

**21 SEPTEMBER 2018**

**QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.**

**QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "REQUEST FOR PROPOSALS FOR THE RUNNING AND MANAGEMENT OF THE CANTEEN ON BEHALF OF THE LESEDI LOCAL MUNICIPALITY FOR A PERIOD NOT EXCEEDING 3 YEARS" TO THE QUOTATION BOX SITUATED AT:**

**SUPPLY CHAIN MANAGEMENT (LESEDI OFFICES)  
C/O LOUW AND HF VERWOERD STREET  
HEIDELBERG  
1438**

**ALL ENQUIRIES SHOULD BE REFERRED TO SIBULELO NXATHI @016 492 0202 OR MR.THAMI GORATI @016 492 0039.**

**DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING**

**CLOSING DATE: 08 OCTOBER 2018 @12H00**

**RFP: REQUEST FOR PROPOSALS FOR THE RUNNING AND MANAGING OF THE CANTEEN AT THE MAIN MUNICIPAL BUILDING FOR A THREE (3) YEAR PERIOD**

This notice serves to invite interested companies/ SMMEs in the Catering and hospitality sector and all relevant stakeholders in the running and managing of the Canteen in the Lesedi Local Municipality's Main building for a period not exceeding 3 years to submit proposals.

**NB: A COMPULSORY BRIEFING SESSION WILL BE HELD ON TUESDAY, 25 SEPTEMBER 2018 @10:00 AM AT THE INFRASTRUCTURE SERVICES BOARDROOM OF THE MUNICIPALITY**

**REQUIREMENTS:**

- Interested businesses/ companies should be registered in the National Treasury Central Supplier Database (CSD), CSD Registration report must be submitted.
- Interested businesses/ companies should have their rates and taxes up to date, the Latest municipal account should be submitted.
- Interested businesses/ companies should have relevant experience and apply for Certificate of Acceptability within the Municipality
- Original tax clearance certificate/Pin provided by Sars
- MBD Forms listed below ( Evaluation Criteria )
- Preference will be given to youth ,disabled and women owned businesses/ companies

**Failure in submitting these documents will result in a proposal being disqualified.**

## SUBMISSION FOR PROPOSALS:

- Sealed Proposals must be placed in the Quotation Box situated at the Rates and Taxes Hall Municipal Building, Corner of Louw and HF Verwoerd Street Heidelberg
- No late, e-mailed or faxed Proposals will be considered
- The Council reserves the right to accept any Proposal or part thereof and does not bind itself to accept any Proposal not suitably compliant
- Completed Proposals must be submitted in a sealed envelope clearly marked: Request For Proposals for the Running and Management of the Canteen at the Main Municipal Building for a three year period

**EVALUATION CRITERIA:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD 1, MBD 2, MBD4, MBD 6.1 MBD 8 MBD 9 and the Clearance Certificate for Water & lights can be downloaded from our website on the following link: [www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm) MBD forms should be scrutinized, completed and submitted together with your quotation. All objectives and complaints must be lodged within 14 days and in writing to the municipal manager's office.

**For more information, the following official can be contacted as indicated below:**

Manager: Local Development and Planning: Mr Thami Gorati at Telephone: 016 492 0039 during office hours Mondays to Fridays: 7H30-16H00

Name of Company: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

**NB: THIS PROPOSAL WILL BE ONLY EVALUATED ON FUNCTIONALITY AND THE SUCCESSFUL BIDDER WILL ONLY BE LIABLE FOR CONSUMPTION.**

**EVALUATION CRITERIA:**

CRITERIA		POINTS ALLOCATED
1	Capacity to deliver <ul style="list-style-type: none"> <li>➤ One Year Financial Bank Statements(30 points)</li> <li>➤ Six Months Bank Statements(15 points)</li> <li>➤ Less than Six Months Bank Statements(10 points)</li> </ul>	30
2	Human Resource and Equipment Capacity <ul style="list-style-type: none"> <li>➤ CV's of Management(10 points)</li> <li>➤ List of equipment(10)</li> </ul>	20
3	Manu: Daily nutritional meals <ul style="list-style-type: none"> <li>➤ Breakfast(10 points)</li> <li>➤ Lunch(10 points)</li> </ul>	20
4	Experience in this field <ul style="list-style-type: none"> <li>➤ Two years and more(20 points)</li> <li>➤ Less than two years(10 points)</li> </ul>	20
5	Lesedi Locality	10
	Total	100

A bidder that scores less than 60 points in respect of “functionality” will be regarded as non-responsive and will be disqualified. If all the bidders meet the functionality requirements, the bidder who scored the highest points will be accepted.

**NB: THE TRADING DAYS AND TIMES FOR THE CANTEEN WILL BE FROM MONDAY TO FRIDAY 8:00 TO 16:00 AND CLOSED ON WEEKENDS AND PUBLIC HOLIDAYS**

**NB: Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.**



# SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link:[business.support@csd.gov.za](mailto:business.support@csd.gov.za). No business will be conducted with any person who is not registered on this database.