



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



westcol
Western College for Technical, Vocational Education and Training

**PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA) IN
COLLABORATION WITH WESTERN TVET COLLEGE (WESTCOL)
REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
SUPPLY OF SMALL VOLUME INGREDIENTS AND FRESH PRODUCE TO THE
RANDFONTEIN HOSPITALITY CAMPUS FOR A PERIOD OF THIRTY-SIX (36)
MONTHS**

TENDER NO: PU5000/012

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU5000/012** is at 23h59 on Tuesday, 10 October 2023.

Tender number	PU5000/012
Date issued	17 September 2023
Tender closing date	Date:10 October 2023 Time: 23:59 Hrs(Mid-Night) Venue: Online
Information Session	No Information Session

- **Completed documents with all attachments must be signed and submitted on the PURCO SA Website.**

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B	Technical specifications and pricing	Attach your pricing schedule as per specifications
Appendix C	Proof of Bank Account	Provide Confirmation letter from Bank not older than 3 months
Appendix D	Company registration documents	Provide Company registration documents
Appendix E	ID Copies of directors and Shareholders	Certified ID copies not older than six (6)months
Appendix F	Tax Pin	An original valid Tax Pin
Appendix G	Audited Annual Financial Statements / Annual Financial Statements	Provide fully signed Audited Annual Financial Statements or Annual Financial Statements for the last 2 Years
Appendix H	B-BBEE certification	Provide a valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA or Sworn Affidavit
Appendix I	Declaration of Interest	Complete Point 9 of this tender document
Appendix J	Registration On Central Supplier Data Base (CSD)	Provide a copy of the full and summary reports of registration on National Treasury Central Supplier Database

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation. All proposals will be evaluated on the following criteria indicated below.

Step 1: References table

The references must be current clients that have done business with your company for a minimum of three (3) years and more for contracts of a similar size or more with a proven record of accomplishment.

Bidders are required to submit with the bid, a Proposal.

The Proposal is to be a brief printed document that describes how the Bidder intends to ensure the following items within the sub-criterion: The proposal to reflect the areas below as headings. Failure to submit the required proposal will result in disqualification based on non-responsiveness. Company profile only, will not be acceptable as a proposal.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Experience, Skills and Ability of Services Provider to fulfil Westcol's requirements, past experience in work of similar nature. <ul style="list-style-type: none"> Background of hospitality industry and/or procurement A minimum of 2 contactable and relevant references <ul style="list-style-type: none"> 3 or more references verified = 15 points 2 references verified = 7.5 points Less than 2 references verified = 0 	= 15 points = 15 points	30
Capacity /Resources Guideline: The service provider should indicate whether or not it has the capacity to meet Westcol's requirements referring to: <ul style="list-style-type: none"> Human Resources/Staff (contingency plan of HR capacity) Delivery capability/vehicles (attach proof of e- NATIS registration documents or letter of intent to hire) 	= 7.5 points = 7.5 points	15
Operational/Customer satisfaction The following needs to be addressed to indicate how customer satisfaction will be assured: <ul style="list-style-type: none"> Storage and delivery/transportation of perishables Delivery on time/delivery guarantee Exchange of inferior /incorrect product (Contingency plan) Facility of prepare required documentation (e.g. tax invoices/delivery note, etc) All details provided to ensure customer satisfaction will be included in the SLA	= 15 points = 05 points = 15 points = 05 points	40
Locality: <ul style="list-style-type: none"> 15 Points within West Rand District Municipality 00 Points outside the West Rand District Municipality (Tenderers will be required to submit company rates and taxed account from the municipality)	= 15 points = 00 points	15
Total points		100

TECHNICAL SPECIFICATIONS

BACKGROUND

Westcol TVET College is a public TVET college situated in the West Rand providing training in the further-education and vocational sector.

Western TVET College (WESTCOL) is a schedule 3A Public Entity established in terms of the provisions of the CET Act 16 of 2006 (as amended), Its mandate is the provision of further education & training to all persons within the borders of South Africa

The customer base of WESTCOL comprises not only the South African public, but all foreigners within the borders of the country. WESTCOL has campuses in Krugersdorp, Krugersdorp West, Randfontein, Westonaria and Carletonville

GOAL

To obtain reputable suppliers responsible for **the supply of small volume groceries an perishable goods to the hospitality department on a weekly basis to be used when preparing food as part of their training.** The goods to be transported in accordance with best practices and at recommended retail prices at a fixed service fee percentage (%) to the Western TVET College: Randfontein Campus for a period of thirty-six (36) months (3 years).

TERMS OF REFERENCE

The Bidder will be required to price on the following:

- 1.1. Bidders must price to supply all the ingredients as per list (**Annexure A**). In the instance where an item is out of season, this needs to be stated in the pricing schedule.
- 1.2. Summary pricing schedule: The total costs per ingredient list for all ingredients must be transferred to the summary pricing schedule above (Table 3.3.4.1) from the quantity.
Example 1: Quotation amount = R5000, service fee @ 10% = R500.
Example 2: Quotation amount = R3000, service fee fixed @ 10% = R300
- 1.4. An official company quotation must accompany your submission structured as follows:

Item description	Quantity	Unit Price	Total Cost Price (incl. VAT)
			R
			R
			R
Grand Total (incl. VAT)			R
Cost Plus percentage (incl. VAT)(fixed for 36 months)			%