

INVITATION TO BID

City of Johannesburg
Johannesburg Development Agency



a world class African city

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE JOHANNESBURG DEVELOPMENT AGENCY (JDA)

BID NUMBER: SCM003/2009

CLOSING DATE: 12 November 2009

CLOSING TIME: 12H00

BID DESCRIPTION: Rendering Catering Services to the Johannesburg Development Agency (Pty) Ltd

The successful bidder will be required to fill in and sign a written Contract Form (Purchase of Goods / Rendering of Services/ Sale of Goods).

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Offices of the Johannesburg Development Agency
3 President Street
The Bus Factory
Newtown, JOHANNESBURG
2000

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations
5. Bee Status
6. Price / BEE 80:20
7. Capacity
8. Previous Experience

PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition below)

¹ * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

.....

POSTAL ADDRESS

.....

STREET ADDRESS

.....

TELEPHONE NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

.....

FACSIMILE NUMBER

CODE

NUMBER.....

VAT REGISTRATION NUMBER

.....

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED)?

YES/NO
(IF YES ENCLOSE PROOF)

IF NO, HAS THE APPLICATION FOR TAX CLEARANCE ATTACHED?

YES/ NO

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU?

YES/NO
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS UNDERSIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BID MAY BE DIRECTED TO:

The Johannesburg Development Agency (Pty) Ltd (JDA)

Department: Supply Chain and Contracts Management

Contact Person: Vuyisile Vena

Tel: (011) 788 7889

Fax: (086) 504 3468



a world class African city



City of Johannesburg
Johannesburg Development Agency

No 3 President Street
The Bus Factory
Newtown
Johannesburg, 2000

PO Box 61877
Marshalltown
2107

Tel +27(0) 11 688 7851 (O)
Fax +27(0) 11 688 7899/63
E-mail: info@jda.org.za

www.jda.org.za
www.joburg.org.za

CATERING SERVICES FOR THE JOHANNESBURG DEVELOPMENT AGENCY (PTY) LTD (JDA)

REQUEST FOR PROPOSAL FOR CATERING SERVICES

OCTOBER 2009

Building a better city

Directors

L. Vutula (Chairperson) A. Roriston
Registration Number: 2001/005101/07

L. Makhape

D. Lewis

N. Lita

D. Naidu

P. Masilo

L. Bethlehem (CEO)

A. Goldsmith (Company Secretary)

INDEX

TENDER ADVERT

1.	INTRODUCTION	3
2.	SCOPE OF WORK	3
3.	GENERAL CONDITIONS	3
4.	SPECIFIC CONDITIONS	5
5.	RESPONSE TO REQUEST FOR PROPOSAL	7
6.	EVALUATION OF TENDERS	9
7.	PRICE SCHEDULES.....	10
8.	ANNEXURES	12
	A. BEE DECLARATION	
	B. DECLARATION OF INTEREST	
	C. DECLARATION OF PAST SCM PRACTICES	
	D. CONTRACT FORM	
	E. TAX CLEARANCE REQUIREMENTS	
	F. CONDITIONS OF CONTRACT	

TENDER NOTICE AND INVITATION TO TENDER

Reference No.: JDA SCM 003/2009

Invitation to tender for catering services for the Johannesburg Development Agency (Pty) Ltd

The Johannesburg Development Agency (Pty) Ltd (JDA) invites tenders for the catering services for the JDA

Tender documents are available electronically free of charge through www.jda.org.za under the tenders link, alternatively, from the JDA's offices at a non-refundable document fee of R250 which must be deposited in the JDA's bank account, ABSA, Account No.: 4054394825, Branch Code: 301305. Proof of payment is required on collection of the tender documents.

The physical address for collection of tender documents is: Johannesburg Development Agency (Pty) Ltd, Ground Floor, 3 President Street, The Bus Factory, Johannesburg.

The tender must be placed in a sealed envelope. The words "**Catering Tender**" must be clearly written or typed on the envelope. The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, 3 President Street, The Bus Factory, Johannesburg.

The documents may be collected during working hours after 12H00 from Wednesday, 28 October 2009.

The closing date and time for tenders will be 12:00 on Thursday, 12 November 2009.

NO LATE, TELEPHONIC, FAXED, POSTAL or EMAIL TENDERS WILL BE ACCEPTED OR CONSIDERED.

The JDA's selection of qualifying bidders shall be in the JDA's sole discretion and shall be final. The JDA does not bind itself to accept any particular proposal. Correspondence will be entered into with the successful bidders.

Proposals must only be submitted on the proposal documentation issued, the retyping of the proposal document is not permitted.

Enquiries can be directed to Vuyisile Vena, tel: 011 688 7889 or email: vvena@jda.org.za

1. INTRODUCTION

The Johannesburg Development Agency (Pty) Ltd (JDA) is inviting tenders from suitable and capable catering service providers for the JDA for rendering catering services at the premises of JDA. The purpose of this document is to detail the scope of work, incorporating the tasks and responsibilities of the Service Provider (hereinafter, the Service Provider), required by the JDA for Catering Services.

The JDA intends to procure the catering services, from a Service Provider, at its Offices in Newtown, Johannesburg.

2. SCOPE OF WORK

The Service Provider will be required to provide the following:

2.1 PROVISION OF A CATERING SERVICE

The Catering Services will include catering for

- JDA's standing internal meetings
- JDA's functions at third party premises
- Other Ad-hoc meetings and functions within the JDA.

2.2 SERVICE CONDITIONS

- Preparation of food to acceptable food industry standards.
- This Scope of Work shall be undertaken in the manner stated in this document as well as the Service Level Agreement.
- This Scope of Work is subject to all conditions and requirements as stated in Section 3 of this document as well as any other accompanying documents in this pack.

3. GENERAL CONDITIONS

The **Service Provider** must be able to:

- Conduct business in a courteous and professional manner.
- Provide the necessary documentation as requested prior to the Catering Service contract being awarded.

- Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. **Proof to be submitted within 14 days from awarding the contract by the successful Service Provider.**
- Comply with the JDA security and emergency policies, procedures and regulations.
- Ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers, JDA personnel, etc. The JDA reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.
- Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are worn at all times.
- Deliver meals within prescribed time frames.
- Provide meals in a presentable manner to clients.
- Provide adequate catering equipment, cutlery and crockery.
- Remove catering equipment and clean/tidy venue at the end of functions/meetings.
- The JDA reserves the right to obtain catering for its functions and meetings from other local suppliers should the Service Provider not meet specific conditions such as quality or cost considerations.

4. RESPONSE TO THE REQUEST FOR PROPOSAL

4.1 GENERAL REQUIREMENTS

The Service Provider must:

- Submit a tender addressing the tasks specified in this document as well as a completed Pricing Schedule (section 6).
- Submit a valid TAX Clearance Certificate.
- Complete BEE questionnaire in full.
- Ensure that all relevant South African Revenue Service documentation are completed in full and submitted.
- Prospective Service Providers may submit any questions or requests for further information / clarification on this RFP to the JDA Procurement Department in writing via e-mail to: Supply Chain and Contracts Manager: Vuyisile Vena, email: procurement@jda.org.za Any questions are to be submitted not later than four business days before the closing date of the RFP. Questions received after this date will not be entertained by JDA.

4.2 TECHNICAL & FUNCTIONAL REQUIREMENTS

The Service Provider must furnish the following information as part of the tender response:

- Resume of the Company, indicating:
 - Business Address;
 - Main business area;
 - Date since company have been rendering Catering Service;
 - Detailed list of current and completed contracts over the last 3 years;
 - The financial standing of the Company from an approved Financial Institution;
 - Proof of public liability insurance (Certified copy of Insurance Policy);

- Current commitment of the Service Provider with regards to other services;
- References including company, nature of contract, contact person and contact number;

4.3 PRICING

The Service Provider must take the following into consideration when completing the Pricing Schedule:

- For evaluation purposes Service Providers are required to provide detailed pricing on the Pricing Schedule (Section 6).
- Prices are to be fixed on a 12 month basis, from inception of this agreement. Rates are to include labour, consumables, overheads, profit, etc.
- Rates must include all costs deemed necessary as no additional costs will be admitted later.
- The tendered price must include **Value Added Tax (VAT) at 14%**.
- The JDA may require breakdown of rates on any of the items priced and the Service Provider is to provide same without any additional cost.

The Service Provider must also return Pricing Schedule (Section 6) fully signed and completed.

5. EVALUATION OF TENDERS

Evaluation will be done using the 80/20 preference points system as stipulated and required by the procurement legislation of South Africa.

The evaluation criteria below will be used to evaluate the submissions:

Evaluation criteria for Catering Services
1. Functionality
a) Previous Experience Bidders to list previous clients, examples of work done and contactable references
b) Capability Bidders ability to deliver the on time and according to required specifications. Accordingly the availability of suitably qualified staff to execute the project as well as bidders financial standing will be considered.
c) Approach Bidders to provide a clear breakdown of process to be followed when handling food orders
2. BEE AND PRICE
The 80/20 points split shall apply when considering Price and BEE

6. PRICING SCHEDULE

For the purpose of this TENDER, the pricing schedule consists of the following parts:

- Schedule 1 – Catering Services
- Schedule 2 – Additional Costs

PRICE SCHEDULE 1 – CATERING SERVICES

DESCRIPTION	PRICE PER-HEAD		COMMENTS
	R	c	
Beverages- Coffee/Tea/Water/Juice/Drinks			
Biscuit Platter			
Sandwich Platter			
Pastry Lunch			
Finger Lunch			
Executive Finger Lunch			
Delivery cost per Function			

PRICE SCHEDULE 2 – ADDITIONAL COSTS

LIST OF ADDITIONAL COSTS	PRICE		DESCRIPTION	COMMENTS
	R	c		

Note:

- All prices are to be inclusive of VAT.
- The pricing schedule is to be completed in full.