

**MOPANI TVET COLLEGE**  
"EXCELLENCE IS ALWAYS OUR CHOICE"

**INVITATION TO PROSPECTIVE SUPPLIERS FOR LEASING OF CAFETERIAS**

Mopani TVET College hereby invite proposals from all Local Suppliers from the Ba-Phalaborwa Community to tender for the Leasing of Cafeterias at Phalaborwa Campus and at Sir Val Duncan Campus. Specification for proposals will be available on the College Website as from **Monday, 30 January 2023** on [www.mopanicollege.edu.za](http://www.mopanicollege.edu.za)

**Individual Proposal to be submitted for Phalaborwa Campus and Sir Val Duncan Campus.**

Sealed Proposals to be submitted at the Supply Chain Management Section at Mopani TVET College – Corporate Centre, Cnr Combretum & Haarlem Street, Phalaborwa from Monday – Thursday 07h30 to 16h30 and on Friday 07h30 to 11h00

**CLOSING DATE FOR SUBMISSION OF PROPOSAL: FRIDAY, 3 FEBRUARY 2023 AT 11H00**

**NO LATE, ELECTRONIC OR FACSIMILE PROPOSALS WILL BE ACCEPTED BY THE COLLEGE.**

**Should you not be contacted by the College within 30 days of the closing date, please consider your proposal as unsuccessful.**

**Mopani TVET College does not bind itself to accept the lowest proposal and reserves the right to accept the proposal as a whole, in part or not at all. Mopani TVET College is committed to both principal and practical implementation of the Procurement Policy of Broad-Based Black Economic Empowerment (B-BBEE)**

## **DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or the persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full name of bidder or his/her representative .....

2.2 Identity number .....

2.3 Position occupied in the Company (Director, Trustee, Shareholder<sup>2</sup>, Member)  
.....

2.4 Registration number of Company, Enterprise, Close Corporation, Partnership, Agreement or Trust .....

2.5 Tax Reference Number .....

2.6 Vat Registration Number .....

2.6.1 The names of all Directors / Trustees / Shareholders / Members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph three (3) below.

<sup>1</sup>"State" means-

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly of the national Council of provinces; or
- (e) parliament

2.7 Are you or any person connected with the bidder presently employed by the state?

**YES or NO**

2.7.1 If so, furnish the following particulars:

Name of Person/Director/Trustee/Shareholder/Member:

**DECLARATION OF INTEREST**

.....  
.....

Name of state institution at which you or the person connected to the bidder is employed:

.....  
.....

Position occupied in the state institution:

.....  
.....

Any other particulars:

.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

**YES or NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

**YES or NO**

**(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)**

2.7.2.2 If no, furnish reason for non-submission of such proof:

.....  
.....

2.8 Did you or your spouse, or any of the company’s Directors/Trustee/Shareholders/Members of their spouses conduct business with the state in the previous twelve (12) months?

**YES or NO**

2.8.1 If so, furnish particulars:

.....  
.....

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

**YES or NO**

2.9.1 If so, furnish particulars:

.....  
.....

**DECLARATION OF INTEREST**

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

**YES or NO**

2.10.1 If so, furnish particulars:

.....  
 .....

2.11 Do you or any of the Directors/Trustees/Shareholders/Members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES or NO**

2.11.1 If so, furnish particulars:

.....  
 .....

3. Full details of Directors/Trustees/Members/Shareholders:

<u>Full Name</u>	<u>Identity Number</u>	<u>Personal Income Tax Reference Number</u>	<u>State Employee Number / Persal Number</u>

4. Declaration:

I, the undersigned (Name) .....

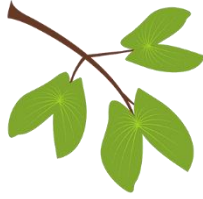
Certify that the information furnished in paragraph 2 and 3 above is correct. I accept that the state may reject the bid or ACT against me should this declaration prove to be false.

\_\_\_\_\_  
**NAME OF BIDDER**

\_\_\_\_\_  
**POSITION**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



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## **SPECIFICATION – LEASING OF CAFETERIA**

AT

PHALABORWA CAMPUS  
CNR COMBRETUM & HAARLEM STREET  
PHALABORWA

### **1. SCOPE AND EXTEND OF WORK**

- 1.1 The role of the appointed service provider is to provide cafeteria service for sit-downs and take-away meals for all Campus Patrons including Students and Staff.
- 1.2 The Service Provider may be invited to give a presentation of their proposal and / or service they provide, if or when deemed necessary.
- 1.3 The lease term shall run for twelve (12) months, with an option for renewal subject to satisfactory provision of the sought service.

### **2. DESCRIPTION OF THE SERVICE REQUIRED**

- 2.1 The appointed Service Provider shall be required to serve packaged take-away meals and sit-in meals to all Campus Patrons.
- 2.2 The appointed Service Provider shall be required to offer a wide range of products that are compatible with the tastes of the College Community.
- 2.3 The Service Provider shall be required to have well-functioning catering equipment, including but not limited to food warmer trolleys.

### **3. THE SERVICE PROVIDER IS REQUIRED TO PROVIDE**

- 3.1 Waiters / Cookers / Cashiers / Cleaners.
- 3.2 Cutlery and Crockery.
- 3.3 Any other required equipment not provided by the College.

### **4. CATERING INDUSTRY REGULATORY COMPLIANCE**

- 4.1 The Service Provider must ensure compliance with standard regulatory procedures and industry norms.
- 4.2 The Service Provider must ensure that all catering related is adhered to e.g., Occupational Health and Safety Act, HSCCP Principles.

## **5. MAINTENANCE AND EQUIPMENT**

5.1 All the College equipment within the cafeteria will be maintained and if broken replaced on the condition that the damage was not due to negligence by the Tenant.

5.2 All fixed equipment shall remain the property of the College. Upon the expiration of the lease and / or termination thereof, no fixed equipment or facility improvements will be tampered with or removed from the Campus cafeteria facility.

5.3 The College reserves the right to inspect the premises at any given time.

## **6. OPERATING COST**

6.1 The appointed Service Provider shall be expected to pay a deposit equivalent to the rental amount plus the actual rent for the first (1) month, thereafter, pay monthly rental fee for the duration of the lease.

6.2 The College will invoice rental fee on a monthly basis.

6.3 The rental fee is payable in advance on or before the 7<sup>th</sup> of every month.

## **7. PRICES FOR PRODUCTS**

7.1 The annual price increase for all products sold by the appointed Service Provider must be market related.

## **8. MANDATORY DOCUMENT REQUIRED**

8.1 Proposal

8.2 Menu with Pricing

8.3 Company Profile

8.4 Valid Verifiable Tax Status Pin

8.5 Valid B-BBEE Certificate / Sworn Affidavit

8.6 Valid Proof of Business Ownership/CIPC Company Registration Document

8.7 Certified Copy of Original Identity Document for Director/s

8.8 Completed Declaration of Interest – SBD 4

**FAILURE TO SUBMIT THE ABOVE REQUIRED MANDATORY DOCUMENTS WILL LEAD TO DISQUALIFICATION OF THE SUBMITTED PROPOSAL.**

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## **SPECIFICATION – LEASING OF CAFETERIA**

AT

SIR VAL DUNCAN CAMPUS  
CNR CALVIN NGOBENI & TAMBO STREET  
NAMA KGALE

### **1. SCOPE AND EXTEND OF WORK**

- 1.1 The role of the appointed service provider is to provide cafeteria service for sit-downs and take-away meals for all Campus Patrons including Students and Staff.
- 1.2 The Service Provider may be invited to give a presentation of their proposal and / or service they provide, if or when deemed necessary.
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