RFP NUMBER:	**RFP/SASSETA/26271107**
DESCRIPTION:	Appointment of a panel of five (5) caterers to provide catering services for SASSETA meetings from the date of appointment until 31st March 2030 on an ad-hoc basis
PUBLISH DATE:	18 November 2026
CLOSING DATE:	11 December 2026
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY:	Proposals are to be submitted electronically via email to **catering@sasseta.org.za** for the attention of Ms. Olivia Khoza, Quoting the reference (RFP/SASSETA/26271107)
ATTENTION:	Ms. Olivia Khoza
The email address **(catering@sasseta.org.za**) is for the submission of tender proposals only and will be accessed by SASSETA after the tender closing date and time. Queries related to this tender are to be sent to scm04@sasseta.org.za.	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1)
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Pricing Schedule (Annexure B)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

1.2.1 There will be no compulsory briefing session for this tender

CLARIFICATIONS/QUERIES

1.2.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Olivia Khoza** **scm04@sasseta.org.za** by **11:00am** on the **01 December 2026.** The bid number should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**.

1.3 SUBMITTING BIDS

1.3.1 Proposals to be submitted electronically only via email to: **catering@sasseta.org.za** (**maximum size of the email 30MB)**

1.3.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server**.

1.3.1.2 Submission(s) can be made through email and WeTransfer. **Bidders are advised NOT to set an expiry date on the submission(s) made**. If a Bidder's response is found to have expired during the evaluation period, it will be considered non-responsive. Bidders who chose to submit via WeTransfer are encouraged to ensure that they have a license for the platform as without it, the submission will automatically expire within seven (7) days.

1.3.1.3 Bidders must not submit their responses via **Google Drive and any other method** that will compel SASSETA to request access and/or create an email address out of SASSETA's domain (sasseta.org.za). Such responses will be considered non-responsive.

1.3.1.4 Bidders are advised to double check their submission(s) before responding to the bid.

1.4 Closing date and time 11 December 2026 @11h00am

1.5 LATE BIDS

1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid

1.6 NEGOTIATION

1.6.1 SASSETA has the right to enter into a negotiation with a prospective service provider.

1.6.2 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated person responsible of both parties.

1.7 REASONS FOR REJECTION

1.7.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

1.7.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of itsdirectors:

1.7.2.1 have abused the Supply Chain Management systems of SASSETA.

1.7.2.2 have committed proven fraud or any other improper conduct in relation to such systems.

1.7.2.3 have failed to perform on any contract and the proof exists.

1.7.3 Such actions shall be communicated to the National Treasury

2. TERMS OF REFERENCE

2.1 INTRODUCTION AND BACKGROUND

2.1.1 Safety and Security Sector Education and Training Authority (SASSETA) is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

2.2 PURPOSE

2.2.1 SASSETA's requirement is to procure a panel of five (5) caterers to provide catering services for SASSETA meetings from the date of appointment until 31st March 2030 on an ad-hoc basis.

2.3 SPECIFICATION AND REQUIRED DELIVERABLES

2.3.1 SASSETA requires written catering quotations per unit (X1) as per details hereunder. The actual quantity of delegates to be catered for will be provided per request sent to a particular caterer at the time:

Date Catering Required	**For a period ending 31 March 2030**
Delivery Time	Per Request
Delivery location	**TBC – per meeting**
REQUIRED	**No. to be catered for**
BREAKFAST:	
1. None toasted sandwiches (Brown-bread) (creamy spread with cheese)	1
2. None toasted sandwiches (white bread) (creamy spread with cheese)	1
3. Toasted sandwiches (Brown-bread) (creamy spread with cheese)	1
4. Toasted sandwiches (white bread) (creamy spread with cheese)	1
5. None Toasted sandwiches (white - bread) - assorted filling	1
6. None Toasted sandwiches (Brown-bread) – assorted filling	1
7. Toasted sandwiches (white - bread) - assorted filling	1
8. Toasted sandwiches (Brown-bread) – assorted filling	1
9. 1 X slice Plain toasted Brown bread	1
10. 1 X slice Plain toasted White Bread	1
11. 1 X slice of none-toasted brown bread	1
12. 1 X slice of none-toasted white bread	1

13. 1 X slice Rye bread	1
14. 1 X slice sour dough bread	1
15. Plain scone (Woolworths)	1
16. Scones (Woolworths) with cream and grated cheese	1
17. Scones (Woolworths) with butter and jam	1
18. Plain Croissant	1
19. Croissant stuffed with tomato and salad	1
20. Croissant stuffed with tomato and salad and cheese	1
21. Croissant stuffed with cheese and a variety of cold meats	1
22. Muffins (assorted flavours)	1
23. Cake to feed up to twenty (20) delegates (eg. Vanilla, Red Velvet, Chocolate, Carrot) with buttercream icing or fondant icing	1
24. Cake to feed up to one hundred and sixty (160) delegates (eg. Vanilla, Red Velvet, Chocolate, Carrot) with buttercream icing or fondant icing	1
25. Individually packaged cupcakes (standard size) (eg. Vanilla, Red Velvet, Chocolate, Carrot) with buttercream icing or fondant icing	1
26. English Breakfast (2 pieces of bacon,1 X beef sausage, 2 eggs (scrambled/boiled), baked beans, 1 slice of tomato, mushrooms, and one slice of toasted bread)	1
27. English Breakfast (2 pieces of macon,1 X chicken sausage, 2 eggs (scrambled/boiled), baked beans, 1 slice of tomato, mushrooms, and one slice of toasted bread)	1
28. Variety of Fruits (e.g. red/green apples, bananas, pears, oranges, etc.)- to quote on one fruit per person	1
29. Fruit salad (300g)	1
30. Nutriday Plain yoghurt (100g) (full cream)	1
31. Nutriday Flavoured yoghurt (100g) (full cream)	1
32. Nutriday Plain yoghurt (100g) (low fat)	1
33. Nutriday Flavoured yoghurt (100g) (low fat)	1
34. Woolworths Plain yoghurt (100g) (full cream)	1
35. Woolworths Flavoured yoghurt (100g) (full cream)	1
36. Woolworths Plain yoghurt (100g) (low fat)	1
37. Woolworths Flavoured yoghurt (100g) (low fat)	1
38. Gluten free Breakfast	1
39. Vegetarian Breakfast	1

40. Kosher Breakfast			1
41. Tea (rooibos, five roses and Joko) outside SASSETA			1
42. Coffee (Nescafe, Jacobs) outside SASSETA			1
43. All bran flakes, Cornflakes, Muesli, wheat bix			1
44. Fizzy Drinks – 500ml			1
45. Juice – 500ml			1
46. Powerade Energy drinks 500ml (Jagged ice, Naartjie, Orange, Mountain Blast)			1
47. aQuelle Water – 500ml Still			1
48. aQuelle Water – 500ml Sparkling			1
49. Valpre Water – 500ml Still			1
50. Valpre Water – 500ml Sparkling			1
51. Gemmer/ginger beer 500ml			1
52. Crockery **(if Yes Specify) per person**	**YES**	R	1
53. Cutlery **(if Yes Specify) per person**	**YES**	R	1

NB.: Costs will be reimbursed utilising "*tariffs for use of motor transport*" from the Department of Transport.

Bidders to quote per requirements below per unit (X1):

No.	Starch	Vegetable	Salad	Protein 1	Protein 2	Protein 3	No. to be catered for
1.	X2	X2	X1	Grilled Chicken	Beef stew	N/A	X1
2.	X2	X2	X1	Grilled chicken	Mutton stew	N/A	X1
3.	X2	X2	X1	Grilled Chicken	grilled Fish	N/A	X1
4.	X2	X2	X1	Grilled Chicken,	lamb chops	N/A	X1
5.	X2	X2	X1	grilled Chicken,	pork chops	N/A	X1
6.	X2	X2	X1	Chicken stew,	grilled steak,	N/A	X1
7.	X2	X2	X1	Chicken stew,	Grilled fish,	N/A	X1
8.	X2	X2	X1	Chicken stew,	lamb chops,	N/A	X1
9.	X2	X2	X1	Chicken stew,	pork chops,	N/A	X1

10.	X2	X2	X1	Beef stew,	Grilled fish	N/A	X1
11.	X2	X2	X1	Beef stew,	pork chops	N/A	X1
12.	X2	X2	X1	Beef stew,	Lamb chops,	N/A	X1
13.	X2	X2	X1	braai Wors,	braai lamb chops,	N/A	X1
14.	X2	X2	X1	braai Wors,	braai steak	N/A	X1
15.	X2	X2	X1	braai Wors,	braai chicken drumsticks, wings and thighs	N/A	X1
16.	X2	X2	X1	braai steak	braai lamb chops,	N/A	X1
17.	X2	X2	X1	braai steak	Braai pork chops	N/A	X1
18.	X2	X2	X1	braai steak	braai chicken drumsticks, wings and thighs	N/A	X1
19.	X2	X2	X1	Mutton Stew	Lamb chops,	N/A	X1
20.	X2	X2	X1	Mutton stew,	grilled fish	N/A	X1
21.	X2	X2	X1	Mutton stew,	pork chops,	N/A	X1
22.	X2	X1	X2	braai Wors,	braai lamb chops,	braai chicken drumsticks, wings and thighs	X1
23.	X2	X1	X2	braai Wors,	braai steak	braai chicken drumsticks, wings and thighs	X1
24.	X2	X2	X1	Chicken Stew	Lamb chops,	grilled fish	X1
25.	X2	X2	X1	Chicken Stew	Beef chops,	grilled fish	X1
26.	X2	X2	X1	Beef stew,	Lamb chops,	grilled fish	X1
27.	X2	X2	X1	Mutton stew,	grilled fish	Grilled chicken	X1
28.	X2	X2	X1	Mutton stew,	pork chops,	grilled fish	X1
29.	X2	X2	X1	Mutton stew,	lamb chops,	grilled fish	X1
30.	X2	X2	X1	Mutton stew,	grilled steak,	grilled fish	X1

31.	X2	X2	X1	Mogodu/Tripe	Chicken gizzard	N/A	X1
32.	X2	X2	X1	Mogodu/Tripe	Chicken gizzard	Chicken Feet	X1
33.	X2	X2	X1	Mogodu/Tripe	Chicken Feet	N/A	X1
34.	X2	X2	X1	Skopo - Beef head	Mutton Stew	N/A	X1
35.	X2	X2	X1	Tlhakwana (beef trotters)	Tshotlo (pounded/shredded beef)	N/A	X1
36.	Starch (pap)						X1
37.	Starch (ting (sour porridge))						X1
38.	Starch (rice)						X1
39.	Starch (dumpling)						X1
40.	Side dish 2 veg,1 salad,1starch						X1
41.	Greek Salad (170g)						X1
42.	Finger Lunch – Finger platters (6-10 people)						X1
43.	Beef Breyani						X1
44.	Mutton Breyani						X1
45.	Chicken Breyani						X1
46.	Fish Breyani						X1
47.	Kosher Lunch						X1
48.	Vegetarian Lunch						X1
49.	Gluten free Lunch						X1

NB. IF A SERVICE PROVIDER <u>DOES NOT</u> HAVE A HALAAL CERTIFICATE, THEY MUST NOT COMPLETE PRICING FOR HALAAL MENU BELOW. <u>NANDOS WILL NOT BE COUNTED AS THE ONLY HALAAL MEAL AND DOES NOT CONSTITUTE AS THE HALAAL MEAL FOR ALL SASSETA MEETINGS</u>

The Caterers who are bidding for the Halaal menu must submit a valid copy of a Halaal certificate in the name of their own company **OR** if the bidding company will be outsourcing Halaal menu, the caterer should submit the Halaal certificate of the third party which should be within the proximity of 30 km of the bidding company physical address		
1.	Halaal Breakfast	X1
2.	Halaal Lunch	X1
3.	Halaal Chicken Breyani	X1
4.	Halaal Fish Breyani	X1
5.	Halaal Lamb Breyani	X1
6.	Halaal Vegetable Breyani	X1
7.	Halaal Beef Breyani	X1
8.	Halaal Chicken Breyani and Halaal Lamb Curry plus one starch, two vegetables and one salad	X1

NB.: Bidders will be required to quote SASSETA on the submitted amounts for the duration of the contract.
Where caterers buy certain meals from restaurants, they will be required to provide the receipt for reimbursement by SASSETA.

2.4 VALUE ADDING ITEMS

2.4.1 Service providers are requested to supply the following value adding items as and when required:

1. Tables
2. Tablecloths
3. Chaffing Dishes
4. Toothpicks
5. Urn
6. Serviettes

2.5 TIMEFRAMES FOR DELIVERY OF THE WORK

2.5.1 The agreement shall be from the date of appointment until 31 March 2030.

2.5.2 Successful service providers will be required to deliver within two (2) days of the catering request.

2.6 MANDATORY SUBMISSION REQUIREMENTS

2.6.1 The bidding caterers to submit a valid health compliance certificate issued by a recognised body. **Quotations submitted without a valid health compliance catering certificate will be disqualified from evaluation.**

2.6.2 The Caterers who are bidding for the Halaal menu must submit a valid copy of a Halaal certificate in the name of their own company **OR** if the bidding company will be outsourcing Halaal menu, the caterer should submit the Halaal certificate of the third party which should be within the proximity of 30 km of the bidding company physical address **Halaal Quotations submitted without a valid copy of Halaal certificate will be disqualified from evaluation.**

2.7 SKILLS AND EXPERIENCE OF THE BIDDING COMPANY

2.7.1 The bidding company to submit five (5) or more signed reference letters on different corporate client's letterhead demonstrating experience in rendering catering services.

2.8 OBJECTIVE SELECTION CRITERIA: CATERING SERVICES

2.8.1 Selection Preference will be given to bidders in accordance with the following order of priority:

Preference	Catering capability	Ranking
First preference	Bidders who can provide both Halaal and Non-Halaal meals.	1
Second preference	Bidders who can provide non-Halaal meals only.	2
Third preference	Bidders who can provide Halaal meals only.	3

2.9 PRICING

2.9.1 Service Providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.1.

2.9.2 Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy class flights
- Book Group A hire cars, otherwise, Group B are to be used for Service Providers outside of Gauteng.
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when travelling to and from the airport
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ three (3) Star per night per person (including dinner, breakfast and parking).

- Submit all applicable invoices/receipts for the travel undertaken and also a google map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken

2.10 ACCOUNTABILITY AND REPORTING

2.10.1 The service provider will report directly to Executive Manager: Corporate Services for the duration of the contract.

2.11 INTELLECTUAL PROPERTY

2.11.1 The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analyzed, will be the confidential information for utilization by SASSETA. All information and documents, received from SASSETA or stakeholders is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

2.12 CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)

2.12.1 Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

2.13 PROTECTION OF PERSONAL INFORMATION ACT

2.13.1 All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.13.1.1 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

2.13.1.2 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

2.13.1.3 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.

2.13.1.4 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures

to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3. PROPOSED SELECTION CRITERIA

3.1 Compliance with minimum requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids that have not adhered or deviated to the requirements/conditions, will be eliminated from further evaluation.

3.2 Phase 1- Conditions for selection/short listing

3.2.1 Phase 1 -evaluation: All submissions will be evaluated, and service providers are requested to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**

- The bidding caterers to submit a valid health compliance certificate issued by a recognised body. **Quotations submitted without a valid health compliance catering certificate will be disqualified from evaluation.**

- The Caterers who are bidding for the Halaal menu must submit a valid copy of a Halaal certificate in the name of their own company **OR** if the bidding company will be outsourcing Halaal menu, the caterer should submit the Halaal certificate of the third party which should be within the proximity of 30 km of the bidding company physical address. **Halaal Quotations submitted without a valid copy of Halaal certificate will be disqualified from evaluation.**

- Submit the completed Annexure B (excel document) for pricing purposes and ensure that all items indicated on (Annexure B) are quoted for and no alterations are made. **Failure to submit a complete and unaltered Annexure B will lead to automatic disqualification.**

- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD 1, SBD 3.1, SBD 4 and SBD 6.1.

- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.

- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal.

3.2.2 **The proposed selection criteria**

3.2.2.1 **Phase 2- Functionality Evaluation**

All proposals will be evaluated on the criteria provided in the table below. The proposals from all bidders will be rated on a scale of 0 to 1 as follows:

0: Required documents(s)/item(s) not submitted/ Unacceptable/ Does not meet set criteria. Not satisfactory, not adequate for the stated element.

1: Satisfactory, should ensure effective performance

ELEMENT		FUNCTIONALITY EVALUATION	Weight
Experience in catering services	**Rating**	**Evaluation criteria**	
• The bidding company to submit five (5) or more signed reference letters on different corporate client's letterhead demonstrating experience in rendering catering services **(100 points)**	0	Non submission of signed reference letters or less than five (5) signed reference letters on different corporate client's letterhead demonstrating experience in rendering catering services attached	**100%**
	1	The bidder submitted five (5) or more signed reference letters on different corporate client's letterhead demonstrating experience in rendering catering services	
TOTAL SCORE	**100**	**TOTAL SCORE**	**100**

Bidders are required to meet a minimum functionality threshold of 100% for functionality for them to be shortlisted for phase 3 of the evaluation. Bidders who do not score 100% for functionality will be disqualified from further evaluation.

3.2.3 **Phase 3 – DUE DILIGENCE (SITE INSPECTION AND FOOD TASTING)**

3.2.3.1 The Bid Evaluation Committee (BEC) will conduct a site inspection and food tasting at the premises of the shortlisted bidders as per the criteria below:

ELEMENT		**FUNCTIONALITY EVALUATION**	**WEIGHT**
Experience in catering services	**Rating**	**Evaluation criteria**	
The bidding company to comply to the following: • Food tasting - English Breakfast for the morning Visit OR Lunch menu for the afternoon visit. (This will be communicated prior) • Proof of monthly / quarterly/bi-monthly Pest control Fumigation done at the premises • Health certificate reflected in the premises of both Halaal and non-halaal caterers. Service providers quoting for Halaal menu the Halaal certificate must be reflected in the premises as well. If the bidder is outsourcing the Halaal menu, the Health certificate and Halaal certificate of the third party service provider (within a 30km proximity from the bidding company's physical address) should be on premises **(100 points)**	0	The bidding company does not have: • Food tasting - English Breakfast for the morning Visit OR Lunch menu for the afternoon visit. • Proof of Monthly / quarterly/Bi-monthly Pest control Fumigation • Health certificate reflected in the premises and for Service providers quoting for Halaal menu the Halaal certificate is not reflected in the premises. If the bidder is outsourcing the Halaal menu, Health certificate and Halaal certificate of the third party (within 30km proximity from the bidding company's physical address) is not in the premises	**100%**
	1	The bidding company complies to the following: • Food tasting - English Breakfast for the morning Visit OR Lunch menu for the afternoon visit. • Proof of Monthly / quarterly/Bimonthly Pest control Fumigation • Health certificate reflected in the premises for Halaal and non-Halaal caterers. For Service providers quoting for Halaal menu the Halaal certificate must be reflected in the premises as well. If the bidder is outsourcing the Halaal menu, the Health certificate and Halaal certificate of the third party (within 30km proximity from the bidding company's physical address) should be on premises	
TOTAL SCORE	**100**	**TOTAL SCORE**	**100**

Bidders are required to meet the functionality threshold of 100% for due diligence for them to be shortlisted for phase 4 of the evaluation. Bidders who do not score 100% for functionality will be disqualified from further evaluation.

3.2.4 Phase 4 – Price and Specific Goals

- **The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where** 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
The relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	**100**

3.2.5 ADJUDICATION OF BID

- The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

PART A - INVITATION TO BID **SBD1**

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RFP/SASSETA/26271107**	CLOSING DATE:	**11 December 2026**	CLOSING TIME:	**11h00am**
DESCRIPTION	**Appointment of a panel of five (5) caterers to provide catering services for SASSETA meetings from the date of appointment until 31st March 2030 on an ad-hoc basis.**				

PROPOSALS TO BE EMAILED:			
Proposals to be submitted electronically via email to catering@sasseta.org.za for the attention of Ms. Olivia Khoza			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms. Olivia Khoza**	CONTACT PERSON	**Ms. Olivia Khoza**
E-MAIL ADDRESS	**scm04@sasseta.org.za**	E-MAIL ADDRESS	**scm04@sasseta.org.za**

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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE **GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]

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 PRESCRIBED IN THE BID DOCUMENT.**
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE 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 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.

NAME OF SIGNATORY ……

SIGNATURE OF BIDDER: ……

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

PRICING SCHEDULE

(GOODS)

NAME OF BIDDER: ……	BID NO.: **RFP/SASSETA/26271107**
CLOSING TIME: **11:00**	CLOSING DATE: **11 December 2026**

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals, and each price below **must be inclusive of VAT (where applicable):**

BIDDERS TO RECORD THEIR PRICES ON ANNEXURE B (PRICING SCHEDULE)

i. Bidders are to ensure that all items indicated on **(Annexure B)** are quoted for and it is unaltered. **Incomplete and altered Annexure B will lead to automatic disqualification at phase 1 of the evaluation process.**
ii. Bidders are to submit Annexure B for evaluation purposes. Non-submission of Annexure B will lead to automatic disqualification.
iii. The template will sum up the total.
iv. Bidders are requested to input their costs only and sign off.
v. Bidders are required to submit this excel spreadsheet in Excel format for evaluation purposes and also a signed PDF version for audit trail purposes.
vi. Bidders to note the following:
   - All annual prices will be subject to the Consumer Price Index (CPIX) on the anniversary of the contract.
   - They will claim travel mileage costs applicable to this contract as per the Department of Transport rates.

For the purposes of evaluations and price comparisons, the total costs should be inclusive of Fixed once-off costs and Ad-hoc costs. Bidders are encouraged to confirm their price calculations before submission.

The service provider will be responsible for arranging their travel, which will be reimbursed at cost by SASSETA. Rate per kilometre travelled will be reimbursed as per Department of Transport rates.

1. **TOTAL PRICE FOR CATERING SERVICES FOR NON-HALAAL R……..**

2. **TOTAL PRICE FOR CATERING SERVICES FOR HALAAL R…….**

NB. If a service provider does not have a Halaal Certificate, they must not complete pricing for Halaal menu above.

Note: All delivery costs must be included in the price, for delivery at the prescribed destination. All applicable taxes" includes value-added tax (VAT), etc**.**

……..	**.....……**
Signature	**Date**
……..	**…….....**
Position	**Name of bidder**

(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2. If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES [ ] NO [ ]**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.3 Does the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder have a relationship with any person who is employed by the institution procuring the required goods or services? **YES [ ] NO [ ]**

2.3.1 If YES, complete the details of the relationship with the person employed by the institution procuring the required goods or services in table below.

Name of person in bidder	Name of person at institution	Nature of the relationship

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that

[1] Includes ''beneficial interest'' and ''personal financial interest'' as defined in the Companies Act 71 of 2008

enterprise / company / trust is bidding[2] for this requirement?
YES [ ] NO [ ]

2.4.1 If YES, complete the details of the related enterprise / company / trust in the table below:

Registering authority	Name of related enterprise / company / trust	Registration number	Description of interest

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid for this requirement, do hereby make the following statements, on behalf of the bidder, that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the institution procuring the required goods or services in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for

[2] Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE FALSE.

…… ……

Signature Date

…… ……..

Designation Name of bidder

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).

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.

(b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(c) Price; and

(d) Specific Goals.

1.4 **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**

1.5 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.

1.6 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

2.1 POINTS AWARDED FOR THE PRICE

2.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

2.2 POINTS AWARDED FOR SPECIFIC GOALS

2.2.1 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.

2.2.2 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 bid	**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 bidder)**
At least 100% Black People Ownership	5	
At least 30% Black Women Ownership	4	
At least 30% Black Youth Ownership	4	
The Promotion of enterprises located in the Gauteng region	7	
Total Points	**20**	

3. DECLARATION WITH REGARD TO COMPANY/FIRM

3.1. Name of company/firm…….

3.2. Company registration number: ……...

3.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

3.4. 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:	…… …… …… ……

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.

b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents

c) Certified copy/ies of Identity documents of the Company Directors

d) CSD report

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

…… **.....……**

Signature **Date**

…… **…….....**

Position **Name of bidder**

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	**Part 1:** Completed and signed the invitation to bid document (SBD 1) • **To be signed by a duly Authorised Delegate.**	
2.	**Part 2:** Completed and signed pricing schedule (SBD 3.3) • **To be signed by a duly Authorised Delegate**	
3.	**Part 3:** Completed and signed the bidder's declaration. (SBD 4). *(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid* to *complete and sign the declaration of interest document)* • **To be signed by a duly Authorised Delegate**	
4.	**Part 4:** Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) **To be signed by a duly Authorised Delegate.**	
5.	**Part 5**: Submitted the General Conditions of Contract (initialled each page)	
6.	**Part 6:** Bidders to submit their National Treasury Central Supplier Database (CSD) registration document.	
7.	**Part 7:** Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	**Part 8:** The bidding caterers to submit a valid health compliance certificate issued by a recognised body. Quotations submitted without a valid health compliance catering certificate will be disqualified from evaluation.	
9.	**Part 9: HALAAL CATERERS ONLY** The Caterers who are bidding for the Halaal menu must submit a valid copy of a Halaal certificate in the name of their own company **OR** if the bidding company will be outsourcing Halaal menu, the caterer should submit the Halaal certificate of the third party which should be within the proximity of 30 km of the bidding company physical address	
10.	**Part 10:** Submit the completed Annexure B (excel document) for pricing purposes and ensure that all items indicated on (Annexure B) are quoted for and no alterations are made. **Failure to submit a complete and unaltered Annexure B will lead to automatic disqualification.**	
11.	**Part 11:** The bidding company to submit five (5) or more signed reference letters on different corporate client's letterhead demonstrating experience in rendering catering services (100 points)	
12.	**Part 12:** Bidders to submit: **NB.: Non-submission of the below-mentioned documents (under 12) will lead to specific goal points NOT being awarded.**	
	Valid Companies and Intellectual Property Commission (CIPC) Company registration documents	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit	
	Certified copy of Identity document of company directors	
	CSD report	

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