



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001
Enquiries: Z Mantantana, Email: ZolisaM@dsd.gov.za

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP
THE FOOD SAFETY AND QUALITY ASSURANCE (FSQA) GUIDELINES AND FACILITATE
TRAINING FOR DSD CENTRES**

1. Tender No: **SD05/2022**
2. Closing Date: 12 September 2022 at 11:00
3. The following documents form part of this invitation for a proposal:
SBD1: Invitation to bid
SBD3.3: Pricing Schedule
SBD4: Declaration of Interest
SBD6.1: Preference points Claim Form
4. **All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.**
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
 - i. Name and address of the Bidder
 - ii. Bid number
 - iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria
8. Compulsory briefing session

Kind regards

DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 19/08/2022

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)

BID NUMBER:	SD05/2022	CLOSING DATE:	12 SEPTEMBER 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO DEVELOP THE FOOD SAFETY AND QUALITY ASSURANCE (FSQA) GUIDELINES AND FACILITATE TRAINING FOR DSD CENTRES				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No			<input type="checkbox"/> No	

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]		[IF YES ANSWER PART B:3 BELOW]

SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	
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TOTAL NUMBER OF ITEMS OFFERED	
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	Social Development	CONTACT PERSON	Mr B Futshane
CONTACT PERSON	Mr Z Mantantana	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	BathembuF@dsd.gov.za
E-MAIL ADDRESS	ZolisaM@dsd.gov.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE
(Professional Services)

BID NO: SD05/2022 **CLOSING TIME 11:00 ON 12 SEPTEMBER 2022**

NAME OF SERVICE PROVIDER:

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VAVULE ADDED TAX
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APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE FOOD SAFETY AND QUALITY ASSURANCE (FSQA) GUIDELINES AND FACILITATE TRAINING FOR DSD CENTRES

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

4. PERSON AND POSITION

HOURLY RATE DAILY RATE

.....	R.....
.....	R.....
.....	R.....
.....	R.....
.....	R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R..... days
.....	R..... days
.....	R..... days
.....	R..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

Name of Bidder:

TOTAL: R.....

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid
.....
- 7. Estimated man-days for completion of project
.....
- 8. Are the rates quoted firm for the full period of contract? *YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

Any enquiries regarding bidding procedures may be directed to the –

Mr. Zolisa Mantantana
 Email: ZolisaM@dsd.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
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		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
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social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 901, Pretoria, 0001, 134 Pretoria Street, HSRC Building, Pretoria

Tel: (012) 312 7463, Email: ZolisaM@dsd.gov.za

**TERMS OF REFERENCE
FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO
DEVELOP THE FOOD SAFETY AND QUALITY ASSURANCE
(FSQA) GUIDELINES AND FACILITATE TRAINING FOR
DSD CENTRES**

1. PURPOSE

The purpose of the Terms of Reference is to appoint a service provider to:

- Develop the Food Safety and Quality Assurance (FSQA) guideline for the DSD centres;
- Assess about 300 CNDCs in all the provinces; and
- Train 360 personnel in Food Safety and Quality Assurance (FSQA).

2. PROJECT NAME

The Food Safety and Quality Assurance (FSQA) guidelines for DSD centres

3. BACKGROUND

- 3.1 The Department of Social Development (DSD) has implemented the Household Food and Nutrition Security Programme (HF&NSP) since the financial year 2013/14 up until 2019/20. Funding from National DSD was used as transfer payment to Provinces to further the operations of food distribution by Provincial Food Distribution Centres (PFDCs) and rendering of nutrition services in Community Nutrition and Development Centres (CNDCs).
- 3.2 The National Treasury and The Department of Performance Monitoring and Evaluation (DPM&E) entrusted the National DSD with the responsibility to monitor delivery of food and nutrition services in Provinces, even when the administration was shifted to the provinces in 2019/20. National DSD developed the operational manual for PFDCs and CNDCs to ensure there is quality food service delivery in the CNDCs. DSD officials and Cooks were capacitated on these – including the use of menus in the centers and training of Cooks in food handling, preparation and food service.
- 3.3 However, further work is needed towards enhancing the Food Safety and Quality Assurance (FSQA) in DSD centers inline with the risk management plan starting with the CNDCs to minimize the risk of unsafe food in the centers.
- 3.4 **Food safety** refers to routines in the preparation, handling and storage of food meant to prevent foodborne illness and injury. From farm to factory to fork, food

products may encounter any number of health hazards during their journey through the supply chain.

- 3.5 **Food safety assurance** involves the reduction of risks, which may occur in the food service environment within the DSD centres. It is for this reason that this project is seeking to assist DSD centres with the development of the Food Safety and Quality Assurance (FSQA) guideline for the DSD centres; assessment of about 300 CNDCs in all the provinces; and facilitation of training of DSD personnel in Food Safety and Quality Assurance (FSQA).

4. PROBLEM STATEMENT AND CURRENT SITUATION

The Department of Social Development (DSD) provides the social protection measures to cushion the people affected by the high levels of hunger, poverty and unemployment. DSD developed the Household Food and Nutrition Programme (HF&NSP) and implementation of the Community Nutritional Development Centres (CNDCs) fits within the broader programme framework that seeks to achieve government's objective of ensuring that the poor and hungry households and individuals have access to food.

The CNDCs operated by DSD provide meals to the poor and vulnerable beneficiaries in need of food relief/ assistance. This is in-line with section 27(1)(b) of the Constitution of the Republic of South Africa states that, "everyone has the **right to have access to sufficient food** and water." and section 28(1)(c) states that every child has the right to "basic nutrition, shelter, basic health care services and social services. The National Treasury and the Department of Performance Monitoring and Evaluation have entrusted the National DSD with the responsibility of monitoring the delivery of food and nutrition services in these centres at the provincial level. This led national DSD into developing programme model, operational manuals and capacity building initiatives of various stakeholders operating PFDCs and CNDCs.

However, several challenges still exist regarding issues related to food safety and quality assurance at the centres, and adherence the existing regulations within the Foodstuffs, Cosmetics and Disinfectant Act (1972), in particular Regulations governing

general Hygiene Requirements for Food Premises and the Transport of Food (R962). More work is needed towards enhancing the Food Safety and Quality Assurance (FSQA) in DSD centres in line with the risk management plan starting with the CNDCs to minimize the risk of unsafe food in the centres.

It is against this background that a consultant is required to develop a Food Safety and Quality assurance Toolkit for the centres. Upon completion of the guideline, the consultant will also conduct 9 Provincial workshops to capacitate DSD officials on use of the developed guideline.

5. SCOPE OF WORK EXPECTED FROM THE APPOINTED SERVICE PROVIDERS

The appointed service provider will work with the National and Provincial Department of Social Development, the project will first target the Community Nutrition and Development Centers (CNDCs) and will later be expected to target other DSD centers, such as the Home Community Based Care Centers (HCBCs), Child and Youth Care Centers (CYCCs), Luncheon Clubs and etc:

Deliverables	Timeframe
5.1 Development of the Food Safety and Quality Assurance (FSQA) guide for DSD centres.	October 2022
5.2 Facilitate training of 360 DSD officials and centre personnel in Food Safety and Quality Assurance (FSQA).	November 2022
5.3 Conduct the Food Safety and Quality Assurance (FSQA) assessment in about 300 Community Nutrition and Development Centres (CNDCs) in all the provinces; and	February 2023
5.4 Report to DSD on the assessment undertaken.	

6. INTENDED USERS AND STAKEHOLDERS

Stakeholder	Likely use of the guideline
Sector Lead Department: Department of Social Development	<ul style="list-style-type: none">• Provide guiding framework on FSQA in the DSD centres across the provinces in order to address the food nutrition and hunger problem in SA in a more adequate and efficient manner
Provincial Departments of Social Development	<ul style="list-style-type: none">• To improve the implementation of the FS&QA within the DSD Food and Nutrition security programmes
Implementing Agents and NPOs in the various Provinces	<ul style="list-style-type: none">• To apply the guideline in the delivery of DSD food and nutrition security services to the poor and vulnerable

7. GENERAL CONDITIONS

The general conditions of contract as prescribed by National Treasury will be applicable in all instances.

8. TIME FRAME

The duration of the project will be Twelve (12) months, starting from October 2022; however, the project should be completed by September 2023. Should the project rollover into the new financial year 2023/24 the same ToRs and MoU will be utilised.

9. APPLICATION CONDITIONS

All applications/bids will be considered on merit.

- 9.1 All submissions of bids must be hand delivered at DSD Head Office as per address specified in the advert (HSRC Building, 134 Pretorius Street, Pretoria, 0001).
- 9.2 Bidders should indicate their capabilities as per the bid requirements including:
 - 9.2.1 Registration with the South African Association for Food Science and Technology
 - 9.2.2 Accreditation by the FoodBev SETA in terms of Section 5 (1)(a) (ii) of the SAQA Act
 - 9.2.3 ISO 22000 & FSSC 22000 systems implementation competency

- 9.3 The service provider must be able to deliver FSQA services to both rural and urban settings within the set DSD periods.

10. SKILLS AND KNOWLEDGE

- At least 5 years of professional work experience in the area of food safety and quality assurance.
- Knowledge on the South African food safety regulatory frameworks and other related food safety standards
- Knowledge of the development of guidelines, toolkits and capacity building materials
- Excellent writing skills
- High-level of copy-editing, design, and layout of professional publications
- Results driven; able to work effectively in a multi-cultural environment and with minimum supervision.
- Ability to work under tight schedule, respond to multiple demands including within a changing environment. Innovative and resourceful mindset to make solutions work in adverse conditions.

The bidder must also provide the following:

- a) A response to the terms of reference.
- b) A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
- c) Profile of the organization and description of similar work undertaken,
- d) Numbers, names and CVs of workers/ consultants assigned to the project, including their roles and responsibilities,
- e) Letter of authority to sign documents on behalf of the organization
- f) One hard copy of the technical proposal and a CD with a soft copy of the technical proposal in pdf format.

11. BRIEFING SESSIONS

There will be a **compulsory** briefing session to be held on **the 01 September 2022 at 11:30am, HSRC Building 134 Pretorius Street, Pretoria**. Failure to attend the compulsory briefing session will result in a bidder being disqualified.

12. BID PROPOSAL

The comprehensive proposal submission should include:

- 12.1 A detailed plan reflecting project time frames, costing and outputs.
- 12.2 Profile of company including a description of similar work undertaken.
- 12.3 Number, names and resumes (abbreviated CVs) of the person assigned to the project. A summary of the roles, responsibilities and time spent by each Person.
- 12.4 The cost structure should be inclusive and as detailed as possible.
- 12.5 The service provider is expected to enter into a contract with the DSD based on the proposal.
- 12.6 A work plan indicating time frames should be provided with the proposal.
- 12.7 Progress will be monitored monthly based on the work plan and time frames provided by the service provider approved by the DSD.

13. PROPRIETARY RIGHT

- 13.1 The DSD shall become the owner of all information, documents, advice and reports collected and compiled by the service provider to be appointed.
- 13.2 The copyrights of all documents and reports compiled by the service provider will vest in the DSD and may not be reproduced, distributed or made available without the written consent and approval of the DSD.
- 13.3 All information, documents and reports must be regarded as confidential until made public by the DSD.

14. EVALUATION CRITERIA

- 14.1 The evaluation of the bids will be conducted in two stages:
 - a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 1-5) in respect of functionality according to the set-criteria. Proposals scoring less than 60 points in respect of functionality will be disqualified and not be evaluated further.
 - b) Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference points system as contemplated in the Preference Procurement Regulations 2011 issued in terms of Preferential Procurement Policy Framework Act (Act 5 of 2000).

- 14.2 The 80 points will be used to calculate points for price only and 20 points will be used to calculate points for BBBEE status levels of contribution (SBD 6.1). Prospective service providers are required to complete the SBD 6.1.
- 14.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of the professional fees).
- 14.4 PLEASE NOTE: SBD 6.1 attached for claiming above-mentioned points, if not completed the bidder will automatically score 0 points.
- 14.5 Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria below.
- 14.6 All bids/quotes will be scored as follows against the functional criteria indicated below. The table below showing scores provides a link to the competencies: The rating will be as follows:
- 1 = Very Poor
 - 2 = Average
 - 3 = Good
 - 4 = Very Good
 - 5 = Excellent

15. EVALUATION MATRIX

No.	ELEMENT/CRITERIA	1	2	3	4	5	Weight	Total
1.	<p>Demonstrates extensive knowledge and experience in the development of the Food Safety and Quality Assurance (FSQA) guideline;</p> <p>1 = No evidence that bidder has undertaken similar projects.</p> <p>2 = Bidder has successfully undertaken 1 or 2 similar projects.</p> <p>3 = Bidder has successfully undertaken 3 projects.</p> <p>4 = Bidder has successfully undertaken 4 similar projects.</p> <p>5 = Bidder has successfully undertaken 5 or more similar projects.</p>						30	
2.	Bidder's profile reflects an in-depth understanding, knowledge and experience						30	

	<p>in conducting training on Food Safety and Quality Assurance (FSQA).</p> <p>1 = Profile does demonstrate any of the required qualities.</p> <p>2 = Profile makes mention of the required qualities but not convincing.</p> <p>3 = Profile demonstrates a minimum of the required qualities.</p> <p>4 = Profile demonstrates most of the required qualities.</p> <p>5= Profile exceeds of the required qualities.</p>						
3.	<p>Skills, knowledge and experience (as specified in ToRs)</p> <p>1 = Team does not meet any skills, knowledge and experience requirements.</p> <p>2 = Team consist of either sector expert or FS&QA expert and the project manager.</p> <p>3 = Team consist of sector expert on food and nutrition, FS&QA expert and project manager. The team meet the minimum qualifications required.</p> <p>4 = Team consist of sector expert on food and nutrition, FSQA expert. The project manager is a FSQA specialist. Either team or FSQA specialists exceed the qualifications requirements.</p> <p>5 = Team consist of sector expert on food and nutrition, M&E expert and project manager. Both sector and M&E specialists exceed the qualifications requirements.</p>					30	
4.	<p>A skills transfer plan that demonstrates how at least two officials from national DSD and relevant DSD officials and provincial offices.</p> <p>1 = No Skills transfer plan demonstrating how at least two officials from national DSD and relevant DSD officials and provincial offices.</p> <p>2 = Proposed skills transfer plan partially demonstrates how at least two officials from national DSD and relevant DSD officials and provincial offices.</p> <p>3 = Proposed skills transfer plan demonstrates how at least two officials from</p>					10	

	<p>national DSD and relevant DSD officials and provincial offices.</p> <p>4= Proposed skills transfer plan demonstrate how at least 4 or more officials from national DSD and relevant DSD officials and provincial offices.</p> <p>5 = Proposed skills transfer plan demonstrate how at least 4 or more officials from national DSD and relevant DSD officials and provincial offices. The proposal add some innovation on how the skills transfer plan will be implemented.</p>							
	TOTAL						100	

Minimum requirement: Service providers should be required to meet the minimum scores for each element as well as the overall minimum score (60 points), based on the average of scores awarded by the evaluation panel members.

Proposals should clearly address the project description and the functional evaluation criteria mentioned above.

16. FACILITIES TO BE PROVIDED BY THE DSD

16.1 During the project the DSD officials will make themselves available for clarity, reporting processes, discussions and meetings. The service provider will also have access to required documents and other records available within the Department that may assist in executing the project.

17. REPORTING ARRANGEMENT

- 17.1 All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.
- 17.2 The service provider will provide a single overall project manager.
- 17.3 The service provider will submit a comprehensive monthly report.
- 17.4 The service provider must also submit monthly statistics to the DSD.

18. TARRIFS AND PAYMENT

- 18.1 Payment will be effected within 30 days after receipt of a satisfactory detailed invoice from the successful service provider.
- 18.2 Payment will be made in accordance with the completion of work to the satisfaction of the DSD based on the milestone for the project agreed to and signed off as part of the implementation plan.

19. SUBMISSIONS

Prospective bidders must submit their bids proposals in **two envelopes**:

- 19.1 **One envelope with the technical proposal** outlining in detail a realistic work-break schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria including other supportive documents, completed bid forms, tax clearance certificate issued by SARS and legal entity registration certificate.
- 19.2 **One other envelope with the financial proposal** (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).
- 19.3 The entire proposal should be placed on disc in a PDF format.
- 19.4 The following information must be endorsed on each envelope:
 - Bid number:**
 - Closing date:**
 - Name of the Bidder:**
 - Technical Proposal or Financial Proposal**
- 19.5 The closing date for the submission of bid is **11h00 on 12 September 2022**
- 19.6 Failure to comply with these conditions will result in a bid being disqualified.
- 19.7 The Bids should be:
 - Deposited in the Tender Box,
 - Foyer of the HSRC Building
 - 134 Pretorius Street
 - Pretoria
- 19.8 Bids received after the closing date and time will be regarded as late and will not be evaluated.

20. CONTACT PERSONS

Enquiries may be directed to:

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