

Request for Quotations

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. All quotations must be submitted on CSD with complete SBD 4.

Catering request: Lunch for Support staff
Event Dates: 18 – 30 November 2026
Venue: JL Dube House, NO 12 Eastbourne Road
Morningside, Durban, 4001

Contact person: Themba Chauke
Contact number: 072 572 7095
Email: Themba@presidency.gov.za

Detailed description of specification for the service required	Quantity
18 November 2026 Lunch to be delivered at 11:30 for 7 pax	
1. Support Staff)	
Meat:	
- 200g Mild chicken curry	7
Starch:	
- 250g Basmati Rice	7
Vegetables/Salad:	
- 90g Salsa	7
Beverages	
- 330ml Assorted Coldrinks	24
- 500ml still water	24
19 November 2026 Lunch to be delivered at 11:30 for 7 pax	
2. (Support Staff)	
Meat:	
- 350g Beef Lasagna	7
Vegetables/Salad:	
- 100g Fresh green salad	7
20 November 2026 Lunch to be delivered at 11:30 for 7 pax	
3. (Support Staff)	
Meat:	
- 450g Chicken Biriyani	7
Vegetables/Salad:	

- 70g Salsa	7
Beverages:	
- 330ml Assorted water	24
- 500ml Still water	24
23 November 2026 Lunch to be delivered at 11:30 for 7 pax	
4. (Support Staff)	
Meat:	
- BBQ Chicken leg quarters	7
Vegetables/Salad:	
- Roasted Potato wedges	7
- 100g Greek salad	7
24 November 2026 Lunch to be delivered at 11:30 for 7 pax	
5. (Support Staff)	
Meat:	
- 200g Grilled Hake	7
Vegetables/Salad:	
- 200g French fries	7
- 100g Coleslaw	7
Beverages:	
- 300ml Assorted Coldrinks	24
- 500ml Still water	24
25 November 2026 Lunch to be delivered at 11:30 for 7 pax	
6. (Support Staff)	
Meat:	
- 200g Mild Beef curry	7
Starches:	
- 200g Savory Rice	7
Vegetables/Salad:	
- 100g Mixed vegetables	7
26 November 2026 Lunch to be delivered at 11:30 for 10 pax	
7. (Support Staff)	
Meat:	
- BBQ chicken leg quarter	7
- 15cm Braai wors	7
Starches:	
- 150g pap	7
Vegetables/Salad:	

- 90g Spicy chakalaka	7
- 60g Tomato and onion gravy	7
Beverages:	
- 330ml Assorted Coldrinks	12
- 500ml Still water	12
27 November 2026 Lunch to be delivered at 11:30 for 10 pax	
8. (Support Staff)	
Meat:	
- 350g Mutton Biriyani	7
Vegetables/Salad	
- 90g Salsa	7
30 November 2026 Lunch to be delivered at 11:30 for 10 pax	
9. (Support Staff)	
Meat:	
- 200g Hake	7
Vegetables/Salad	
- 200g French Fries	7
- 100g Coleslaw	7
10. Accomplishment	
- **Individual salt and pepper, vinegar, salad dressing and tomato sauce to be supplied with every meal**	

Evaluation Criteria

- The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.

- **Phase 1:** Adherence to the specifications / Functionality: Evaluation in terms of all items required as per specification is quoted by the bidder.

  - **Only bidders who quoted all items required as per specification will be considered for phase 2.**
  - Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure to do that may result in the bidder being disqualified.

- **Phase 2**: **Disqualification in Administration Requirements**
  - **Only bidders who submitted quotes according to the below will be considered for phase 3:**
    - Quotes must be submitted on or before the stipulated closing dates.
    - Supplier must be registered on Central Supplier Database (CSD).
    - Bid/quotations submitted **after** closing date will not be considered.

- Phase 3**: Evaluation of** price **and** Specific goals **will be in terms of 80/20 preference point systems**.

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTS FOR PRICE AND SPECIFIC GOALS	100

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such).

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of State)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification
Women ownership		**10**	CSD report
Youth ownership		**7**	CSD report
People with Disabilities		**3**	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

Validity Period

- The validity period of the Quotation is 90 days from the closing date.

- The Presidency may extend the validity period should the process not be completed within 90 days, and bidders will be consulted to extend the validity. Please note that non-response from the bidder will be regarded as consent to the extension of the

validity period, and The Presidency will proceed with evaluating the proposal submitted by the closing date.

Condition on "equivalent" branding:

- If a specification includes a brand name or "equivalent", the bidder must explicitly state the alternative brand name if they choose to supply an equivalent product. If no alternative brand is specified in the bid, the bidder must supply the originally specified brand. The Presidency will not consider non-specified equivalent products.
- The Presidency reserves the right to accept or reject an equivalent brand based on quality. If a proposed alternative brand is rejected for failing to meet quality standards, the bidder will be given an opportunity to supply the originally specified brand; failing which, the bid will be disqualified.

General requirements

- SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/ members of the company who submitting quotes have other related companies as registered on CSD, they should disclose on 2.3.

- Tax matters must be compliant with CSD before final award, if not you will be notified to correct within seven (07) working days failure to do that will result in disqualification.

- Banking details must be verified if not you will be notified to correct within seven (07) working days failure to do that may result in disqualification.

- All items must be priced by bidders. If the bidder fails to assign a price to specific items, it will be considered that those items are offered at no cost (for free).