



INVITATION TO BID

BID NUMBER	01/2026 HO		
SERVICES & GOODS REQUESTED	CATERING SERVICES FOR VARIOUS DISTRICTS IN WESTERN CAPE		
BRIEFING SESSION	YES	DATE	TIME
		WEDNESDAY 1 JULY 2026	11:30
VENUE/SITE	MICROSOFT TEAMS		
CLOSING DATE AND TIME OF BID	MONDAY 13 JULY 2026 STRICTLY @ 12:00		
VALIDITY PERIOD OF BID	90 DAYS		
TOTAL BID PRICE (VAT INCLUDED) <i>Must be the same as per CBD 4 – Price form.</i>			
<i>The following must be completed by the bidder.</i>			
NAME OF COMPANY			
ADDRESS			
NAME OF PERSON RESPONSIBLE FOR THE BID			
CONTACT NUMBER (code and number)			
CELLPHONE NUMBER			
E-MAIL ADDRESS			

CSD NUMBER				
VAT REGISTRATION NUMBER				
SARS TCC attached (Foreign suppliers with no tax obligation in South Africa must complete the SBD1 form that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.)	YES	☐	NO	☐
Originally certified B-BBEE status level certificate/Original Sworn Affidavit (A B-BBEE status level verification certificate must be delivered to Casidra SOC Ltd, 22 Louws Avenue, Paarl , in order to qualify for preference points for B-BBEE)	YES	☐	NO	☐
SUBMISSION OF DOCUMENTS				
Sealed tenders, clearly indicated with the bid no, title and closing date, must reach Casidra SOC Ltd at their Head Office, 22 Louws Avenue, Southern Paarl and be placed in the bid box available at reception.				
PLEASE NOTE THE FOLLOWING				
TENDERS MUST BE BOUND AS CASIDRA WILL NOT TAKE RESPONSIBILITY FOR THE COMPLETENESS OF ANY UNBOUND BID DOCUMENTS.				
BID DOCUMENTS MUST BE DOWNLOADED FROM THE TENDER PORTAL. NO DOCUMENT WILL BE PROVIDED VIA E-MAIL.				
FAILURE TO PROVIDE ANY OF THE COMPULSORY DOCUMENTATION AND PARTICULARS MAY RENDER THE BID INVALID.				

ENQUIRIES ABOUT THE COMPLETION OF THE TENDER DOCUMENT CAN BE ADDRESSED TO:

Name of Procurement Administrator	Marshelle Apollis
Contact e-mail	tender@casidra.co.za / mbrown@casidra.co.za
Contact number	021 863 5000

The following must be completed and signed by the bidder

I, _____
as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the information submitted is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature of bidder		Date	
Capacity under which this bid is signed			

1. BID SUBMISSION

- 1.1. Bids must be delivered by the stipulated time to the correct address. **Late bids will not be accepted.**
- 1.2. The tender box will be emptied at 12:00 and opened in public.
- 1.3. All bids must be submitted on the official forms provided (not to be re-typed).
- 1.4. Bidders must be registered on the Central Supplier Database (CSD).
- 1.5. **Original Sworn Affidavit and originally certified B-BBEE certificates must be submitted to bidding institution to qualify for preference points for B-BBEE.**
- 1.6. Bids are subject to the **Casidra** SOC Ltd Financial Regulations, Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of contract (GCC) where applicable, and if applicable other special conditions of contract.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1. Bidders must ensure compliance with their tax obligations.
- 2.2. If a discrepancy exists between CSD and SARS, a printed version of the Tax Clearance Certificate (TCC) must be supplied by the supplier and the e-Filing PIN number for verification of authentication by **Casidra** SOC Ltd.
- 2.3. Foreign suppliers providing **goods and services** to Government Institutions is subject to a Tax Clearance Certificate obtained from SARS after verification and confirmation of liability to be registered for tax in South Africa. <https://www.sars.gov.za/businesses-and-employers/government/application-for-tcc-foreign-entities/>
- 2.4. Consortia/joint ventures/sub-contractors must each submit a separate TCC.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | | |
|---|------------------------------|-----------------------------|
| 3.1. Is the bidder a resident of the Republic of South Africa (RSA) | Yes ☐ | No ☐ |
| 3.2. Does the bidder have a branch in RSA? | Yes ☐ | No ☐ |
| 3.3. Does the bidder have a permanent establishment in the RSA? | Yes ☐ | No ☐ |
| 3.4. Does the bidder have any source of income in the RSA? | Yes ☐ | No ☐ |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

4. TENDER CONDITIONS

CASIDRA reserves the right to:

- 4.1. **disregard any bids where the declaration has not been signed;**
- 4.2. accept parts of the bid items or split bids based upon item prices;
- 4.3. disclose the results of the points awarded on request;
- 4.4. evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- 4.5. award the bid to the qualifying bidder with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, and

CASIDRA does not bind itself to:

- 4.6. award the bid to a bidder which does not necessarily have the lowest price.

The bid may be cancelled if:

- 4.7. all the bid offers received are higher than R50 million;
- 4.8. circumstances change and there is no longer a requirement for this service;
- 4.9. funds are no longer available or if there are insufficient funds available in the budget for the work;
- 4.10. no acceptable bids and/or market related prices are received;
- 4.11. there is a material irregularity in the tender process (administrative non-compliance of prescribed legislation);
- 4.12. false information was supplied by the bidder;
- 4.13. Cancellation of bid will be placed in the same media as initially advertised.

Other notes:

1. Final points scored will be rounded off to the nearest 2 decimal places.
2. In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.
3. **Casidra** SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.
4. Subject to the sole discretion of **Casidra**, failure to supply all supplier information documents may result in the tender being rendered non-responsive.

5. EVALUATION OF TENDERS

- 5.1. Tenders will be evaluated and adjudicated in terms of the PPPFA, 2000 (Act 5 of 2000). The PPR, 2022 and **Casidra's** Supply Chain Management policy, for which 80/20 points will be allocated in respect of price and points in respect of B-BBEE contribution.
- 5.2. Functionality criteria will be assessed and scored as prescribed by PPPFA Regulation 5 as indicated in CDB 3. A tender that fails to meet minimum functional threshold will be regarded as an unacceptable bid.
- 5.3. Additional objective criteria as per Section 2(1)(f) of the PPPFA will apply, as indicated in tender document and which may include, but is not limited to:
 - 5.3.1. Poor track record of service provider;
 - 5.3.2. Unrealistic price offering which is not market related;
 - 5.3.3. Unrealistic own conditions set by service provider;
 - 5.3.4. Rotation of suppliers;
 - 5.3.5. Unacceptable commercial risk to entity.

6. COMPLETION OF TENDER DOCUMENTS

- 6.1. The original tender document must be **completely fully in black pen ink** and signed by the authorised signatory to validate the tender. **All the pages must be initialised** by the authorised signatory returned. **Failure to do so may result in the disqualification of the tender.**
- 6.2. Tender documents may not be retyped. **Retyped documents may result in the disqualification of the tender.**
- 6.3. The complete original tender document must be returned. Missing pages could result in the disqualification of the tender.
- 6.4. No unauthorised alteration of this set of tender documents will be allowed. **Any authorised alteration will disqualify the tender automatically.** Any ambiguity must be cleared with the contact person for the tender before the tender closure.
- 6.5. Subject to the sole discretion of **Casidra**, failure to supply all supplementary information and documentation may result in the tender being rendered non-responsive.

CBD 3

THE FOLLOWING RETURNABLE DOCUMENTS (INCLUDING THE CBD FORMS AS PART OF THE BID) MUST BE VALID FOR A PERIOD OF 90 CALENDER DAYS AFTER CLOSURE OF THE BID AND SUBMITTED AS PART OF THE BID PACKET. INITIAL ALL OTHER PAGES.

Document	Description	Compulsory	Comment
CBD 1	Invitation to bid	✓	Sign page 3
CBD 2	Conditions to submit bid	✓	
CBD 3	Terms of Reference	✓	
CBD 4	Pricing schedule	✓	Sign page 18
CBD 5 (a)	Supply Chain – Preferential Procurement Regulations 2022	✓	Sign page 28 & 29
CBD 5 (b)	Supply Chain – Codes of good practice	✓	Sign page 35

COMPULSORY DOCUMENTS TO BE SUBMITTED WITH BID.

CERTIFICATE OF ACCEPTABILITY - Certificate from local municipality permitting food handling

PROJECT:	FRAMEWORK AGREEMENT PROVISION OF CATERING SERVICES 2026/2029
GENERAL REQUIREMENTS Casidra invites suitably qualified and experienced catering service providers to submit tenders for appointment under a 36-month framework agreement for the provision of catering services across the Western Cape Province. 1. BACKGROUND Casidra SOC Ltd requires the provision of catering services to support meetings, workshops, training sessions, stakeholder engagements, project activities, community interactions and other official events conducted throughout the Western Cape Province. To ensure the efficient procurement of catering services while maintaining flexibility, value for money and service quality, Casidra intends appointing multiple service providers to a Provincial Catering Framework Panel. The Framework Agreement will enable Casidra to procure catering services on an as-and-when-required basis throughout the contract period. 2. PURPOSE The purpose of this tender is to establish a Provincial Framework Panel of suitably qualified and experienced catering service providers capable of delivering catering services across designated areas within the Western Cape Province. The Framework Agreement seeks to: • Ensure the availability of quality catering services throughout the province; • Promote fair participation by local and rural service providers; • Facilitate efficient procurement processes; • Support service delivery requirements; • Ensure compliance with food safety and quality standards; • Provide value for money through standardised pricing structures.	
Conditions that may pose a risk: (Summary of Risk analysis) Risks associated with this service include poor food quality, late or non-delivery of meals, failure to meet food safety and hygiene standards, inability to accommodate dietary requirements, insufficient staffing, and logistical or transport delays, all of which may affect service levels and response times. Operational challenges such as event cancellations and short-notice requests may also impact delivery. The service provider must implement appropriate quality control, food safety, staffing, delivery, and cost management measures, with contingency plans to manage disruptions, delays, emergency requests, dietary requirements, and cost fluctuations.	
PERIOD AND EXTENT OF PROJECT	The Framework Agreement shall commence on the date of appointment and shall remain valid for a period of thirty-six (36) months, subject to satisfactory performance and continued operational requirements. Appointment to the Framework Panel does not constitute a contract for a specific quantity, value, frequency or allocation of work. No minimum volume of work or expenditure is guaranteed.

BRIEFING SESSIONS	Bidders are invited to attend an online briefing session via Microsoft Teams on 1 July 2026 at 11:30 AM. Interested bidders should contact tender@casidra.co.za to request the Teams meeting link.
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FUNCTIONAL REQUIREMENTS

Minimum Threshold

Service Providers must obtain a minimum score of 70 points out of 100 points to proceed to the Price and Preference Point Evaluation stage.

FUNCTIONALITY SUMMARY

CRITERION	POINTS
Relevant Catering Experience	50
Client References and Performance	50
TOTAL	100

Minimum Threshold Required = 70 Points

FUNCTIONAL CRITERION - EVALUATION AND ADJUDICATION

CRITERION 1 – RELEVANT CATERING EXPERIENCE (50 POINTS)

Evidence Required

- Company Profile
- Schedule of Similar Catering Services Rendered

Scoring

EXPERIENCE	POINTS
More than 5 years relevant catering experience	50
3 to 5 years relevant catering experience	40
1 to 2 years relevant catering experience	30
Less than 1-year relevant catering experience	20
No evidence submitted	0

CRITERION 2 – CLIENT REFERENCES AND PERFORMANCE (50 POINTS)

Evidence Required

References must relate to catering services rendered within the last five (5) years and must include:

- Organisation Name;
- Contact Person;
- Contact Number and/or Email Address;
- Description of Services Rendered;
- Approximate Number of Attendees Catered For;
- Year Services Were Rendered.
- Value of work

Scoring

REFERENCES SUBMITTED	POINTS
5 or more satisfactory references	50
3 to 4 satisfactory references	40
2 satisfactory references	20
1 satisfactory reference	10
No satisfactory references	0

EVALUATION METHOD

- Proposals will be adjudicated in accordance with the relevant SCM Policies and procedures, the PPPFA and its Regulations of 2022.
- The tender will be adjudicated in the following four phases:

Bid Committee Evaluation process following a phased approach	Phase A	Acceptable tender as per PPPFA section 1 - Compliance with conditions and special conditions, legislative and legal requirements, and minimum specifications (including local content if relevant)
	If responsive move to	
	Phase B	Functionality scoring – must meet threshold requirements as per PPPFA Regulations i.e. 70 points out of 100 points
	If responsive, move to	
	Phase C	Price and Preference scoring, as per PPPFA Regulations
	Once scored and listed in order of points, move to	
	Phase D	Consideration of additional objective criteria as per PPPFA section 2(1)(f) read with PPPFA Regulations
Highest points = successful Service Provider, unless additional objective criteria exist		

- A proposal that does not score at least **70 points** during functionality scoring will not be regarded as an acceptable bid.
- In relation to responsive tenders, which progressed to Phase D, 80 points will be allocated in respect of price and 20 points in respect of BBBEE level contribution.
- The following information will be considered as additional objective criteria, once the preferred Service Providers have been identified, as per PPPFA section 2(1)(f) and as indicated in Item 8 below.
- Once the preferred service providers are identified, a notification will be sent to Service Providers of the identified preferred Service Provider/s and the allowance of a 14-day complaint, enquiries, dispute process as contemplated by **Casidra's** Appeals Committee
- A final award will be made when no valid objections were received.

ADDITIONAL OBJECTIVE CRITERIA

Please read Explanatory note*

Applicable Objective Criteria (To be completed by End User and confirmed by the BSC)

In line with Section 2(1)(f) of the PPPFA, the following objective criteria are deemed applicable to this specific quotation and will be considered in the evaluation process:

- ☐ Proximity to project location (within ____ km)
- ☐ Immediate availability of stock or resources
- ☐ Support for local economic development in the project area
- ☐ Risk of delivery delays (urgency of project)
- ☐ Value-added services / total cost of ownership
- ☐ Compliance with available budget
- ☐ Environmental or sustainability considerations
- ☐ Strategic alignment with Casidra's priorities
- ☐ Other (please specify): _____

Note: Only selected criteria above will be applied and must be substantiated during evaluation.

*EXPLANATORY NOTE:

ADDITIONAL EVALUATION CONSIDERATIONS: OBJECTIVE CRITERIA

In accordance with Section 2(1)(f) of the Preferential Procurement Policy Framework Act (PPPFA), objective criteria may be applied in addition to price and preference points, where bids are equally scored or where relevant for ensuring value-for-money and service delivery efficiency. The following objective criteria may be considered, provided they are disclosed upfront and applied fairly and consistently:

- Proximity: Preference may be given to service providers located within a specific radius (e.g., 50km) of the project site, where proximity enhances service delivery or reduces logistics costs.
- Availability of Stock or Resources: Bidders demonstrating immediate availability of goods or personnel may be favoured where time is critical.
- Local Economic Development (LED): Preference may be shown for suppliers that support local employment or economic participation in the project's location.
- Risk of Delivery Delays: Quotes may be assessed based on the supplier's ability to meet timelines where urgency is a factor.
- Cost-Effectiveness Beyond Price: Consideration may be given to value-added services, warranty periods, after-sales support, and total cost of ownership.
- Budget Availability: Where quotations exceed the available approved budget, preference may be given to compliant quotes that fall within budget limits.
- Environmental or Sustainability Considerations: Preference may be given to bidders offering products or services with reduced environmental impact.
- Strategic Fit: Where proposals align with the strategic or operational priorities of the organisation, this may be considered as a differentiator in final recommendation.

Note: These criteria will only be applied where relevant to the nature of the goods/services being procured and must be substantiated during evaluation. Casidra reserves the right to apply such criteria in line with its SCM policies, strategic objectives, and legislative compliance.

All tenders will be evaluated in accordance with Casidra's SCM Policy, the PFMA, and the Preferential Procurement Regulations, 2022.

TERMS OF REFERENCE

1. SCOPE OF SERVICES

The appointed service providers shall provide catering services for:

- Meetings;
- Workshops;
- Training programmes;
- Community engagements;
- Stakeholder consultations;
- Project activities;
- Conferences;
- Official functions;
- Other approved events.

Services may include:

- Preparation of meals;
- Packaging of meals;
- Transportation & Delivery;
- Serving of meals where required;
- Provision of beverages;
- Provision of catering accessories where required.

2. REGIONAL COVERAGE

This Framework Agreement applies throughout the Western Cape Province. Service providers may indicate one or more districts that they are capable of servicing.

The following districts apply:

- Cape Metro
- Cape Winelands
- West Coast
- Overberg
- Garden Route
- Little Karoo
- Central Karoo

Service providers must indicate:

- Operational base;
- Districts serviced;
- Average response times;
- Delivery capabilities.

Casidra reserves the right to allocate work within any district based on operational requirements.

3. MEAL CATEGORIES

Pricing shall be based on standard meal categories to ensure fair comparison of bids.

Category 1 – Refreshment Package

Must include:

- Tea and/or coffee;
- Water and/or juice (330ml);
- Light snack item.

Category 2 – Light Meal Package

Must include:

- Protein (beef, chicken, fish, lamb etc.) 150g;
- Bakery or starch item (rice, pasta, potatoes, pap) 200g;
- Fruit or healthy option;
- Beverage (330ml)

Category 3 – Standard Meal Package

Must include:

- Protein (beef, chicken, fish, lamb etc.) 200g;
- Starch portion (rice, pasta, potatoes, pap) 200g;
- Vegetable and/or salad 100g;
- Beverage (330ml)

Category 4 – Special Dietary Package

Must include a meal equivalent to the applicable meal category while accommodating dietary requirements.

Examples may include:

- Vegetarian;
- Vegan;
- Halaal;
- Kosher;
- Diabetic-friendly;
- Gluten-free;
- Lactose-free;
- Other dietary requirements.

Detailed specifications are provided in Annexure A.

4. DIETARY REQUIREMENTS

The Service Provider must be capable of accommodating special dietary requirements where requested. Where applicable, recognised dietary certifications must be provided.

The bidder shall clearly indicate:

- Dietary options available;
- Certification held;
- Any limitations applicable.

Successful bidders will have to submit valid certifications annually.

5. SERVICE LEVEL REQUIREMENTS

The Service Provider shall:

- Deliver services within agreed timelines;
- Ensure food is fresh and suitable for consumption;
- Maintain acceptable food temperatures during transportation and delivery;
- Ensure meals are presented professionally;
- Ensure adequate staffing where serving is required;
- Respond to requests within agreed response periods.

Minimum service standards:

Requirement	Standard
Confirmation of order	Within 24 hours
Standard delivery	As per agreed event requirements
Emergency requests	Subject to availability

Complaint resolution	Within 2 working days
Replacement of defective meals	Within reasonable operational timeframe

6. FOOD SAFETY AND COMPLIANCE

The Service Provider shall comply with all applicable legislation relating to food safety, hygiene and food handling.

The following shall be maintained throughout the contract period:

- Certificate of Acceptability;
- Applicable food handling approvals;
- Compliance with municipal requirements;
- Hygienic preparation facilities;
- Appropriate storage facilities;
- Appropriate transportation arrangements.

Casidra reserves the right to conduct inspections were deemed necessary.

Failure to maintain compliance may result in suspension or removal from the Framework Panel.

7. FRAMEWORK AGREEMENT CONDITIONS

Appointment to the Framework Panel does not guarantee:

- Exclusivity;
- Minimum work allocation;
- Minimum revenue;
- Specific geographical allocation.

Casidra may appoint multiple service providers to the Framework Panel.

Service providers shall only be entitled to payment for services actually requested, delivered and accepted.

8. WORK ALLOCATION METHODOLOGY

Work shall be allocated using a hybrid allocation approach.

Small Events (Max 50 people)

For smaller events, work may be allocated through a supplier rotation methodology.

Larger Events (51 & above)

For larger events or specialised requirements, Casidra may request quotations from appointed panel members capable of providing the required service.

Work allocation may consider:

- District coverage;
- Availability;
- Response time;
- Previous performance;
- Dietary requirements;
- Urgency;
- Cost-effectiveness;
- Operational requirements.

Casidra reserves the right to determine the most appropriate allocation method based on operational requirements.

9. SUPPLIER PERFORMANCE MANAGEMENT

The performance of appointed service providers shall be monitored throughout the Framework Agreement period.

Performance may be assessed against:

- Food quality;
- Delivery performance;
- Responsiveness;
- Compliance;
- Client satisfaction.

Casidra reserves the right to:

- Investigate complaints;
- Issue warnings;
- Suspend suppliers;
- Remove suppliers from the Framework Panel for poor performance or non-compliance.

Supplier performance assessments may be conducted quarterly.

10. ANNUAL PRICE ADJUSTMENTS

Tendered rates shall remain fixed for the first twelve (12) months of the Framework Agreement. Thereafter, service providers may submit a request for an annual price adjustment aligned to CPI.

Any approved adjustment shall:

- Be limited to once per twelve-month period;
- Be supported by appropriate justification;
- Consider food inflation indicators and relevant economic factors;
- Require written approval by Casidra.

No automatic annual increase shall apply.

11. FUNCTIONALITY EVALUATION

The tender shall be evaluated on functionality prior to price and preference point evaluation. The minimum functionality threshold shall be 70 points out of 100 points.

Criterion	Points
Relevant Catering Experience	50
Client References and Performance	50
Total	100

Service providers failing to achieve the minimum threshold shall not proceed to price and preference point evaluation.

12. FOOD TASTING ASSESSMENT

Casidra reserves the right to invite shortlisted responsive bidders that achieved the minimum functionality threshold to participate in a food tasting assessment.

The purpose of the assessment shall be to confirm food quality and service capability. Participation in the food tasting assessment shall be at the bidder's own cost. The food tasting assessment methodology is contained in Annexure D.

13. RETURNABLE ANNEXURES

The following annexures form part of this tender:

- Annexure A – Meal Category Specifications
- Annexure B – Operational Readiness and District Coverage Schedule
- Annexure C – Reference Schedule
- Annexure D – Food Tasting Assessment Form
- Annexure E – Supplier Performance Scorecard

PROJECT SPECIFIC GOVERNANCE ARRANGEMENTS

1. **Steering Committee:** Quarterly steering committee meetings will be held. Relevant personnel from Casidra will meet to discuss performance reports as well as other items that might need to be addressed.
2. **Quality Assurance:** Evaluation and supplier ratings will be performed per service rendered. .
3. **A structured governance process** will be put in place to ensure sound contract management and actual achievement of value for money service delivery.
 - (i) Feedback meetings as and when required.
 - (ii) Regular monitoring of contract performance.
 - (iii) Quality assurance mechanisms will be agreed upfront.
 - (iv) Service levels and Key Performance Indicators will be agreed upfront.
 - (v) Payment schedules will be determined and agreed.

PAYMENT STRATEGY

- A. To ensure sustainable cash flow to the service provider, payment will be made within 30 days upon rendering of services and receipt of a valid tax invoice.

Please read notes on next page.			
NAME OF BIDDER			
BID NUMBER			
Are you registered in terms of sections 23 of the Value-Added Tax Act 1991 (Act no 89 of 1991) as amended? ¹		Yes	No
		☐	☐
If yes to above, provide your VAT number			

PRICING INSTRUCTIONS

1. All rates must be quoted in South African Rand (ZAR).
2. Rates must be inclusive of:
 - Food preparation;
 - Packaging;
 - Transportation within the bidder's normal service area;
 - Labour;
 - Overheads;
 - Profit;
 - Consumables;
 - Delivery;
 - Any other costs necessary to provide the service.
3. No hidden costs shall be accepted.
4. Rates shall remain fixed for the first twelve (12) months.
5. Rates shall be quoted exclusive of VAT.
6. VAT shall be indicated separately.
7. Bidders must complete all applicable sections.

1. https://www.gov.za/sites/default/files/gcis_document/201505/act-89-1991s.pdf

For office use only	Version no: 2	Date: JULY 2025
To be initialised by bidder		<i>Initial here</i>

SECTION A – MEAL CATEGORY RATES

ITEM	UNIT	RATE EXCL VAT
Refreshment Package	Per Person	R _____
Light Meal Package	Per Person	R _____
Standard Meal Package	Per Person	R _____
Special Dietary Package	Per Person	R _____

SECTION B – ADDITIONAL SERVICES (WHERE REQUESTED)

Only complete where applicable.

ITEM	UNIT	RATE EXCL VAT
Tea / Coffee Station	Per Person	R _____
Additional Delivery Outside Selected District(s)	Per Kilometre	R _____
Serving Staff	Per Person	R _____

Note: The **Subtotal** shall be calculated by adding the rates quoted under **Section A – Meal Category Rates** only. Rates quoted under **Section B – Additional Services** shall **not** be included in the Price Summary and will only apply where such services are requested by Casidra during the term of the Framework Agreement.

PRICE SUMMARY

DESCRIPTION	AMOUNT
Subtotal	R _____
VAT	R _____
Total Tender Price	R _____

SECTION C – DISTRICTS SERVICED

Please indicate the districts that your organisation is able to service.

District	Yes	No
Cape Metro	☐	☐
Cape Winelands	☐	☐
West Coast	☐	☐
Overberg	☐	☐
Garden Route	☐	☐
Little Karoo	☐	☐
Central Karoo	☐	☐

Note: By selecting a district, the bidder confirms that the district forms part of its operational service area and that it has the operational capability to provide catering services within that district at the rates quoted in this tender. The bidder further undertakes to provide such services within the selected district without applying additional delivery charges. Additional delivery charges shall only apply where Casidra requests services outside the district(s) selected by the bidder.

Pricing Clarification: Casidra reserves the right to request a breakdown or justification of any tendered rate that is considered to be abnormally high or abnormally low in comparison with other bids received or prevailing market rates. Any clarification requested shall be evaluated in accordance with the applicable procurement legislation, the conditions of this tender and the applicable evaluation process.

Signature of bidder	
Date	

NOTES (applicable where indicated)

A. PRICE (where applicable)

1. FIRM PRICES

- a. Only firm prices will be accepted including prices subject to rates of exchange.
- b. No non-firm prices will be considered.
- c. All delivery cost must be included in the bid price for delivery at prescribed destination.
- d. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.

2. NON-FIRM PRICES

- a. In cases of period contracts, non-firm prices will be adjusted (loaded) with the assessed contract price adjustments implicit in non-firm prices when calculated the comparative prices.
- b. Price adjustments will be allowed at periods and times specified in the bidding documents.
- c. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- d. The quantities are given as a guideline for a bid and for the purposes of unit rates and in no way be used as a measured bid.

3. PROFESIONAL SERVICES

- a. All applicable taxes include value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

4. PRICING INSTRUCTIONS

- a. The parties will agree on a payment schedule and the contents and format of progress reports and invoicing, where after the service provider will provide **Casidra** with a detailed invoice and progress report as per the approved payment schedule.
- b. Any ad-hoc assignments **MUST** be agreed in writing between the Parties prior to commencing with any work.
- c. It is important to understand that the price offering is to enable **Casidra** to evaluate tenders on a comparative basis.
- d. The actual fee that will be paid for such service will be determined prior to the commencement of the project and **Casidra** retains the right to either accept the price in the offering or other prescribed rates in accordance with the Cost Containment requirements.
- e. The service provider must note that the contract price is subject to all travel and subsistence costs being considered for re-imbursement in accordance with **Casidra's** Policy.

B. OTHER NOTES (applicable to all bids)

1. The tender will be evaluated on the criteria for a market related price.
2. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions against the total project cost must be specified, itemised, costed and clearly indicated in the bid.
3. The prices must be **valid for a period of 90 days** from date of closure of the bid to allow for evaluation and appointment.
4. **Casidra SOC Ltd** retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.

C. TIMELINE

<u>ACTION</u>	<u>START DATE</u>	<u>END DATE</u>	<u>DURATION (WEEKS)</u>
<i>Administrative and tender preparation</i>	2026/06/03	2026/06/19	16
<i>Tender runtime/sourcing of quotes</i>	2026/06/23	2026/07/13	21
<i>Adjudication and award of bid</i>	2026/07/13	2026/07/24	11
<i>Time to activate delivery</i>	2026/07/24	2026/08/07	14
<i>Construction time/delivery completed</i>	2026/08/07	2029/08/06	1095
<i>Total duration</i>			1157

D. CONTRACTING ARRANGEMENTS

1. A negotiated of the final terms of the contract will be done after the award.
2. Execution and Management of the concluded contract.
3. The service provider will be governing by SBD8 contract concluded between itself and the Entity. The main objective of the contract is to plot the deliverables for the next 36months.
4. The contract management from the Entity's side will be the appointed end user, who will act within his or her mandates as prescribed and delegated.

E. PROOF OF RELEVANT EXPERIENCE AND REFERENCES

The following must be completed in detail by bidder.

1. Supply at least **three (3)** different references from **three (3)** different companies with contact numbers.
 - Organisation name
 - Contact Person
 - Contact number and/or Email Address
 - Description of Service
 - Number of Attendees
 - Year services rendered, not older than 5 years;
 - Value of work
2. **References to either complete the scoresheet which must be submitted with the bid document or provide the bidder with a reference of which a copy must be attached to the bid document.**
3. Description of work must be relevant to nature of this contract. **Do not list work if it does not fall within the scope of works.**
4. Elaborate on project under Description by being specific at to the works executed in the contract to support relevant experience.

REFERENCES PROVIDED BY TENDERER

BIDDER IS NOT SUPPOSED TO SIGN THESE DOCUMENTS. THE REFERENCE FORM MUST BE SIGNED BY PERSON SUBMITTING THE REFERENCE

Organisations name					
Contact Person					
Contact Number and/or Email Address					
Description of work & number of attendees					
Value of work					
Year Service rendered					
Performance of the contractor according below criteria:					
	Poor/bad	Done	Average	Good quality	Excellent
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
Signed by (Name)					
Signature					
Date					

REFERENCES PROVIDED BY TENDERER

BIDDER IS NOT SUPPOSED TO SIGN THESE DOCUMENTS. THE REFERENCE FORM MUST BE SIGNED BY PERSON SUBMITTING THE REFERENCE

Organisations name					
Contact Person					
Contact Number and/or Email Address					
Description of work & number of attendees					
Value of work					
Year Service rendered					
Performance of the contractor according below criteria:					
	Poor/bad	Done	Average	Good quality	Excellent
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
Signed by (Name)					
Signature					
Date					

REFERENCES PROVIDED BY TENDERER

BIDDER IS NOT SUPPOSED TO SIGN THESE DOCUMENTS. THE REFERENCE FORM MUST BE SIGNED BY PERSON SUBMITTING THE REFERENCE

Organisations name					
Contact Person					
Contact Number and/or Email Address					
Description of work & number of attendees					
Value of work					
Year Service rendered					
Performance of the contractor according below criteria:					
	Poor/bad	Done	Average	Good quality	Excellent
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
Signed by (Name)					
Signature					
Date					

CHANGES MADE BY BIDDER

If the bidder wishes to make any changes to any of the bid conditions or specifications, or wishes to qualify this bid in any way, it must be clearly set out below. Any changes made and not listed, will disqualify a bid.

Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.

[illegible]

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SUPPLY CHAIN MANAGEMENT
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CODES OF GOOD PRACTICE
Only for use of bids from R2 000 to maximum of R50 million
Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies with the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids is dependent on the special evaluation criteria as set out in the policies of Casidra. The evaluation criteria of this Preferential Procurement Policy are based on the “Preferential Procurement Policy Framework (Act 5 of 2000)” and related Regulations. Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. The completion and signature of the document is thus a pre-requisite to qualify as a service provider. This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution. NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST MAKE SURE OF THE CONTENTS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE WHICH CAN BE FOUND ON: http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/broad-based-black-economic-empowerment/ https://www.gov.za/documents/broad-based-black-economic-empowerment-act https://www.bbbeecommission.co.za/
DEFINITIONS
1.1 “affidavit” is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings; 1.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act; 1.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice of Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act; 1.4 “EME” is an Exempted Micro Enterprise with an annual total revenue of R10 million or less; 1.5 “Large Enterprise” is any enterprise with an annual total revenue above R50 million; 1.6 QSE is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million; 1.7 “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); 1.8 “the Regulations” means the Preferential Procurement Regulations, 2011 and 2022; 1.9 “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract; 1.10 “person” includes a juristic person; 1.11 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract; 1.12 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and 1.13 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person;

- 1.14 “**original sworn affidavit**” means the initial document which was not photocopied or electronically reproduced;
 1.15 “**original certified B-BBEE certificate**” means the certification of a copy of the B-BBEE certificate confirming the validity of the original document. The stamp of the notary must be **ORIGINAL**.

GENERAL CONDITIONS

- 1.1 The value of this bid is estimated to **not exceed R50 million** (all applicable taxes included) and therefore the 80/20 points system shall be applicable.
 1.2 Preference points for this bid shall be awarded for:
 (a) Price; and
 (b) B-BBEE Status Level of Contribution.
 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE	100

- 1.4 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate form issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or by a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an affidavit confirming annual total revenue and level of black ownership together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
 1.6 The bidder is responsible to provide **Casidra SOC Ltd** with (refer to 2.2 under POINTS AWARDED FOR PRICE:
 1.6.1. An **original sworn affidavit**
 1.6.2. An **originally certified B-BBEE certificate**.

ADJUDICATION USING A POINT SYSTEM

- 1.1 Subject to Regulation 7 of the **Casidra SOC Ltd** Financial Regulations and PPR 2022, the bidder obtaining the highest number of total points will be awarded the contract.
 1.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
 1.3 Points scored must be rounded off to the nearest 2 decimal places.
 1.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
 1.5 However, where functionality criterion forms part of the bid and is part of the evaluation process, and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEM

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of offer tender consideration

$P_{\min}$ = Rand value of lowest acceptable tender

2. A maximum of 20 points will be awarded for B-BBEE status level of contribution:

- 2.1. In terms of Regulations 5(2) of the Regulations preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level on Contributor	Number of points	Points awarded (for office use only)	BEE recognition level
1	20	EME & QSE 100% Black owned	135%
2	18	EME & QSE 51% + Black	125%
3	14		110%
4	12	EME 51% < Black owned	100%
5	8		80%
6	6		60%
7	4		50%
8	2		10%
Non-compliant contributor	0		0%

- 2.2. B-BBEE requirements:

An **EME** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

If a **startup EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME's only is accepted.

A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

3. Bids of non-compliant contributors (where no certificate was submitted) will be considered but no points will be awarded for B-BBEE status.

SUB-CONTRACTING

1.1. Will any portion of the contract be sub-contracted: (Tick applicable box)	Yes ☐	No ☐
1.2. If YES, INDICATE:		
a. What percentage of contract will be subcontracted?		
b. The name of the subcontractor		
c. B-BBEE status level of the sub-contractor		
d. Is sub-contractor EME or QSE	Yes ☐	No ☐
e. Attach the originally certified B-BBEE certificate/ original sworn affidavit as proof.		

MARKET RELATED PRICING

If a bidder, whose tender is compliant and received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer?	Yes ☐	No ☐
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SUPPLY CHAIN PERFORMANCE MEASUREMENT

In order for **Casidra** to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- What were the source that made you became aware of this bid being available.

Personal Email invite to bid:	☐
Via a friend or business partner:	☐
National Government E-Tender website:	☐
Local Newspapers:	☐
Casidra own website:	☐
CIDB website	☐
Other (specify)	☐

- Was the time allowed to date of closure sufficient for you to compile an offer?

No – too short ☐	Yes – Sufficient ☐	No - Too long ☐
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I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my

business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature	
Date	

DECLARATION OF INTERESTS, BIDDERS' PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Practice Note 4 of 2006 Declaration of Bidders Past SCM Practices-(SDB8), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management SBD 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices SBD9, Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. All prospective bidders intending to do business with this institution must be registered on the central supplier database.
3. Definitions:

"Bid" includes a price quotation, advertised competitive bid, limited bid or proposal

"Bid rigging (or collusive bidding)" occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors

"business interest" means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

"Consortium or Joint Venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

"employee" means a person employed by the Provincial Government, a provincial public entity or a business enterprise, whether permanently or temporarily, including —

- a) an employee as contemplated in section 8 of the Public Service Act, 1994 (Proclamation 103 of 1994);
- b) a person appointed in terms of section 12A of the Public Service Act;
- c) a person transferred or seconded to the Provincial Government or a provincial public entity in terms of section 15 of the Public Service Act; and
- d) an educator as defined in the Employment of Educators Act, 1998 (Act 76 of 1998), and includes a member of the board or other controlling body of a provincial public entity;

"entity" means any —

- a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- b) sole proprietorship;

“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

“Family member” means a person’s —

- a) spouse; or
- b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption.

“intermediary” means a person through whom an interest is acquired, and includes—

- a) a person to whom is granted or from whom is received a general power of attorney; and
- b) a representative or agent;

“Institution” in this regard means — **Casidra SOC Ltd**

“Provincial Government Western Cape (PGWC)” means the Institution of the Western Cape, and a provincial public entity;

“spouse” means a person’s:

- a) partner in marriage;
- b) partner in a customary union according to indigenous law; or
- c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union;

4. Regulation 13(c) of the Public Service Act, 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
5. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution’s supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
6. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
7. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
8. 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

SECTION A: DETAILS OF THE ENTITY

A1.	Name of the Entity	
A2.	Entity registration Number (where applicable)	
A3.	Entity Type	
A4.	Tax Reference Number	

A5. Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of an entity, of the entity should be disclosed in the Table A below.

TABLE A

FULL NAME	DESIGNATION (Where a director is a shareholder, both should be confirmed.)	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

SECTION B: DECLARATION OF THE BIDDER'S INTEREST

The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seeks to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13(c). Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the delegated authority (RWOEE), failure to submit proof of such authority, where applicable, may result in disciplinary action.

		YES	NO
B1.	Are any persons listed in Table A employees of the Institution? (If yes, complete Table B and attach "RWOP")	☐	☐
B2.	Are any employees of the entity also employees of the Institution? (If yes complete Table B and attach "RWOP")	☐	☐
B3.	Are any family members of the persons listed in Table A employees of the Institution? (If yes complete Table B)	☐	☐

TABLE B

Details of persons connected with the bidder who are employees of the Institution as defined should be disclosed in Table B below.

FULL NAME OF INSTITUTION EMPLOYEE	IDENTITY NUMBER	PROVINCIAL DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION / RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./PERSAL NO. (Indicate if not known)

SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance with the Institution.

C1.	Did the entity conduct business with the Institution in the last twelve months? (If yes complete Table C)	YES	NO
		☐	☐

C2. Table C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?	NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? (To access this Register, enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.)	NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?	NO	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?	NO	YES

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SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

The form should be signed by a duly authorized representative of the entity before a commissioner of oaths.

	I, hereby swear/affirm; i. that the information disclosed above is true and accurate; ii. that I understand the content of the document; iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution.; iv. that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification o the bid submitted where so required by the institution; and that my entity was not involved in the drafting of the specifications or terms of reference for this bid; and v. that I or the representative of the company are aware of and undertake not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract. DULY AUTHORISED REPRESENTATIVE'S SIGNATURE
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	I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence: 1.1. Do you know and understand the contents of the declaration? ANSWER: 1.2. Do you have any objection to taking the prescribed oath? ANSWER: 1.3. Do you consider the prescribed oath to be binding on your conscience? ANSWER: 1.4. Do you want to make an affirmation? ANSWER: I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence. SIGNATURE and FULL NAMES Commissioner of Oaths Designation (rank) ex officio: Republic of South Africa Date:Place Business Address:
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If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by submitting the REPORT FRAUD on the Casidra SOC Ltd website <https://casidra.co.za/report-fraud/>.

This registration form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise theInstitution in writing of the change in such details.

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ANNEXURE A – MEAL CATEGORY SPECIFICATIONS

REFRESHMENT PACKAGE

Must include:

- Tea and/or Coffee;
- Water and/or Juice;
- One light snack item.

Examples:

- Muffin;
- Scone;
- Biscuit assortment;
- Similar light refreshments.

LIGHT MEAL PACKAGE

Must include:

- One protein item;
- One bakery or starch item;
- One fruit or healthy option;
- One beverage.

Examples:

- Sandwich;
- Wrap;
- Pie;
- Croissant;
- Fruit cup.

STANDARD MEAL PACKAGE

Must include:

- Protein portion;
- Starch portion;

- Vegetable and/or salad;
- Beverage.

Meals must be suitable for professional meetings, workshops and community engagements.

SPECIAL DIETARY PACKAGE

Must provide an equivalent meal suitable for:

- Vegetarian;
- Vegan;
- Halaal;
- Kosher;
- Diabetic;
- Gluten-Free;
- Lactose-Free;
- Similar dietary requirements.

ANNEXURE B – OPERATIONAL READINESS AND DISTRICT COVERAGE SCHEDULE

Requirement	Bidder Response
Operational Base Address	
Districts Serviced	
Number of Permanent Staff	
Number of Casual Staff Available	
Maximum Event Size Catered For	
Average Lead Time Required	
Weekend Availability	
Public Holiday Availability	
Contingency Arrangements	
Delivery Arrangements	

ANNEXURE C – REFERENCE SCHEDULE (Use template in Bid Doc or if another is to be provided it must include as a minimum the below)

Client Name	Contact Person	Contact Number	Description of Services	Approximate Attendees	Year	Value of work
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Minimum of three (3) references required.

ANNEXURE D – FOOD TASTING ASSESSMENT FORM

For Official Use Only

Criterion	Points
Presentation	5
Taste	5
Freshness	5
Portion Adequacy	5
Total	20

Comments:

ANNEXURE E – SUPPLIER PERFORMANCE SCORECARD

Quarterly Assessment

Indicator	Weight
On-Time Delivery	30%
Food Quality	30%
Customer Satisfaction	20%
Responsiveness	10%
Compliance	10%

Overall Score: _____

Performance Category:

- ☐ Excellent
- ☐ Satisfactory
- ☐ Improvement Required

☐ Unsatisfactory

Where a supplier records unsatisfactory performance on two consecutive assessments, Casidra may initiate remedial action, suspension or removal from the Framework Panel.