

FREQUENTLY ASKED QUESTIONS AND ANSWERS: BID HO 4/2020: DEPARTMENT OF CORRECTIONAL SERVICES NUTRITIONAL SERVICE CONTRACT

No	Question	Answer
1	How should we submit the bids	Each bid should be submitted in a separate, sealed envelope or suitable cover on which the name and address of the bidder (company), the bid number and the closing date and time must be clearly endorsed.
2	Where should we submit bids	Bids must be submitted to regions of interest as per the attached Annexure C closing of bids
3	Are we restricted to bid for any areas?	No, there is no restriction for bidding for any area. Bidders may bid for any line item on any Management Area, any combination of Management Areas, or all Management Areas.
4	When is the bid closing date	The closing date will be on Wednesday, 20 th January 2021 at 11:00am at various addresses as per Annexure C
5	What is a late bid	<p>Bids received after the closing date and time, at the address indicated in Annexure C, are late bids and will not be accepted for consideration and where practicable, be returned unopened to the bidder.</p> <p>If a bid is deposited in the incorrect box, for example a bid for a management area in Gauteng Region is deposited in the bid box at Western Cape Region, Goodwood Management Area, (Edgemoed) it would be regarded as a late bid and will not be accepted for consideration.</p>

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6	How will I know which Management Area falls under which Region so that I deposit bids at the correct bid boxes	A list of Regions and their Management Areas is attached as annexure D
7	Are there any identified groups targeted for empowerment	Yes, It is a condition of this bid that the successful bidder must subcontract a minimum of 30% to EMEs or QSEs which are at least 51% owned by either of the following: Black people, Black people who are youth, Black people who are women, Black people with disabilities, Black people living in rural or underdeveloped areas or townships, cooperatives owned by black people or Black people who are Military Veterans.
8	How will subcontracting as a condition of this bid be evaluated	<p>Bidders must submit proof of the subcontracting agreement signed by both the bidder and to whom he/she subcontracted.</p> <p>Bidders are not allowed to subcontract with their subsidiary companies as this may be interpreted as subcontracting with themselves and/or using their subsidiaries for fronting.</p>
9	Must an EME or QSE subcontract.	Yes, EME or QSE who are bidding must subcontract. It is a condition of this bid that only bidders who subcontract a minimum of 30% to EMEs or QSEs which are at least 51% owned by black people will be considered.

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10	Who vets the list of subcontractors that would be made available to the main contractor in terms of subcontracting requirements	The bidder is reasonable to carry out due diligence on their subcontractors. The Department will evaluate bid as a single bid with their subcontractor's agreement.						
11	Should subcontractors also be registered on National Treasury Central Supplier Database (CSD)	<p>Yes, the bidder and the subcontractor should both be registered on the Central Supplier Database (CSD)</p> <p>Subcontractors should be registered for the commodity under Food beverages and tobacco products on CSD.</p>						
12	Where will this sub-contractors be found	<p>The Department has made available a list of possible subcontractors (EMEs or QSEs which are at least 51% owned by black people) drawn from the CSD and who are registered for the commodity Food beverages and tobacco products.</p> <p>Since the list of possible subcontracts can only be drawn utilising the basic search elements such as supplier commodity and delivery points, nine (9) reports, one for each province has been drawn utilising supplier commodity Food beverages and tobacco products with the following procurement reference numbers and query reference numbers:</p> <table border="1"> <thead> <tr> <th>Province</th><th>Procurement reference nr</th><th>Query reference nr</th></tr> </thead> <tbody> <tr> <td>Gauteng</td><td>HO 4/2020 Gauteng Province</td><td>3052</td></tr> </tbody> </table>	Province	Procurement reference nr	Query reference nr	Gauteng	HO 4/2020 Gauteng Province	3052
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13	How should we search for these reports of list of possible subcontracts on CSD	<p>Follow the steps below to search for list of possible subcontractors</p> <p>Step 1: Go to CSD website, www.csd.gov.za</p>																								

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		<p>Step 2: Log on CSD by using your log on particulars</p> <p>Step 3: Click on search</p> <p>Step 4: Click on my favourites searches</p> <p>Step 5: Click on Published External</p> <p>Step 6: Insert the Search query for each province</p> <p>Step 7: Click search to access the particulars of the possible subcontracts</p>
14	Can I arrange with a third party in case I am not keeping stock of the item required	<p>Yes, Any bidder who does not normally keep stock of the item and is sourcing the goods and services from a third party (manufacturer/producer or dealer/distributor who normally keeps stock) for the purpose of delivering the item to the Department, must ensure that the attached BD 27 is completed by his/her supplier after they have familiarised themselves with the item(s)/ description(s)/ specifications and conditions of the bid for all relevant goods and services required from this bid.</p> <p>In the event that the “Authorization Declaration” (BD 27) form is not completed, the bidder must submit the signed third party’s authorization declaration letter on the third party’s letterhead.</p>

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15	How should pricing schedules be completed	<p>All prices quoted for must be inclusive of supply, delivery and off-loading cost and all applicable taxes.</p> <p>Bidders should submit pricing per Management Area/Correctional Centre as indicated on the pricing schedule.</p> <p>The bid prices shall be for the unit of measure as indicated in the pricing schedule.</p> <p>Bidders are required to submit responsive bids by completing all the prices, mandatory responsive fields and item questionnaires on the provided pricing schedule for the individual items.</p> <p>Bidders must indicate their suppliers per line item</p>