**EXPRESSION OF INTEREST**

**REFERENCE NUMBER 1/2019**

**SUPPLY AND DELIVERY OF PERISHABLE PROVISIONS AND GROCERIES, PEST CONTROL SERVICES AND DISPOSAL OF WASTE FOOD AT SEVEN (7) MANAGEMENT AREAS**

**DEPARTMENT OF CORRECTIONAL SERVICES**

**Acronyms**

AO /AA Accounting Officer / Accounting Authority

B-BBEEA Broad Based Black Economic Empowerment Act, Act No 53 of 2003 as amended.

BVA BEE Verification Agency

CIPC Companies and Intellectual Property Commission

EMEs Exempted Micro Enterprises

IRBA Independent Regulatory Board of Auditors

PFMA Public Finance Management Act, Act No. 1 of 1999 (as amended by Act 29 of 1999)

PPPFA Preferential Procurement Policy Framework Act, No 5 of 2000

QSE Qualifying Small Enterprise

SANAS South African National Accreditation System

SCM Supply Chain Management

**DEFINITION**

**“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

**“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“Black designated groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“Black people”** has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act;

**“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); “co-operative” means a co-operative registered in terms of section 7 of the Cooperatives Act, 2005 (Act No. 14 of 2005);

**“Designated group”** means-

(a) Black designated groups;

(b) Black people; (c) women;

 (d) People with disabilities; or

(e) Small enterprises, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996);

**“Designated sector”** means a sector, sub-sector or industry or product designated in terms of regulation 8(1)(a); “EME” means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“Military veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011);

**“National Treasury”** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

**“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998);

**“Price”** includes all applicable taxes less all unconditional discounts;

**“Proof of B-BBEE status level of contributor”** means-

1. The B-BBEE status level certificate issued by an authorized body or person;
2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
3. Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;

**“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation; “rural area” means-

1. a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or
2. An area including a large settlement which depends on migratory labor and remittances and government social grants for survival, and may have a traditional land tenure system;

**“Stipulated minimum threshold”** means the minimum threshold stipulated in terms of regulation 8(1)(b);

**“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);

**“Township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;

**“Youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

**INVITATION FOR EXPRESSION OF INTEREST**

The Department of Correctional Services is mandated to place offenders in a secure, safe and humane environment, and ensure that rehabilitation and successful reintegration programmes are implemented. In pursuit of its mandate, the department also provides needs-based care services for the personal wellbeing of all inmates in its custody. Amongst others, the department is required in terms of legislation to provide appropriate meals for inmates within correctional centres and remand detention facilities in accordance with the prescripts of the Department of Health.

The Department of Correctional Services invites potential service providers to submit their expression of interest for the supply and delivery of perishable provisions and groceries, pest control services and disposal of waste food at the following seven (7) ManagementAreas: Kgoši Mampuru II, Johannesburg, Modderbee, Krugersdorp, Durban, St Albans and Pollsmoor. Exempted Micro Enterprises, Qualifying Small Enterprises, Cooperatives, Wholesalers, Fresh Farm Producers, Bakeries, Abattoirs and Butcheries are encouraged to submit their expression of interest.

The objective of the Expression of Interest is to gather supplier information in the geographical location where the seven (7) Management Areas are located in order to advance designated groups and ensure that goods and services are procured using a system that is fair, equitable, transparent, competitive and cost-effective. This information will be utilized to compile a list of potential suppliers who have interest in supplying perishable provisions and groceries, pest control services and disposal of waste food at the seven (7) Management Areas mentioned above. The list of potential service providers will be utilized to invite bids for the mentioned requirements as and when required.

These seven (7) management areas are situated at the following regions:

**Gauteng Region**: Kgoši Mampuru II, Johannesburg, Modderbee and Krugersdorp,

**Kwazulu Natal:** Durban

**Eastern Cape**: St Albans

**Western Cape:** Pollsmoor

Interested parties are hereby invited to express their interest by completing the Expression of Interest Document available on [www.dcs.gov.za](http://www.dcs.gov.za) and [www.etenders.gov.za](http://www.etenders.gov.za)

Interested parties must complete the Expression of Interest document. Potential service providers who intend to supply the required goods to more than one Management Area, must complete a separate Expression of Interest document for each Management Area.

The completed Expression of Interest Document must be **an original document** and be enclosed in a sealed envelope bearing the Expression of Interest reference number that appears on advertisement, the relevant Management Area and must be posted or deposited in the tender box of the Management Areas as indicated in the application form. **Closing date for applications: 29 March 2019 at 11:00**

**Enquiries**: Ms Vhumatshelo Mbatha

**Telephone**: 012 307 2121

**Email**: Vhumatshelo.ralikhwatha@dcs.gov.za

**POTENTIAL SERVICE PROVIDERS ARE REQUESTED TO COMPLETE THE FORM BELOW IN FULL**

**Part 1: Company Name and Participation Capacity**

|  |
| --- |
| **Name of Company:** ………………………………………………………………………………………………… **Closing Date and Time: 29 March 2019 at 11:**00 |

|  |  |
| --- | --- |
| PARTICIPATION CAPACITY:  | *(Tick applicable box)* |
| Fresh Farm Producer |  |
| Wholesaler |  |
| Bakery |  |
| Abattoir |  |
| Butchery |  |
| Cooperative |  |
| Supplier/Agent/Middleman Other *(specify)* |  |
|  |  |

Part 2: Details of Enterprise Classification

|  |  |
| --- | --- |
| ENTERPRISE CLASSIFICATION  | *(Tick applicable box)* |
| Exempted Micro Enterprise (EME) |  |
| *(Any enterprise with an annual Total Revenue of R10 Million or less qualifies as an Exempted Micro Enterprise)*Qualifying Small Enterprise (QSE) |  |
| *(A Measured Entity with an annual Total Revenue of between R10 Million and R50 million qualifies as a Qualifying Small Enterprise)*Other Enterprise Classification |  |
|  |  |

Part 3: Details of Designated Groups

|  |  |
| --- | --- |
| ADVANCEMENT OF DESIGNATED GROUPS  | *(Tick applicable box)* |
| Company owned by black people Company owned by black people who are youth |   |
| Company owned by black people who are women |  |
| Company owned by black people with disabilities |  |
| Company owned by black people living in rural or underdeveloped areas or townships |  |
| Company owned by black people who are military veterans  |  |
|  |  |

Part 4: Details of Company B-BBBEE Status of Contribution Level

|  |  |
| --- | --- |
| COMPANY BEE RECOGNITION LEVEL  | *(Tick applicable box)* |
| BBBEE level one (1) contributor |  |
| BBBEE level two (2) contributor |  |
| BBBEE level three (3) contributor |  |
| BBBEE level four (4) contributor  |  |
| BBBEE level five (5) contributor  |  |
| BBBEE level six (6) contributor |  |
| BBBEE level seven (7) contributor |  |
| BBBEE level eight (8) contributor Non-Compliant  |  |
|  |  |

Part 5: Company Documents Required

|  |  |
| --- | --- |
| PLEASE ATTACH THE FOLLOWING DOCUMENTS | *(Tick applicable box)* |
| 1. Company profile
 |  |
| 1. BBBEE level certificate
2. Sworn Affidavit
 |  |
|  |  |
| Note: If the company profile is not attached you are requested to provide a write-up detailing your company background and core business etc.…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………...…………………………………………………..……………………………………………………………………………... |

Part 6: Company Details

|  |
| --- |
| **COMPANY INFORMATION** |
| POSTAL ADDRESS |  |
| STREET ADDRESS |  |
| TELEPHONE NUMBER | CODE |  | NUMBER |  |
| CELLPHONE NUMBER |  |
| FACSIMILE NUMBER | CODE |  | NUMBER |  |
| E-MAIL ADDRESS |  |
| ARE YOU REGISTERED ON THE CENTRAL SUPPLIER DATABASE | CSD No:………………………………………………………………………..(**Companies not yet registered on the CSD are also requested to submit their Expression of Interest and self-register on** [**www.csd.gov.za**](http://www.csd.gov.za)**) .**  |
| SIGNATURE OF COMPANY REPRESENTATIVE | ……………………………… | DATE |  |

*\*Note: For the purpose of this invitation, the potential service providers who have interest and are not registered on CSD will be considered. However they are encouraged to self-register on CSD as Government does not conduct business with suppliers not registered.*

Part 7: Commodities

| Region: ……………………………………………………………………………………………..…..………… Management Area: ……………………………………………………………………………………………… |
| --- |
| **NO** | **ITEM DESCRIPTION** | **TICK THE APPLICABLE COMMODITY YOU HAVE INTEREST IN SUPPLYING** |
| **CATEGORY 1: PERISHABLES** |
| 1 | Eggs |  |
| 2 | Chicken |  |
| 2.1 | Chicken halaal |  |
| 3 | Pork |  |
| 4 | Beef |  |
| 4.1 | Beef halaal |  |
| 5 | Fish |  |
| 6 | Soya products: Meatballs, Patties and Sausages |  |
| 7 | Fresh milk |  |
| 8 | Bread |  |
| 9 | Vegetables:Spinach, Lettuce, Cauliflower, Cabbage, Cucumber, Green beans, Green peas, Tomatoes, Onions, Beetroot, Carrots, Pumpkin, Turnips, Sweet potatoes, Potatoes and Cob of corn (green mealies) |  |
| 10 | Fruit:Apples, Avocados, Grapes, Peaches, Pears, Plums, Apricots, Guava, Mango, Paw-paw, Oranges, Pineapples, Bananas and Watermelons |  |
| **CATEGORY 2: NON-PERISHABLES (GROCERIES)** |
| 11.1 | Maize meal |  |
| 11.2 | Flour |  |
| 11.3 | Rice |  |
| 11.4 | Sorghum (Maltabella, Mabele etc.,) |  |
| 11.5 | Oats |  |
| 12 | Soya mince |  |
| 13 | Full cream milk powder |  |
| 14 | Coffee |  |
| 14.1 | Tea |  |
| 15.1 | Peanut butter |  |
| 15.2 | Yellow spread margarine |  |
| 15.3 | Jam |  |
| 15.4 | Golden syrup |  |
| 16 | Table salt |  |
| 17 | Brown sugar |  |
| 18 | Soup and gravy powders |  |
| 19 | Fruit drink powder |  |
| 20 | Biscuits and rusks |  |
| 21 | Legumes |  |
| 22 | Sunflower oil |  |
| 23 | Vinegar |  |
| **CATEGORY 3: PEST CONTROL** |
| 24 | Pest control |  |
| **CATEGORY 4: DISPOSAL OF WASTE FOOD** |
| 25 | Buying of waste food |  |

**Part 8: Declaration**

I, the undersigned, authorized to do so on behalf of the company, declare that:

1. The information furnished declare is true and correct
2. If misrepresentation to gain any benefit is established, Department of Correctional Services may in addition to any other remedy it may have:
* Disqualified the applicant;
* In the event that the contract has been concluded, recover from the contractor all costs, losses of damages incurred or sustained as a result of the contract;
* Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation and
1. Department of Correctional Services is hereby empowered to take such steps as it may require verifying information submitted.

Full names: ………………………………………………………………………………………………..

Name of the company:…………………………………………………………………………………….

Capacity of signatory (Position held in Company):……………………………………………………..

Signature:……………………………………………………………………………………………………

Date:…………………………………………………………………………………………………………..



SBD 4

**DECLARATION OF INTEREST**

**(NB: In accordance with Sections 118 and 121 of the Correctional Services Act, 1998 (Act No. 111 of 1998), no member of the Department of Correctional Services may participate in the bid process of the Department)**

1. Any legal person, including persons employed by the state¹, or persons having a 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 a price bid, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her positionin relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where –

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bid document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the price 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 or her representative  | ……………………………… |
| 2.2 | Identity number : | ……………………………… |
| 2.3 | Position occupied in the Company (director, trustee, shareholder, 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 / shareholders² / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. |
| ¹”State” means –1. 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);
2. any municipality or municipal entity;
3. provincial legislature;
4. national Assembly or the national Council of provinces; or
5. Parliament.
 |
| ²”Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise. |
|  |  |  |
| 2.7 | Are you or any person connected with the bidder, presently employed by the state? | Yes | No |
| 2.7.1 | If so, furnish the following particulars : |  |  |
|  | Name of person/ director/ shareholder/ member | Name of state institution to which the person is connected | 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 | No |
|  |  |  |  |
| 2.7.2.1 | If yes, did you attach proof of such authority to the bid document? | Yes | 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 reasons for non-submission of such proof :………………………………………………………………………………………………..………………………………………………………………………………………………... |
| 2.8 | Did you or your spouse, or any of the company’s directors/shareholders/members or their spouses conduct business with the state in the previous twelve (12) months? | Yes | 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 | No |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.9.1 | If so, furnish particulars : |  |  |
|  | Name of person/ director/ shareholder/ member | Name of state institution to which the person is connected | Position occupied in the state institution | Nature of relationship |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
| 2.10 | Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? | Yes | No |
|  |  |  |  |
| 2.10.1 | If so, furnish particulars : |  |  |
|  | Name of person/ director/ shareholder/ member | Name of state institution to which the person is connected | Position occupied in the state institution | Nature of relationship |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
| 2.11 | Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? | Yes | No |
|  |  |  |  |
| 2.11.1 | If so, furnish particulars :………………………………………………………………………………………………..………………………………………………………………………………………………...………………………………………………………………………………………………... |  |  |
| 3. | Full details of directors / trustees / members / shareholders : |
|  | Full name | Identity number\* | Personal Tax Reference Number | State Employee Number / Persal Number |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**\*Copies of Identity Document must be attached.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DECLARATION**

I, THE UNDERSIGNED (NAME) ……………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 TO 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THE DECLARATION PROVE TO BE FALSE.

………………………………………………… ………………………………………………….

SIGNATURE DATE

………………………………………………… ………………………………………………….

POSITION NAME OF BIDDER

**Note : Should the bidder or any of its directors/members or shareholders be employees of any organ of state as contemplated in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), such member/director or shareholder must submit a certified copy of the permission granted by the Executive Authority of his/her Department to conduct remunerative work in the Public Service as contemplated in the Public Service Act, 1994 (Act 103 of 1994) Chapter VII, Sections 30 and 31. Failure to submit the proof will automatically invalidate the bid. Knowingly not submitting it will make the person liable for fraud.**

The Expression of Interest documents must be posted to or deposited in the tender box at the following relevant postal or physical addresses:

1. Gauteng Region: All Expression of Interest documents for the four (4) Gauteng Region Management Areas may be posted to:

**REGIONAL OFFICES GAUTENG**

**PRIVATE BAG X393**

**PRETORIA**

**001**

Or

The Expression of Interest documents may be deposited in the Bid Box which is identified as the Bid Box of the Department of Correctional Services at:

**1077 Arcadia Street**

**Hatfield Forum East Building**

**Hatfield, Pretoria**

* 1. The names, telephone number and e-mail address of the contact person for the four (4) Gauteng Management Areas are as follows:

Contact: Ms. Eunice Thakanyane

Telephone: 012 420 0210

Email address: Eunice.thakanyane@dcs.gov.za

1. **Kwazulu Natal Region**: All Expression of Interest documents for Durban Management Area may be posted to:

**AREA COMMISSIONER**

**CORRECTIONAL SERVICES: DURBAN**

**PRIVATE BAG X1**

**WESTVILLE**

**3630**

Or

The Expression of Interest documents may be deposited in the Bid Box at:

**01 Harry Gwala (previously known as Spine) Road,**

**Westville**

* 1. The names, telephone number and e-mail address of the contact person for Durban Management Area are as follows:

Contact: Mr Miniors Sbusiso Khali

Telephone: 031 204 8761

Email address: miniors.khali@dcs.gov.za

1. **Eastern Cape Region**: All Expression of Interest documents for St Albans Management Area may be posted to:

**AREA COMMISSIONER**

**CORRECTIONAL SERVICES: ST ALBANS**

**PRIVATE BAG X6055**

**OLD CAPE ROAD, ST ALBANS**

**PORT ELIZABETH**

**6001**

Or

The Expression of Interest documents may be deposited in the Bid Box at:

**Old Cape Road**

**St Albans**

**Port Elizabeth**

* 1. The names, telephone number and e-mail address of the contact person for St Albans Management Area are as follows:

Contact: Ms Ambesa Jonas

Telephone: 041 398 1169

Email address: Ambesa.jonas@dcs.gov.za

1. **Western Cape Region**: All Expression of Interest documents for Pollsmoor Management Area may be posted to:

**AREA COMMISSIONER**

**CORRECTIONAL SERVICES: POLLSMOOR**

**PRIVATE BAG X4**

**TOKAI**

**7966**

Or

The Expression of Interest documents may be deposited in the Bid Box at:

**Pollsmoor**

**Steenberg Road**

**Tokai**

* 1. The names, telephone number and e-mail address of the contact persons for Pollsmoor Management Area are as follows:

Contact: Thandeka Makisi-dibela or Margaret Mgedezi

Telephone: 021 700 1365/1133

Email address: thandeka.makisi-dibela@dcs.gov.za and margaret.mgedezi@dcs.gov.za

1. **National Head Office:** The names, telephone number and e-mail address of the contact person at National Head Office are as follows:

Contact: Ms Vhumatshelo Mbatha

Telephone: 012 307 2121

Email address: Vhumatshelo.ralikhwatha@dcs.gov.za

**FOR DEPARTMENT OF CORRECTIONAL SERVICES OFFICE USE ONLY**

|  |
| --- |
| **SUPPLIER INFORMATION CAPTURING**Supplier information captured on Correctional Services supplier database by:Name and Surname:……………………………………………………………………………………………………………….Signature: …………………………………………………………………………………………………………………………Date:…………………………………………………………………………………………………………………………………Supplier information verified by:Name and Surname:………………………………………………………………………………………………………………..Signature: ……………………………………………………………………………………………………………………………Date:………………………………………………………………………………………………………………………………… |