

**Bid Number**: **T23/2018** **PROVISION OF: VUT MAIN CAMPUS CAFETERIA RENTAL**

An invitation is extended to suitable and qualified Bidders to submit bids to provide goods/services for the Vaal University of Technology (VUT). Bidders should possess proven experience, resources, and capacity to undertake work and or supply of this nature.

1. **BID INFORMATION: Bid Number:** T23/2018

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| **Bid Number & Description** | **Compulsory Information Meeting** | **Closing Date**  **& Time** | **Document Fee**  **(VAT incl.)** | **Evaluation**  **Criteria** | **Contact Person** |
| T23/2018:  Provision of: Cafeteria Rental (VUT Main Campus) | 05 June 2018  @ 10:00am Venue: CW104-IT Conference Room | 20 June 2018  12:00 (noon) | R100.00  non-refundable | 90/10 | Ms. Lebohang Monne  Lebohangm2@vut.ac.za. |

1. **Bank Account Information for Bid Document Payments:**

**Bank:** ABSA **Branch:** Vereeniging **Branch Code:** 632005 **Account Name:** VUT Main Account

**Account No:** 530 861 945 **Reference:** T10. and Your Company Name.

1. **COLLECTION OF BID DOCUMENTS:**

**Proof of payment must be provided when collecting Bid documents.**

**Bid Documents available in English only.**

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| **Collection date:** | **Collection Venue:** |
| 28 May 2018 | Vaal University of Technology, main Campus, Procurement Office, B-Block, Room No. B102 |
| **Collection of Bid Documents (including Courier Services):** |  |
| * A Bid Purchaser Register must be completed upon collection. * Required information includes your Company Name, Contact Person, Contact Numbers and E-mail Address. * Above required information is applicable to all including Courier Services. * **Note:** VUT Contact Person corresponds with Bidders in writing, therefore an e-mail address is essential. If not provided Bidder might not receive crucial information pertaining to the bid. |  |

1. **EVALUATION:**

Bidders must satisfy the Mandatory Administration Criteria and Returnable in order to be evaluated.

* 1. **MANDATORY RETURNABLES/REQUIREMENTS:**

Mandatory Returnable/Requirements not submitted will disqualify bidders.

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| **MANDATORY DOCUMENTS & REQUIREMENTS** | | **BIDDER INSTRUCTIONS:**  **Complete shaded fields below "Bidder Check List"** | **Bidder Check List (√) OR (X)** |
|  | **IDENTIFYING DOCUMENTS:** |  |  |
| 1 | Either 1.1 OR 1.2 below must be submitted: |  |  |
| 1.1 | Copy of Business Entity Registration (Submission of CIPC registration) relevant to Public/Private Companies & Closed Corporations. | Tick (√) as confirmation of submission. |
|  | **OR** | **OR** | **OR** |
| 1.2 | Certified I.D. copy/s of Registered Members (relevant to Sole Proprietaries & Partnerships). | Tick (√) as confirmation of submission. |  |
|  | **TAXATION:** |  |  |
| 2.1 | Valid Tax Clearance Certificate with Tax Compliance Status (TCS) Pin issued by SARS. | Tick (√) as confirmation of submission. |  |
|  | Expiry Date | Fill in expiry date. |  |
|  | **TERMS:** |  |  |
| 5 | 30 days after invoicing (monthly rental). | Tick (√) as confirmation of agreement. |  |
| 6 | Bid valid for 120 days from date of Bid closure. | Tick (√) as confirmation of agreement. |  |
|  | **ANNEXURES:** |  |  |
| 7 | List of (minimum 3) Contactable and Verifiable *Customer References*. | Tick (√) as confirmation of completion. |  |
| 8 | Duly completed and signed *Form of Bid*. | Tick (√) as confirmation of completion. |  |
| 9 | Duly completed and signed *Declaration of Interest*. | Tick (√) as confirmation of completion. |  |
| 10 | Duly completed and signed *Certificate of Independent Bid Determination*. | Tick (√) as confirmation of completion. |  |
| 11 | Duly completed *Details of Nearest Office.* | Tick (√) as confirmation of completion. |  |
|  | **DELIVERY:** |  |  |
| 12 | Within 30 days after receiving the official order. | Tick (√) as confirmation of agreement. |  |
|  | **PRICING SCHEDULE:** |  |  |
| 13 | Separately submitted Pricing Schedule. | Tick (√) as confirmation of submission. |  |
|  | **GENERAL / OTHER:** |  |  |
| 14 | The service provider shall adhere to all the provisions of the  Occupational Health and Safety Act, 85 of 1993 and its  Regulations. | Tick (√) as confirmation of submission. |  |
| 15 | Project plan. | Tick (√) as confirmation of submission. |  |
| 16 | Sample of menu. | Tick (√) as confirmation of submission. |  |
| 17 | Presentation will be required. | Tick (√) as confirmation of submission. |  |
| 18 | Affiliated with or any food association body, etc. **FEDHASA** (Federated Hospitality Association of South Africa). | Tick (√) as confirmation of submission. |  |

**OTHER REQUIREMENTS:**

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|  | **BROAD BASED BLACK ECONOMIC EMPOWERMENT:**  Please Note: Neglecting to submit a B-BBEE Certificate will result in 0 (zero) points being allocated when calculating Price & B-BBEE scores. |
| 1 | Valid & Certified Copy of B-BBEE Certificate.  Where a Bidder is exempt or does not qualify for B-BBEE rating, letter stating same must be provided by the Bidder's Auditing Firm or Firm of Accountants.  Certificate number must be assigned to document or affidavit as per amended B-BBEE Act. |
|  | Expiry Date |
|  | B-BBEE Level |

* 1. **PRICE &B-BBEE:**

This phase is based on 90/10 Preference Points System in terms of the Preferential Procurement Policy Framework Act, with 90 reflecting price and 10 reflecting B-BBEE recognition.