



small business
development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT (DSBD) REQUESTS TO APPOINT A SUITABLE CATERING SERVICE PROVIDER TO ASSIST WITH CATERING SERVICES TO THE DEPARTMENTAL MEETINGS AND RELATED OTHER SPECIAL EVENTS, WORKSHOPS AND FUNCTIONS FOR A PERIOD OF 12 MONTHS.

DSBD 003 RFP CATER/2026

ADVERT DATE : 12 March 2026

CLOSING DATE : 27 March 2026 @ 11:00

Enquiries and submission details

Supply Chain and Asset Management

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The dti Campus

Sunnyside

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1. INTRODUCTION

- 1.1 The Department of Small Business Development (DSBD) requests to appoint a suitable catering service provider to assist with catering services to the departmental meetings and related other special events, workshops and functions for a period of 12 months.

1. SCOPE OF WORK

2.1 Operational requirements

- 2.1.1 The successful service provider will be required to provide catering services to the DSBD taking the following into consideration:
 - 2.1.1.1 The request is for a period of 12 months and services will be only on a need basis.
 - 2.1.1.2 The DSBD's official working days and hours are Monday to Friday from 07h45 to 16h15 (excluding public holidays and a one-week official shut down period during December of each year)

2.2 Detailed requirements for the catering service to be provided

- 2.2.1 Catering services must be provided for internal meetings, workshops and official functions within the DSBD on a need basis for small and medium sized groups, ranging on average, between 5 and 200 attendees per group.
- 2.2.2 A variety of menus will be made available to the service provider according to which selections can be made for platters, breakfasts and finger lunches etc.
- 2.2.3 The service provider must provide all cutlery, crockery, tablecloths, overlays, serving dishes, warm trays etc. required for the catering service.
- 2.2.4 Serviettes, toothpicks salt, pepper, tomato sauce, vinegar, mustard and artificial sweetener must be provided for all meals served.
- 2.2.5 Meals and beverages served must be of **a very high quality** and prepared in a clean and hygienic manner in accordance with all health and safety regulations (**Health Certificate will be required and premises will be inspected**). Failure of which might result in the non-inclusion on the panel
- 2.2.6 **No** cigarettes/tobacco products **or** alcoholic beverages are to be provided to the DSBD as part of the catering requirements for functions, workshops and meetings.
- 2.2.7 Food items (including soft drinks, bottled water, milk, sweetener sugar, coffee powder and tea bags) not utilized during the event for which catering was provided (i.e. meeting, workshop or function) must remain at the DSBD.
- 2.2.8 A menu and pricing with regards to the items to be provided for catering purposes will be required. All bidders are therefore requested to submit their price quotes in accordance with the menu's provided by the DSBD and attached to this document as **Annexure B**;
- 2.2.9 Pricing per menu should be inclusive of **ALL** associated costs and must therefore also include pricing on all of the following:
 - 2.2.9.1 Preparation and transportation of all food items;

- 2.2.9.2 Set-up costs;
- 2.2.9.3 Cutlery, crockery, tablecloths, overlays, serving dishes, warm trays etc. required to provide the catering;
- 2.2.9.4 Serviettes, toothpicks salt, pepper, tomato sauce, vinegar, mustard, milk sugar and artificial sweetener etc.;
- 2.2.10 Price adjustments on all catering menus will be permitted once per annum for the duration of the contract. The price adjustments will however be subject to prior written approval by the DSBD.
- 2.2.11 The DSBD will pay or settle all invoices received for catering services rendered **within 30 days** from the date of receipt of the invoice.

2.3 Response time and presentation

- 2.3.1 The service provider must ensure that catering/refreshments requested must be prepared and delivered to the meeting, workshop or function venue **on time** and as stipulated by the client/requesting department.
- 2.3.2 The quality of refreshments, for meetings, workshops and functions should at all times be of a very high standard;
- 2.3.3 The presentation of food should meet with the standards expected in the catering industry;
- 2.3.4 The set-up of the catering to be provided is equally important to the DSBD. Therefore, all cutlery, crockery, tablecloths, overlays, serving dishes, warm trays etc. should be immaculately clean; and of a high quality. No plastic cutlery or crockery or paper plates will be permitted for any catering to be provided to the DSBD;
- 2.3.5 No inappropriate decorations (i.e. artificial flowers or clashing colour schemes etc.) will be permitted. Table cloths must be white. Overlays should preferably be green or a combination thereof;
- 2.3.6 Only pre-packed coffee/tea/sweetener/milk etc. should be provided for all catering purposes to ensure compliance to all health regulations and requirements. **The following only serve as examples of the packaging required and is NOT an indication of any brand to be used:**



3. GENERAL AND SPECIFIC CONDITIONS

3.1 General conditions

- 3.1.1 The service provider is required to always conduct business in a courteous and professional manner as well as promote customer efficiency (be customer focused);

- 3.1.2 All staff working under this contract must be adequately trained prior to the commencement of the contract. The conduct displayed by catering staff when catering is provided for meetings, workshops and functions must be of a very professional nature.
- 3.1.3 All staff working under this contract must wear uniforms when catering is provided for meetings, workshops and functions. the name of the company should be indicated on the uniform for identification purposes.
- 3.1.4 The service provider must always be compliant with the DSBD security and emergency policies, procedures and regulations.
- 3.1.5 The service provider shall resolve concerns timely and provide a written response to the DSBD within 3 working days from receipt of the concern(s);
- 3.1.6 It must be noted that the DSBD is under no circumstances obliged to use the appointed service provider for the provision of catering for any DSBD arranged meeting/workshop or function taking place **outside** the dtic Campus.
- 3.1.7 The catering services rendered by the provider will be evaluated on a continuous basis. Feedback in this regard will be provided to the service provider during a meeting that will be scheduled.

3.2 Specific conditions

- 3.2.1 The service provider should comply with the Compensation for Occupational Injuries and Diseases Act and Regulations, as amended, from time to time. Proof to this effect to be submitted to the DSBD on an annual basis;
- 3.2.2 The service provider to be appointed by the DSBD must be in a position to maintain a sound financial cash flow throughout the duration of the contract, taking into account that the DSBD will settle invoices **within 30 days** from date of receipt of invoice
- 3.2.3 The Department reserves the right to conduct in loco inspection during the evaluation process before service providers are included as part of the panel.

4. PROPOSAL SUBMISSION REQUIREMENTS AND GUIDELINES

- 4.1 It is recommended that prospective bidders put together their tender proposal to include the following (see format below for packaging the proposal, **Annexure A**):
 - 4.1.1 Resume of the company
 - 4.1.2 The financial standing of the company from an approved Financial Institution;
 - 4.1.3 Current commitment of the service provider with regards to other contracts;
 - 4.1.4 References (minimum 3) including company, nature of contract, contact person and contact number.
 - 4.1.5 A certificate(s) confirming compliance to all relevant Health Regulations must be submitted as part of the proposal. **Failure of which will result in the disqualification of proposal.**
- 4.2 The following duly completed and signed standard bidding documents (SBD) should be included in the tender proposal:
 - 4.2.1 SBD 1 (Invitation to tender)

- 4.2.2 SBD 3.3 (Pricing Schedule)
- 4.2.3 SBD 4 (Declaration of Interest)
- 4.2.4 SBD 6.1 (Preferential Claim Form)

5. PHASE 1: Preliminary evaluation (Compliance evaluation)

5.1 During this phase bid documents will be reviewed to determine compliance with Supply Chain Management documents and only those that have complied in terms of procurement requirements will move to phase 2.

5.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1	SCM - SBD 1 - Invitation to Bid	Completed and signed
2	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin
3	SCM - SBD 3.3 – pricing schedule	Completed and signed
4	SCM - SBD 4 – Bidders Disclosure	Completed and signed
5	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
6	In case of bids where Consortia / Joint Ventures, Consortia/ Joint Venture agreements signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

6. Phase 2: Mandatory administrative compliance requirements

NO	COMPLIANCE REQUIREMENTS	COMPLY	PARTIALLY COMPLY	NOT COMPLY
1.	Certified copy of Valid Original Tax Clearance.			

2.	Certified copy BBBEE certificate.			
3.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) (Copy obtainable from DTI).			
4.	<p>Legislation Compliance on Health, safety and food hygiene</p> <p>The bidder must always ensure compliance with the following:</p> <ul style="list-style-type: none"> • Occupational Health and Safety Act. • National Environmental Management Act. • Comply with the Foodstuffs, Cosmetics and Disinfectants Act (FCD Act) and related health regulations • Implement a formal food safety management system (e.g., HACCP or equivalent) • Food handler training and Certificate • Pest control program with records/ Certificate 			
5.	Certified Copies of the ID Documents and the CV of all Members, Directors and Managers of the service provider.			
6.	Staff Uniform and Personal Protective Equipment (PPE): The bidder must ensure adequate provision of PPE that is compliant with all regulatory requirements of the catering service. Proof evidence provided e.g. Picture			
7.	<p>Bidder's Experience in Catering Services: The bidder must have experience in rendering catering services at corporates/ government institutions.</p> <p>The bidder must provide five (5) relevant contactable references for contracts where the bidder has provided similar services over the past 5 years. (One of which must be an existing client).</p>			

7. Phase 3: Price and BEE Contribution status level

Please note that only service providers that score 70 points and above on functionality will be evaluated on Price and Specific Goals.

The bid price must be inclusive of VAT and quoted in RSA currency.

	80/20 PRINCIPLE	POINTS
1	PRICE	80
2	SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTION	20
MAXIMUM POINTS		100

Only qualifying quotations will be evaluated for 80/20 preference points, in terms of the preference point system described in the PPPFA.

Preference Points

Only bidders that score at least 80 points on the above out of 100 points on Functionality will be considered to the next phase, which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate the price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	80

Where,

- Ps = Points scored for the comparative price of a bid under consideration
- Pt = Comparative price of a bid under consideration
- Pmin = Comparative price of lowest acceptable bid

In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the Specific goals status level of contribution by the table as set out in the Preference Points Claim Form (SBD 6.1).

Table 1: Specific goals for the tender and points claimed are indicated per the table below. *Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise Ownership (Evidence BBEE certificate and CSD report) B- Black W- Women D- Disability Y- Youth	<p style="text-align: center;">2</p> B,W,D, Y = 2 pts B,W, D= 1,75 pts B,W= 1,50 pts B,Y=1,25pts B= 1 pts W= 0,75 D=0,50 None of the above =0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	<p style="text-align: center;">8</p> Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/ City)	<p style="text-align: center;">4</p> Rural = 4 Township = 2,4 City = 0,8	
Youth and non-youth	<p style="text-align: center;">6</p> Youth = 6	

8. TERMS AND CONDITIONS

- 8.1. Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.
- 8.2. The completed SBD 4 and 6.1 documents attached to this RFP must be completed and returned with the quotation.
- 8.3. No late quotations will be accepted under any circumstances.

8.4. Suppliers must complete and return all the required documents, failing which, the supplier's quotation will be declared invalid

9. CONFIDENTIALITY AND DATA PROTECTION

9.1. The Procurement Agent will handle sensitive procurement information, beneficiary data, and supplier documents. As such, they must ensure:

- Compliance with the Protection of Personal Information Act (POPIA).
- Secure handling, storage, and transmission of records.
- No disclosure to third parties.

10. DISCLAIMER

- DSBD reserves the right not to appoint any bidder or to cancel the procurement process at any time when the need arises.
- DSBD will not reimburse any costs incurred during the preparation of proposals.
- The final award is subject to approval processes and due diligence checks.

11. IMPORTANT NOTICES

Submission of the bid must be submitted together in two envelopes, i.e., comprehensive proposals (**Envelope 1**) and financial proposal (**Envelope 2**).

12. PROPOSAL SUBMISSION

The deadline for the submission of proposals to DSBD is as follows:

Date : 11th March 2026

Closing Date : 26th March 2026

Time : 11:00

Through Address : Department of Small Business Development (DSBD) tender box

The dtic Campus
77 MEINTJIES STREET
3rd FLOOR, BLOCK G
the dti CAMPUS
SUNNYSIDE
0001

Direct all research specific technical questions to:

Mr. Ian Chabalala, Rudzani Matodzi and Mr. Nhlakanipho Msane

Telephone: 012 394 3014

Email: NMsane@DSBD.gov.za and RMatodzi@dsbd.gov.za

Direct all tendering processes questions to:

dsbdtenders@dsbd.gov.za

Ms. Rudzani Matodzi and Ms. Jane Masego and Ms. Mighty Mothobekhi

Telephone: 012 394 3014

Email: MMothobekhi@DSBD.gov.za and RMatodzi@dsbd.gov.za

ANNEXURE A

Please note this checklist must be completed and submitted together with the **Financial Proposal** (Envelope 1)

Document that must be submitted	Non-submission may result in disqualification?	
Declaration of Interest – SBD 4	YES/NO	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES/NO	Non-declaration and non-submission of the Sworn Affidavit and a valid BEE Certificate issued by a SANAS Accredited supplier will lead to a zero (0) score on BBEE
Registration of Central Supplier Database (CSD)	YES/NO	The Service Provider must be registered on the CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Functional Proposal including Mandatory documents (Envelope 2)	YES/NO	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.
Pricing Schedule (Envelope 1)	YES/NO	Submit full details of the pricing proposal

ToR Approved

YES

NO

Date: _____

ANNEXURE B

The following menu options shall be utilised by the department for various meetings (Sandwiches must be presented in open trays or platters covered with foil.

Please do not mix pork sandwiches with other sandwiches and for the purpose of quotation 60 people estimated.

Caterer to please bring her/his own full serving equipment (no plastic cutlery, no paper cups/glass). Caterer to please have condiments (salt, sauce, pepper etc).

MENU: A

1. MORNING TEA

1.1 Morning tea should ideally be served 30 minutes before the meeting and therefore preparation of the tea station must be an hour before the meeting

1.1.1 Breakfast selection

- a) Fresh fruit basket
- b) Coffee (e.g. Jacobs, Nescafe, Egbert)
- c) Variety of tea (herbal, five rises, joko, freshpak/rooibos)
- d) Variety sandwiches (croissant with cheese and lettuce, tomato and cucumber; egg mayo; chicken mayo, fish paste, ham and cheese). Please do not mix pork sandwiches with other sandwiches
- e) Scones (Cheese, jam, cream,)
- f) Sour dough bread (Assorted toppings – including lactose free)
- g) Assorted muffins
- h) In season sliced fruit platters (fresh fruit)
- i) Plain low-fat yoghurt
- j) Lancewood yoghurt 100 ml x18 units (mix of plain double cream and fruit flavours)
- k) Parmalat/ Clover 150 ml x38 units (mix of plain double cream and fruit flavours)
- l) Water (Valpre, bonaqua or Aquelle)
- m) Brown and white sugar
- n) Sugar (Brown, white and sweetener)
- o) Cold and warm liquid milk
- p) Serviettes
- q) Side plates
- r) Sandwich picker
- s) Cups and saucers “(preferably white or cream white)
- t) Teaspoons
- u) 100% Juice (At least two different flavours)

Sandwiches must be presented in open trays or platters covered with foil

2. MID-MORNING TEA

- 2.1 Mid-morning tea is served between 10h00 and 11h00. Please note that there must always be clean cups, hot water all the time as candidates do not have tea at the same intervals
- 2.2 The mid-morning tea will include items **a to c** and **g to n** with two types of muffins and scones

3. LUNCH

- 3.1 Lunch will be served between 12h30 and 13h30 and the schedule will be communicated well in advance. Please note that food must always be warm at all times therefore you are required to have your burners working at all times. Please use proper chaffing dishes to serve food.

3.2 Charged per person, a serving for lunch plate of food should have the following:

- a) Three (3) meats (red, white and fish). For sessions running over one day variety should be changed and specifications will be provided.
e.g. they can request Chicken hardbody, Beef stew or beef Oxtail)
- b) Two (2) starch (for session running over one day, starch should be changed daily)
- c) Two (2) veggies
- d) Two (2) salad including a Greek salad
- e) Variety of soft drinks in cans (1 soft drink per person 330 ml cans: mix of fizzy drinks, sugar free and juice)
- f) 500 ml still water (Valpre, bonaqua or Aquelle)
- g) Specifications for halaal and vegetarian food will be provided where applicable
- h) e.g. (Halaal dish (large thin base Sava Flavour Mushroom Margarita from Romans Pizza)
– The caterer can place an order and be delivered at the venue mentioned.

MENU: B

HALF DAY

ONLY Platters containing the following will be served for lunch or petty cash may be used if the number of delegates does not exceed 60. **All the platters must be served with a variety of soft drinks** (Variety of soft drinks in cans (1 soft drink per person 330 ml cans: mix of fizzy drinks, sugar free and juice) and 500 ml still water (Valpre, bonaqua or Aquelle)

Breakfast Menu

- a) Fresh fruit basket
- b) Coffee (e.g. Jacobs, Nescafe, Egberts)
- c) Variety of tea (herbal, five rises, joko, freshpak/rooibos)
- d) Variety sandwiches (bread with cheese and lettuce, tomato and cucumber).
- e) Plain low fat yoghurt
- f) Water (Valpre, bonaqua)

- g) Brown and white sugar
- h) Sweeteners
- i) Cold and warm milk
- j) Serviettes
- k) Side plates
- l) Sandwich picker
- m) Cups and saucers
- n) Teaspoons
- o) 100% Juice (At least two different flavours)

Platter Option 1: Executive Meeting

- a) Drumsticks,
- b) samoosas,
- c) meatballs,
- d) mini sosaties (inclusive of chicken sosaties, mushroom sosaties),
- e) cheese grillers,
- f) beef strips,
- g) spare rib portions (pork to be served separately),
- h) spinach and feta quiches,
- i) cocktail cheese pies,
- j) biltong and dry wors
- k) Fruit basket

Platter Option 2

Variety of plain sandwiches with the following fillings: Chicken and mayo, cheese, ham

Platter Option 3

Variety of Scones with cheese / jam and cream

Afternoon Tea (usually served between 15h00 and 15h30)

- 1) Fresh fruit basket
- 2) Coffee (e.g. Jacobs, Nescafe, Egberts)
- 3) Variety of tea (herbal, five rises, joko, freshpak/rooibos)
- 4) Brown and white sugar
- 5) Sweeteners
- 6) Cold and warm milk
- 7) Serviettes
- 8) Side plates
- 9) Sandwich picker
- 10) Cups and saucers

11) Teaspoons

12) Biscuits (crackers and others)

MENU: C

HALF DAY

ONLY Platters containing the following will be served for lunch or petty cash may be used if the number of delegates does not exceed 60. **All the platters must be served with a variety of soft drinks** (Variety of soft drinks in cans (1 soft drink per person 330 ml cans: mix of fizzy drinks, sugar free and juice) and 500 ml still water (Valpre, bonaqua or Aquelle)

Lunch Menu

- a) Three (3) meats (red and white). For sessions running over one day variety should be changed and specifications will be provided. E.g. Chicken (hardbody)
- b) Two (2) starch (for session running over one day, starch should be changed daily) e.g. Dumpling, Samp with beans or Samp with no beans, or Rice
- c) Two (2) veggies (spinach not creamy)
- d) Two (2) salad including a Greek salad
- e) Drinks canned (soft and juices include coke zero)
- f) 500 ml still water (Valpre, bonaqua or Aquelle)
- g) 100% Juice (At least two different flavours)
- h) 1 soft drink per person 330 ml cans: mix of fizzy drinks, sugar free and juice
- i) And Desert

ANNEXURE C

PRICING

1. Bidders are requested to fully complete the pricing in terms of all the items listed on the different menus provided. Failure to complete and submit the required pricing might result in the disqualification of the applicable bid response.
2. The menus provided as part of this specification serve as a guideline as to what the successful bidder will have to provide in terms of the catering services required by the DSBD.
3. Prices should be inclusive of the preparation, delivery, set-up and all other related costs for the provision of catering for meetings, workshops and functions within the DSBD building.
4. The total tender price, including VAT (as per the menus below and where applicable) should also be completed on the SBD 3.3 tender document which is enclosed in the tender pack.

TEMPLATE PRICING SCHEDULE

All pricing should be per person only. The pricing per person will be multiplied by the number of attendees.

DESCRIPTION	Estimated 60 people	
	Price per head	Total Price (60)
Menu A (refer to menu above)		
Menu B: Half Day (refer to menu above) Breakfast Menu and Afternoon Tea <i>(one option to be selected)</i>		
• Platter Option 1: Executive Meeting (refer to menu above)		
• Platter Option 2 Variety of plain sandwiches with the following fillings: Chicken and mayo, cheese, ham		
• Platter Option 3 Variety of Scones with cheese / jam and cream		
Menu C (refer to menu above)		
Total Price on three Menus (Menu A, B and C)		

Notes: A combination of *toasted and plain sandwiches can be selected. Soft drinks to include a variety of soda's and 100% fruit juice; and Containers for milk, coffee and tea etc. to be unopened upon arrival at the venue.*

- **Caterer to please bring her/his own full serving equipment** (no plastic cutlery, no paper cups/glass).
- **Caterer to please have condiments** (salt, sauce, pepper etc).
- **Sandwiches must be presented in open trays or platters covered with foil.**
- **And please do not mix pork with other food e.g. sandwiches with pork with other non-pork sandwiches.**

Name and Signature of Bidder confirming the pricing provided in the above menu
 _____ Date _____