

**From:** Gillingham, Patrick [Patrick.Gillingham@dcs.gov.za]  
**Sent:** 11 May 2006 09:01  
**To:** angelo@bosasa.com  
**Subject:** FW: EVALUATION CRITERIA: CATERING SERVICES: WATERVAL.  
**Importance:** High

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**From:** Truter, Hendrik  
**Sent:** 10 May 2006 10:49 AM  
**To:** Gillingham, Patrick  
**Subject:** EVALUATION CRITERIA: CATERING SERVICES: WATERVAL.  
**Importance:** High

Meneer Gillingham

Aangeheg is die elektroniese inligting soos deur u versoek.

Groete

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**BID NUMBER HK 5/2006**

**RENDERING OF FULL CATERING AND RELATED SERVICES AT WATERVAL MANAGEMENT AREA (UTRECHT) (ALL CORRECTIONAL CENTRES), FOR A FIVE-YEAR PERIOD: DEPARTMENT OF CORRECTIONAL SERVICES.**

**1. BID SUBMISSION REQUIREMENTS**

- 1.1 Bidders are required to submit their proposals in **TWO envelopes**, in the following format:

**Envelope 1** marked with the name of the Bidder and titled: ***“TECHNICAL PROPOSAL: RENDERING OF FULL CATERING AND RELATED SERVICES AT WATERVAL MANAGEMENT AREA (UTRECHT), FOR A FIVE-YEAR PERIOD”***

This envelope must contain at least the following:

- 1.1.1 Completed official bid documents – form SBD1, NOT including price or any costs as per Document B: Financial Summary and Schedules A and B (refer Envelope 2)
- 1.1.2 Covering letter signed by an authorized person, *inter alia*:
- Accepting the Rules of Bidding, Evaluation of Bids, and Bid Evaluation Criteria;
  - Including a declaration that the bidder has no conflict of interest in acting for DCS in this assignment.
  - Attaching a Tax Clearance Certificate from South African Revenue Services in respect of the bidder and all South African firms to be sub-contracted to it for this assignment or all parties to a Joint Venture / Consortium;
  - Providing full contact details for the bidder.
- 1.1.3 Project comprehension and project management plan, setting out:
- The bidder's understanding of the specifications (including Bid Conditions), and complete proposals;
  - The bidder's response to / information required by all stipulations outlined in the specifications;
- 1.1.4 **The Technical Envelope must NOT include any price proposal.**

## **EVALUATION METHODOLOGY: PAGE 2**

**Envelope 2** marked with the name of the Bidder and titled: ***"FINANCIAL PROPOSAL: RENDERING OF FULL CATERING AND RELATED SERVICES AT WATERVAL MANAGEMENT AREA (UTRECHT), FOR A FIVE-YEAR PERIOD"***

This envelope must contain:

- ♦ Document B: Financial Summary
- ♦ Schedule A: Calculation of Food Costs.
- ♦ Schedule B: Calculation of Overhead Structures.
- ♦ VAT must be included.
- ♦ An original letter of intent to issue a bank guarantee, from the bidder's Bank or Financial Institution. (See Appendix 5)

### **2. EVALUATION OF BIDS**

- 2.1 A Bid Evaluation Committee will be established by DCS comprising representatives of the DCS that will evaluate all bids received by the deadline, according to the criteria indicated herein, and that will make a recommendation to the DCS Bid Committee for appointment of a bidder.
- 2.1.1 The Evaluation Committee reserves the right to call for presentations from bidders that meet the threshold score, and/or a visit to any site, if required.
- 2.1.2 Any bidder that fails to submit any element of the Bid Submission Requirements may, at the discretion of the Evaluation Committee, be rejected as non-compliant.
- 2.1.3 The decision of the Bid Committee will be final.
- 2.1.4 The Financial Envelopes of each bid received will be locked away until the Technical Envelopes have been evaluated by the Bid Evaluation Committee. Only those bidders whose Technical Proposals meet or better the Technical Threshold Score set out in the Bid Evaluation Criteria below, will be considered in respect of their Financial Proposals.

### **2.2 Bid evaluation criteria**

Evaluation will be based on a point system where the following are the maximum points that can be awarded for each category:

<b>Technical Proposal</b>	<b>50 points</b>
<b>Financial Proposal</b>	<b>50 points</b>
<b>Total</b>	<b>100 points</b>

## **EVALUATION METHODOLOGY: PAGE 3**

### ***Envelope 1: Technical Proposal***

The Technical Proposals received will be evaluated according to the following criteria and scoring system. Only those bidders that achieve the technical threshold score or more will have their Financial Proposals considered.

<b>CRITERIA</b>	<b>WEIGHT</b>
Experience	40
Training	30
Equipment	25
Management <ul style="list-style-type: none"><li>• Hygiene</li><li>• Computerized Systems</li><li>• Security</li></ul>	30
Finance <ul style="list-style-type: none"><li>• Credit worthiness</li><li>• Warrantees</li><li>• Insurance</li></ul>	25
In Loco Inspections <ul style="list-style-type: none"><li>• Temporary kitchens</li><li>• Own Training facilities</li><li>• Own computer systems</li><li>• Own security systems</li><li>• Own maintenance</li></ul>	35
Maintenance	15
<b>TOTAL:</b>	<b>200</b>

### ***Envelope 2: Financial Proposal***

The lowest total bid price will be allocated the maximum 50 points. The remaining bidders will be allocated Financial Points pro-rata.

The results of the Technical Points scored will be converted to a point out of 50 and added to the Financial Points out of 50, to determine total points out of 100. \*

\* The calculations will be done as follow:

Technical Points:	maximum 100
÷ 2	maximum 50
+ Financial Points	<u>maximum 50</u>
= TOTAL POINTS	<u>maximum 100</u>

## EVALUATION METHODOLOGY: PAGE 4

Formula for the calculation of Financial Points:

$$50 \times \left( \frac{\text{Lowest bid price}}{\text{Price of relevant bid}} \right)$$

- ◇ In terms of regulation 13 of the preferential procurement regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the total points out of 100 will be converted to 90 points by following the following formula:

$$90 \times \left( 1 - \frac{\text{Highest points} - \text{relevant bidder's points}}{\text{Relevant bidder's points}} \right)$$

- ◇ The final points will be calculated as follows:

Points on price/functionality, converted to:	90 points
Preference claim for equity ownership by HDI's:	3 points
Preference claim for equity ownership by female HDI's:	2 points
Preference claim for equity ownership by disabled HDI's:	1 point
Preference claim for promotion of Small Businesses:	2 points
Preference claim for Locally Manufactured Products:	<u>2 points</u>
Final points:	<u>100 points</u>

# EVALUATION SHEETS

CRITERIA	WEIGHT
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• National Key Points Accreditation.</li> <li>• Does the kitchen where the bidder is feeding 7 000 persons or more belong to the bidder?</li> <li>• If "Yes" does the bidder deliver a satisfactory service?</li> <li>• If "No" are letters of recommendation enclosed?</li> <li>• Does the bidder have any other letters of recommendation?</li> <li>• Does the bidder show that it understands the dynamics of a "Secure" environment?</li> <li>• Is the bidding company a Joint Venture?</li> <li>• If "Yes" does it have the required experience as a Joint Venture?</li> <li>• Did the bidder supply a detailed flow chart that shows its understanding of the bid invitation?</li> <li>• If "Yes" does it have the following elements?               <ol style="list-style-type: none"> <li>1. Recognition of DCS requirements.</li> <li>2. Statutory requirements.</li> <li>3. Health and Safety.</li> <li>4. Training.</li> <li>5. Procurement/buying.</li> <li>6. Quality control.</li> <li>7. Feedback to DCS.</li> <li>8. CCTV monitoring.</li> <li>9. Maintenance.</li> <li>10. Diet Control.</li> </ol> </li> </ul>	<p style="text-align: center;">40</p>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Is the bidder an accredited trainer?</li> <li>• If "Yes" is it accredited to POSLEC?</li> <li>• If "Yes" is it accredited to SERVICES SETA?</li> <li>• Is its training material accredited?</li> <li>• Does it have a qualified trainer for each facility that it bid for?</li> <li>• Does the bidder have a record as a trainer?</li> <li>• Does the bidder have a suitably qualified person in charge of training?</li> <li>• Did the bidder provide CV's of the trainers?</li> </ul>	<p style="text-align: center;">30</p>
<p><b>Equipment</b></p> <p>A) New Equipment</p> <ul style="list-style-type: none"> <li>• Did the bidder include equipment in its bid?</li> <li>• Did the bidder bid for new equipment?</li> <li>• Did the bidder state delivery dates for equipment?</li> <li>• Did the supplier of the equipment verify the bidder's quote?</li> <li>• Did the bidder provide in its bid equipment for:               <ol style="list-style-type: none"> <li>1. Durban Westville.</li> </ol> </li> </ul>	<p style="text-align: center;">25</p>

<p>2. Johannesburg. 3. Krugersdorp. 4. Modderbee. 5. Pollsmoor. 6. Pretoria. 7. St Albans.</p> <p><b>Important:</b> Check quotes with individual list of requirements (as guidance) per Centre as per type and cost.</p> <ul style="list-style-type: none"> <li>• Did the bidder standardize on equipment?</li> </ul> <p>B) Temporary kitchens</p> <ul style="list-style-type: none"> <li>• Did the bidder provide for <b>one</b> temporary kitchen?</li> <li>• Did the bidder provide for <b>two</b> temporary kitchens?</li> <li>• Did the bidder bid for Johannesburg?</li> <li>• Did the bidder bid for Pollsmoor?</li> </ul> <p><b>Note:</b> It is important to ensure that if a bidder bids for one of the above that it has one temporary kitchen and if it has bid for both, it must have two!</p> <ul style="list-style-type: none"> <li>• Is the kitchen operative?</li> <li>• If "Yes", is proof provided?</li> <li>• If "No", did he indicate when it would be ready?</li> <li>• Did the bidder provide proof of the above?</li> <li>• Does or will the kitchen comply with minimum health requirements?</li> <li>• Does the bid satisfy that its proposal with regard to a temporary kitchen is adequate?</li> </ul>	
<p><b>Management</b></p> <p>➤ Hygiene</p> <ul style="list-style-type: none"> <li>• Does the bidder show a relationship with accredited outside hygiene auditors?</li> <li>• Does the bidder have a track record in hygiene audit?</li> <li>• Does the bidder have a qualified Health and Safety officer on its staff?</li> <li>• Did the bidder supply a CV of a Health and Safety officer?</li> <li>• Did the bidder provide CV's for two <b>REGISTERED</b> dieticians?</li> </ul> <p>➤ Computerized Systems</p> <ul style="list-style-type: none"> <li>• Does the bidder have a computerized meal planning system?</li> <li>• If "Yes" did it produce information on the system?</li> <li>• Does it appear effective for catering management?</li> </ul> <p>➤ Security</p> <ul style="list-style-type: none"> <li>• Did the bidder bid for the CCTV systems?</li> <li>• Does the bidder show that it understands what is required with the CCTV cameras and monitoring systems?</li> </ul>	<p>30</p>

<ul style="list-style-type: none"> <li>Does the bidder have any exposure to a "Corrections" type of environment?</li> </ul>	
<p><b>Finance</b></p> <p>➤ Credit worthiness</p> <ul style="list-style-type: none"> <li>Did the bidder submit its latest audited financial statements?</li> <li>Do they show a positive net asset ratio?</li> <li>Did the bidder enclose letters from its suppliers?</li> <li>Do the letters show that the bidder have the necessary credit facilities with its suppliers?</li> </ul> <p>➤ Warrantees</p> <ul style="list-style-type: none"> <li>Did the bidder submit the required Guarantee?</li> <li>Is it for the correct amount?</li> </ul> <p>➤ Insurance</p> <ul style="list-style-type: none"> <li>Did the bidder provide any details of available / proposed insurance cover as per paragraph 4.13.2 of the bid specifications, to cover the risks contemplated in paragraph 4.13.1 of the bid specifications?</li> <li>Is the available / proposed insurance cover sufficient?</li> </ul>	25
<p><b>In Loco Inspections</b></p> <p>➤ Temporary kitchens</p> <ul style="list-style-type: none"> <li>Do the temporary kitchen/s, whether already functional or not, meet the requirements of DCS?</li> </ul> <p>➤ Own Training facilities</p> <ul style="list-style-type: none"> <li>Do the training facilities of the bidder meet the requirements of DCS?</li> </ul> <p>➤ Own computer systems</p> <ul style="list-style-type: none"> <li>Do the computer systems of the bidder meet the requirements of DCS?</li> </ul> <p>➤ Own security systems</p> <ul style="list-style-type: none"> <li>Do the security systems of the bidder meet the requirements of DCS?</li> </ul> <p>➤ Own maintenance</p> <ul style="list-style-type: none"> <li>Does the bidder have a fully functional integrated maintenance department that is experienced and operational to the extent that it</li> </ul>	35



meets the requirements of DCS?	
<b>Maintenance</b> <ul style="list-style-type: none"> <li>• Does the bidder show that it has experience in kitchen maintenance?</li> <li>• Has the bidder more than five years maintenance experience?</li> </ul>	15
<b>TOTAL:</b>	<b>200</b>