the owners
EME or QSE 51% Black Owned	4		Audited Annual Financial/ B-BBEE Certificate/ Affidavit
51% Black Owned	4		CIPC Documents/ B-BBEE Certificate/ Affidavit

OBJECTIVE CRITERIA - [N/A]

4.1 Section 2(1)(f) of the PPPFA empowers an organ of state to award a tender to the highest scoring bidder unless there is an objective criteria that justify the award to another tenderer.

4.2 PRASA reserves the right to apply the objective criteria for this bid.

4.3 PRASA may award a bid to a bidder that did not score the highest points under the following circumstances:

a) A negative track record of the bidder in other related projects;

b) spreading the award to bidders that have not been previously appointed;

c) the need to avoid concentrating awards to the previously appointed bidders. Prasa shall take into account the following:

i. the number of bid(s) awarded to the highest scoring bidder(s) in the preceding financial years;
ii. the capacity of the highest scoring bidder(s) despite the previous appointments;
iii. the value and scope of the bid(s) already awarded to the highest scoring bidder(s);
iv. the materiality of the price difference between the highest scoring bidder and other bidders; and
v. whether the goods, services or works are of a specialized nature.

SPLITTING OF AWARDS

4.4 PRASA reserves the right to split the award of this bid to more than one service provider, provided that the nature of the services or goods or works to be provided are capable of being split to more than one service provider.

APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER

4.5 PRASA may appoint a bidder other than the successful bidder under the following instances:

(i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribe period of time e.g. 14 (fourteen) days after being called upon to do so;

(ii) When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;

(iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding); and

(iv) When final contract negotiations with a preferred bidder fails and a contract is not agreed upon.

4.6 PRASA will only award a bid to a bidder other than the highest scoring bidder provided that such bid is still within the bid validity period.

4.7 Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

SECTION 4

PRICING AND DELIVERY SCHEDULE - [REFER PAGE 21]

Respondents are required to complete the attached Pricing Schedule

1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
2 Price offer is firm and clearly indicate the basis thereof.
3 Pricing Bill of Quantity is completed in line with schedule if applicable.
4 Cost breakdown must be indicated.
5 Price escalation basis and formula must be indicated.
6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
9 negotiate a market-related price with the Respondent scoring the highest points;
10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
11 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I/ We _____ (Insert Name of Bidding Entity) of _____ code _____(Full address) conducting business under the style or title of_____ represented by: _____ in my capacity as:_____ being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities/ schedule of quantities or, where these do not form part of the contract, at a lumpsum, of R _____(amount in numbers);_____ _____ (amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be affected within ……. working days from date of order. (To be completed by Service provider).

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.
No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.
The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:
Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On

dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements and fit for the purpose for which they are intended and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

Special Conditions: Funding Contingency

1. Paragraph 8.4 of the PFMA SCM Instruction No. 3 of 2021/22 states that the Accounting Authority may not invite price quotations or bids if no or sufficient provision is made in the budget of the institution.
2. PRASA has, in terms of section 79 of the PFMA, obtained approval from National Treasury, for a departure from paragraph 8.4 of the PFMA SCM Instruction No. 3 of 2021/22.
3. PRASA is currently in the process of making provision and allocation of budget for the services required in this RFQ, which provision and/or budget allocation has not yet been completed at the time of the issuance of this RFQ.
4. PRASA will, however, ensure that provision and/or budget allocation is made prior to the award of business in this RFQ.
5. Accordingly, any award pursuant to this RFQ is strictly subject to PRASA, inter alia:
   5.1. securing the necessary funding allocation; and
   5.2. confirming that sufficient budget exists to meet the intended award.
6. PRASA undertakes to keep bidders reasonably informed of the progress and status of the funding allocation and budgeting process.
7. By submitting a bid, bidders expressly acknowledge and agree that PRASA reserves the right to cancel this RFQ at any stage prior to award, in the event that PRASA is unsuccessful in making sufficient provision and/or budget allocation for the required services.
8. PRASA shall not be liable for:

   8.1. any claim, loss, or damages of whatsoever nature arising from or in connection with a failure to source funding; or
   8.2. the non-award of tender due to a failure to source funding; and
   8.3. bidders waive any right to institute proceedings against PRASA in respect of the circumstances contemplated above.

SIGNED at _____ on this _____ day of _____20_____

Signature of Witness

1 _____

Name _____

Signature of Witness

2 _____

Name _____

Signature of Bidder's Authorised Representative: _____

Name: _____

Designation: _____

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 interest1 in the enterprise,

employed by the state? **YES/ NO**

2.1.1 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

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

2.2.1 If so, furnish particulars:

……

……

2.3 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:

……

……

[1] 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.

3 Bidder's declaration regarding PEPs/PIPs

PRASA requires bidders to disclose if they have Politically Exposed Persons ("PEP")[2] or Prominent Influential Persons ("PIP")[3] and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/ PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.[4]

3.1 Is the bidder a PEP/ PIP? **YES/ NO**

3.2 Does the bidder have an existing relationship with a PEP /PIP? **YES/ NO**

3.3 Where a relationship with a PEP/ PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

Name of PEP/ PIP & Nature of the Exposure/Influence	**Term of the office**	**Description of activities relating to Exposure/Influence**

3.4 Declaration:

I/We the undersigned _____ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

_____

Signature Date

_____

Position Name of bidder

[2] Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

[3] As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

[4] Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

4 DECLARATION

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:

4.1 I have read and I understand the contents of this disclosure;

4.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

4.3 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[5] will not be construed as collusive bidding.

4.4 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.

4.5 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.

4.6 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.

4.7 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, 3 and 4 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.

…… ……..

Date Signature

[5] 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.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	**100**

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

***Note to tenderers: The tenderer 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 tenderer)	Evidence
B-BBEE Level 1 or 2	4		Affidavit or B-BBEE Certificate issued by a SANAS approved agency
At least 51% owned by black women	4		Certified copies of ID Documents of the Owners
Black Youth Owned	4		Certified Copy of ID documents of the owners
EME or QSE 51% Black Owned	4		Audited Annual Financial/ B-BBEE Certificate/ Affidavit
51% Black Owned	4		CIPC Documents/ B-BBEE Certificate/ Affidavit

DECLARATION WITH REGARD TO COMPANY/ FIRM

4.2. Name of company/firm…….

4.3. Company registration number: ……...

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ non-profit Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….

DATE: ……

ADDRESS: ……

……

SECTION 7 - (N/A)

CERTIFICATE OF ATTENDANCE OF COMPULSORY RFQ BRIEFING

Request number:	
Request for Proposal:	

Attendance

This is to certify that _____ has / have today attended the site inspection / RFQ briefing session to which this enquiry relates.

THUS DONE and SIGNED at _____ on this _____ day of _____

_____ _____

for / on behalf of PRASA Designation

Acknowledgement

This is to certify that the Bidder attended the above-mentioned briefing session/ site inspection and has / have acquainted himself / themselves with the Contract, Project Specification / Special Conditions, Specifications and / or Bills of Quantities / Schedule of Quantities / Schedule of Prices, together with the drawings enumerated therein, as laid down by the PRASA for the carrying out of the proposed WORKS to which the enquiry relates

THUS DONE and SIGNED at _____on this _____ day of _____20_____

DULY AUTHORISED SIGNATORY(IES) WITNESSES

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

SECTION 8

SPECIFICATION/SCOPE OF WORK
Insert Specification/ Scope of Work here OR cross-reference to separate Annexure…...

BOQ/ PRICING SCHEDULE

ITEM NO	DESCRIPTION	UNIT	QTY	UNIT PRICE		TOTAL AMOUNT	
				R	C	R	C
1	**Part 1 – Catering Options (As per Annexure A)**	Each	1				
	Part 2 Milage (Refer Annexure A)	Each	1				
2	Delivery	Each	1				
		SUB-TOTAL					
		VAT					
		GRAND - TOTAL					

INSTRUCTIONS TO BIDDERS – MANDATORY COMPLETION RULES

1. All line items must be priced. Do not leave any cell blank. Failure to price every line item will render the quotation non-responsive and it will be disqualified.
2. Unit Rate must be all-inclusive. The Unit Rate for each catering item must include all costs necessary to deliver that item, including (where applicable): food and beverages; packaging, disposables, serviettes and condiments; crockery, cutlery and glassware (where stated); equipment (urns, chafing dishes, tables, etc. where stated); labour for preparation, setting up, serving, clearing and removal; and any other consumables required. No additional charges may be claimed later for items that should have been included in the Unit Rate.
3. Delivery costs must NOT be included in any catering line item. All delivery, transport, fuel, driver and related costs must be priced only under Item 2.1 (Standard delivery fee). Including delivery costs in any catering rate (Items 1.1 – 1.25) will result in the rate being regarded as non-compliant.
4. How to complete the Amount column: Amount (R) = Unit Rate × Estimated Quantity. Calculate this for every line item.
5. Estimated quantities are for evaluation purposes only. PRASA does not guarantee that these quantities will be ordered. Actual quantities will be ordered on an "as and when required" basis via official Purchase Orders.
6. Contract value ceiling: The total value of orders placed under this contract shall not exceed R1 000 000.00 (including VAT) or the actual value of services ordered, whichever is lower.
7. Heritage menu items (1.24.1 – 1.24.8): Each sub-item must be priced per person.
8. Emergency Meal Voucher (Item 1.25): The Unit Rate is the all-inclusive cost to PRASA of supplying one voucher with a face value of R1 000 (including any administration or handling fee).
9. Fixed rates: All rates submitted shall remain fixed for the full 12-month contract period. No price escalation will be accepted.

Catering must make provision for vegetarian and vegan guests (minimum 5% of any order where applicable).

1. CATERING

Item	Description	Est. Qty / year	Unit Rate (R) excl. VAT	Amount (R) excl. VAT
1.1	Beverage: 500ml still bottled water	2 000		
1.2	Beverage: 500ml sparkling bottled water	500		
1.3	Beverage: 330ml canned soda drink assortment (Coca-Cola, Fanta, Stoney, Sprite etc.)	2 000		
1.4	Beverage: 350ml bottled fruit juice assortment (orange, mango, fruit cocktail etc.)	2 000		
1.5	**Coffee and tea served in cups and saucers (priced per person)** Includes coffee (Nescafe or equivalent), tea (Ceylon, rooibos), sweetener, sugar, milk, honey, creamer, lemon, peppermint. Supplier supplies boiler/ urn, kettles, white porcelain cups & saucers, teaspoons. Price inclusive of all items, setting up, clearing and removal.	1 000		
1.6	**Coffee and Tea in Take-Away Cups and Lids (Double walled coffee cup) – priced per person** Supplier supplies coffee, tea, sweeteners, sugar, milk, wooden stirrers and serviettes. Price inclusive of all items, setting up, clearing and removal.	1 000		
1.7	**Fresh large jumbo muffin assortment (blueberry, lemon & poppy seed, chocolate, bran)** Served on white porcelain tray and serviettes in sufficient quantities for the number of persons catered for. (priced per unit). Price inclusive of all items, setting up, clearing and removal.	2 000		
1.8	**Fresh scone served with cheese, jam and cream** Served on white porcelain tray and serviettes in sufficient quantities for the number of persons catered for (priced per unit)	1 500		
1.9	Fresh Seasonal Fruit e.g. apple, banana, naartjie (1 pc)	1 000		

1.10	**Meat platter (serves 10-15)** 10 Chicken Fillet Skewers, 10 Meat Balls, 10 Sticky Chicken Winglets, 10 BBQ Chicken Drummies, 10 Cocktail Beef Sausages, 10 Crumbed Chicken Strips + 2 sauces. Served with tongs. Price inclusive of side plates, serviettes, setting up, clearing and removal.	90		
1.11	**Sandwich Platter (serves 10-15)** Crustless white & whole wheat triangles: Tuna & Mayo, Cheese & Tomato, Pressed Beef & Mustard, Chicken & Mayo. Served with tongs. Price inclusive of side plates, serviettes, setting up, clearing and removal.	90		
1.12	**Seasonal fruit platter (serves 10-15)** Seasonal Freshly Sliced Fruit or Fruit Skewers. Served with tongs. Price inclusive of side plates, serviettes, setting up, clearing and removal.	90		
1.13	**Breakfast Platter (serves 10-15)** 20 mini croissants with cheese; 20 mini cocktail Danish; mini scones with jam & cheese; savoury mini quiche. Freshly prepared. Price inclusive of side plates, serviettes, setting up, clearing and removal.	90		
1.14	**Vegetarian platter (serves 10-15)** 15 cocktail quiches; 15 soy mince samosas; 15 vegetarian spring rolls and related vegetarian items. Price inclusive of side plates, serviettes, setting up, clearing and removal.	10		
1.15	**Pre-packaged Meal Option 1:** 1 pc ¼ grilled **chicken, rice and gravy**; roast potatoes; 1 soft drink (canned 330ml soda e.g. Coco-Cola/Fanta/Stoney etc.) Individually Served in a food grade, sturdy, leak-resistant, insulated, lidded kraft take-away box/container suitable for maintaining food quality and temperature during transport and distribution with the appropriate disposable cutlery and a serviette. The meal must be hygienically prepared, securely packaged and clearly labelled where required, including clear identification of Halaal/ Kosher/ Vegetarian meals (priced per person)	1000		
1.16	**Pre-packaged Meal Option 2**: wholewheat chicken wraps served with 1 soft drink (canned 330ml soda e.g. Coco-Cola/Fanta/Stoney etc.). Filling: roasted chicken strips, tahini mayo, cabbage, carrot, spinach, broccoli, spring onion and peppers, Vegetarian option: falafel, hummus & caramelized onion wrap. Individually Served in a food grade, sturdy, leak-resistant, insulated, lidded kraft take-away box/container suitable for maintaining food quality and temperature during transport and distribution with the appropriate disposable cutlery and a serviette. The meal must be hygienically prepared, securely packaged and clearly labelled where required, including clear identification of Halaal/ Kosher/ Vegetarian meals (priced per person)	1000		

1.17	**Hot Meal Option 1:** Main - Oxtail/Grilled chicken (quarter legs)/Grilled fish (hake). Sides - Samp with beans; Savoury rice; Mixed grilled veggies; Green salad; Pasta salad; Potato salad; Sauces to be provided (lemon & herb etc.). Served with 330ml canned carbonated soft drink assortment e.g. Coca-Cola, Fanta, Stoney, Sprite etc. Dessert - Malva pudding with custard and seasonal fruit salad. N.B. Food to be kept warm in Bain marries/food warmers. The quoted price shall be all-inclusive and must include food preparation, cooking, buffet set-up, service of the food, all equipment, consumables, serving dishes, utensils, tables where required and other equipment necessary to maintain food at the appropriate temperature and present the buffet professionally, white porcelain crockery, stainless steel cutlery, linen tablecloths, cloth napkins, glass tumblers, water jugs. Clearing, cleaning and removal. (priced per person)	60		
1.18	**Hot Meal Option 2:** Main - Lamb head (smiley)/Tripe. Sides - steamed bread, savory rice, mixed grilled veggies; Green salad; Pasta salad; Potato salad; Sauces to be provided (lemon & herb etc.). Served with a 330ml canned carbonated soft drink assortment e.g. Coca-Cola, Fanta, Sprite, Stoney etc. Dessert - Malva pudding with custard and seasonal fruit salad. N.B. Food to be kept warm in Bain marries/food warmers The quoted price shall be all-inclusive and must include food preparation, cooking, buffet set-up, service of food, all equipment, consumables, serving dishes, utensils, tables where required and other necessary equipment to maintain food at the appropriate temperature and present the buffet professionally, white porcelain crockery, stainless steel cutlery, white linen tablecloths, cloth napkins, glass tumblers, water jugs. Clearing, cleaning and removal with no additional charges (priced per person)	60		
1.19	**100% fresh fruit juice assortment served in glass jugs (5L) – priced per person** Supplier to supply glass jugs and glasses. Price inclusive of all consumables, setting up, clearing and removal.	1 500		
1.20	**HALAAL/ KOSHER Meal – From Certified Halaal/ Kosher food distributor / caterer** Must comply with recognised Halaal/ Kosher requirements. Valid certification required. Meals clearly marked and kept separate to prevent cross-contamination.	30		
1.21	2kg Bag of Ice	50		
1.22	50Lt cooler box hire	10		
1.23	**Outreach programme menu (special event)** Chicken Soup (min 350 ml) in insulated leak-resistant container + bread roll + butter + 350ml fruit juice. Individually packed for community outreach / CSI / disaster relief.	300		

1.24	**Heritage menu (special event) – priced per person** Traditional SA Heritage menu, buffet-style. Price all-inclusive (preparation, cooking, buffet set-up, service, equipment, chafing dishes). Menu confirmed by PRASA per event.	See below		
1.24.1	Braai Pack and Boerewors	1 500		
1.24.2	Potjiekos	1 500		
1.24.3	Umngqusho	1 500		
1.24.4	Pap and Chakalaka	1 500		
1.24.5	Lamb Curry	1 500		
1.24.6	Malva Pudding	1 500		
1.24.7	Milk Tartlets	1 500		
1.24.8	Koeksisters	1 500		
1.25	**Emergency Meal Voucher (face value = R1 000)** Valid for 3 years, redeemable at any outlet in the Western Cape. Unit Rate = all-inclusive cost to PRASA of supplying one voucher (incl. any admin/handling fee).	50		
	ESTIMATED TOTAL FOR CATERING (Section 1)			

2. DELIVERY / MILEAGE

The bidder shall provide a standard, all-inclusive delivery and collection fee per catering service/order, irrespective of the distance travelled. The fee shall apply to any PRASA/Metrorail station, depot, office or operational facility within the Western Cape. No additional mileage, distance-based, fuel surcharge or travelling fees will be payable.

Item	Description	Est. Qty / year	Unit Rate (R) excl. VAT	Amount (R) excl. VAT
2.1	**Standard delivery fee (delivery, setup, breakdown and collection) priced per event** All-inclusive fee for any location within the Western Cape PRASA rail network. No additional mileage or surcharges payable.	40		
	ESTIMATED TOTAL FOR DELIVERY (Section 2)			

SUMMARY

Sub-Total (Section 1 + Section 2) excluding VAT	R
VAT @ 15%	R
GRAND TOTAL (TOTAL VALUE OF 1 YEAR CONTRACT) – FOR EVALUATION PURPOSES ONLY	**R**

Note: The Grand Total is for comparative evaluation only. The actual contract value shall not exceed R1 000 000.00 (including VAT) or the value of orders actually placed, whichever is lower.

Bidder's Name: _____ Signature: _____ Date: _____

SECTION 9: SPECIAL CONDITIONS OF CONTRACT

9.1 Budget Ceiling

The total value of orders placed under this contract shall not exceed R1 000 000.00 (including VAT) over the 12-month period, or the actual value of services ordered, whichever is lower. PRASA is under no obligation to spend the full budget amount.

9.2 Market-Related Rates

PRASA reserves the right to negotiate with the highest-scoring bidder(s) if any rates are considered not market-related. If no agreement is reached, PRASA may cancel the RFQ or negotiate with the next ranked bidder(s).

9.3 Splitting of Awards

PRASA reserves the right to split the award of this RFQ to more than one service provider, provided that the nature of the services is capable of being split. Where PRASA elects to split the award, the allocation of work will be based on the ranking of bidders who passed functionality and the 80/20 preference point system, operational requirements, and the need to ensure continuity of service across the Western Cape Region. PRASA further reserves the right to award the contract in whole or in part, or not to award at all.

9.4 As-and-When Ordering

This is an "as and when required" contract. Orders will be placed via official Purchase Orders only. No work may commence without a valid Purchase Order. The estimated quantities in the BOQ are for evaluation purposes only and do not constitute a commitment by PRASA.

9.5 Validity of Rates

All rates submitted shall remain fixed for the duration of the 12-month contract period. No price escalation will be entertained unless expressly provided for in writing by PRASA.

TERMS AND CONDITIONS

Duration of service:

The intended term of the as and when contract will be for a period of 12 months.

Service conditions:

The contractor must make provision for:

- Catering Services on 24HR Notice
- Preparation of Snacks, Meals, Coffee/ Tea and other beverages to the acceptable food industry standards
- Servers and staff as and when required
- Delivery and set up at a list of possible venues provided below
- Provision of Equipment, Cutlery, Crockery, Hot Trays and bain-maries applicable to the menus
- Serviettes, toothpicks
- Hiring of event furniture (i.e. Trestle Tables, Tablecloths, Plastic chairs, Podium)
- Bidder must Not be a Sub-contracting Service Provider
- **In an event where Service Provider fails to render required services contract will be withdrawn**

List of possible venues:

- Paul Sauer Building, 1 Adderley Street Cape Town 8001
- RMTCC Bellville
- Premier Classe Lounge, Cape Town Station
- PRASA GCEO Boardroom, Cape Town Station
- Bellville railway station
- Langa railway station
- Rolling stock mess room, Salt River
- Rosebank railway station
- Koeberg training Centre, 4 Upper Camp Road, Koeberg, Maitland
- Prasa ICT Building, Old Marine Drive, Cape Town

NB:- Service Provider must be in Possession of Health Certificate.

NB: A) Please note that the delegates may or may not require individual items but opt for the pre-packs.

B) Order may be placed per individual lines or combinations

- **Submission Letter of Completion Catering/ Event Related m Three (3) Reference Letters on Letter Heads with Contactable References that food was in line with Company Specification and food quality and on delivered on time**
- **In an event where Service Provider Fails to render required services contract will be withdrawn**
- **Prospective Bidders will have to present Platters for Food Tasting prior Contract Evaluation Conclusion**
- **Supplier must be Cape Town based for Site Visits and Premises Conditions**