



REQUEST FOR QUOTATION

Requested: Catering

Date of Issue: 25 November 2022

Closing Date and Time: 29 November 2022 @ 12h00

Quotation Reference Number: RFQ 1586/2022

| Item Number | Quotation Description | Quantity Required | Delivery Period | Price in South African Currency (inclusive of VAT) |
|-------------|--|-------------------|-----------------|--|
| | PLEASE SEE PRODUCT OR SERVICE DESCRIPTION | | | |

Signature

**FOR SECRETARY TO PARLIAMENT
(BUSINESS UNIT OR SCM TO SIGN HERE)**

GENERAL CONDITIONS

- ✓ Quotations will be evaluated on 80 /20 Scoring System
- ✓ 80 points allocated for price and 20 points allocated for BBEE & Preferential Procurement
- ✓ Points will be awarded to bidders for attaining the B-BBEE status level of contributor in accordance with the table below.

| B-BBEE Status level of contributor | Number of points | Points claimed by the bidder |
|------------------------------------|------------------|------------------------------|
| 1 | 20 | |
| 2 | 18 | |
| 3 | 14 | |
| 4 | 12 | |
| 5 | 8 | |
| 6 | 6 | |
| 7 | 4 | |
| 8 | 2 | |
| Non-compliant contributor | 0 | |

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to soliphant@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from the above email
- ✓ All quotations received after the closing date will not be accepted
- ✓ Acceptance of a quotation will be subject to Parliament's own Supply Chain Management policy
- ✓ All suppliers are required to fill in and submit the Declaration of Interest Certificate below
- ✓ A current list of references where similar work was undertaken should be supplied
- ✓ All suppliers must submit valid tax pin and Broad Based Economic Empowerment Status Level Certificate

SPECIFIC CONDITIONS

- ✓ The appointment of the service provider will not necessarily be on the basis of the lowest quote.
- ✓ Quotes should be detailed and specify the services and cost, market related prices will be negotiated with the preferred service provider.
- ✓ Parliament reserves the right not to award the contract.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Companies are prohibited from using Parliament's logo on their proposal.
- ✓ The declaration of interest form must be filled in, signed and returned with the quotation.
- ✓ Failure to complete and stamp the declaration of interest form may result in the disqualification of the quotation.
- ✓ Failure to submit all documents as required will result in disqualification.
- ✓ Parliament cannot award contracts to provide goods and services to a Member of Parliament, or Cabinet, A Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person in the employ of state whose participation in quotation process for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.
- ✓ Parliament may request service providers to provide additional pricing information to be utilised for comparative purposes during evaluations.
- ✓ Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the RFQ/bid to the highest scoring bidder if such a bidder has been awarded a bid by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the RFQ/bid.
- ✓ Parliament reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.

SUPPLIER INFORMATION FORM

| | | |
|--|-----------------------|--|
| REGISTERED NAME | | |
| TRADING NAME (IF APPLICABLE) | | |
| COMPANY REGISTRATION NUMBER (or ID) | | |
| BBBEE STATUS LEVEL | | |
| BBBEE CERTIFICATE EXPIRY DATE | | |
| VAT REGISTRATION NUMBER | | |
| CENTRAL SUPPLIER DATABASE NUMBER | | |
| TAX COMPLIANCE STATUS PIN | | |
| TAX COMPLIANCE STATUS PIN EXPIRY DATE | | |
| INCOME TAX NUMBER | | |
| PHYSICAL ADDRESS | ADDRESS | |
| | CITY/TOWN | |
| | POSTAL CODE | |
| POSTAL ADDRESS | ADDRESS | |
| | CITY/TOWN | |
| | POSTAL CODE | |
| CONTACT DETAILS | OFFICE | |
| | CELLPHONE | |
| | FAX | |
| | EMAIL | |
| CONTACT PERSON | | |
| BANK DETAILS | BANK NAME | |
| | BRANCH CODE | |
| | ACCOUNT NUMBER | |
| | ACCOUNT NAME | |

- ✓ Ihereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament's procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

Signature
 (Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

Date

PRODUCT OR SERVICE DESCRIPTION

- Parliament is looking for a suitably qualified supplier to provide catering services for its staff end-year function to be held on the 12th of December at Fern Wood Parliamentary Sports Complex.

| QTY | Description | Indicate price per person inclusive of 15 % VAT |
|-----|---|---|
| 700 | <p>Pre-Snacks: (Pre-packed bags with the following)</p> <p>Assorted Chips (36g packs), Peanuts & Raisins (45g packs), Mebos / fruit dainties (30g packs), 1x 330 ml Assorted Can Juice</p> | |
| 680 | <p>Braai</p> <p>Lemon & herb Chicken (240g), Sausage(120g) and BBQ basted Lamb Chops (150g), Potato salad (120g), Green Salad(50g), Garlic Bread(60g), Three bean salad(60g) and Mealies(1 each)</p> | |
| 10 | <p>Vegetarian Braai</p> <p>Vegetarian Sausage (2x100g), Vegetarian Patties (1x100g), Potato salad (120g), Green Salad(50g), Garlic Bread(60g), Three bean salad(60g) and Mealies(1 each)</p> | |
| 10 | <p>Pescatarian Braai</p> <p>Snoek (220g), Creamy Mussels (1x300g), Potato salad (120g), Green Salad(50g), Garlic Bread(60g), Three bean salad(60g) and Mealies(1 each)</p> | |
| 700 | <p>Dessert (Plated Desserts)</p> <p>Fresh Fruit Salad, Malva Pudding & Custard</p> | |
| 700 | <p>Lunch Beverages (served with braai)</p> <p>300 X 330 ml Assorted Drinks 330 X 330 ml Assorted Juices 100 X 500 ml Bottled Water</p> | |

The following must be provided on the day by supplier

- Preparation Equipment, Serving Equipment, Crockery, Cutlery, Condiments, Serviettes
- Rectangular Tables for serving meals
- 70 x Round Tables
- 70 x White 3 m Round Table Cloths (Table Cloths to setup for Lunch)
- 70 x Centre Piece for round tables (no flowers)
- 700 x Crockery (Plates, Bowls)
- 700 x Cutlery (Knives, Forks, Spoons)
- 700 x White Chairs
- 700 x White Chair Covers

MANDATORY SUBMISSION REQUIREMENTS

- **All responses that fail to attach the required documents will be disqualified.**

| Description of requirement | Indicate YES/NO | Comment or reference to proposal |
|--|-----------------|----------------------------------|
| <ul style="list-style-type: none"> - Supplier must submit 2 x hand or electronically signed and dated reference letters where the supplier provided catering services | | |

BACKGROUND AND EXPERIENCE IN THE INDUSTRY

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

| WORK DESCRIPTION | YOUR CLIENT | CONTACT PERSON | CONTACT NUMBER | CONTRACT VALUE |
|-------------------------|--------------------|-----------------------|-----------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |

PROPOSED PRICING SCHEDULE

| DESCRIPTION | QUANTITY | TOTAL |
|--------------------|-----------------|--------------|
| | | |

DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a Director or has a controlling or other substantial interest.

2. The bidder is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the bidder, a Member of Parliament or a Cabinet Member?

| | |
|---|---|
| Y | N |
|---|---|

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

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(b) Are you or any person connected with the bidder, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor

| | |
|---|---|
| Y | N |
|---|---|

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....

.....

(c) Are you or any person connected with the bidder, Employed by the State?

| | |
|---|---|
| Y | N |
|---|---|

If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company

.....

.....

(d) Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this bid?

| | |
|---|---|
| Y | N |
|---|---|

If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company.

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DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- ✓ recover any losses or damages sustained by Parliament under such agreement
- ✓ restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

No Contract to provide goods or services to Parliament may be awarded to -

- a Member of Parliament or a member of the Cabinet
- A Member of a provincial legislature or a member of a provincial Executive Council;
- A Municipal Councillor;
- A person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or
- Any entity in which a person mentioned above is a Director or has a controlling or other substantial interest

COMMISSIONER OF OATHS STAMP