

TERMS OF REFERENCE

NT011-2026

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF REFRESHMENTS AND KITCHEN CLEANING MATERIALS

CLOSING DATE AND TIME OF BID

7 SEPTEMBER 2026 AT 11H00

BID VALIDITY PERIOD:

90 DAYS



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

**A NATION
THAT WORKS**



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Annexure A	:	General Conditions of Contract (GCC)
Annexure B	:	Standard Bidding Documents (SBD's)
Annexure C	:	Pricing Schedule
Annexure D	:	Guide for online bid submission

LIST OF ABBREVIATIONS

ABBREVIATION	FULL NAME
BAC	Bid Adjudication Committee
BEC	Bid Evaluation Committee
B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
CSD	Central Supplier Database
NT	National Treasury
PPR 2022	Preferential Procurement Regulation 2022
QSE	Qualified Small Enterprise
RSA	Republic of South Africa
SLA	Service Level Agreement
SARS	South African Revenue Service
SCC	Special Conditions of Contract
SBD	Standard Bidding Document
VAT	Value Added Tax

DEFINITIONS

Name	Description
Customer	A participant on the contract who procures goods and/or services from the appointed Supplier(s).
Delivery	The process of transporting goods from a bidder's source location to a predefined destination by the participants.
Due Diligence	The investigation or exercise of care that the State conducts before entering into an agreement with the bidders to validate the bid responses.

Table 1: Bid Document Checklist and Returnable

#	Document Name ¹	Included in the published bid document?	To be returned by bidder?	Bidder to tick Yes if document is submitted
PHASE 1: MANDATORY REQUIREMENTS				
	Annexure C – Pricing Schedule	Yes	Yes	
	SBD 3.3 Pricing Schedule	Yes	Yes	
	The company must provide a minimum of 5 reference letters for delivering refreshments and kitchen cleaning products/similar and evidence of work done in the past seven (7) years.	No	Yes	
	Proof of vehicle ownership (logbook copy) confirming the availability of bidder's own transport. OR If transport will be outsourced, a signed agreement by both parties/letter.	No	Yes	
PHASE 2: LEGISLATIVE AND OTHER STANDARD BIDDING REQUIREMENTS				
1.	SBD 1 Invitation form to bid	Yes	Yes	
2.	SBD 4 Declaration of Interest	Yes	Yes	
3.	SBD 6.1 Preference Points Claim Form	Yes	Yes	
4.	Full CSD report	No	Yes	
5.	CIPC documents	No	Yes	
6.	Signed teaming agreement	No	If Applicable	
7.	Valid Tax Clearance Certificate and/or SARS-issued pin code	No	Yes	
8.	Consolidated Central Supplier Database Registration (CSD) full report in the case of a joint venture	No	If Applicable	
PHASE 3: PRICE & SPECIFIC GOALS				
9.	Proof of specific goals requirements	No	Yes	

SECTION A: INTRODUCTION AND TERMS OF REFERENCE

1. DESCRIPTION AND FORMAT OF THE BID

- 1.1 This bid is for the appointment of a service provider for the provision of reputable refreshments and kitchen cleaning products services for a period of three (3) years to all National Treasury sites. The successful service provider is expected to provide the services within the specified period.

National Treasury sites

- Riverwalk Office Park, 41 Matroosberg Road, Ashlea Gardens, Pretoria/ 40 Church Street Building, Pretoria
- SITA Offices, Centurion
- National Treasury Parliamentary Offices, Cape Town (120 Plein Street)

- 1.2 This bid document is structured as follows:

- Section A : Introduction and Terms of Reference
- Section B : Conditions of Bid
- Part 1 : Evaluation Criteria
- Part 2 : Additional Bid Requirements
- Part 3 : Recommendation and Appointment of Bidders
- Section C : Conditions of Contract

2. LEGISLATIVE AND REGULATORY FRAMEWORK

- 2.1 This bid and all contracts emanating there from will be subject to General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) as well as the Preferential Procurement Policy Framework Act 2000 (PPPFA) with its latest 2022 regulations.
- 2.2 The Special Conditions of Contract (SCC) are supplementary to that of General Conditions of Contract (GCC). However, where the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

3. DURATION OF CONTRACT

- 3.1 The contract shall be for a period of three (3) years.

4. TERMS OF REFERENCE

- 4.1 **Technical Specifications**

4.1.1 This bid is for the appointment of a service provider for the provision of reputable refreshments and kitchen cleaning products services for a period of three (3) years to all National Treasury sites according to the bid specification.

4.1.2 The contract will consist of the following:

GENERAL REQUIREMENTS

- a) The product shall be in pleasant appearance
- b) All products should be free from, foreign matter including soil, foreign odours
- c) Contamination by any disease
- d) All products shall be free from any defects and blemishes.
- e) Size and weight as required by the specification requirements.

PACKAGING REQUIREMENTS

- a) Be intact, clean, non-toxic, suitable, and strong enough for the packing and normal handling.
- b) Not impart a taste or odours to the products.
- c) Be strong and rigid enough to ensure that the original shape be retained and not bulge out, dent in, break or tear to the extent that frozen products are damaged or are at risk of being damaged, during normal storage, handling or transport and be properly closed in a manner permitted by the nature thereof.
- d) All products to be packaged in woven polypropylene bags and/or clear plastic bags with product information printed on packaging material.

LABELLING REQUIREMENTS

- a) The label of the product shall contain:
- b) Name of the product
- c) Name & address of the manufacturer or the person on whose behalf the product is prepacked.
- d) Special storage conditions where applicable
- e) Batch identification
- f) Net mass of the contents
- g) Best before date or use by date or sell by date.
- h) All products shall be labelled as per amended Food, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972)

TRANSPORTATION REQUIREMENTS

- a) All products shall be delivered on date and place as scheduled by the National Treasury.
- b) Vehicle used for transportation of food products should be, free from odour's, weatherproof and clean.
- c) Transportation of food shall be inspected before loading.
- d) Storage and transportation of food products shall be under conditions that will protect food products against physical, chemical, and microbial contamination as well as against deterioration of the food product and the container.
- e) On delivery, service provider to bring their own trolley for transporting goods from the truck to storage room.

NB: Service provider to note that the delivery area height restriction is 2m - 2.5m high.

SHELF LIFE

- a) Upon delivery, all products must have at least 6 or more month's shelf life before the date of expiry. Service Providers may make written applications to deliver Product with a shorter shelf life, provided such applications are accompanied by an undertaking that such short-dated stock will be unconditionally replaced before or after expiry.

QUALITY REQUIREMENT

General description (including customer specific requirement)

The service provider shall ensure that employees working in hygiene areas are educated and trained regarding:

- a) General principles of health and communicable diseases
- b) Good practices, good hygiene practices, cleaning, and sanitation procedures.
- c) Personal safety
- d) All training records must be kept.
- e) Personnel hygiene and cleanliness should be strictly adhered to by the delivery driver and personnel.
- f) The service provider should monitor and control pests in the processing and storage areas.

ENVIRONMENTAL CONDITIONS

- a) All the products delivered shall be of superior quality and fit for the purpose for which they are intended, and, when used properly in accordance with any written instructions notified to the End user by the service provider, will not represent an environmental, health or safety risk.
- b) All packaging material shall be environmentally friendly and recyclable.

DELIVERY SCHEDULE

- a) Delivery schedules shall be mutually agreed between service provider and the relevant end-users concerned. The schedule may include weekends and holidays which must be taken into account by the vendor in order to prevent unnecessary delays or non-deliveries.
- b) All schedules provided by the relevant end-user are to be strictly adhered to as this is part of their nutritional planning and in most cases would not have alternative replacements for the items requested. All deviations from the schedule must be communicated to the End User in advance.
- c) In the event of an urgent delivery, NT official will communicate with the service provider to indicate the required delivery items, time and date of delivery.
- d) Turnaround times for deliveries: -
 - Normal delivery – Three (3) – Five (5) working days
 - Ministerial delivery – one (1) day
 - Emergency delivery – within hours

PRODUCT SPECIFICATIONS

	ITEM DESCRIPTION	Unit of Measure
Tea	Tagless Teabags (Five Roses or equivalent)	250g
	Rooibos tagless tea bags (Freshpack or equivalent)	200g
	Rooibos Herbal tagless tea bags (Freshpack or equivalent)	200g
	Camomile Pure Flower tagless teabags (Twinings or equivalent)	40g
	Green Tea and Lemon Teabags (Twinings or equivalent)	50g
	Green Tea and Mint tagless Teabags (Twinings or equivalent)	50g
	Pure Green Teabags (Twinings or equivalent)	50g
	Pure Peppermint Teabags (Twinings or equivalent)	40g
	Ginger and Lemon Tea (Twinings or equivalent)	40g

	TeaHoney and Ginger Teabags (Twinings or equivalent)	40g
Coffee	Original 10 Sleeve Best Sellers Assortment (Nespresso or equivalent)	100 capsules
	Ground Italian (House of Coffees or equivalent)	250g
	Ground Mocca Java (House of Coffees or equivalent)	250g
	Ground V.I.P Gold (House of Coffees or equivalent)	250g
	Original Coffee (Jacobs Kronung or equivalent)	200g Jar
	Gold Instant Coffee (Jacobs Kronung or equivalent)	200g Jar
	Decaf Instant Coffee (Jacobs Kronung or equivalent)	200g Jar
	Coffee (Nescafe Classic or equivalent)	1kg
	Coffee (Ricoffy or equivalent)	1.5kg
Milk	Longlife Full Cream Milk (Parmalat or equivalent)	6 1litre per box
	Longlife Low Fat Milk (Parmalat or equivalent)	6x1litre
	Longlife Fat Free Milk (Parmalat or equivalent)	6x1litre
	Longlife 2% Low Fat Milk (Parmalat or equivalent)	6x1litre
Soft Drinks	Sugar Free Peach Flaboured Iced Tea (BOS or equivalent)	6 x 300 ml (cans)
	100% Sparkling Apple Juice (Appletizer or equivalent)	24x330ml (cans)
	100% Sparkling Apple Juice (Appletizer or equivalent)	6x275ml (bottles)
	100% Sparkling Red Grape Juice (Grapetizer or equivalent)	24x330ml(cans)
	100% Sparkling White Grape Juice (Grapetizer or equivalent)	6x275ml(bottles)
	100% Sparkling White Grape Juice (Grapetizer or equivalent)	24x330ml
	100% Sparkling Red Grape Juice (Grapetizer or equivalent)	6x275ml(bottles)
	Soft Drink (Coca-cola or equivalent)	24 x 300ml
	Soft Drink, zero (Coke Zero or equivalent)	24 x 300ml
	Soft Drink, lite (Coke lite or equivalent)	24 x 300ml
	Soft Drink, no sugar, low kitojoule (Coca-cola or equivalent)	24 x 200ml
	Soft Drink (Fanta Orange or equivalent)	24 x 300ml
	Soft Drink Zero (Fanta Orange Zero or equivalent)	24 x 300ml
	Soft Drink, Zero (StoneyZero or equivalent)	24 x 300ml
	Soft Drink (Stoney or equivalent)	24 x 300ml
	Soft Drink (Sprite or equivalent)	24 x 300ml
	Soft Drink (Sprite zero or equivalent)	24 x 300ml

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	Lemon Juice (Trulem/Lecol or equivalent)	500ml
	Apple Juice (Liquifruit or equivalent)	24x300ml(cans)
	Berry Blaze Juice (Liquifruit or equivalent)	24x300ml(cans)
	Breakfast Punch Juice (Liquifruit or equivalent)	24x300ml(cans)
	Cranberry Juice (Liquifruit or equivalent)	24x300ml(cans)
	Mango and Orange Juice (Liquifruit or equivalent)	24x300ml(cans)
	Orange Juice (Liquifruit or equivalent)	24x300ml(cans)
	Red Grape Juice (Liquifruit or equivalent)	24x300ml(cans)
Still & sparkling Water	Still Water (Oasis or equivalent)	24x 500ml(bottles)
	Water ph10 (Designer Alkaline or equivalent)	24 x 500ml(bottles)
	Still water bottle (Valpre or equivalent)	24x 500ml
	Sparkling Water bottle (Valpre or equivalent)	24x 500ml
	Soda Water (Schweppes or equivalent)	24 x 200ml
	Purified Water Refill bottles (Oasis or equivalent)	1 x 18-21L
Sugar, Sweets & Sweeteners	Satchets Sweetener cater pack (Canderel or equivalent)	Box of 1000
	Sticks with Stevia Sweetener (Canderel or equivalent)	Box of 80
	Honey Choice Grade (Little Bee or equivalent)	500g
	Tablets with Stevia (Canderel or equivalent)	100 tablets Per container
	Sweetener Dispenser (Clicks or equivalent)	100 Tablets per container
	White Sugar (Selati or equivalent)	12.5kg
	Brown Sugar (Selati or equivalent)	2kg
	Brown Sugar (Selati or equivalent)	10kg
Dried fruits and nuts	Mango Strips	250g
	Pear	250g
	Prunes Pitted	250g
	Turkish apricots	250g
	Banana Chips	250g
	Peacan nuts unsalted	250g
	Walnut unsalted	250g

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	Cashew unsalted	250g
	Macadamia nuts salted	250g
	Almonds salted	250g
	Almonds raw	250g
	Mixed Tree Roasted & Salted Nuts	200g
	Giant nuts salted	250g
Biscuits	Assorted Biscuits (Bakers Choice or equivalent)	200g
	Ginger Biscuits (Bakers or equivalent)	200g
	Coconut Biscuits (Bakers or equivalent)	200g
	Shortbread Biscuits (Bakers or equivalent)	200g
	Shortbread Biscuits (Bakers or equivalent)	200g
Salad dressing	Honey Mustard Creamy Salad Dressing (Knorr or equivalent)	340ml
	Greek Vinargrette Salad Dressing (Knorr or equivalent)	340ml
	Creamy Blue Cheese Salad Dressing (Knorr or equivalent)	340ml
Filters	Coffee Filters For Bravilor Bonamat - Novo 2 (or equivalent)	Each
	Water filter cartridge for "Kenwood Hydrology" (150l) (or equivalent)	Each
Paper Products	2ply Pink serviettes	Box of 1000
	2ply White serviettes	Packet of 1000
	170mm Fancy doily - medium	Packet of 240
	230mm Fancy doily – big	Packet of 240
	100mm doily - small	Packet of 240
Plastic Products	Clingwrap – 30m X 300m	Each
	Cling Wrap - Household	Each
	White Foam Cups 250ml	100 Pack
	White Plastic Teaspoons	Packet of 500
Dishwashing	Dish Cloths (100% Cotton) (Terry Cloth or equivalent)	Pack of 3
	Dish Swabs (100% Cotton) (Terry Cloth or equivalent)	Pack of 3
	Scotch-Brite Heavy Duty Scourers with sponge	Pack of 2
	Dishwashing Liquid (Sunlight or equivalent)	750ml

Detergents	Bleach (Jik or equivalent)	750ml
	Multipurpose Cleaning Cream (Handy-Andy or equivalent)	750ml
	Fabric Conditioner (Sta-Soft or equivalent)	2 Litre
	White vinegar	750ml
	Laundry Bar (Sunlight or equivalent)	125g
	Power 02 Gel (Vanish or equivalent)	1 Litre
	Washing Powder (Omo or equivalent)	2kg
Pest Control	Odourless Multi Insects Spray (DOOM or equivalent)	300ml
Air-Freshener	Potpourri Petal (Airoma or equivalent)	210ml

Instant coffee and chicory powder must contain a minimum of 75% coffee and 25% chicory with added 1kg tins of glucose. Or equivalent to Nescafe classic coffee
Instant coffee and chicory powder must contain a minimum of 60% coffee and 40% chicory with glucose added 1kg tins. Or equivalent to Ricoffy
Tea bags, good quality, 250g packets of 100 tea bags each. Or equivalent to Five Roses
Rooibos tea bags, choice grade. To be delivered in 80 bags in 200g packets. Or equivalent to Freshpack
Detergent, ammoniated, cream cleaner in accordance with the latest issue of SABS specification 1225
Laundry detergent (low foam) for use in automatic and non-automatic domestic washing machines in accordance with the latest issue of SABS specification 651. Or equivalent to OMO
Manual dishwashing and light duty detergent, in accordance with the latest issue of SABS specification 825
Sodium hypochlorite solution (laundry bleach) for domestic use with 5% available chlorine in accordance with the latest issue of SABS specification 296
Soap, pure, general purpose in accordance with the latest issue of SABS specification 235. The colour of the soap must be equivalent to 275 opaline green as specified in 85 381C. The soap must be perfumed and have a pleasant scent. The soap must have smooth texture. Packing: Layers must be separated by plastic or a similar material. Each soap bar must be separately wrapped
Vinegar, white, 5% pure according to Regulation NoR1433 of 10 July 1981 as amended, published under section 15 of the Agricultural Product Standards Act 1990
Milk products in accordance with Dairy products and imitation Dairy products Regulation, published under Government notice NoR2581 of 20 November 1998 as amended and published under section 15 of Agricultural Standards Act of 1990. Long life milk in tetra pack, aseptic packed full fat .
Milk products in accordance with Dairy products and imitation Dairy products Regulation, published under Government notice NoR2581 of 20 November 1998 as amended and published under section 15 of Agricultural Standards Act of 1990. Long life milk in tetra pack, aseptic packed 2% low fat .

Milk products in accordance with Dairy products and imitation Dairy products Regulation, published under Government notice NoR2581 of 20 November 1998 as amended and published under section 15 of Agricultural Standards Act of 1990. Long life milk in tetra pack, aseptic packed fat free .
Milk products in accordance with Dairy products and imitation Dairy products Regulation, published under Government notice NoR2581 of 20 November 1998 as amended and published under section 15 of Agricultural Standards Act of 1990. Long life milk in tetra pack, aseptic packed low fat .
Artificial sweetener powder in 1g sachet (cater pack of 1000), or equivalent to Canderel
Product to clearly list all allergies in the supplied product

NOTE: Service provider to liaise or consult with National Treasury on “equivalent” product/ alternative product before purchasing or delivering to National Treasury sites.

Bidders are encouraged to provide high quality and reputable products.

SECTION B: CONDITIONS OF BID

5. PART 1: EVALUATION CRITERIA

5.1 The details of the evaluation phases are outlined below:

Table 2: Evaluation Criteria

Phase 1	Phase 2	Phase 3
Mandatory requirements	Legislation and other standard bidding Requirements	Price and Specific Goals
Compliance with mandatory requirements	Compliance with legislative and other bid requirements	Bids evaluated in terms of the 80/20 preference system

5.2 Phase 1: Mandatory Requirements

5.2.1 A paper-based administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed or attached, such a bid will be eliminated from any further evaluation.

5.2.1.1 Submission of a price proposal required in the proforma format. (Annexure C (Excel spreadsheet) and SBD 3.3). Bidders can also provide a thorough breakdown quotation on their company letterhead. Bid prices must be inclusive of all costs, and VAT.

5.2.1.2 Failure to complete any field in the pricing schedule will result in the disqualification of the relevant line item.

- 5.2.1.3 The company must provide a minimum of 5 reference letters in delivering refreshments and kitchen cleaning products/similar and evidence of work done in the past seven (7) years. The letter must contain the following information:
- 5.2.1.3.1. Copy of a reference letter/s stating the description of the project, client name, client contact (i.e., email and office number) and satisfactory status of work provided.
- 5.2.1.3.2. The reference letter(s) must be on the company letterhead and signed.
- 5.2.1.3.3. The reference letter(s) must be supported by purchase orders/ signed Service Level Agreement by both parties/appointment letter.
- 5.2.1.4 Proof of vehicle ownership (logbook copy) confirming the availability of bidder's own transport. A vehicle licence document verifying the ownership of the vehicle/s must be provided if the bidder will utilise its own transport (registration documents or copy of license document) and must indicate the type and size of transport to be utilised.
- 5.2.1.5 **OR** An agreement/Letter of Intent on the letterhead of the company signed by the representative/owner confirming the commitment to supply the outsourced transport and must indicate the type and size of transport to be outsourced that will be used for the deliverables.
- 5.3 **Phase 2: Administrative and other standard bidding documents**
- 5.3.1 *Legislative Requirements*
- 5.3.2 It is also a requirement for bidders to submit the other legislative documents as detailed below.
- 5.3.3 SBD 1 invitation form to bid.
- 5.3.4 SBD 4 bidder's disclosure.
- 5.3.5 SBD 6.1 preference points claim form.
- 5.3.6 Central Supplier Database – A Central Supplier Database report must be submitted
- 5.3.7 CIPC documents
- 5.3.8 Valid Tax Clearance Certificate and/or SARS issued pin code.
- 5.3.9 In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement is required.
- 5.3.10 In case of Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted and will be verified.
- 5.3.11 In case of Joint Venture, Consortium, Trust, or Partnership a Consolidated Central Supplier Database Registration (CSD) is required.
- 5.3.12 Shareholding portfolio by proof of registration of the company with Companies Intellectual Property Commission. An additional document detailing the shareholding of the bidder in an organogram format in support of the proof of company registration must be submitted by bidders at the closing date and time.
- 5.3.13 **Failure to submit the documents indicated above even after the bidder has been notified and given a maximum of seven calendar days to rectify may invalidate the bid.**

5.4 Phase 3: Price and Specific Goals

5.4.1 Preference Point System

5.4.2 Prices quoted for all goods and services must be furnished based on supply and delivery.

5.4.3 The pricing schedule (SBD 3.3) provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof. Bidders are required to complete a mandatory Pricing Schedule as a response on how much the items offered will be charged.

5.4.4 Prices submitted for in this bid must be filled in on the field provided on the pricing schedule supplied with the bid. Price structures that do not comply with this requirement may invalidate the bid.

5.4.5 The bid prices must include all handling fees, delivery costs, and VAT.

5.4.6 The pricing evaluation will be in terms of regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20 preference point system.

5.4.7 The following formula will be used to calculate the points for price:

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

Where,

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

5.4.8 Applicable Taxes

5.4.8.1 All bid prices must be inclusive of all applicable taxes.

5.4.8.2 Failure to comply with this condition may invalidate the bid.

5.4.8.3 All bid prices must be inclusive of fifteen percent (15%) Value Added Tax.

5.4.8.4 Failure to comply with this condition may invalidate the bid.

5.4.9 Points Scored for Specific Goals

5.4.9.1 The following formula will be used to calculate the points for specific goals:

$$PSSG = MPA \times \frac{POE}{100}$$

Where,

$PSSG$ = Points scored for specific goals

MPA = Maximum points allocated for a specific goal

POE = Percentage of equity ownership by an HDI

5.4.10 *Proof of equity ownership and related matters*

- 5.4.10.1 The specific goals contemplated in paragraph 6.5.9.1 above must be equated to the percentage of an enterprise or business owned by individuals or, in respect of a company, the percentage of a company's shares that are owned by individuals, who are actively involved in the management of the enterprise or business and exercise control over the enterprise, commensurate with their degree of ownership at the closing date of the tender.
- 5.4.10.2 In the event that the percentage of ownership contemplated in paragraph 6.5.9.1 above changes after the closing date of the tender, the tenderer must notify the Office, and such tenderer will not be eligible for any preference points.
- 5.4.10.3 Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.
- 5.4.10.4 All claims made for specific goals must be considered according to the following criteria:
 - 5.4.10.4.1. Equity in private companies must be based on the percentage of equity ownership, and
 - 5.4.10.4.2. Preference points may not be awarded to public companies and tertiary institutions.
- 5.4.10.5 Equity claims for a Trust may only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the Trust,
- 5.4.10.6 Documentation to substantiate the validity of the credentials of the trustees contemplated in paragraph 6.5.10.5 above must be submitted to the Office.
- 5.4.10.7 A consortium or Joint Venture may claim points for specific goals, based on the percentage of the contract value managed or executed by individuals who are actively involved in the management or exercise control of the respective parties of the consortium or Joint Venture.
- 5.4.10.8 A tenderer must submit proof of its ownership.
- 5.4.10.9 A tenderer who does not submit proof of their ownership may not be disqualified from the bidding process, but they score points out of 80/20 for price and zero (0) points out of 80/20 for specific goals.
- 5.4.10.10 Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.

5.4.11 *Responsive Bids*

- 5.4.11.1 Bidders are required to submit responsive bids by completing all pricing on the provided pricing schedule (SDB 3.3). Non-submission of the pricing schedule (SDB 3.3) will invalidate the bid response.

5.4.12 *Specific Goals*

- 5.4.12.1 The government intends to promote the following goals with this bid, and the points to be allocated are indicated against each goal:

Table 3: Preference Point System

#	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1	The company owned by people who are Youth. 100% company owned by Youth = 5 points 75% - 99% company owned by Youth = 3 points 60% - 74% company owned by Youth = 2 point 51%- 59% company owned by Youth = 1 point 0 - 50% company owned by Youth = 0 point	5 points	Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status: - Company Registration Certification/ document (CIPC) - Company Shareholders certificate - Certified identification documentation of company director/s - CSD report/ CSD registration number (MAAA number) - B-BBEE Certificate of the tendering company. - Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). - Agreement for a Consortium, Joint Venture, or Trust.
2	The company owned by black people. 100% company owned by black people = 5 points 75% - 99% company owned by black people = 3 points 60% - 74% company owned by black people = 2 points 51%- 59% company owned by black people = 1 point 0 - 50% company owned by black people = 0 point	5 points	
3	The company owned by Women. 100% company owned by women = 5 points 75% - 99% company owned by women = 3 points 60% - 74% company owned by women = 2 point 51%- 59% company owned by women = 1 point 0 - 50% company owned by women = 0 point	5 points	

4	The company owned by people who are disabled). • 100% company owned by people who are disabled = 5 points • 75% - 99% company owned by people who are disabled = 3 points • 60% - 74% company owned by people who are disabled = 2 point • 51%- 59% company owned by people who are disabled = 1 point • 0 - 50% company owned by people who are disabled = 0 point	5 points	
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- The points scored by a bidder in respect of the goals indicated above will be added to the points scored for price.
- Bidders are required to complete the SBD 6.1 forms in order to claim preference points. Only a bidder who has completed and signed the declaration part of the SBD 6.1 preference points claim forms will be considered for preference points.
- The bidders must submit Identity Documents (ID), Central Supplier Database (CSD) and CIPC registration documents. These documents will serve as proof of ownership and directorship of the company.
- Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will not be allocated with the points claimed.
- The State may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made about preference.
- Points scored will be rounded off to the nearest 2 decimals.
- If two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.
- Failure on the part of the bidder to claim points for specific goals will give the bidder a score of zero (0).

6. PART 2: ADDITIONAL BID REQUIREMENTS

6.1 TERMS AND CONDITIONS

6.1.1 Counter Conditions

6.1.2 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

6.1.3 The National Treasury reserves the right to change or supplement any information or to issue any addendum to this bid before the closing date and time. The National Treasury and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

6.1.4 If the National Treasury exercises its right to change or supplement information in terms of the above clause, it may seek amended bid documents from all bidders.

6.2 Fronting

6.2.1 The National Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury does not support any form of fronting.

6.2.2 The National Treasury, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in this bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition, be established during such enquiry / investigation, the onus will be on the bidder to prove that fronting does not exist.

6.2.3 Failure to do so by the bidder within a period of fourteen (14) days from date of notification by National Treasury may invalidate the bid / contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the National Treasury may have against the bidder concerned.

6.3 Right Of Award

6.3.1 The State reserves its following rights –

6.3.2 Not to make any award in this bid or accept any bids submitted,

6.3.3 Appoint more than one service provider(s),

6.3.4 Request further technical information from any bidder after the closing date,

6.3.5 Verify information and documentation of the bidder(s),

6.3.6 To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award, and

6.3.7 If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

7. CONTRACTING TERMS AND PERFORMANCE

7.1 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

7.2 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

The bidder will be subjected to the GCC.

8. THIRD PARTY AGREEMENTS AND SUB-CONTRACTOR AGREEMENTS

8.1 No agreement between the bidder and any third party will be binding to the State.

8.2 In the event that bidder intends using sub-contractors to execute the Contract or part thereof, the bidder must note that it shall remain responsible and accountable for the completion of the work or delivery of services requirements.

8.3 The bidder must declare its intention to subcontract and the percentage of subcontracting thereof and must provide full description of the subcontractor.

9. SUBMISSION OF BIDS

9.1 Online bid submission

9.2 Bidders must submit their bids online through the e-Tender Publication portal.

9.3 Manual or hardcopy bids are not acceptable.

- 9.4 The online e-Tender publication portal can be accessed on the following link:
<https://www.etenders.gov.za/>
- 9.5 The guide for online bid submission is attached as Annexure D.
- 9.6 Bidders to adhere to all the rules for the online bid submission.
- 9.7 Bidders' attention is drawn to the sequential submission format as per the checklist on Table 1.
- 9.8 The Pricing Schedule (SDB3.3) should be submitted as such and not any other format.
- 9.9 Non-compliance with online bid submission WILL invalidate the bidder's response.
- 9.10 Submit all bid queries via email to NTAdministrativetenders@treasury.gov.za.

10. COMMUNICATION AND CONFIDENTIALITY

- 10.1 The Financial Management Chief Directorate (FMCD) within the Office of the Director-General (ODG) may communicate with bidders where clarity is sought after the closing date and time of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 10.2 Any communication to any State official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.
- 10.3 Whilst all due care has been taken in connection with the preparation of this bid, the National Treasury makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current, or complete. The National Treasury, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current, or complete.
- 10.4 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the National Treasury (other than minor clerical matters), the bidder must promptly notify the National Treasury in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the National Treasury an opportunity to consider what corrective action is necessary (if any).
- 10.5 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the National Treasury will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 10.6 All communication between the bidder and the National Treasury office must be done in writing as per the Contact Details below.

- 10.7 No representations made by or on behalf of the National Treasury in relation to this bid will be binding on the National Treasury unless that representation is expressly incorporated into the contract ultimately entered between the National Treasury and the successful bidder(s).
- 10.8 All persons (including all bidders) obtaining or receiving this bid and any other information in connection with this bid, or the tendering process must keep the contents of the bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a response to this bid.

11. CONTACT DETAILS

- 11.1 **General:** National Treasury, Office of the Director-General, Financial Management Chief Directorate, Private Bag x115, Pretoria, 0001. Physical address: 40 Madiba Street, Church Square, Pretoria
- 11.2 **Bid Enquiries:** All enquiries should be in writing to NTAdministrativetenders@treasury.gov.za. The closing date for receipt of all enquiries is 2 September 2026. All enquiries beyond the closing date will not be considered.

12. PART 3: RECOMMENDATION AND APPOINTMENT OF BIDDERS

- 12.1 Once the evaluation process is complete there will be a recommendation report by the BEC to the Bid Adjudication Committee (BAC) who has the authority to either support (recommendation) or not support (recommendation) the recommendation/s to the Director General for appointment/s.
- 12.2 On approval of the recommendation/s and appointment/s, the successful bidder(s) will sign an acceptance letter together with the Service Level Agreement for the provision of reputable refreshments and kitchen cleaning products services for a period of three (3) years to all National Treasury sites.
- 12.3 Once the successful bidder has been appointed/awarded they cannot do a cession to waive or cede without consultation with the department.
- 12.4 **Consent of information**
- 12.4.1 By submitting a bid, the bidder consents in terms of the Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA) to the State processing personal information contained in the bid (including information relating to the bidder and its directors/members/trustees/employees/agents/subcontractors, as applicable) for purposes of administering and evaluating the bid, conducting verification and due diligence (including checks with CSD, SARS, CIPC, banks, references and other third parties), concluding and managing any resulting contract, and meeting legal/governance obligations; the bidder warrants that it is authorised to provide such information and may be required to furnish additional information within a reasonable time frame determined by the department, and acknowledges the data subject rights under POPIA and that queries may be directed to the contact person in this bid document.
- 12.5 **Tax compliance requirements**

- 12.5.1 It is a condition of this bid that the tax matters of the successful bidder(s) are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 12.5.2 The Tax Compliance status requirements are also applicable to potential foreign bidders / individuals who wish to submit a bid.
- 12.5.3 It is a requirement that bidders grant a written confirmation when submitting this bid response that SARS may on an on-going basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 12.5.4 Bidders are required to be registered on the Central Supplier Database (CSD) and National Treasury shall verify the bidder's tax compliance status through the CSD or through SARS.
- 12.5.5 Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the CSD, and their tax compliance status will be verified through the CSD or through SARS.
- 12.6 **Negotiations**
 - 12.6.1 The State reserves the right to negotiate with the shortlisted bidders prior or post award. The terms and conditions for negotiations will be communicated to the shortlisted bidders prior to invitation to negotiations. This phase is meant to ensure value for money is achieved through the measure of quality that will assess the monetary cost of the goods or services against the quality and or benefits of that goods or services.
- 12.7 **Due diligence**
 - 12.7.1 The State reserves the right to:
 - 12.7.1.1 Conduct due diligence during the evaluation process to determine the ability of the bidder to honour contractual obligations that might emanate from this tendering process. The due diligence is not only limited to the bidder but to all parties the bidder might have confirmed to do business with for the fulfilment of the contract that might be awarded.
 - 12.7.1.2 Conduct due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.
 - 12.7.1.3 Conduct any evaluation verifications prior to final award or at any time during the contract term period.

END

PRICING SCHEDULE

	ITEM DESCRIPTION	Unit of Measure	Unit Price	Mark up	Total
Tea	"Five Roses", tagless tea bags (or equivalent	250g			
	"Freshpack Rooibos" tagless tea bags (or equivalent	200g			
	"Freshpack" Rooibos Herbal Tea (or equivalent	200g			
	"Twinings" Chamomile Pure Flower tagless tea bags (1x25) (Or equivalent	25g			
	"Twinings" Green Tea and Mint tagless tea bags (1x25) (Or equivalent	50g			
	"Twinings" Green Tea and Lemon tea bags (1x25) (Or equivalent	50g			
	"Twinings" Pure Green tea bags (1x25) (Or equivalent	50g			
	"Twinings" Pure Peppermint tea bags (1x25) (Or equivalent	50g			
	"Twinings" Ginger & Lemon tea bags (1x20) (Or equivalent	30g			

	"Twinings" Tea Honey & Ginger tea bags (1x20) (Or equivalent	40g			
Coffee	Nespresso - Original 10 Sleeve Best Sellers Assortment	100 capsules			
	"House Of Coffees" ground- Italian (Or equivalent	250g			
	"House Of Coffees" ground - Mocca Java (Or equivalent	250g			
	"House Of Coffees" ground - V.I.P Gold (Or equivalent	250g			
	"Jacobs Kronung" Original Coffee (Or equivalent	200g Jar			
	Jacob Kronung Gold Instant Coffee (Or equivalent	200g			
	"Jacobs Kronung" Decaf Instant Coffee - (Or equivalent	200g Jar			
	"Nescafe classic" coffee (Or equivalent	1kg			
	"Ricoffy" (Or equivalent	1.5kg			
Milk	"Parmalat Everfresh" Longlife full cream milk (or equivalent)	6 x 1litre per box			
	"Parmalat Everfresh" Longlife low fat milk (or equivalent)	6x1litre per box			
	"Parmalat Everfresh" Longlife fat free milk (or equivalent)	6x1litre per box			
	"Parmalat Everfresh" Longlife 2% low fat milk (or equivalent)	6x1litre per box			
Soft Drinks	BOS Sugar Free Peach Flavoured Iced Tea (or equivalent)	6 x 300 ml cans			
	"Appetizer" cans (Or equivalent	24x330ml			
	"Appletizer" – Bottles (Or equivalent	6x275ml			
	"Grapetizer" (Red) cans (Or equivalent	24x330ml			
	"Grapetizer" (White) – Bottles (Or equivalent	6x275ml			
	"Grapetizer" "White cans (Or equivalent	24x330ml			
	"Grapetizer" Red Bottle (Or equivalent	6x275ml			
	"Coca-Cola" (Or equivalent	24 x 300ml			

	"Coke Zero" (Or equivalent	24 x 300ml			
	"Coke Lite" (Or equivalent	24 x 300ml			
	Coca-Cola No Sugar Low Kilojoule (or equivalent)	24 x 200ml			
	"Fanta Orange" (Or equivalent	24 x 300ml			
	"Fanta Orange Zero" can (Or equivalent	24 x 300ml			
	"Stoney Zero" can (Or equivalent	24 x 300ml			
	"Stoney" can (Or equivalent	24 x 300ml			
	"Sprite" can (Or equivalent	24 x 300ml			
	"Sprite zero" can (Or equivalent	24 x 300ml			
	"Lemon Juice (Trulem/Lecol)" (Or equivalent	500ml			
	"Liquifruit apple" can (Or equivalent	24x300ml			
	"Liquifruit berry blaze" can (Or equivalent	24x300ml			
	"Liquifruit breakfast punch" can (Or equivalent	24x300ml			
	"Liquifruit cranberry cooler" can (Or equivalent	24x300ml			
	"Liquifruit mango and orange" can (Or equivalent	24x300ml			
	"Liquifruit orange" can (Or equivalent	24x300ml			
	"Liquifruit red grape" can (Or equivalent	24x300ml			
Still & sparkling Water	"Oasis" still water bottle (Or equivalent	24x 500ml			
	Designer Alkaline Water pH10 still water bottle (or equivalent)	24 x 500ml			
	"Valpre" still water bottle (Or equivalent)	24x 500ml			
	"Valpre" sparkling water bottle (Or equivalent)	24x 500ml			
	"Schweppes" Soda Water can (Or equivalent)	24 x 200ml			
	"Oasis" or (equivalent), purified water refill bottles, 18 – 21 litres, suitable for bottom loading water dispensers.	1 x 18-21L			
Sugar, Sweets & Sweeteners	"Sachets Canderel" cater pack (Or equivalent)	Box of 1000			
	"Sticks Canderel Stevia" (Or equivalent)	Box of 80			

	"Little Bee Honey Choice Grade" (Or equivalent)	500g			
	Canderel with Stevia (Or equivalent)	100 tablets Per container			
	Clicks Sweetener Dispenser (Or equivalent)	100 Tablets per container			
	"Selati White sugar" (Or equivalent)	12.5kg			
	"Selati brown sugar" (Or equivalent)	2kg			
	"Selati brown sugar" (Or equivalent)	10kg			
Dried fruits and nuts	Mango Strips	250g			
	Pear	250g			
	Prunes Pitted	250g			
	Banana Chips	250g			
	Macadamia nuts	250g			
	Peacan nuts unsalted	250g			
	Walnut unsalted	250g			
	Cashew unsalted	250g			
	Almonds salted	250g			
	Almonds raw	250g			
	Mixed Tree Roasted & Salted Nuts	200g			
	Giant nuts salted	250g			
Biscuits	"Bakers Choice Assorted" (Or equivalent)	200g			
	"Bakers Ginger Nuts" (Or equivalent)	200g			
	"Bakers Original Tennis"(Or equivalent)	200g			
	"Bakers EET-SUM-MOR Shortbread" (Or equivalent)	200g			
	"Bakers EET-SUM-MOR Shortbread" (or equivalent)	200g			
Salad dressing	Knorr Honey Mustard Creamy (or equivalent)	340ml			
	Knorr Greek Vinaigrette (or equivalent)	340ml			
	Knorr Creamy Blue Cheese (or equivalent)	340ml			

Filters	Coffee Filters For Bravilor Bonamat - Novo 2 (Or equivalent	Each			
	Water filter cartridge for “Kenwood Hydrology” (150l) (Or equivalent	Each			
Paper Products	2ply Pink serviettes	Box of 1000			
	2ply White serviettes	Packet of 1000			
	170mm Fancy doily - medium	Packet of 240			
	230mm Fancy doily – big	Packet of 240			
	100mm doily - small	Packet of 240			
Plastic Products	Clingwrap – 30m X 300m	Each			
	Cling Wrap - Household	Each			
	White Foam Cups 250ml	100 Pack			
	White Plastic Teaspoons	Packet of 500			
Dishwashing	Dish Cloths (100% Cotton) terry cloth	Pack of 3			
	Dish Swabs (100% Cotton) terry cloth	Pack of 3			
	Scotch-Brite Heavy Duty Scourers with sponge	Pack of 2			
Detergents	“Sunlight Dishwashing Liquid” (Or equivalent	750ml			
	“Jik” (Or equivalent	750ml			
	“Sta-Soft” Fabric Conditioner (Or equivalent	2 Litre			
	White vinegar	750ml			
	“Sunlight Laundry Bar” (Or equivalent	125g			
	“Vanish Power 02 Gel” (Or equivalent	1 Litre			
	“Omo Washing Powder” - Auto (Or equivalent	2kg			
	“Handy Andy” Multipurpose Cleaning Cream (Or equivalent	750ml			

Pest Control	DOOM Odourless Multi Insects Spray (Or equivalent	300ml			
Air-Freshener	"Airoma Potpourri Petal" (Or equivalent	210ml			
TOTAL					

Note for Bidders: The department reserves the right to verify the market relatedness of the prices provided.