



public works  
& infrastructure

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Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

National Department of Public Works & Infrastructure  
Eben Donges Building, Hancock Street, North End  
Port Elizabeth, 6056 or Private Bag x 3913, North End  
Port Elizabeth, 6056

**INVITATION TO QUOTE\***

**SERVICES: PORT ELIZABETH: NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: QUOTATION FOR THE PROCUREMENT OF CATERING SERVICES (FOR TAKE A GIRL CHILD TO WORK & MEN IN THE MAKING INITIATIVES PROGRAMME) AS PER SPECIFICATION.**

QUOTATION NUMBER: PE104A23109 /2023

ADVERT DATE: 21/07/2023

CLOSING DATE: 26/07/2023

CLOSING TIME: 11:00

QUOTATIONS DOCUMENTS MAY BE E-MAIL TO:

Ms. Johanna Heilbron: 041- 408 2146: [johanna.heilbron@dpw.gov.za](mailto:johanna.heilbron@dpw.gov.za) or

Mr. Tsepo Ngalo @401- 408 2142 [tsepo.ngalo@dpw.gov.za](mailto:tsepo.ngalo@dpw.gov.za)





## TAKE A GIRL CHILD TO WORK DAY & MEN IN THE MAKING

<b>DATE</b>	<b>02 AUGUST 2023</b>
<b>TIME</b>	<b>09h00 - 16h00</b>
<b>VENUE</b>	<b>NTSIKA SECONDARY SCHOOL, MAKHANDA GRAHAMSTOWN, EC</b>

NO	ITEM	RESPONSIBLE	TIME
1.	Arrival and Registrations	All	08h00 – 09h00
2.	Introductions	All	09:00 – 09:10
3.	Opening and Welcome	School Principal	09:10 – 09:15
4.	Purpose of the event	Mr U Dasi ASD: HCI	09:15 – 09:30
5.	Health Talk	Ms B Pefile EH&W Practitioner	09:30 – 10:00
6.	Tea Break	All	10:00 – 10:15
7.	Presentation by Young Professionals	Construction Project Management Professions	10:15 – 10h30
		Mechanical Engineering Profession	10:30 – 10:45
		Electrical Engineering Professions	10:45 – 11:00

		<b>Artisan Development Professions</b>	11:00 – 11:15
<b>8.</b>	Q&A	<b>Learners &amp; Presenters</b>	11:15 – 11:30
<b>9.</b>	Learner Reply	Girl Learner: <b>Ntsika SSS</b> Boy Learner: <b>Ntsika SSS</b>	11:30 – 11:45
<b>10.</b>	Vote of Thanks	<b>Educator</b>	11:45 – 12:00
<b>11.</b>	Presentation of Certificates and Group Photo	<b>Ms Y Ndyenga</b> Office Manager: RMs Office	12:00 – 12:30
<b>12.</b>	Refreshments & Departure	<b>All</b>	12:30 – 13:30
<b>13.</b>	Grahamstown Construction Site Visit	<b>Ms N Mlotana</b> Candidate CPM	14:00 – 16:00

## PA-03 (GS): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

Quotation description:	<i>Catering Services For ( Take a Girl- Child to Work 7 Men In The Making Initiatives Programme</i>		
Quote no:	PE104A23109/2023	Closing date:	26/07/2023
Closing time:	11h:00	Validity period:	30 days

### 1. RESPONSIVENESS CRITERIA

1.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation to Bid
6	<input type="checkbox"/>	Submission of record of attending compulsory briefing session. <i>insert motivation why the tender clarification meeting is declared compulsory</i>
7	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
8	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
9	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
10	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
11	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
12	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>

1.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.

4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	<input checked="" type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	<input checked="" type="checkbox"/>	<b>Special Conditions To Bid</b>
8	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
9	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
10	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>

**1.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.**

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	<input checked="" type="checkbox"/>	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

**2. 80/20 POINTS SCORING SYSTEM WILL BE APPLICABLE FOR THIS BID**

**3. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS**

**3.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.**

**Table 1**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p>

			<ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

#### 4. COLLECTION OF QUOTATION DOCUMENTS:

All quotations must be completed on the official forms provided with this invitation and completed in ink, preferably black. Completed forms must be delivered to the Department of Public Works and Infrastructure at the following address or email below.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Attached Terms and Conditions should be signed and submitted with the official documents.

The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

Quotation documents may be collected during working hours on *insert date* at the following address *insert physical address insert postal code*.

A *select* pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at *insert address* on *dd/mm/yyyy* starting at *insert time*.

#### 5. ENQUIRIES

5.1. Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	Ms Johana Heilbron	<b>Telephone no:</b>	041- 408 2146
<b>Cellular phone no</b>	n/a	<b>Fax no:</b>	n/a
<b>E-mail</b>	johanna.heilbron@dpw.gov.za		

5.2. SCM enquiries may be addressed to:

<b>SCM Official</b>	Mr. Tsepo Ngalo	<b>Telephone no:</b>	041- 408 2142
<b>Cellular phone no</b>	n/a	<b>Fax no:</b>	n/a
<b>E-mail</b>	tsepo.ngalo@dpw.gov.za		

**6. DEPOSIT / RETURN OF BID DOCUMENTS:**

The closing time for receipt of quotation is **11h:00** on **26/07/2023**.

Telegraphic, telephonic, telex, facsimile, electronic and / or late bids will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid advertisement.

All bids must be submitted on the official forms – (not to be re-typed)

<p><b>QUOTATION DOCUMENTS MAY BE DROPPED AT:</b></p> <p><i>National Department Of Public Works &amp; Infrastructure Corner Hancock And Robert Streets Ebendonges Building P E</i></p> <p><b>OR</b></p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO :</b> <i>insert postal code</i></p>	OR	<p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p><i>johanna.heilbron@dpw.gov.za</i></p> <p><i>tsepo.ngalo@dpw.gov.za</i></p>
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