
REQUEST FOR QUOTATION

QUOTATION NUMBER: 67/19/20

THE PROVISION OF CATERING SERVICES FOR SHE REPRESENTATIVE TRAINING AT THOMAS BAINES NATURE RESERVE ON THE 24th – 28th FEBRUARY 2020 (5 working days))

ECPTA hereby invites quotations FOR THE PROVISION OF CATERING SERVICES FOR SHE REPRESENTATIVE TRAINING AT THOMAS BAINES NATURE RESERVE ON THE 24th – 28th FEBRUARY 2020 (5 working days)). Please refer to the attached Specifications for details.

NB: It is important that **ALL detailed information on required is furnished in full**. Failure to comply will render your quotation liable to rejection, as late and incomplete quotations cannot be considered.

EVALUATION OF QUOTATIONS

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO. 5 OF 2000 AND ITS REGULATIONS WILL APPLY:

Bids will be assessed in Two (2) Stages in accordance with the Preferential Procurement Regulations of 2017. In Stage One (1) all bids received will be assessed on pre-requisites. Only bidders who comply with **all** the prerequisites will be evaluated on Stage Two (2) for Price and B-BEE.

STAGE 1- PRE-REQUISITES

A. LOCAL ECONOMIC DEVELOPMENT

Only service providers who reside in Makana Local Municipality (Makhanda) will be considered for this mini-bid. Bidders must submit proof of address in order to be considered for the bid. Proof must be submitted in **one** of the following formats:

- Lease Agreement
- Utility Bill
- Municipal Rates Account
- Confirmation Letter from the relevant Ward Councillor with a Municipal stamp.

NB: Failure to submit the proof of address in the above format will lead to disqualification of the bid.

B. CERTIFICATE OF ACCEPTABILITY OF FOOD PREMISES

Bidders are required to submit a valid copy of a Certificate of Accessibility (COA).

NB: failure to submit the Certificate of Accessibility will lead to disqualification of the bid.

STAGE 2- PRICE B-BBEE

TABLE

Criteria	Points Available
Bid Price	80
B-BBEE Contribution Level	20
Total	100

NB: Certified copy or original B-BBEE Status Level Verification Certificate/ Sworn Affidavit must be submitted to substantiate B-BBEE Status claimed. When such certificate is not provided as proof the company will automatically score zero.

Quotation documents will be available from the **5th of February 2020 free of charge**. Documents can only be emailed to applicants upon request.

Sealed Quotations endorsed on the envelope with the Tenderer's name and the Quotation Number shall be deposited in the formal Tender Box situated in the ECPTA offices at 17-25 Oxford Street, Corner of Fleet and Oxford Street, East London CBD, East London or posted so as to reach The Chief Executive Officer, P.O. Box 11235, Southernwood, East London, 5213 in sufficient time for it to be placed in the Tender Box before the closing time of 11h00 on the closing date i.e. **13 of February 2020**.

- The Agency reserves the right not to accept the only or lowest tender or any tender at all, or to accept the whole or part of any Tender.
- Service providers must be registered with the Central Supplier Database
- In order to meet the requirements of the Eastern Cape Framework for Local Economic Development through Procurement Initiatives, preference will be given to contractors who reside within the relevant municipality
- Canvassing with ECPTA officials shall disqualify a Tender.
- Late, incomplete or unsigned Tenders will not be considered.
- The standard tender conditions will apply.

- The Agency reserves the right to extend the Tender Period and/or alter Conditions of Tender during the Tender Period at its own discretion by notice published in the appropriate media and to all parties who have drawn documents.
- The invitation and award of this Tender is subject to the requirements of the Eastern Cape Parks and Tourism Agency Procurement Policy.

Enquiries regarding issue of bid documents may be directed by e-mail to Mr Nathan Leeuw at Nathan.Leeuw@ecpta.co.za. – 043 492 0693. Technical enquiries can be directed by email to Ms Nocollege Buya at Nocollege.Buya@ecpta.co.za- 043 492 0697

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ECPTA has a zero tolerance on any acts of fraud and corruption. Please report any suspected acts of fraud and corruption to any of the contact details listed below:

Hotline Number: Toll free number -0800 611 085; SMS: 33490 Email: ecpta@whistleblowing.co.za; Tip-offs Website: www.whistleblowing.co.za
