



KWAZULU NATAL DEPARTMENT OF EDUCATION

DISTRICT: AMAJUBA

BID NUMBER: ZNB 0002 E/2020/2021

SERVICE REQUIRED: EXPRESSION OF INTEREST IN THE APPOINTMENT OF SERVICE PROVIDERS TO BE INCLUDED IN A DATABASE FOR THE REPLACEMENT OF DEFAULTING SERVICE PROVIDERS AND ALLOCATION OF NEW CLUSTERS IN THE PROVISION OF FOOD ITEMS [PERISHABLES AND NON-PERISHABLES] TO FEEDING SCHOOLS WITHIN AMAJUBA DISTRICT UNDER THE NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) FOR KWAZULU-NATAL DEPARTMENT OF EDUCATION FOR THE DURATION OF THE CURRENT TENDER ZNB 0035-0126 E/ 2019/2020

District Municipality (Name in full): _____

Local Municipality (Name in full): _____

NAME OF SERVICE PROVIDER:

Type of Service provider (Tick One Box)

One-person Business/Sole Trader	
Close Corporation	
Private Company/ (Pty) Ltd	
Public Company	
Partnership	
Consortium/Joint Venture	
Co-operative	

RETURN OF BIDS

Bids must be deposited in the bid box situated at:

The Department of Education: Amajuba District, Reception Area, 113 Panorama Drive, Lennoxton, Newcastle

Issued by:

Department of Education: Amajuba District, Office No. 3 at Executive Block, 113 Panorama Drive Lennoxton, Newcastle, 2940

Prequalification criteria:

Only tenderers who meet both of the following prequalification criteria may respond: -

- (i) **BBBEE level 1 (as per the provisions of section 4(1)(a) of the PPPFA Regulations, 2017);**
And
- (ii) **EME (as per the provisions of section 4(1)(b) of the PPPFA Regulations, 2017)**

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Bidders are to check that all pages and forms are included in the bid documentation and notify the Department immediately if any pages or sections are missing.
The Department would prefer to receive your Bid Document in a well filed and neatly bound manner.
All attachments must be bound at the back of the bid document.

1. Definitions.

- 1.1 “Acceptance bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document under bid number **ZNB 0002 E/2020/2021**.
- 1.2 “Bid”** means a written offer in a prescribed or stipulated form in response to the invitation by the Department for the provision of goods, works or services under bid number **ZNB 0002 E/2020/2021**.
- 1.3 “Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
- 1.4 “Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 1.5 “Contract”** means the agreement that results from the acceptance of the bid by the Department.
- 1.6 “Control”** means the possession by a person, of a permanent authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 1.7 “Co-operatives”** means an autonomous association of persons united voluntarily to meet their common economic and social needs and aspirations, through a jointly owned and democratically controlled enterprise organized and operated on co-operative principles.
- 1.8 “Department”** means the Department of Education within the KwaZulu Natal Provincial Administration and listed in the first column of schedule 2 of the public Service Act, 1994 (Proclamation No. 103 of 1994).
- 1.9 “Disability”** means, in respect of a person, permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered **normal for a human being**.
- 1.10 “Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.
- 1.11 “Historical Disadvantaged Individual (HDI)”** means a South African citizen,
- I) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act no. 200 of 1993) (“the interim Constitution”); and/or
 - II) who is a female; and/or
 - III) who has a disability:
- Provided that a person, who obtained South African citizenship on or after the coming to effect of the interim Constitution, is deemed not to be a HDI.
- 1.12 “Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

- 1.13 “Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 1.14 “Person”** includes reference to a juristic person.
- 1.15 “Province”** means the procuring Department, incorporating the KwaZulu Natal Provincial Legislature.
- 1.16 “Rand value”** means the total estimated value of a contract in rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 1.17 “Small Medium and Micro Enterprises (SMME’s)”** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 1.18 “Specific Contract Participation Goals”** means the goals as stipulated in the Preferential Procurement Regulations of 2001.
- 1.19 “Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 1.20 “Youth”** mean all persons between the ages 18 to 35.

2. CHECK LIST FOR BIDDER			
STANDARD BID DOCUMENTATION:			
Part A	Standard relevant and important information		
SBD 1	Invitation to Submit a Bid	YES	NO
SBD 3	Special Instructions and Notices to Bidders regarding the completion of Bidding Forms	YES	NO
SBD 3.1A	Pricing Schedule – Firm Prices (Purchasing) for Secondary Schools and Primary schools	YES	NO
SBD 3.1B	Price Schedule – Firm Price (Purchasing)	YES	NO
SBD 4	Declaration of Interest	YES	NO
SBD 6.1	Preference Points Claim Form in Terms of Preferential Procurement Regulations of 2017	YES	NO
SBD 8	Declaration of Bidders Past Supply Chain Management Practices	YES	NO
SBD 8.1	Registration on the central supplier’s database	YES	NO
SBD 8.2	Declaration that Information on Central Supplier Database is Correct and up to date.	YES	NO
SBD 9	Certificate of Independent Bid Determination	YES	NO
SBD 10	Official Briefing Session/Site Inspection Certificate	YES	NO
SBD 11	Authority to Sign a Bid	YES	NO
Part B	Scope, Special Conditions of Bid	YES	NO
Part C	General Conditions of Contract	YES	NO
Part D	Certificate of Compliance with Tender Documentation	YES	NO
COMPULSORY RETURNABLE DOCUMENTS			
Schedule 1	Submission of a valid B-BBEE / Affidavit	YES	NO
Schedule 2	Company registration documents	YES	NO
Schedule 3	Financial details	YES	NO
Schedule 4	Bid entity profile	YES	NO
Schedule 5	Proof of address of business / Utility Bill OR Signed Letter from Local Chief/ Inkosi/ Ward Councilor	YES	NO
Schedule 6	Proof of delivery vehicles	YES	NO
Schedule 7	NSNP Plans (Quality, Risk, Health and Safety etc.)	YES	NO
SUPPLEMENTARY INFORMATION			

Addendum 1	Food Specification Guidelines	YES	NO
Addendum 2	Clustering of schools per district	YES	NO
Addendum 3	Complete, sign, stamp and deposit a confirmation of submission form	YES	NO

STANDARD BID DOCUMENTATION

PART A: SBD 1

INVITATION TO SUBMIT A BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KWAZULU NATAL DEPARTMENT OF EDUCATION					
BID NUMBER:	ZNB 0002 E/2020/2021	CLOSING DATE:	09 OCTOBER 2020	CLOSING TIME:	11:00
DESCRIPTION	EXPRESSION OF INTEREST IN THE APPOINTMENT OF SERVICE PROVIDERS TO BE INCLUDED IN A DATABASE FOR THE REPLACEMENT OF DEFAULTING SERVICE PROVIDERS AND ALLOCATION OF NEW CLUSTERS IN THE PROVISION OF FOOD ITEMS [PERISHABLES AND NON-PERISHABLES] TO FEEDING SCHOOLS WITHIN AMAJUBA DISTRICT UNDER THE NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) FOR KWAZULU- NATAL DEPARTMENT OF EDUCATION FOR THE DURATION OF THE CURRENT TENDER ZNB 0035-0126 E/ 2019/2020				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
Department of Education: Amajuba District					
District Director: Mr RTT Nzama					
113 Panorama Drive, Lenoxton, Newcastle: Bid Box					
Contact Number: 034-328 4601					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
DEPARTMENT	EDUCATION				
CONTACT PERSON	Mr F.E. Radebe				
TELEPHONE NUMBER	033 846 5436				
FACSIMILE NUMBER	033 846 5433				
E-MAIL ADDRESS	Fusi.radebe@kzndoe.gov.za				
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[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 [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<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 REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. THE DEPARTMENT WILL NOT BE SELLING THE BID DOCUMENTS. ALL BID DOCUMENTS ARE TO BE DOWNLOADED AND PRINTED BY THE BIDDER FROM THE NATIONAL TREASURY'S E-TENDER PORTAL FROM FRIDAY, 11 SEPTEMBER 2020 TILL FRIDAY, 18 SEPTEMBER 2020. BIDDERS MUST OPEN THE WINDOW "TENDER OPPORTUNITIES" AND CLICK ON "ADVERTISED TENDERS" TO SEARCH FOR THIS TENDER AND PRINT THE DOCUMENT. 1.2. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.3. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE -TYPED) 1.4. 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. 1.5. BIDDERS NOT REGISTERED ON THE CSD WILL NOT BE CONSIDERED FOR THIS BID 1.6. BIDDERS MUST SUBMIT A SINGLE DOCUMENT AND COMPLETE THE BID PRICE PER LEARNER FOR BOTH SECONDARY SCHOOL AND PRIMARY SCHOOL. 1.7. BIDDERS WHO HAVE A RECORD OF DEFAULTING (TERMINATED THROUGH BREACH OF CONTRACT WITHIN NSNP AND REPORTED TO NATIONAL TREASURY TO BE RECORDED IN THE REGISTER OF TENDER DEFAULTERS AND IN THE DATABASE OF RESTRICTED SUPPLIERS) WILL NOT BE CONSIDERED. 1.8. 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE

WWW.SARS.GOV.ZA.

- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____

(Proof of authority must be submitted e.g. company resolution)

DATE: _____

PART A: SBD 3

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted or photocopied.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be fully complete in all respects, meaning initialled in all pages, signed in all required areas and no space must be left unfilled.
5. Bids shall be lodged at the addresses indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited.
14. Due to the volume of envisaged applications, bids will not be opened in public after the closing time of bid and read to announce bid prices. However, the list of all bidders will be compiled as soon as it is practicable and be published in the Department website.

15. Where there are typographical errors in the document or any other error which is identified after the printing of this bid document, the bidder must raise such by writing an email and sending to Fusi.Radebe@kzndoe.gov.za.
16. Bidders are required to initial each and every page of the bid document and failure to initial each page including annexures will result in a disqualification of the bid document from further assessment.
17. Bidders are required to write the name of the representative/s and initial, sign, stamp, and date all pages with that requirement unless stated otherwise.
18. Bidders are instructed to complete the pricing page (SBD 3.1A) in full, and must transfer the cost per learner for both Primary and Secondary Schools to SBD 3.1B.
19. All bidders will be ranked for the entire district and the bidder ranked first will be the first to be considered for a replacement or new allocation, whichever comes first and where the bidder refuses the opportunity or cannot be contacted and does not respond within 3 days, the next successful bidder will be considered.
20. Where a bidder has been afforded an opportunity and declined, when another opportunity arises it will be afforded to the next bidder/s in the database.

I HAVE READ AND I SHALL COMPLY WITH THE SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS ABOVE:

SURNAME AND INITIALS OF REPRESENTATIVE

DATE

SIGNATURE

COFFICIAL COMPANY STAMP

PART A: SBD 3.1A

Pricing Schedule – Firm Prices (Purchasing)

DISTRICT: AMAJUBA							
NATIONAL SCHOOL NUTRITION PROGRAMME MENU – PRIMARY/SECONDARY SCHOOLS							
Day	Food item	Raw	Raw	Quantity	Unit Cost	Cost per learner	Cost Per Learner
		Primary	Secondary	Kg/Lt		Sec	Primary
			Cost per day				
Monday	Pasteurised amasi	200ml	250ml	2L			
	Maize meal (fortified)	50g	60g	10 kg			
	Iodised salt	1g	1g	1kg			
	Fruit in season	150g each	150g each	10kg bag/box			
			Cost per day				
Tuesday	Sugar Beans	30g	40g	10 kg			
	Samp	40g	60g	10 kg			
	Green vegetables	60g	80g	10 kg			
	Iodised salt	1g	1g	1kg			
	Cooking oil	2ml	3ml	5l			
	Onions	5g	10g	10kg			
			Cost per day				
Wednesday	Soya mince (Beef flavour)	35g	40g	10 kg			
	Rice	35g	40g	10 kg			
	Yellow vegetables	60g	80g	10kg			
	Iodised salt	1g	1g	1kg			
	Cooking oil	2ml	3ml	5l			
	Tomatoes	5g	10g	10kg			
	Onions	5g	10g	10kg			
			Cost per day				
Thursday	Sugar beans	30g	40g	10kg			
	Maize meal (fortified)	50g	60g	10kg			
	Green vegetables	60g	80g	10kg			
	Iodised salt	1g	1g	1kg			
	Cooking oil	2ml	3ml	5l			
	Onions	5g	10g	10kg			
			Cost per day				
Friday	Pilchards in tomato	40g	60g	425g			
	Rice	35g	50g	10kg			
	Yellow vegetables	60g	80g	10kg			
	Iodised salt	1g	1g	1kg			
	Cooking oil	2ml	3ml	5l			
	Tomatoes	10g	20g	10kg			
	Onion	10g	20g	10kg			
TOTAL COST: PER WEEK =							
AVERAGE COST PER DAY =							
COST PER LEARNER FOR PRIMARY=							
COST PER LEARNER FOR SECONDARY=							

NB: REFER TO ADDEDUM 1 FOR DETAILED MENU SCHEDULE AND ADDEDUM 2 FOR NAMES OF SCHOOLS IN THE CLUSTER AND ENROLMENT PER SCHOOL MENU:

- Only NSNP compliant Soya Mince can be used

1. CALCULATIONS:

1.1 Cost per learner per day = Unit cost/Raw spec per learner –

E.G. Cost per Learner for Primary =?

Unit Cost Rice (10KG) = R75.00

Raw Specification for Rice in Primary schools = 50g

Unit Cost SoyaMince (10 Kg) = R255.00

Raw Spec for Soya Mince = 30g

Cost per day learner for Rice =

Raw spec x Unit Cost

Quantity (Kg)

= 50g x R75.00

10kg

= R0.38 (Cost for Rice)

Cost per day learner for Soya Mince =

Raw spec x Unit Cost

Quantity (Kg)

= 30g x R255.00

10kg

= R 0.77 (Cost for Soya)

Cost per day = Cost For Rice + Cost for Soya

Cost per day = R0.38 + R0.77

= R1.15

1.2 TOTAL COST PER WEEK: Cost per meal from Monday to Friday

1.3 Average Cost per day: Total cost per week/ divided by 5

DECLARATION: I/We undersigned service provider/s hereby commit to delivering on the menu indicated above. I/We agree to abide by the Menu at all times, failing which will result in immediate termination of the contract.

NAME OF SERVICE PROVIDER

SIGNATURE

DATE

PART A: SBD 3.1B

Pricing Schedule – Firm Prices (Purchasing)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of bidder: _____

Bid number: **ZNB 0002 E/2020/2021**

Closing Time: 11:00

Closing date: **09 OCTOBER 2020**

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID

SERVICE REQUIRED: EXPRESSION OF INTEREST IN THE APPOINTMENT OF SERVICE PROVIDERS TO BE INCLUDED IN A DATABASE FOR THE REPLACEMENT OF DEFAULTING SERVICE PROVIDERS AND ALLOCATION OF NEW CLUSTERS IN THE PROVISION OF FOOD ITEMS [PERISHABLES AND NON-PERISHABLES] TO FEEDING SCHOOLS WITHIN AMAJUBA DISTRICT UNDER THE NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) FOR KWAZULU- NATAL DEPARTMENT OF EDUCATION FOR THE DURATION OF THE CURRENT TENDER ZNB 0035-0126 E/ 2019/2020

THE UNIT BID PRICE IN SOUTH AFRICAN CURRENCY (ALL APPLICABLE TAXES INCLUDED)¹

Cost per learner for primary (amount in words)

Cost per learner for primary (amount in numbers)

R _____

Cost per learner for secondary (amount in words)

Cost per learner for secondary (amount in numbers)

R _____

¹ "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

Does the offer comply with the specification(s)?

(Tick which is applicable)

YES

☐

NO

☐

Note: Delivery costs must be included in the bid price, for delivery at the prescribed destination.

Bids that fail to comply with all specifications will be disqualified.

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

SURNAME AND INITIALS OF REPRESENTATIVE

DATE

SIGNATURE

PART A: SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state², or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: _____

2.2 Identity Number: _____

2.3 Position occupied in the Company (director, trustee, shareholder³, member): _____

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

²State" means –

- (a) any National or Provincial Department, National or Provincial Public Entity or Constitutional Institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any Municipality or Municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of provinces; or
- (e) Parliament.

³"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.5 Tax Reference Number: _____

2.6 VAT Registration Number: _____

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

2.7 Are you or any person connected with the bidder YES ☐ NO ☐
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: _____

Name of state institution at which you or the person
connected to the bidder is employed : _____

Position occupied in the state institution: _____

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain YES ☐ NO ☐
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid YES ☐ NO ☐
document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.7.3 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES ☐ NO ☐

2.7.4 If so, furnish particulars:

2.7.5 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES ☐ NO ☐

2.9.1 If so, furnish particulars.

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES ☐ NO ☐

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES ☐ NO ☐

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

Certified copies of identity documents must be attached

4 DECLARATION

I, THE UNDERSIGNED (NAME) _____

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of bidder

PART A: SBD 6.1

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 BBBEE, 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 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

1.3.1 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

	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.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with conditions and specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$		$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

A maximum of 80 or 90 points is allocated for price on the following basis:

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

of point

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

(Tick applicable box)

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

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

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

ii) The name of the subservice provider _____

iii) The B-BBEE status level of the subservice provider _____

iv) Whether the sub-service provider is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

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

[Tick]

APPLICABLE]

- Sole proprietorship/sole trader
- Partnership
- Co-operative
- Close Corporation
- Private Company
- Public Company

8.4.1

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

COMPANY CLASSIFICATION

[Tick APPLICABLE BOX]

8.4.2 Manufacturer

<input type="checkbox"/>
<input type="checkbox"/>

8.4.3 Supplier

8.4.4 Total number of years the company/firm has been in business? _____

8.5 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 contribution indicated in paragraph 7 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 paragraph 7, the service provider may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (vi) If the B-BBEE status level of contribution 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) restrict the bidder or service provider, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

PART A: SBD 8

STANDARD BID DOCUMENTATION (SBD 8) (TO BE COMPLETED BY BIDDER)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</i> The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

PART A: SBD 8.1

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of National Treasury Circular No 4 of 2016/2017 all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the **Central Suppliers Database (CSD)**.
2. Prospective suppliers are now able to self-register on the CSD website: **<http://www.csd.gov.za>**
3. The CSD interfaces to South Africa Revenue Service (SARS) to enable tax clearance certificate verification and the Companies and Intellectual Property Commission (CIPC) for verification of business registration and business ownership information. The CSD furthermore verifies supplier information with the register for tender defaulters and database of restricted suppliers, and verifies South African Identification Numbers with the Department of Home Affairs (DHA).
4. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 4.1 de-register the supplier from the Database,
 - 4.2 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
5. The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

SURNAME AND INITIALS OF REPRESENTATIVE

DATE

SIGNATURE

PART A: SBD 8.2

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS
CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I _____
(Name of bidder/Authorized Representative)

WHO REPRESENTS

(Name of Bidder)

AM AWARE OF THE CONTENTS OF THE NATIONAL CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

CENTRAL SUPPLIER DATABASE REGISTRATION NO.:

I HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

SURNAME AND INITIALS OF REPRESENTATIVE

DATE

SIGNATURE

PART A: SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9) Continued

I, the undersigned, in submitting the accompanying bid:

Bid No: ZNB 0002 E/2020/2021:

ZNB 0002 E/2020/2021: EXPRESSION OF INTEREST IN THE APPOINTMENT OF SERVICE PROVIDERS TO BE INCLUDED IN A DATABASE FOR THE REPLACEMENT OF DEFAULTING SERVICE PROVIDERS AND ALLOCATION OF NEW CLUSTERS IN THE PROVISION OF FOOD ITEMS [PERISHABLES AND NON-PERISHABLES] TO FEEDING SCHOOLS WITHIN AMAJUBA DISTRICT UNDER THE NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) FOR KWAZULU- NATAL DEPARTMENT OF EDUCATION FOR THE DURATION OF THE CURRENT TENDER ZNB 0035-0126 E/ 2019/2020

In response to the invitation for the bid made by the Department of Education KwaZulu-Natal I

(Representative of bidder)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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 HAVE READ AND COMPLIED WITH THE SPECIAL INSTRUCTIONS ABOVE:

SURNAME AND INITIALS OF REPRESENTATIVE

DATE

SIGNATURE

PART A: SBD 10

BRIEFING SESSION CERTIFICATE (Due to the National State of Disaster, no briefing sessions will be conducted. Bidders are required to sign the acknowledgement as stipulated below in lieu of a briefing certificate)

Bid No: **ZNB 0002 E/2020/2021**

EXPRESSION OF INTEREST IN THE APPOINTMENT OF SERVICE PROVIDERS TO BE INCLUDED IN A DATABASE FOR THE REPLACEMENT OF DEFAULTING SERVICE PROVIDERS AND ALLOCATION OF NEW CLUSTERS IN THE PROVISION OF FOOD ITEMS [PERISHABLES AND NON-PERISHABLES] TO FEEDING SCHOOLS WITHIN AMAJUBA DISTRICT UNDER THE NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) FOR KWAZULU- NATAL DEPARTMENT OF EDUCATION FOR THE DURATION OF THE CURRENT TENDER ZNB 0035-0126 E/ 2019/2020

THIS IS TO CERTIFY THAT _____
(Name of representative)

ON BEHALF OF _____
(Name of bidder)

ACKNOWLEDGES THAT THEY ARE FAMILIAR WITH TERMS AND CONDITIONS FOR BIDDING AND THAT THERE WILL BE NO TENDER BRIEFING FOR THIS TENDER AND ANY QUESTIONS OF CLARITY MUST BE EMAILED TO Fusi.Radebe@kzndoe.gov.za.

THE LAST DAY FOR EMAILING QUERIES AND QUESTIONS OF CLARITY TO THIS EMAIL WILL BE ON MONDAY, 28 SEPTEMBER 2020. ALL RESPONSES TO QUERIES AND QUESTIONS OF CLARITY RECEIVED BY THE DEPARTMENT WILL BE AIRED ON IGAGASI FM ON TUESDAY 29 SEPTEMBER 2020, LOTUS FM ON WEDNESDAY 30 SEPTEMBER 2020 AND UKHOZI FM ON THURSDAY 01 OCTOBER 2020.

INITIAL AND SURNAME OF AUTHORISED REPRESENTATIVE

SIGNATURE OF AUTHORISED REPRESENTATIVE

DATE

PART A: SBD 11

AUTHORITY TO SIGN A BID

Authority to Sign a Bid

1. If a bidder is a company, a certified copy of the **Resolution** by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any bid resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.
2. If a close corporation submitted a bid, a certified copy of the **Founding Statement** of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.
3. A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authorizing a member or other official of the co-operative to sign the bid documents on their behalf.

³ Please note that with the exception of a sole proprietor, the resolution to sign the bid passed by members, Board of Directors or partners, trustees and co-operatives must be furnished.

A COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on this _____ day of _____ 20_____

Mr/Ms/ Dr/ Prof _____

(Whose signature appears below) has been duly authorised to sign all documents in connection with this bid on

behalf of (Name of Company): _____

IN HIS/HER CAPACITY AS: _____

SIGNED ON BEHALF OF COMPANY: _____

(PRINT NAME)

SIGNATURE OF AUTHORISED SIGNATORY: _____ DATE: _____

WITNESSES: 1 _____

2 _____

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned _____ hereby confirm that I am the sole owner of the business trading as:

SIGNATURE

DATE

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We, the undersigned partners in the business trading as _____ hereby authorise _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

SIGNATURE

SIGNATURE

SIGNATURE

DATE

DATE

DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on _____ day of _____ 20__ at _____

Mr/Ms _____ whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION: _____
(PRINT NAME)

IN HIS/HER CAPACITY AS _____ **DATE:** _____

SIGNATURE AUTHORISED OF SIGNATORY: _____

WITNESSES: 1 _____ 2 _____

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on _____ day of _____ 20__ at _____

Mr/Ms _____ whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Cooperative)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY: _____

IN HIS/HER CAPACITY AS _____ DATE: _____

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS: _____

WITNESSES: 1 _____

2 _____

F. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on _____ 20__

Mr/Mrs _____, Mr/Mrs _____

(Whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture)

_____ IN

HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

_____ (PRINT

NAME)

SIGNATURE OF SIGNATORY: _____ DATE: _____

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE OF SIGNATORY: _____ **DATE:** _____

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE OF SIGNATORY: _____ **DATE:** _____

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE OF SIGNATORY: _____ **DATE:** _____

IN HIS/HER CAPACITY AS:

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the joint venture partners on_____20____

Mr/Mrs_____,Mr/Mrs_____

(Whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

PART B: SPECIFICATION AND SPECIAL CONDITIONS OF BID

1. SCOPE

1.1.1 This bid calls for **EXPRESSION OF INTEREST IN THE APPOINTMENT OF SERVICE PROVIDERS TO BE INCLUDED IN A DATABASE FOR THE REPLACEMENT OF DEFAULTING SERVICE PROVIDERS AND ALLOCATION OF NEW CLUSTERS IN THE PROVISION OF FOOD ITEMS [PERISHABLES AND NON-PERISHABLES] TO FEEDING SCHOOLS WITHIN AMAJUBA DISTRICT UNDER THE NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) FOR KWAZULU- NATAL DEPARTMENT OF EDUCATION FOR THE DURATION OF THE CURRENT TENDER ZNB 0035-0126 E/2019/2020**

1.1.2 Service providers must ensure that they are fully aware of all the terms and conditions contained in the bid document.

1.1.3 Only service providers that meet the pre-qualification criteria fully shall be considered.

1.2 PRE-QUALIFICATION CRITERIA:

Only bidders who meet the following prequalification criteria will be considered:

- A bidder having a Level 1 B-BBEE status (as per provisions of section 4 (1) (a) of PPPFA Regulations, 2017) and;
- EME (as per the provisions of section 4 (1) (b) of the PPPFA Regulations, 2017)

Bidders who fail to meet the above-mentioned requirements will not be considered.

2. COMPULSORY BRIEFING SESSION

THERE WILL BE NO BRIEFING SESSIONS FOR THIS TENDER

3. BACKGROUND

The National School Nutrition Programme (NSNP), previously known as Primary School Nutrition Programme (PSNP) was introduced in 1994 as one of the Presidential Lead projects of the Reconstruction and Development Programme.

The National School Nutrition Programme was introduced as one of the strategies to alleviate poverty. The programme targets schools in the poorest communities and benefits multitudes of learners who would otherwise be attending school on empty stomachs.

The NSNP aims to contribute to the improvement of education quality and general health by:

- a) Feeding learners at designated schools
- b) Enhancing learning capacity
- c) Enhancing nutrition education through the curriculum and improving nutritional knowledge, perceptions, attitudes and healthy eating amongst school learners, their parents and educators
- d) Alleviating short term hunger

- e) Improving school attendance and punctuality
- f) Addressing micronutrient deficiencies through the establishment of sustainable food production and, the implementation of school gardens.

In terms of the above aims of the programme, service providers are required to provide the following food items to feeding schools and other items may be included during the term of contract for instance, instant porridge:

Non – perishables:

- a) Fortified Maize Meal
- b) Rice
- c) Samp
- d) Compliant Soya Mince – As per the specification of the Department
- e) Canned Fish
- f) Sugar Beans
- g) Salt
- h) Curry Powder
- i) Spices
- j) Cooking Oil

Perishables:

- a) Pasteurised Maas / Amasi
- b) UHT milk
- c) Green vegetables (cabbage / spinach/ green beans)
- d) Yellow vegetables (carrots / butternut)
- e) Fruits in season: {banana, Orange, Pear, Apples, etc. }

3.1 SELECTION OF SCHOOLS

- a) Each service provider will be provided with one pre-numbered Bid Document relevant to that district containing all clusters available within that district and specifications for food items acceptable for the National School Nutrition Programme (NSNP).
- b) The addendum 1 provides information containing approved requirements for food items which are marketed to the programme and these are the ONLY specifications in respect of the food items which are acceptable to the NSNP as contained in; **“Specifications for Food Products Marketed to the National School Nutrition Programme”**. Service providers MUST strictly adhere to the food product specification in the supply and delivery of food items to schools. Where it is discovered that the labelling and or content of the food items supplied and delivered to schools is in contravention of the approved food specification; the service provider responsible for supplying non-compliant food items will have his/her contract terminated.

- c) The addendum 2 is the list of all schools and clusters for the districts for which the bid is advertised.
- d) The addendum 3 is the compulsory confirmation of submission form to be completed, signed and stamped.
- e) The cluster that the service provider is bidding for should be included in the cover page and pricing page as indicated in this bid document.
- f) For the purposes of this bid, the price indicated will remain the same for the duration of the financial year and escalations will be done by the Department annually, with funds permitting.

3.2. CLUSTERING

- a) Schools will be clustered according to proximity within the district municipality.
- b) Bidders must select the whole cluster of schools not individual schools in a cluster.
- c) The bidder will be provided with an addendum for the whole district during the collection of bidding documents.
- d) The selected cluster must be indicated in the provided space of the front page of this document.

3.3 DELIVERIES

- In consideration of the Provincial Growth Development Strategy and Plan directing the province's economic transformation agenda, and the fact the the Department is part of the integrated global economy and that its contribution to the transformation of the economy must be aligned to broad provincial plans;
- The delivery of food items (perishables and non-perishables) procured for the National School Nutrition Programme by service providers shall ONLY be delivered by service providers sourced through this tender. As such, in cases where there are pre-approved warehouses or agencies where service providers are required to procure their food items in respect of perishable or non-perishable food items; such pre-approved warehouses or agencies shall utilise the services of the same service providers sourced through this tender.
- The service providers will be required to procure from a pre-approved warehouse or agency and deliver a predetermined quality and quantity of dry food items monthly as stipulated by the KZN Department of Education to all feeding Schools within the specific area tendered for.
- The service providers will be required to procure from a pre-approved warehouse or agency and deliver a predetermined quality and quantity of perishable food items weekly as stipulated by the KZN Department of Education to all feeding Schools within the specific area tendered for.

- Preapproved warehouses or agencies will be communicated to all successful bidders on signing of the contract.
- The Department will prepare a detailed implementation plan for the pre-approved warehouses or agencies which will be communicated to all successful service providers to ensure that delivery of the programme is not compromised.
- Once the bid process for pre-approved warehouses or agencies has been finalized, this will be communicated to all service providers and a details transition/implementation plan will be put in place to ensure minimum disruption of deliveries to schools.

Service providers must also ensure that deliveries of:

- Dry/Bulk food items [non – perishables] are delivered to schools once per month prior to the following month's feeding. (These deliveries should be made during school hours or as arranged with the principal).
- Fresh/Perishable food items (fruit, vegetables and amasi) are delivered to schools once a week. These deliveries should be made in such a way that it allows the prescribed meals to be served to all learners before 10H00am. (These deliveries should be made during school hours or as arranged with the principal).
- It is required that successful bidders ensure that they have sufficient capital to procure and supply the food items in advance before the Department pays for services rendered after the submission of a correct invoice.

3.4. PROVISION OF NON-PERISHABLES [DRY FOOD ITEMS] AND AND PERISHABLES [VEGETABLES, AMASI AND FRUIT]

Department of Basic Education has strengthened its monitoring and evaluation. The requirements for quality of food items prior to delivery to schools in respect of their nutritional content, packaging, expiry, consistency as well as the stringent measures of possible withdrawal of grant funding in cases of non-compliance requires that the Department establish measures to monitor the quality of food items and have evidence of such verification prior to delivery to schools. As such, pre-approved warehouses or agencies wherein Department and oversight has authority to monitor and evaluate the quality of food items are inevitable. In compliance to the NSNP Grant Framework determined by National Treasury's Division of Revenue Act (DORA), the province will adhere to Department of Basic Education's preferred approach for the implementation of the programme. Furthermore, in consideration of the Provincial Growth Development Strategy and Plan directing the province's economic transformation agenda, and the fact the the Department is part of the intergrated global economy and that its

contribution to the transformation of the economy must be aligned to broad provincial plans. It is against this background that:

- a) The Department will through its Food Safety Committee approve all food items prior to inclusion in the warehouses/agencies.
- b) The supply of non-perishables and perishables as prescribed in the menu must be sourced from pre-approved agencies or warehouses to ensure adequate compliance and promote the objectives of economic transformation.
- c) it is mandatory for service providers to procure their non-perishables and perishables through pre-approved agencies or warehouses to ensure adequate compliance and promote the objectives economic transformation.
- d) Where the pre-approved agencies or warehouses are unable to provide the required produce/goods; service providers must approach the Department to get approval to procure from an alternative source.
- e) In the event of service providers procuring through pre-approved warehouses or agencies; orders for the produce or goods will be placed three months in advance, to allow adequate off-take agreements by agencies and warehouses.
- f) No service providers shall source food items from any other place other than from the pre-approved warehouses or agencies.
- g) Where a service provider fails to procure from the pre-approved warehouse or agency without prior approval, the service provider would have committed a breach and their contract will be terminated.
- h) For the purpose of bidding, bidders must source prices from their preferred suppliers.

3.4.1 QUANTITY OF FOOD TO BE SUPPLIED

- a) Quantities of food delivered should comply strictly with the following:
 - KZN NSNP School Specific Menu
 - KZN NSNP prescribed feeding calendar (this changes every year depending on the number of feeding days indicated in the NSNP Grant Framework)
 - Number of learners as per the certified 10th Day SA-SAMS Data and NSNP approved enrolment.

3.4.2 QUALITY OF FOOD TO BE SUPPLIED

- a) Only food items which comply with the specifications shall be accepted during delivery at schools and NO other quality shall be acceptable.
- b) Service providers must ensure that food of correct quality is supplied as specified by the Department of Basic Education in the “**Specifications for Food Products Marketed to the National School Nutrition Programme**” attached herewith.
- c) Soya must comply with the specifications provided by the Department of Basic Education.

3.4.3 SUPPLY OF GAS /WOOD

- a) In quintiles 1 – 3 primary and secondary schools, service providers must deliver gas or wood on a monthly basis to the school/s as per the given allocation (which varies each financial year) for which the provider will be re-imbursed.
- b) Gas allocated in quintile 4 and 5 feeding primary and secondary schools is limited to the maximum of 500 learners.
- c) Gas allocation is not applicable for Special Schools
- d) It is mandatory for service providers to procure their Gas and wood through pre-approved agencies or warehouses to ensure adequate compliance and promote the objectives economic transformation.
- e) Where the pre-approved agencies or warehouses are unable to provide the required produce/goods; service providers must approach the Department to get approval to procure from an alternative source.
- f) Where a service provider fails to procure from the pre-approved warehouse or agency without prior approval from the Department, the service provider would have committed a breach and their contract will be terminated.

3.2.4 HONORARIUM

- a) In approved quintile 1,2,3,4 and 5 schools, the Department will pay each Volunteer Food Handler appointed by the SGBs to prepare meals for the learners. The required/stipulated stipend at a ratio of 1:200 learners at the end of each feeding month, will be paid.
- b) In quintile 4 and 5 feeding primary and secondary schools not covered in paragraph a) above, the stipend will be allocated for only one volunteer food handler.
- c) Stipend/honorarium is not allocated in feeding Special Schools

4. LOCAL CONTENT REQUIREMENT

- a) Local content requirement is not applicable for this bid.

5. OTHER CONDITIONS

- a) All bidding documents will be pre-numbered and referenced to eliminate bidding across district municipalities.
- b) All prospective bidders must collect the relevant bidding documents at district offices as indicated in the advertisement, and will be required to sign for them.
- c) Failure to abide by these special conditions will result in the bid being disqualified.

6. FALSE DECLARATION

- a) All information requested in this document and provided by the service provider is accepted in good faith as being true, correct and accurate.
- b) Any false declaration or internal omission of relevant facts shall be reported to the Department of Education, which on receipt of such a report shall disqualify the service provider concerned.
- c) Section 8 2(a) and (b) of the Public Administration Management Act, 2014 states that an employee may not— (a) conduct business with the State; or (b) be a director of a public or private company conducting business with the State. Further, the Code of Conduct issued in terms of section 41(1)(v) of the Public Service Act and in terms of Regulation 13(c) of the Public Service Regulations, 2016 introduces a prohibition on employees conducting business with an organ of state or being a director of a public or private company conducting business with an organ of state. This provision is aligned with section 8 of the Public Administration Management Act, 2014.
- d) Full details of directors / trustees / members / shareholders. Certified copies of Identity document(s) must be attached.

7. ACCEPTANCE OF BIDS

- a) The Department is not bound to accept the lowest price and reserves the right not to award.
- b) The Department reserves the right to award the bid in a manner that will promote service delivery and in the best interest of the Department

8. CONTRACT PERIOD

- a) The contract period is for a period of three-years (3 years), with a possible extension for a further two-years (2 years) from the date of contract.
- b) The KwaZulu-Natal Department of Education reserves the right to terminate the contract should the Awarded service provider fail to fulfil its contractual obligation in terms of this contract and the Service Level Agreement to be signed once a bidder becomes successful in a particular cluster and is duly awarded.

9. PRICING Refer to pricing schedules SBD 3

10. QUANTITY REQUIRED

- a) Quantities given may vary but the unit price must remain the same.
- b) All variations to this bid will be dealt with in terms of the applicable delegation before issuing of orders.

11. ORDERS

- a) Services shall be rendered only upon receipt of a written official order from the Department of Education. Services/Goods shall be rendered as indicated on the official order or contract as the case may be.

12. WARRANTS

- a) The awarded entity warrants that it is able to deliver to the satisfaction of the Department.
- b) The involvement of the awarded entity in any other business or venture shall not compete or conflict with the obligations of the entity to provide the services to the Department in terms of this bid.
- c) The entity warrants that the taxes shall not affect their provision of services to the Department.

13. PAYMENT AND INVOICING

- a) The stipulated agreement prices shall be fixed (firm) for the stipulated financial year.
- b) The department will issue a "Purchase Order Note" in respect of goods required for each month to the service provider for each school.
- c) The service provider should upon receipt of a "Purchase Order Note" deliver the goods required using a "Standardised Delivery Note".
- d) Invoices must be submitted within seven (7) days after the last delivery of perishables to schools in that month.
- e) Payment will only be processed upon receipt and verification of invoices and delivery notes for the whole cluster.
- f) Payment will be made to the awarded company only. Any deviations (e.g. cession of contract) will only be accepted after relevant approval has been granted by the Department.
- g) Invoices must clearly indicate the order number, invoice number and comply with all applicable taxes. (NB: all NSNP prices are VAT inclusive)
- h) Payments shall be done normally within 30 days after receipt of an acceptable, correct and valid invoice.

14. JOINT VENTURE /CONSORTIUM

- a) In terms of the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000, a trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- b) Any Bid by a Joint Venture (JV)/ Consortium must be accompanied by a copy of a duly signed Joint Venture Agreement. Such agreement must specify the portion of the bid to be undertaken by each participating entity.
- c) Parties to the JV/Consortium must all sign the JV Agreement and the minutes of the meeting (discussing formation and terms of the JV/Consortium) and must be submitted with the bid at the closing date.
- d) Should the parties enter into a JV, the JV Agreement should reflect a lead partner and the following nominations:-
 - Bank account to be used for the purpose of this Bid or Contract
 - authorized representative and signatory.
 - authorized letterhead, address, etc.
 - Consolidated Joint venture B-BBEE certificate.
- e) Each party to the JV/Consortium must fill in the following parts of the Standard Bidding document: SBD 4
- f) Each party to the JV/Consortium must attach their Profile, AFS, Proof of Residence, Banking details
- g) Each party to the JV must be registered on the Central Suppliers' Data Base

15. COMPLETENESS OF BID DOCUMENTS

- a) The Bid will only be considered if it is correctly completed in all respects and accompanied by all relevant and other necessary and applicable information/ documents, i.e. signatures should be appended where required, documents called for should be submitted and the bid document must be initialled in each page including the cover page.

16. SUBMISSION OF BIDS

- a) BIDS are to be submitted to the relevant District Offices.

17. VALIDITY OF BIDS

- a) Bids must hold good for a period of one hundred and eighty days (180) days from the date of closing of the bid i.e. the validity period. However, circumstances may arise whereby the Department may request to extend the validity period by notifying bidders through relevant print media. Should this occur, the Department of Education will request bidders to extend the validity period under the same terms and conditions as originally tendered for by bidders via print media.

18. LATE BIDS

- a) Bids are late if they are received at the address indicated in the bid document after the closing time.
- b) The Bid box will be sealed off at 11:00am and Service providers are therefore advised to ensure that Bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the Bids.
- c) Late Bids shall not be considered.

19. NOTIFICATION OF AWARD OF BIDS

- a) Notification of award of a Bid shall be in writing to the successful service provider by the Head of the Department or his delegated official.
- b) The letter of award of the service provider's offer or an official order note constitutes a legal and binding contract.

20. CONTRACT AND SERVICE LEVEL AGREEMENT

- a) The successful service provider will be required to sign a contract/Service Level Agreement within 30 days of the award, with the KwaZulu- Natal Department of Education.

21. AWARD OF BIDS

- a) The Department reserves the right to award or not to award this bid.

5. QUERIES FROM THE SERVICE PROVIDERS

- a) Any queries which the service provider wishes to raise on the bidding procedures for bidders must be directed to:

Office	Contact Person	Rank	Email
Head Office	Mr. F.E. Radebe	Deputy Director: SCM	Fusi.radebe@kzndoe.gov.za

6. EVALUATION CRITERIA

- 6.1 The Bid will be subject to the 80/20 preference points principle, 80 points for price and 20 for B-BBEE.
- 6.2 The bids will also be evaluated on functionality.
- 6.3 The points scored for functionality will be dealt with separately from points for price and BBBEE Points in line with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality.
- 6.4 The evaluation criteria will consist of the following steps:

Step 1: Check and verify compliance with the submission and completion of compulsory bid documents viz. SBD Forms). Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid and therefore disqualified.

Step 2: List of Returnable Documents

6.4.2.1 Check and verify compliance with the submission of schedules 1 to 8 and documents called for. The Non- submission of the latter schedules and documents called for in the bid document or to be completed and submitted, as well as incomplete and inaccurate schedules will render the bid invalid and therefore disqualified.

6.4.2.2 These returnable schedules must be clearly identified as schedule 1 to schedule 7 and all attachments must be neatly bound at the back of the bid document and must follow a logical sequence in terms of the requirements

6.4.2.3 The list of returnable schedules and documents required which must be used for bid evaluation purposes are as follows:

No.	Compulsory Returnable documents
Schedule 1	<p>Submission of a certified copy of a valid B-BBEE status level verification certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor.</p> <p>OR</p> <p>Submission of an EME Certificate/affidavit (Sworn affidavit MUST be an original for the supplier to be considered for empowerment points)</p> <p>In case of a Joint Venture (JV) – consolidated B-BEE Status Level Verification.</p>
Schedule 2	<p>Company registration documents, Certified copies, where applicable:</p> <ul style="list-style-type: none"> - Notice of Registered Office and Postal Address of Company (CM22), - Contents of Register of Directors, Auditors and Officers (CM 29), - Articles of Association, Memorandum of Association (CM 2), - Certificate to Commence Business (CM 46), - Founding statement (CK 1), - Trust Deed, - Constitution, - Joint Venture/Consortium Agreements. - Memorandum of Incorporation - Sole Propriety (Sworn Affidavit) and a certified copy of an Identity document
Schedule 3	<p>The Department enters into agreements with entities which have verifiable bank accounts and it is important to have this information.</p> <p>Submission of a bank statement (not older than 3 months) belonging to the company to prove an active bank account.</p> <p>OR</p> <p>Letter from financial institution confirming the bank account</p>
Schedule 4	<p>Bid entity profile indicating name, core business and method of operation, background/history of the holding company subsidiaries, percentage shareholding of subsidiaries, management participation, lead partners and equity ownership. Enclose certified copies of identity documents, of all directors, members' trustees, partners and owners in respect of the bid entity including joint venture entity. This is compulsory for all types of businesses.</p> <p>NB: A copy of a certified copy will not be accepted.</p>
Schedule 5	<p>Proof of address of business / Utility Bill OR Signed Letter from Local Chief/Inkosi/Ward Councilor</p>

Schedule 6	<p>Proof of delivery vehicles</p> <p>Log books of a delivery vehicle, Short or Long wheel base with cover / canopy, Certificate of Roadworthiness, Licenced, Lease agreement in the event that the bidder is not the owner of the vehicle, Proof of financial assistance to purchase vehicle in the event of success in the bidding process.</p>
Schedule 7	<p>Quality, Health and Safety, Risk, Gas Delivery and Safety and Document Management Plans</p> <p>The Department requires that there are five (5) plans in the supply and delivery of food items for the National School Nutrition Programme and it is important that these plans are clearly identifiable in the application for this bid.</p> <p>These plans are:</p> <ol style="list-style-type: none"> 1. Quality Plan, 2. Health and Safety Plan, 3. Risk Plan, 4. Gas Delivery and Safety Plan, and 5. Document Management Plan
Schedule 8	Complete, sign, stamp and deposit a confirmation of submission form

Step 3: Bids will be evaluated for functionality as follows:-

FUNCTIONALITY

CRITERION	CRITERIA	MAXIMUM TO BE AWARDED	SCORING	MEANS OF VERIFICATION
1. PROXIMITY OF BUSINESS (20)	Within District Municipality	20	20 points for within District Municipality <ul style="list-style-type: none"> 10 points for utility bill/letter from council/inkosi 10 points for business profile 	Proof of business address :(e.g. Letter from local Chief/ Inkosi /Councillor as prescribed by the Department or Utility bill – belonging to the company or one of the owners/Directors of the company and business profile which includes: name and address of the business, names and personal details of the owners/members of the business, detailed description and brief history of the business as well as any other relevant information about the business
	Within Province	10	10 points for within the Province <ul style="list-style-type: none"> 5 points for utility bill/ letter from the council/inkosi 5 points for the business profile 	
	Outside Province	6	6 points outside the Province <ul style="list-style-type: none"> 3 points for utility bill/ letter from the council/inkosi 3 points for the business profile 	
2. DELIVERY VEHICLES (20)	Proof of transport/ delivery arrangement.	20	20 points for ownership of delivery vehicle 15 points for lease agreement 10 points for pre-approved finance of delivery vehicle	Log book/s in the name of the company or one of its directors. Lease agreement signed by both parties. Stamped and signed pre-approval letter from the bank for vehicle finance.

CRITERION	CRITERIA	MAXIMUM TO BE AWARDED	SCORING						MEANS OF VERIFICATION
3.QUALITY PLAN, HEALTH AND SAFETY PLAN, RISK PLAN, GAS SAFETY AND DELIVERY PLAN, DOCUMENT MANAGEMENT PLAN (40)	QUALITY PLAN, HEALTH AND SAFETY PLAN, RISK PLAN, GAS SAFETY AND DELIVERY PLAN, DOCUMENT MANAGEMENT PLAN	40	Name of Plan	Rel. L1	Adeq. L2	Irr. L3		Submission of clearly defined: Name of Plan Quality Plan Health and Safety Plan Risk Plan Gas Safety and Delivery Plan Document management Plan	
			Score						
			Quality	8	4	0			
			Health and Safety	8	4	0			
			Risk	8	4	0			
			Gas Safety and Delivery	8	4	0			
			Document management	8	4	0			
				40	20	0			
			Legend:						
			Relevant	Level 1	8	NSNP related			
Adequate	Level 2	4	Generic to food industry						
Irrelevant	Level 3	0	Irrelevant to NSNP and food industry						
TOTAL SCORE		80							

NB: Service providers must score 50% on each category and 70% overall to proceed to the next step.

Step 4: Application of the 80/20 preference point system where applicable.

- 80 points will be allocated for price and 20 points will be allocated for B-BBEE points.
- Points are indicated against each goal as follows:

FACTORS	POINTS
PRICE POINTS	80
PREFERENCE POINTS FOR B-BBEE	20
TOTAL	100

AWARDING: OBJECTIVE CRITERIA

- 2.1 While service providers will be allowed to bid for more than one cluster using a separate tender document per cluster, if successful no service provider will be awarded more than one cluster due to limited available opportunities and as part of promoting broader participation.
- 2.2 Proximity of tenders within the boundaries of District Municipality, for example, Ethekewini Metro (comprising of Pinetown and Umlazi Education District) shall also be taken into consideration both in the evaluation and award process of service providers to ensure effectiveness in the delivery of service to schools.

The Department will award per cluster. A tenderer will only be considered for award in one cluster. Where a service provider has been recommended for award in one cluster, they will not be considered for award in another cluster even if they score the highest points. This approach is in line with Section 11 (1) and (2) of PPPFA Regulations 2017.

An objective criteria, is defined as part of the evaluation criteria.

In implementing the objective criteria, the Department reserves the right to negotiate the price with the awarded bidder where the highest scoring bidder has not been awarded.

In the event the department is unable to award a service provider for a particular cluster (for whatever reason) or in the event a service provider fails to deliver in their awarded cluster, the Department reserves the right to utilize service providers awarded in other clusters. In this event the Department will request quotations from all awarded service providers in other clusters and apply a preference point system which may include, an objective criteria.

AWARDING:

- a) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.
- b) As functionality is part of the evaluation process in this bid, and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.
- c) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots and the process of lots, will be conducted as follows:
 - The Chairperson of the Bid Adjudication Committee will assign different numbers or letters to the tenderers who have scored equally in all respects.
 - The Chairperson of the Bid Adjudication Committee will assign the same numbers or letters to the Committee members and the Committee members will now be representing tenderers for the purpose of the lots' process
 - The Chairperson of the Bid Adjudication Committee will then use the straws (or similarly long cylindrical objects) whose equal lengths (20 cm long) are protruding from a paper bag whilst inside the paper bag one of the straws is physically longer than the others (30 cm long).
 - The Chairperson of the Bid Adjudication Committee will then grabs all of the straws in their fist whilst the rest of the straws are in a paperbag, such that all of them appear to be of the same length.
 - The Chairperson of the Bid Adjudication Committee offers the clenched fist to the Committee members with a letter or a number written on each straw.

- Each member will then draw the straw with the number or letter that he/she has been allocated.
 - Each member of the Committee will measure the straw against the ruler.
 - The Committee member who has drawn a straw which is 30cm long will be the one having the winning tenderer who will then be awarded the tender for that particular cluster.
- d) Awarded service providers will be expected to remain with the allocated cluster for the duration of the contract period (i.e. a service provider will not be allowed to surrender a part of the cluster or certain school/s within the cluster and remain with the rest of the cluster for whatever reasons unless the whole cluster is entirely surrendered).
- e) Where there is more than one school within the allocated cluster, and as part of ensuring fair and continued service to even schools with smaller enrolments, the service provider's performance during the contract period will strictly be judged in terms of the whole cluster and not on the basis of the individual school/s within the cluster.
- f) In view of paragraphs **d)** and **e)** above, where there is breach of contract on the part of the service provider which might necessitate termination, the service provider will be terminated for the whole cluster and will not be allowed to contest for any other opportunities that may arise in future in the National School Nutrition Programme (NSNP).
- g) In terms of this Bid, fronting of any sort will not be tolerated or accepted ,and where it is found during the bidding process at a later stage that the awarded service provider is used for fronting purposes, the Department reserves the right to disqualify the service provider or cancel the contract with the awarded service provider.

Step 5: Verification of conflict of interest with Central Supplier Database, Persal and other sources as may be deemed necessary by the Department.

Step 6: Final evaluation and recommendation.

Step 7: Confirmation of award.

Step 8: Contract/service level agreement by and between the Department and the successful service provider.

Step 9: Issue of Purchase order.

PART C: GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1. **“closing time”** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **“contract”** means the written agreement entered into between the Province and the Contractor, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **“contract price”** means the price payable to the Contractor under the contract for the full and proper performance of his contractual obligations.
- 1.4. **“corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **“countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **“country of origin”** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **“day”** means calendar day.
- 1.8. **“delivery”** means delivery in compliance with the conditions of the contract or order.
- 1.9. **“delivery ex stock”** means immediate delivery directly from stock actually on hand.
- 1.10. **“delivery into consignees store or to their site”** means delivery and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the Contractor bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **“dumping”** occurs when a private enterprise abroad market its goods and services on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **“force majeure”** means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such event may include, but is not restricted to, acts of the Province in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **“fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **“GCC”** means the General Conditions of Contract.
- 1.15. **“goods”** means all the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. **“imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the Contractor or his subcontractors) and which costs are inclusive of the costs abroad, plus freight

and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic, where supplies covered by the bid will be manufactured.

- 1.17. **“local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **“manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **“order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **“project site”** where applicable, means the place indicated in bidding documents.
- 1.21. **“Province”** means the procuring Department, incorporating the KwaZulu-Natal Provincial Legislature.
- 1.22. **“Republic”** means the Republic of South Africa.
- 1.23. **“SCC”** means the Special Conditions of Contract.
- 1.24. **“services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the Contractor covered under the contract.
- 1.25. **“written”** or **“in writing”** means handwritten in ink or any form of electronic or mechanical writing.

2. CESSION OF CONTRACTS

- 2.1. The Contract is personal to the Contractor who shall not sub-let, assign, cede or make over the Contract or any part thereof, or any share of interest therein, to any other person without the written consent of the Province, and on such conditions as it may approve.
- 2.2. This sub-clause shall not apply to sub-contracts given to regular suppliers of the Contractor for materials and minor components relating to the goods or services supplied. The Province reserves the right to require the Contractor to submit, for noting, the names of such sub-contractors in order to ascertain their registration on the Provincial Suppliers Database and they must be legal entities.

3. DISCREPANCIES

- 3.1. Should there appear to be any discrepancies, ambiguities or want of agreement in description, dimensions, qualities or quantities in the Contract, the Contractor shall be obliged to refer the matter to the Provinces’ Representative for a decision, before proceeding to execute the Contract or part thereof in respect of which the said discrepancies, ambiguities or want of agreement appear to exist.

4. QUALITY AND GUARANTEE

- 4.1. All Goods supplied shall be equal in all respects to samples, patterns or specifications where such are provided. Any changes to quality or brands will have to be approved by the Province, as this is a change to the conditions of the contract.
- 4.2. Should the Province, after the award of the Contract and/or during the manufacture of the goods specified, decide on a variation or alteration to the specification, either at the suggestion of the Contractor or otherwise, which will be to the Province’s advantage, such variation or alteration

shall be performed to the Province's satisfaction. Any variation in the Contract Price arising there from shall be subject to agreement between the Province and the Contractor.

- 4.3. The Contractor shall not be relieved of his obligations with respect to the sufficiency of the materials and workmanship and the quality of the Goods supplied by the reason of no objection having been taken thereto by the Province's Representative at the time the Goods were delivered.
- 4.4. The Contractor warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The Contractor further warrants that all goods supplied under this contract shall have no defect, arising from design, materials or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the Contractor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of the final destination.
- 4.5. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the Special Conditions of Contract.
- 4.6. The Province shall promptly notify the Contractor in writing of any claims arising under this warranty. The Contractor shall immediately remedy the said defect free of cost to the Province. Should the Contractor delay remedial work in excess of time stipulated by the Province's representative, the Province may have such remedial work executed at the Contractor's expense. Should the Province decide that the defect is such that it cannot be remedied, the Goods may be rejected. Such rejected goods shall be held at the risk and expense of the Contractor and shall, on request of the Province, be removed by him immediately on receipt of notification of rejection. The Contractor shall be responsible for any loss the Province may sustain by reason of such action as the Province may take, in terms of this clause.
- 4.7. The risk in respect of the Goods purchased by the Province under the contract shall remain with the Contractor until such goods have been delivered to the Province.
- 4.8. The principle feature of the Goods and Work are described in the Goods or Services Information, but the Goods or Services Information does not purport to indicate every detail of construction, fabrication or arrangements of Goods and Works necessary to meet the requirements. Omission from the Goods or Services information of reference to any part or parts shall not relieve the Contractor of his responsibility for carrying out the Work as required under the Contract.
- 4.9. If any dispute arises between the Province and the Contractor in connection with the quality and guarantee of the Goods, either party may give the other notice in writing of the existence of such dispute, and the same shall thereupon be referred to arbitration in South Africa by a person mutually agreed upon by both parties. The submission shall be deemed to be a submission to arbitration within the meaning of the terms of the arbitration laws in force in the Republic of South Africa.

5. FAILURE TO COMPLY WITH CONDITIONS AND DELAYED EXECUTION

- 5.1. If a bidder amends or withdraws his/her/their bid after the closing time but before the bidder is notified that his/her/their bid has been accepted, or when notified that his/her/their bid has been accepted, he/she/they fail/fails, within the period stipulated in the conditions of bid or such extended period as the Province may allow, to sign a contract or to provide security when requested to do so, he/she/they shall, unless the Province decides otherwise, and without prejudice to any other right which the Province may have under paragraphs 4.2 and 4.4, including the right to claim damages if a less favourable bid is accepted or less favourable arrangements are to be made, forfeit any deposit which may have been made with the bid.

- 5.2. Should the contractor fail to comply with any of the conditions of the contract, the Province shall be entitled, without prejudice to any of its other rights, to cancel the contract.
- 5.3. Upon any delay beyond the contract period in the case of a supplies contract, the Province shall, without cancelling the contract, be entitled forthwith to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any supplies delivered later at the contractor's expense and risk, or forthwith to cancel the contract and buy such supplies as may be required to complete the contract, and without prejudice to its rights, be entitled to claim damages from the contractor.
- 5.4. Upon any delay beyond the contract period in the case of a service contract, the Province shall, without prejudice to any other right and without cancelling the contract, be entitled forthwith to arrange the execution of the service not rendered in conformity with the contract or to cancel the contract, and without prejudice to its other rights, be entitled to claim damages from the contractor.
- 5.5. In the event of the Province availing itself of the remedies provided for in paragraph 5.2.
 - 5.5.1. the contractor shall bear any adverse difference in price of the said supplies services and these amounts plus any other damages which may be suffered by the Province, shall be paid by the contractor to the Province immediately on demand, or the Province may deduct such amounts from moneys (if any) otherwise payable to the contractor in respect of supplies or services rendered or to be rendered under the contract or under any other contract or any other amounts due to the contractor; or
 - 5.5.2. if the Contractor fails to supply the goods or render the service within the period stipulated in the contract, the Province shall have the right, in its sole discretion, to claim any damages or loss suffered.
- 5.6. No damages shall be claimed in respect of any period of delay which the contractor can prove to be directly due to a state of war, sanctions, strikes, lockouts, damage to machinery as a result of accidents, fire, flood or tempest or act of God, which could not be foreseen or overcome by the contractor, or to any act or omission on the part of persons acting in any capacity on behalf of the Province.
- 5.7. If the delivery of the supplies or the rendering of the service is likely to be delayed or is in fact being delayed on account of any of the reasons mentioned in paragraph 4.6, full particulars of the circumstances shall be reported forthwith in writing to the Province and at the same time the contractor shall indicate the extension of the delivery period which is desired.

6. PATENTS

- 6.1. The Contractor shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trademarks or other protected rights, and hereby indemnifies the Province against any claims arising there from.
- 6.2. The Contractor shall indemnify the Province against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the Province.

7. PACKAGING, MARKING AND DELIVERY

- 7.1. All goods shall be crated, packed or battened securely in such a manner as to prevent damage during loading, transport and off-loading. Unless otherwise specified, packing cases and packing materials are included in the Contract Price, and shall be and remain the property of the Province.
- 7.2. All goods shall be clearly marked in the manner stated in the Goods or Services Information.

- 7.3. Goods shall be delivered to the address within the Province's area of jurisdiction as set out in the Special Conditions of Contract or Goods and Services Information.
- 7.4. Goods shall be delivered on Weekdays between 08h00 and 16h00, free of all charges, only when ordered upon an official letter or form of order issued by the Province. No goods will be received on Saturdays, Sundays and public holidays. This paragraph (7.4) is applicable only when not excluded in the Special Conditions of Contract.
- 7.5. Goods delivered shall in all cases be accompanied by delivery notes in duplicate, one which will be retained by the Province. The Contractor shall be responsible for the safe delivery as to the quality, quantity and condition of the goods.
- 7.6. Delivery, unless otherwise provided for in the Special Conditions of Contract, shall be affected within seven (7) days from receipt of the order. The Contractor shall advise the Province upon receipt of an order in writing of any anticipated delays, citing reasons therefore and put forward a new anticipated delivery date. The Province may then extend the delivery date, if and as it deems fit.
- 7.7. Should the Contractor fail to supply the material within the time stated in his bid, or within the extended time allowed to him in terms of clause 6.6 hereof, the Province reserves the right (after giving the Contractor seven days' notice in writing) to cancel the contract and purchase the materials elsewhere and the bidder shall refund to the Province any extra cost incurred over and above the contract price. No liability shall, however, be attached to the Contractor if delivery of materials is rendered impossible or delayed by reason of circumstances beyond the Contractor's control.
- 7.8. If the Contractor cannot produce proof satisfactory to the Province that the delay was due to circumstances beyond his control, no price increase after the due date will be recognized.
- 7.9. If at any time the Province ascertains that, due to negligence of the Contractor or for reasons beyond his control:
 - 7.9.1. No work on the order has been commenced and in the opinion of the Province, there is little or no prospect of work being commenced in reasonable time;
 - 7.9.2. Delivery of any materials is being or is likely to be delayed beyond the delivery date promised; and/or
 - 7.9.3. There is little or no prospect of the order being completed within a reasonable time after the promised date; the Province may, by notice to the Contractor in writing, cancel as from the future date specified in such notice, the whole or any part of the order in respect of which material has not been delivered by that date without incurring any liability by reasons of such cancellation; and/or
 - 7.9.4. In the case where circumstances beyond the control of the Contractor have delayed commencement or completion of the order, cancellation of the order will be effected by mutual arrangement or where this is not possible by the decision of the Province. The Contractor shall then as soon as possible after such date deliver to the Province that part of the order which has been completed, and payment is to be effected is for the part performance on a proportional basis, subject to the uncompleted part not being an integral or essential part of the contract.
- 7.10. Should a price other than an all-inclusive price be required, this shall be specified in the SCC.

8. CONSIGNMENT OF GOODS

- 8.1. Goods, if delivered by Transnet Freight Rail formerly known as Spoornet may be consigned carriage paid in the Contractor's name, care of the Province to the place of delivery stipulated, but not in the name of the State. Goods consigned to stores located in areas which Transnet

Freight Rail may refuse to deliver, must be done so care of a local agent or to a local depot from which they may be re-delivered by road to such stores.

- 8.2. Contractors shall arrange with Transnet Freight Rail to deliver goods to the Province's stores during the hours and on the days that the stores are open.
- 8.3. The Province will not be responsible for any damage, re-delivery charges or any other charges raised by Spoornet.
- 8.4. Claims on the South African Transport Services or on any other carrier in respect of weight, quantity, damage or loss, shall be made by the Contractor.

9. PAYMENT

- 9.1. The Contractor shall furnish the Province with an invoice accompanied by a copy of the delivery note upon fulfilment of other obligations stipulated in the contract.
- 9.2. Payments shall be made promptly by the Province, but in no case later than thirty days (30) days after submission of an invoice or claim by the Contractor.
- 9.3. Payments will be made in Rand unless otherwise stipulated. Payments for goods are made by the Province only. Any disputes regarding late or delayed payments must be taken up with the department and if a problem persists, the Supply Chain Management Office can be requested to investigate the delays.

10. INVOICES

All invoices submitted by the Contractor must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount.

11. CONTRACT PRICE ADJUSTMENT

- 11.1. Firm contract prices shall not be subject to adjustment. Contract prices which are not firm shall be increased or reduced by the amount of variation between the Cost to Bidder and the actual cost to the Contractor, such variations to be subject to the following conditions:
 - 11.1.1. Where the cost to the bidder was based on a printed catalogue or list price, the variation shall be the difference between that price list and the price list actually charged. Should it transpire that the cost to the bidder was not based on the latest available price list at the Date of Bid, the Province shall have the right to elect the price list on which any variation shall be based.
 - 11.1.2. Where the Cost to Bidder was based on a quotation by the manufacturer, or where the Contractor is the manufacturer, and the Contract Price was based on the cost of materials and labour ruling at a certain date, the variation in the Contract Price shall be calculated by means of the Steel and Engineering Industries Federation of South Africa (SEIFSA) formula if this is stipulated in the Contract, or if the Province's representative considers it to be appropriate. Where the use of the SEIFSA formula is not appropriate, the variation shall be calculated by means of another formula acceptable to the Province, which shall be indicated in the Special Conditions of Contract. Only those cost increases due to wage increases prescribed by regulating measures having the force of law, or increases in the cost of materials and railage as may be proven by documentary evidence, or published data, will be considered in determining Contract Price variation.
 - 11.1.3. Any difference between Rates and Charges ruling at the time of bid and those actually paid by the Contractor will be for the account of the Province. The Contract Price adjustment arising from any variation in Rates and Charges shall, in every instance, be applied to the

appropriate value, or tonnage, of the Goods shipped. Where a variation in the Cost to bidder has been allowed, the contract price shall be adjusted by the product of such variation and every component of Rates and Charges which is based on the value of the Goods, whether or not the costs of such components have varied.

- 11.1.4. No claim for increased costs will be entertained if the Contractor is unable to produce documentation to substantiate Cost to Bidder and Rates and Charges on which the contract price was based and documentation to support his claim. Such documentation must, in the opinion of the Province, adequately support the Contractor's claim. No claim for increased costs to the Contractor arising from negligence on his part, or that of the manufacturer, will be considered.
- 11.1.5. The Contractor shall, in respect of every consignment or shipment of Goods delivered, supply to the Province's Representative documentary evidence of variation, if any, in Cost to Bidder and Rates and Charges.
- 11.1.6. Claims for increased cost shall be submitted with the invoice for the Goods in respect of which the claim is made, or as soon thereafter as possible. Claims shall not be considered if received more than 90 days after the expiry of the Contract unless notice of intention to claim has been given to the Province before such date.
- 11.1.7. In the event of there being no claim by the Contractor for increased costs, the Contractor shall not be entitled to full payment under the Contract before he has submitted to the Province, in his own name or in the name of the manufacturer, a certificate declaring that there have been no adjustments in the cost of manufacture which entitle the Employer to a reduction in the Contract Price as provided for in this clause.

12. REMEDIES IN CASE OF DEATH, SEQUESTRATION, LIQUIDATION OR JUDICIAL MANAGEMENT

- 12.1. In the event of the death of a contractor or the provisional or final sequestration of his/her/their estate or of his/her/their cession or transfer of a contract without the approval of the Province or of the surrender of his/her/their estate or of his/her/their reaching a compromise with his/her/their creditors or of the provisional or final liquidation of a contractor's company/closed corporation or the placing of its affairs under judicial management, the Province may, without prejudice to any other rights it may have, exercise any of the following options:
 - 12.1.1. Cancel the contract and accept any of the bids which were submitted originally with that of the contractor or any offer subsequently received to complete the contract. In such a case the estate of the contractor shall not be relieved of liability for any claim which has arisen or may arise against the contractor in respect of supplies not delivered or work not carried out by the contractor, under the contract.
 - 12.1.2. Allow the executor, trustee, liquidator or judicial manager, as the case may be, for and on behalf of and at the cost and expense of the estate of the contractor to carry on with and complete the contract.
 - 12.1.3. For and on behalf of and at the cost and expense of the estate of the contractor, itself carry on with and complete the contract and in that event the Province may take over and utilize, without payment, the contractor's tools, plant and materials in whole or in part until the completion of the contract.
 - 12.1.4. Should the Province elect to act in terms of paragraph 12.1.3 it shall give notice of its requirements to the executor, trustee, liquidator or judicial manager of the contractor's estate and should the said executor, trustee, liquidator or judicial manager fail within 14 days of the dispatch of such notice to make provision to the satisfaction of the Province for the fulfilment of such requirements, or should no trustee, liquidator or judicial manager be

appointed within 14 days of the occurrence mentioned in paragraph 12.1, the Province may apply any remedy open to it in terms of the contract as if a breach thereof had taken place.

- 12.1.5. Should the Province act in terms of paragraph 12.1.3 the contractor must leave the premises immediately and may not occupy such premises on account of retention or any other right.

13. LAW TO APPLY

The Contract shall in all respects be construed in accordance with the law of the Republic of South Africa, and any difference that may arise with the law of the Republic of South Africa, and any difference that may arise between the Province and the Contractor in regard to the Contract, shall be settled in the Republic of South Africa.

14. OFFERING OF COMMISSION OR GRATUITY

If the Contractor, or any person employed by him, is found to have either directly or indirectly offered, promised or given to any office bearer of the Province or person in the employ of the Province, any commission, gratuity, gift or other consideration, the Province shall have the right, summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to cancel the Contract without paying any compensation to the Contractor.

15. PREFERENCES

Should the Contractor apply for preferences in the submission of his bid, and it is found at a later stage that these applications were incorrect or made under false pretences, the Province may, at its own right:

- 15.1. Recover from the Contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the Contract; and/or
- 15.2. Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.
- 15.3. The Province may impose penalties, however, only if provision therefore is made in the Special Conditions of Bid.

16. WEIGHTS AND MEASURES

The quantities of goods offered or delivered shall be according to South African standard weights and measures.

17. SECURITY

- 17.1. Special Conditions of Contract relating to Surety/Guarantee requirement must be dealt with in strict compliance with the Conditions of Bid set out herein.
- 17.2. In respect of contracts less than R 500 000, the guarantees and sureties required may be based on a risk evaluation conducted by the Province inviting the bid.
- 17.3. No deposits are required for bid applications for contracts below R 500 000.

18. ORDERS

- 18.1. Goods shall be delivered and services rendered only upon receipt of a written official order or the signing of a contract with the Province, and accounts shall be rendered as indicated on the official order or the contract, as the case may be.
- 18.2. The Province reserves the right to call upon any Contractor during the contract period to make known the following details:

- 18.2.1. Name of Institution placing order;
- 18.2.2. Provincial official order number;
- 18.2.3. Quantity ordered; and
- 18.2.4. List of items ordered.

19. EXPORT LICENSES

When orders are placed for goods in respect of which an export licence from the country of origin of supplies is required, the Contractor shall:

- 19.1. Not incur any direct or indirect costs in connection with the supply or despatch of such supplies before he has obtained such licence;
- 19.2. If the government of the country from which the supplies are to be exported refuses, or fails to grant such licence within three months of the placing of the order, the order shall be considered to be cancelled and no liability will be accepted for any loss or expenses irrespective of the nature thereof, including loss or expenditure suffered or incurred by the Contractor or any other person in respect of the production, supply, transportation or delivery of such supplies.

20. INSURANCE

- 20.1. The goods supplied under the contract shall be fully insured in a freely convertible Currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 20.2. The goods supplied under the contract shall be fully insured in a freely convertible Currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 20.3. Any insurance policies taken out by a Contractor to cover goods delivered for a contract must be taken out with a company registered in South Africa in terms of relevant insurance and companies acts.

21. INSPECTION, TESTS AND ANALYSIS

- 21.1. In terms of Provincial policy, inspections of a Bidder's goods and services are permitted. Bidders and Contractors must allow reasonable access to premises to officials from the department inviting the bid, or person specially appointed by the Province to carry out inspection or tests. There are two main categories: Firstly, where the bid conditions call for goods to be inspected during the contract period. Secondly, where the inspection results are to be submitted with the bid document.
- 21.2. If it is a bid condition that goods to be produced should at any stage during production or on completion be subject to inspection, the premises of the Contractor shall be open, at all reasonable hours, for inspection by a representative of the Province or of an organization acting on its behalf.
- 21.3. Inspections tests and analyses may be carried out prior to despatch in regard to such contract goods as may be deemed necessary by the Province, and the Contractor shall provide, if required, all the required facilities for the inspection, tests and analyses of the goods free of charge and shall, if required, provide all the materials, samples and labour and available apparatus which may be required for the purposes of such inspection, tests and analyses free of charge, unless otherwise specified.

- 21.4. If there are no inspection requirements in the bid documents and no mention thereof is made in the letter of acceptance, but during the contract it is decided that inspections shall be carried out, the Province shall itself make the necessary arrangements, including payment arrangements, with the testing authority concerned. The premises of the Bidder Contractor must be open and accessible at all reasonable times for the purposes of these tests.
- 21.5. If the inspection, tests and analyses show the goods or service to be in accordance with contract requirements, the cost of the inspection, tests and analyses shall be defrayed by the Province calling for such tests or analyses. Where the supplies or services do NOT comply with the contract, the costs shall be defrayed by the Contractor and the Province shall have the right, without prejudice to any other legal remedy it may have, to deduct such costs from payments due to the Contractor under the contract or under any other contract.
- 21.6. Goods and services which do NOT comply with the contract requirements may be rejected.
- 21.7. Any goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract, and such rejected goods shall be held at the cost and risk of the Contractor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them for goods which do comply with the requirements of the contract, failing which such rejected goods shall be returned at the Contractor's cost and risk. Should the Contractor fail to provide the substitute goods forthwith, the Province may, without giving the Contractor a further opportunity to substitute the rejected goods, purchase such supplies as may be necessary at the expense of the Contractor, for example, the transport costs and other expenses regarding the rejected goods must be refunded by the Contractor.
- 21.8. Where imported goods are to be inspected before delivery, the Contractor shall notify his suppliers abroad of the conditions applicable to inspections.
- 21.9. Provisions contained in sub-clause 21.1 and 21.8 shall not prejudice the right of the Province to cancel the contract on account of a breach of the conditions thereof.

22. RESTRICTION OF BIDDING

Without prejudice on any other legal remedies, the Province may impose restrictions on a Bidder in terms of which bids to the Province will not be accepted for such period as determined by the Province. This information may be passed to other provinces or State organisations in the Republic of South Africa. These restrictions may be imposed in terms of the breach of any of the requirements to be met in terms of the accepted bid or contract. The Province may also make a restriction on a bidder from another province or State institution applicable to this Province.

23. CONTRACTOR'S LIABILITY

- 23.1. In the event of the contract being cancelled by the Province in the exercise of its rights in terms of these conditions, the Contractor shall be liable to pay to the Province any losses sustained and/ or additional costs or expenditure incurred as a result of such cancellation, and the Province shall have the right to recover such losses, damages or additional costs by means of set-off from moneys due or which may become due in terms of the contract or any other contract or from guarantee provided for the due fulfilment of the contract and, until such time as the amount of such losses, damages or additional costs have been determined, to retain such moneys or guarantee or any deposit as security for any loss which the Province may suffer or may have suffered.
- 23.2. The Contractor may be held responsible for any consequential damages and loss sustained which may be caused by any defect, latent or otherwise, in supply or service rendered or if the goods or service as a result of such defect, latent or otherwise, does not conform to any condition or requirement of the contract.

24. PRICE LISTS

Price lists which are part of the contract shall not be amended without the approval of the Province, unless the SCC specify otherwise.

25. SUBMISSION OF CLAIMS

- 25.1. Claims must be submitted within 7 days after the last day of the delivery of perishable items to schools, but the delivery date will be calculated according to the delivery period stipulated in terms of the contract, unless an extension for late delivery has been granted by the Province.
- 25.2. For period contracts, no price increase will be granted within the first 180 days of the contract period. No price increase applications which are submitted later than 90 days after the contract period expired, will be considered. The claims shall be accompanied by documentary proof and, if required, an auditor's report sustaining the claim shall be provided.
- 25.3. Claims referring to formulae and indices must be clearly set out in terms of indices or formulae values used to calculate the bid price, and the adjusted indices or values.

26. PROVINCIAL PROPERTY IN POSSESSION OF A CONTRACTOR

- 26.1. Province's property supplied to a Contractor for the execution of a contract remains the property of the Province and shall at all times be available for inspection by the Province or its representatives. Any such property in the possession of the Contractor on the completion of the contract shall, at the Contractor's expense, be returned to the Province forthwith.
- 26.2. The Contractor shall be responsible at all times for any loss or damages to the Province's property in his possession and, if required, he shall furnish such security for the payment of any such loss or damages as the Province may require.

27. RIGHTS TO PROCURE OUTSIDE THE CONTRACT

- 27.1. The Province reserves the right to procure goods outside the contract in cases of urgency or emergency or if the quantities are too small to justify delivery costs, or if the goods are obtainable from another organ of Province or if the Contractor's point of supply is not situated at or near the place where the goods are required or if the Contractor's goods are not readily available.
- 27.2. No provision in a contract shall be deemed to prohibit the obtaining of goods or services from a Province or local authority.

28. AMENDMENT OF CONTRACT

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing

29. NOTICES

- 29.1. Every written acceptance of a bid shall be posted to the supplier/bidder concerned by registered or certified mail and any other notice to him/her/it shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him/her/it in writing and such posting shall be deemed to be proper service of such notice.
- 29.2. The time mentioned in the contract documents for performing any act after such Aforesaid notice has been given, shall be reckoned from the date of posting such notice.

30. INCIDENTAL SERVICES

- 30.1. The Contractor may be required to provide any or all of the following services, Including additional services, if any, specified in the Special Conditions of Bid:
- 30.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - 30.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - 30.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - 30.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the Contractor of any warranty obligations under this contract; and
 - 30.1.5. training of the Province's personnel, at the Contractor's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 30.2. Prices charged by the Contractor for incidental services, if not included in the Contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Contractor for similar services.

31. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION

- 31.1. The Contractor shall not, without the Province's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Province in connection therewith, to any person other than a person employed by the Contractor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 31.2. The Contractor shall not, without the Province's prior written consent, make use of any document or information mentioned in GCC clause 30.1 except for purposes of performing the contract.
- 31.3. Any document, other than the contract itself mentioned in GCC clause 30.1 shall remain the property of the Province and shall be returned (all copies) to the Province on completion of the Contractor's performance under the contract of so required by the Province.
- 31.4. The Contractor shall permit the Province to inspect the Contractor's records relating to the performance of the Contractor and to have them audited by auditors appointed by the Province, if so required by the Province.

32. SPARE PARTS

- 32.1. If specified in SCC, the Contractor may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Contractor:
- 32.1.1. such spare parts as the Province may elect to purchase from the Contractor, provided that this election shall not relieve the Contractor of any Warranty obligations under the contract.
 - 32.1.2. In the event of termination of production of the spare parts:
 - 32.1.2.1. Advance notification to the Province of the pending termination, in sufficient time to permit the Province to procure needed requirements; and
 - 32.1.2.2. Following such termination, furnishing at no cost to the Province, the blueprints, drawings, and specifications of the spare parts, if requested.

33. PENALTIES

Subject to GCC Clause 4, if the Contractor fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the Province shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of delayed goods or unperformed services, using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The Province may also consider termination of the contract in terms of the GCC.

34. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS

When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase.

When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the Contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the Contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

35. GOVERNING LANGUAGE

The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

36. TAXES AND DUTIES

- 36.1. A foreign Contractor shall be entirely responsible for all taxes, stamp duties, licence fees, and other such levies imposed outside the Province's country.
- 36.2. A local Contractor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the Province.
- 36.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Province must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

Part D: Certificate of Compliance with Tender Documentation

It is certified that I/We: _____

- 1) have read through and fully understood all the requirements of the Tender Documents and any other associated documents.
- 2) am/are willing to submit the Tender based on all the Conditions of Contract, as described, and shall comply with all the terms and conditions of this Contract, as well as provide all annexures and schedules stipulated.
- 3) have witnessed the demographics of the Province and studied requirements and acknowledged all restrictions, etc. thereto.
- 4) acknowledge, understand and confirm full acceptance of the specification incorporated in this Tender document, and that failure to comply with the submission of a completed bid document as well as failure to submit all relevant Annexures and Schedules will result in the immediate disqualification of the bid submitted.

SIGNATURE : _____
(Authorized Representative)

DATE : _____

NAME IN BLOCK LETTERS : _____
(Duly authorized)

DESIGNATION : _____

WITNESS : _____

For and on behalf of
NAME OF FIRM : _____

ADDRESS : _____

: _____

: _____

OFFICIAL COMPANY STAMP

PART E - Addendum 1 and Addendum 2 (The Department reserves the right to amend and issue new or updated guidelines for the duration of this contract)

Addendum 1	Food Specification Guidelines
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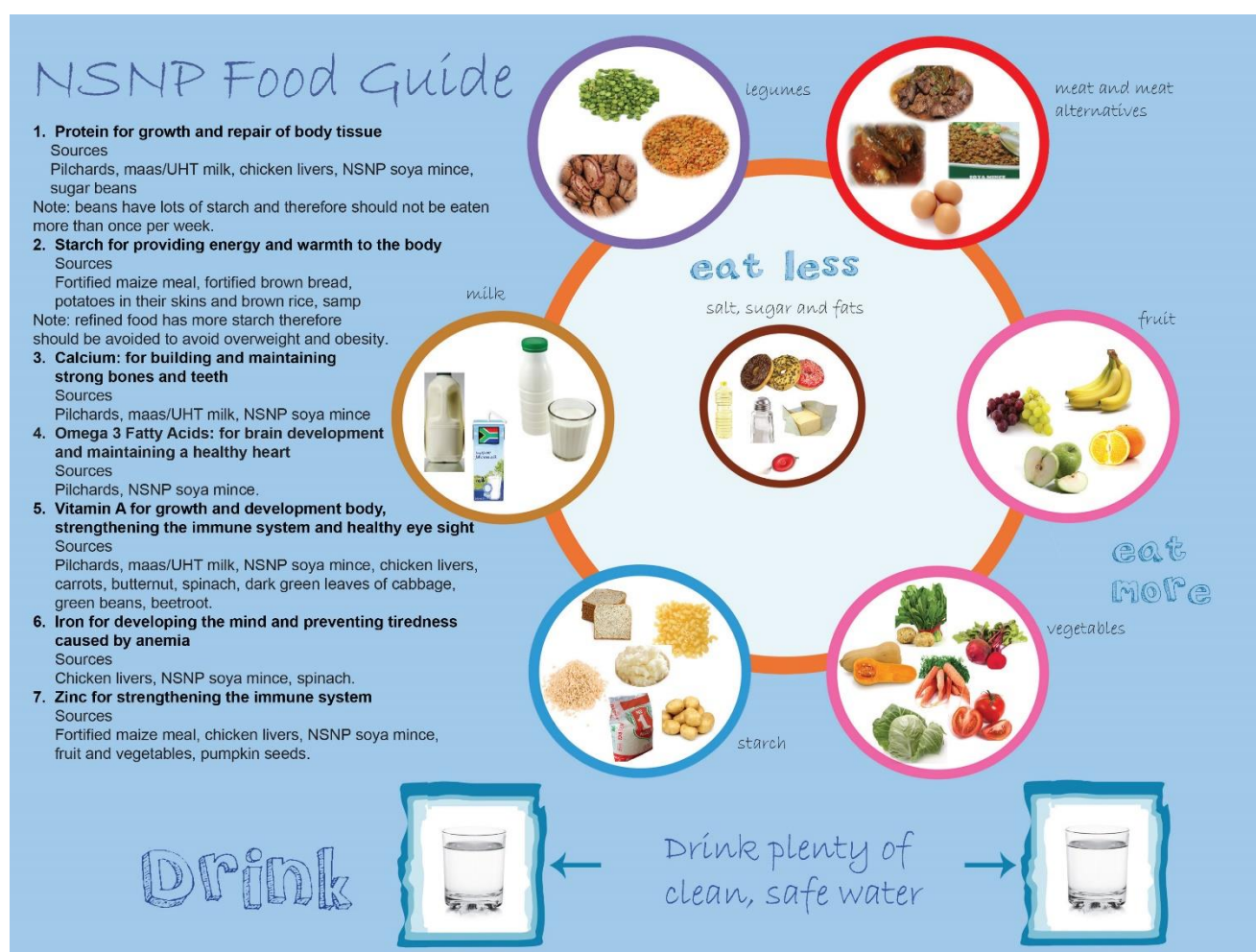


National School Nutrition Programme

**Specifications for Food Products
Marketed to the Programme**

Department of Health (2011) Specifications for Perishable and Non-Perishable Foods

(AMENDED 2018 by Department of Health)



INTRODUCTION

The Department of Basic Education is working towards making learners better equipped for the future both mentally and physically. The NSNP is one way to ensure that learners attend school regularly and are able to concentrate in their studies regardless of the food insecurity challenges they may face on a daily basis.

The aim of the NSNP is to serve quality nutritious and safe meals in partnership with the Department of Health. The rationale behind the Food Specification document is to:

- maintain food standards as per Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972) and all applicable regulations
- improve the quality of meals served to learners
- minimise hygiene-related risks to learners
- make information available that can guide manufacturers and service providers on the requirements of the NSNP.

Recommendations on product use

Locally produced food is recommended to stimulate the South African economy. Fresh food of high quality is recommended. Only products that are approved by the National Consumer Forum e.g. fortified maize meal, flour and bread as well as iodated salt and should be used.

Dehydrated vegetables and fruit do not provide the same nutritive value as the fresh ones hence the SA Food Based Dietary Guideline - eat plenty of fresh fruit and vegetables every day

Labels must not be pasted on the products but printed with the product name, expiry date, and nutrition information, instructions for use and manufacturers address as per regulations relating to labelling and advertising of foodstuff (R146 of 2010). Contracted service providers must ensure that their products meet the requirements according to food specifications.

Special diets

The NSNP provides normal balanced meals for learners in disadvantaged areas and do not specialize in individual diets. Therapeutic diets are recommended to address specific individual learner dietary problems and therefore are not suitable for large scale school meals, but are rather suitable for use in hospitals.

The NSNP does not specialize in specific diets linked to health conditions like Diabetes Mellitus, HIV/AIDS and Tuberculosis etc. Currently a number of specialised nutrition supplements are available for diet related conditions/diseases such as Diabetes, HIV/AIDS and Tuberculosis etc. but as this is not the competency of the NSNP as per the mandate, no specific nutrition supplements are recommended.

These guidelines should be interpreted to ensure unreserved access to basic quality nutrition as provided by the Department of Basic Education and Government in general as well as the donors, for the benefit of learners in schools.

1. LEGAL FRAMEWORK

1.1 LEGISLATION GOVERNING FOOD SPECIFICATION

The national guidelines on provision of food in schools shall be read in conjunction with the below mentioned legislative mandates

All the food items supplied to the National School Nutrition Programme (NSNP) shall comply with all the requirements as stipulated in the following Acts, Notices, South African Bureau of Standards (SABS) CKS and regulations.

1.1.1 Acts

- Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act no 54 of 1972).
- Agricultural Products Standards Act, 1990 (Act no. 119 of 1990).
- Trade Metrology Act no 77 of 1973
- Marketing Act, 1968 (Act no. 59 of 1968) as amended.
- Standards Act, 1993 (Act 29 of 1993) and regulations
- Health Act, 1977 (Act 63 of 1977) / National Health Act 2003 (Act no 61 of 2003)
- Code of Practice of the South African Bureau of Standards (SABS) 049-1965.
- The code of Practice for Quality Management Systems - SABS 0157 of 1979 as amended
- CODEX ALIMENTARIUS International Food Standards

1.1.2 Government notices and Regulations:

- R. 263 of 20 February 1970, as amended.
- R. 295 of 26 February 1971, as amended.
- R. 1137 of 13 June 1975, as amended.
- R. 126 of 17 January 1975, as amended
- R. 537 of 11 April 1976, as amended.
- R. 2119 of 27 October 1978, as amended.
- R. 2120 of 27 October 1978, as amended.
- R. 2177 of 3 November 1978, as amended.
- R. 2176 of 3 November 1978, as amended.
- R. 2208 of 10 November 1978, as amended
- R. 701 of 3 April 1981, as amended.
- R. 1268 of 19 June 1981, as amended.
- R. 2119 of 1 October 1982, as amended.
- R. 1978 of 7 September 1984, as amended.
- R. 2581 on 20 November 1987, as amended (Dairy products)
- R.1237 in Government Gazette no. 11382 of 1 July 1988 (State Tender Board Regulations)
- General conditions of tenders ST 36 and ST 32.
- R. 577, Government Gazette of 15 March 1991
- R. 504 of 07 April 2003, as amended (Regulations relating to fortification of certain foodstuff)
- R. 146 of 01 March 2010 (Regulations relating to labelling and advertising of foodstuff)
- R. 127 of 17 February 2011 (Regulations relating to trans-fats in foodstuff)
- R. 214 of 20 March 2013 (Regulations relating to reduction of sodium in certain foodstuff)
- R. 638 of 26 June 2018 , as amended (Regulations governing general hygiene requirements for food premises and the transport of food)

2. GENERAL REQUIREMENTS

2.1 Certificate of Acceptability

- No person must handle food or permit food to be handled on food premises in respect of which a valid Certificate of Acceptability (CoA) has not been issued or is not in force (Regulation 918 of the Health Act 63 of 1977 in conjunction with National Health Act 61 of 2003, by the local authority (District or Metropolitan Municipality).
- Suppliers of food products via the tender system or manufacturers/suppliers who supply schools must provide a guarantee issued in terms of the Foodstuffs, Cosmetics and Disinfectants Act (Act No. 54 of 1972), together with a Certificate of Compliance (CoC) from an accredited laboratory for the foodstuffs and / or raw material used in the processing, where applicable, before the delivery of the food.

2.2 Premises and plant

- (i) The premises shall comply with all laid down state and local authority regulations with regard to hygiene and health standards.
- (ii) The premises shall be maintained in an acceptably hygiene condition to the satisfaction of the Purchaser.

Quality Management System

- The processing factory shall maintain a quality management system which will assure that all products supplied to this specification are satisfactory in all respects.
- The quality management system shall be approved by the Purchaser and shall ideally comply with the requirements set out in SABS 0157, code of practice for quality management systems.

Responsibility for examination

- (i) The supplier shall be responsible for carrying out all such examination, measurements and tests during or after manufacture or processing to ensure that all items are fully in accordance with the requirements of this specification.
- (ii) The purchaser shall have the right to subject all deliveries to a visual examination, verification of weight/quantity and scrutinise tests which have been carried out.

Packaging and labelling

- Food packaging and product labels should comply with the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972) as amended
- All containers, packing and cartons must be clearly labelled and all products must be packed in acceptable containers, where applicable, specifically developed for the product.
- Items delivered must adhere to the relevant regulations with regard to labeling and packaging.
- Items must have mixing and preparation instructions embossed on the package.
- Items purchased from stated suppliers may not be re-packaged or re-worked in any way.
- Items must have the expiry date embossed on the package.

Containers

- The function of a container for the products is to maintain the quality, safety and stability of its contents. Containers should withstand the mechanical hazards of handling transport to prevent leakage and provide an appropriate level of protection from environmental conditions. Ideally, the material of construction should have no chemical or any other effect on the products.
- Products are to be packed in suitable containers in such a manner as to ensure adequate protection against deterioration in storage from the effect of light or moisture. All products must be packed in acceptable containers, where applicable, especially development for the product.

- Containers must comply with regulations under the Foodstuffs, Cosmetics and Disinfectant Act of 1972 and the relevant Codex Alimentarius Standards and can include but not limited to a tin, can tetra pack, plastic bottle and sachet.

Labeling

The following information must be legibly and indelibly printed on each container/package.

- The “NOT FOR RE-SALE” must appear on each container/package.
- The full name and street address of the manufacturer.
- The name or trade name of the product.
- The net mass of the product (5kg and 25kg).
- The batch identification
- The manufacturing and the expiry dates.
- The nutritional information of the product.
- The list of all the ingredients used in a descending order starting with the highest.
- Full instructions for storage and use, and the method of cooking.
- Serving suggestions.

Delivery

- The delivery schedule as stated by the Department of Basic Education shall be strictly adhered to by the suppliers.
- All Perishable and non-Perishable food supplied to the schools should be according to the quality requirements as indicated in this specification.
- The supplier shall only deliver quantities as indicated in the delivery schedules with the order and suppliers should under no circumstances deviate from the orders issued.
- The school is under no obligation to purchase any stock, which is in excess of the ordered quantities of each item.
- The food items must be delivered at times arranged by the purchaser.

Testing of Samples

- The procedure concerning the taking and testing of samples of delivered products, as set out in the Acts, must be complied with.
- The supplier must produce certificates from a certified laboratory and the certificates should be cross-referenced to batch numbers appearing on the product container. The manufacturer will take a sample and submit it to a certified laboratory at their expense. The results should be available for any government official to access.
- Retain samples should be kept for the duration of the product expiry.
- The quality of the product that was approved by the department should be maintained at all cost.

Micro-biological requirements

- All food products shall be free from micro-organisms which grow and reproduce and/or produce toxins causing spoilage.
- The product shall be free from all spores of *Clostridium botulinum* which must be successfully destroyed.
- When a product is opened, it shall have the same colour, taste and smell as the original product when packaged.

Shelf-life

- Non-perishables: Upon delivery, powdered products must have at least 9 months shelf-life and liquid products, 6 months shelf life before the date of expiry NON PERISHABLES.

- Perishables: Upon delivery of products bread must have at least at least 2 days, fruits and vegetables must have at least 7 days shelf life before the expiry date.
- **The purchaser shall have right to subject all deliveries to a visual examination, verification of weight/quantity and scrutinise tests which have been carried out.**

3. STARCHES

3.1 Maize products (maize meal /maize rice /samp)

Definition

Maize products are prepared from fully mature, sound, ungerminated, whole kernels of maize, Zea Mays indurata and Zea mays indentata or one or more crossings of the two types. Maize products exclude precooked maize products and maize products obtained from the wet milling process.

Organoleptic and Sensory properties

- The maize product must be suitable for human consumption and must be free from objectionable flavours and odour;
- The product must have a maize basis and must contain no egg protein and no colourants, artificial sweeteners or preservatives;
- The product must be free from heavy metals in amounts which may represent a hazard to human health;
- The product must have a white creamy appearance and a pearly texture when cooked;
- The product must have a typical maize taste and flavour when cooked and must be free from objectionable, burnt or foreign tastes.

Microbiological Requirements

- The product must have microbiological specification consistent with that of soundly handled and processed maize.
- The product must:
 - contain less than 10 coli form organisms/gram;
 - be free from salmonella, shigella, staphylococcus aureus or E.coli organisms in a 30g sample;
 - not have any viable spores of mesophilic Clostridium organisms in a 30 g sample.

Nutritional requirements for fortified maize meal

- Maize meal must be fortified according to the regulations relating to the fortification of foodstuffs under the relevant act. It must have the logo accompanied with an official approved claim “Food fortification for better health”.
- 100g of the dry product must contain approximately the following minimum amounts of specified nutrients:

	Per 100g (unprepared)
Carbohydrate	75g
Protein	8g
Fat	1g
Dietary fibre	3g
Energy	1 400kj
Moisture	13g
Vitamin A	10%
Vitamin B6	10%
Thiamin	10%
Riboflavin	7%
Niacinamide	10%
Folic Acid	25%
Iron	10% and 5% (Unsifted)
Zinc	8%



Packaging and Labelling

- The maize product must be packed in strong plastic bags that are light resistant and able to withstand transport in less than optimal conditions. When the product is packaged in sacks, these must be clean, sturdy and strongly sewn or sealed. The product must be available in 5kg, 10kg, 25kg and 50kg packages
- The package must have the brand name as well as nutrient content of the maize product printed on the outside. An expiry date must and reconstruction instructions must be printed on the package.

Storage and Shelf life

- The product must be stored in clean, cool and dry conditions at room temperature.
- The product must have a shelf life of at least 9 months on the date of delivery when stored under clean and dry conditions at room temperature.

3.2 Rice

Scope

This specification covers various types of rice.

Organoleptic and sensory properties

- Parboiled long grain rice, containing more than 4% broken;
- Rice may be polished with or without talc. Talc may be present to a total of 0,5% m/m;
- No glucose, colouring or any extraneous matter may be permitted in this product;
- The rice is hard, almost brittle in the dry state. Once it is cooked it attains a fluffy, light and soft texture. The grains shall be separate when served. It shall be colouring characteristic of its type and shall be free from unacceptable tastes and odours.

Microbiological requirements

The product shall not contain any substance originating from micro-organisms in amounts which may represent a hazard to health.

Packaging and labelling

- The 2, 10 and 25 kg quantities of rice shall be packed into low-density polyethylene bags. The bags shall be sealed, to protect the contents against microbial, insect and rodent infestation;
- The bags shall be labelled in accordance with the regulations ;
- The limits of error packaged shall comply with the tolerances as shown in the table below:

Package size	Limit of tolerance	
	-	+
2 kg	1, 985 kg	2, 030 kg
10 kg	9, 050 kg	10, 100 kg
25 kg	19, 080 kg	20, 160 kg

Storage

The product shall be stored in a cool, dry well ventilated place, and handled in the appropriate manner.

Shelf life

The product must have a shelf life of at least 9 months on date of delivery when stored under clean and dry conditions at room temperature.

3.3 Flour

Definition and Scope

Wheat flour is the product prepared from grain of common wheat, *Triticum aestivum* L., or club wheat, *Triticum compactum* host, or mixtures thereof, by grinding or milling processes in which the bran and germ are partly removed and the remainder is comminuted to a suitable degree of fineness.

This standard applies to wheat flour prepared for **direct human consumption**, which is pre-packaged ready for sale to the consumer or destined for use in other food products. It does not apply to wheat flour destined for use as a brewing adjunct or for the manufacture of starch and/or gluten; wheat flour for non-food industrial use and flours whose protein content have been reduced or which have been submitted after the milling process to a special treatment other than drying or bleaching and/or to which have been added other ingredients.

Requirements

Wheat flour must be fortified according to the regulations relating to the fortification of foodstuffs under the relevant acts. The fortified wheat flour must have the logo accompanied with an official approved claim “Food fortification for better health”.

Essential composition and quality factors

- Wheat flour and any added ingredients shall be safe and suitable for human consumption.
- Wheat flour shall be free from abnormal flavours, odours, dead and living insects.
- Wheat flour shall be free from filth in any amount which may represent a hazard to human health.
- Moisture content should be 15.5 % m/m max.
- The following ingredients may be added to wheat flour in amounts necessary for technological purposes such as
 - malted products with enzymatic activity made from wheat, rye or barley;
 - vital wheat gluten;
 - soybean flour and legume flour.

Food additives

ENZYMES	Maximum level in finished product
Fungal amylase from <i>Aspergillus niger</i>	GMP (Good Manufacturing Practices)
Fungal amylase from <i>Aspergillus oryzae</i>	GMP (Good Manufacturing Practices)
Proteolytic enzyme from <i>Bacillus subtilis</i>	GMP (Good Manufacturing Practices)
Proteolytic enzyme from <i>Aspergillus oryzae</i>	GMP (Good Manufacturing Practices)
FLOUR TREATMENT AGENTS	Maximum level in finished product
L-ascorbic acid and its sodium and potassium salts	300 mg/kg
L-cysteine hydrochloride	90 mg/kg
Sulphur dioxide (in flours for biscuit and pastry manufacture only)	90 mg/kg
Mono-calcium phosphate	90 mg/kg
Lecithin	90 mg/kg
Chlorine in high ratio cakes	90 mg/kg

Chlorine dioxide for yeast raised bakery products	90 mg/kg
Benzoyl peroxide	90 mg/kg
Azodicarbonamide for leavened bread	90 mg/kg

Contaminants

- Wheat flour shall be free from heavy metals in amounts which may represent a hazard to human health;
- Wheat flour shall comply with those maximum residue limits established by the Codex Alimentarius Commission for this commodity;
- Wheat flour shall comply with those maximum mycotoxin limits established by the Codex Alimentarius Commission for this commodity.

Packaging

- Wheat flour shall be packaged in containers which will safeguard the hygienic, nutritional, technological and organoleptic qualities of the product;
- The containers, including packaging material, shall be made of substances which are safe and suitable for their intended use. They should not impart any toxic substance or undesirable odour or flavour to the product;
- When the product is packaged in sacks, these must be clean, sturdy and strongly sewn or sealed.

Storage

The product shall be stored in a cool, dry well ventilated place, and handled in the appropriate manner.

Shelf life

The product must have a shelf life of at least 9 months on date of delivery when stored under clean and dry conditions at room temperature.

3.4 Bread

Definition

Brown bread must be wheaten bread **made from fortified flour**.

Organoleptic and sensory properties

- Bread must have been treated, prepared and processed in such a manner that it contains not less than 3,3% (m/m) of fat on a moisture free basis AND has an acid detergent fibre content of not less than 0,93% (m/m) and not exceeding 2,97% (m/m) on a moisture free basis;
- Light brown sides with a darker brown top crust. The crust must not be torn off;
- Bread must be fresh when delivered (not older than 1 day). Bread must be moist and not dry when delivered. The texture must be feather-light, smooth fully rising and well baked. The bread should have a rectangular shape and all slices should be the same size;
- The size of loaf must be:
 - Length - 26 cm
 - Height - 11cm
 - Width - 8cm
 - Weight - 700 - 800g
 - Minimum of 20 slices per loaf with crust
- The concentration of total chlorides, expressed as sodium chloride, must not exceed 1,4% by mass.
- The moisture content of the bread must be not less than 26% and not more than 39% by mass.

Microbiological and Chemical requirements

The microbiological counts must be as follows:

- Total count = 25 000/g max.

- Yeasts and moulds = 800/g max.
- Coliforms = 60/g max.

Nutritional requirements

The product must have the following nutritional requirements, as shown in the following table in compliance with fortification legislation:

Micronutrient	% RDA per 100g of bread
Vitamin A	12.5%
Thiamin	12.5%
Riboflavin	10%
Niacin	12.5%
Vitamin B6	12.5%
Iron	12.5%
Zinc	10%



Packaging

The bread must be covered in clean plastic bags to prevent drying and packed in crates. The bread must be sliced when delivered to schools.

Labelling

Packaged bread must be clearly marked on the packaging.

Storage

Bread must be stored at room temperature in a ventilated place.

Shelf life

The product must have a shelf life of at least 3 days.

3.5 Potatoes**Class 1 shall comprise potatoes that**

- have an attractive appearance, are well formed and are free from soil or sprouts;
- are not damaged by insects, disease or in any other way;
- are free from decomposition or decay, hollow heart and foreign matter;
- have no greening, are not wilted or watery;
- are not damaged by the sun, heat, cold or frost;
- are not affected by nut grass, other plants, or brown fleck.

Packaging

- Potatoes should be packed in opaque, brown bags that are intact and strong.
- Potatoes may also be packed either cubed or diced in strong transparent bags.

3.6 Sweet potatoes (Orange Fleshed Sweet Potatoes)**Physical requirements**

Sweet potatoes should be:-

- Fairly clean, free from soil, and in every respect suitable for human consumption;
- Well formed, fully grown and may not be sprouting, defective, wilted;
- sweet potatoes in any one particular container should have the same class characteristics;
- The minimum mass of the tubers should be 170g;

Packaging

- Sweet potatoes should be packed in mesh bags.

4. PROTEIN

4.1 Beans-Dehydrated Legumes (pulses)

Definition

Dry beans are the edible nutritious seed of various plants of the legume family, especially of the genus Phaseolus. They are an economical source of vegetable protein, and are also an excellent source of fiber (both soluble and insoluble) and an excellent source of several minerals and vitamins.

Microbiological requirements

- The product must not contain a substance originating from micro-organisms in amounts which may represent hazard to health;
- Moulds and yeasts must be absent and the legumes must also comply with the following requirement:
 - Aflatoxin, including aflatoxin B, mg/kg max 10
 - Aflatoxin B, mg/kg max 5

Packaging

- The dry beans must be packed in plastic bags to protect the contents against contamination and will not impart any undesirable flavour or odour to the contents thereof, and be clean;
- The bags must be strong enough to prevent any breakage or splits.

Labelling

The product must be labelled in accordance with the relevant regulations as amended.

Storage

The product must be stored in a cool dry well ventilated atmosphere so as to prevent product spoilage.

Shelf-life

The product must have a minimum shelf life of six months on date of delivery.

4.2 Lentils (brown/red/green)

Definition

The lentil is an edible pulse of the legume family, known for its lens-shaped seeds.

Microbiological requirements

- The product must not contain a substance originating from micro-organisms in amounts which may represent hazard to health;
- Moulds and yeasts must be absent, and when tested it must also comply with the following requirement:
 - Aflatoxin, including aflatoxin B, mg/kg max 10
 - Aflatoxin B, mg/kg max 05

Packaging and Labelling

- The containers in which lentils are packed must be manufactured from a material that will protect the contents thereof against contamination;
- The container will not impart any undesirable flavour or odour to the contents thereof, and be clean;
- The bags must be strong enough to prevent any breakage or splits;

- The product must be labelled in accordance with the relevant regulations as amended.

Storage

The product must be stored in a cool dry well ventilated atmosphere so as to prevent product spoilage.

Shelf life

The product must have a minimum shelf life of six months on date of delivery.

4.3. FISH (Canned Pilchards in Tomato)

Definitions

Product should be nothing else but canned Pilchards in Tomato Sauce

Processing

The product shall be filled under hygienic conditions into containers that have been thoroughly cleaned.

- The filled containers shall be exhausted, hermetically sealed and thermally processed in such a manner as to reduce the number or activity or both of viable microorganisms to such an extent that the activity or both are undetectable in the treated product.
- The filling, exhausting sealing and heat processing of containers shall be performed in such a manner that the ends of the cans are not convex or become so under normal transport and storage conditions.
- Fish for processing, both at sea and on land shall be stored, handled and transported under hygienic conditions. Fish shall be processed as soon as possible after being caught. Where not frozen immediately it shall be kept at a temperature not exceeding 10 degrees Celsius until processing commences.
- When being thawed for subsequent processing, frozen fish shall not be exposed to any temperature higher than 20 degrees Celsius and the thawing shall be completed in less than 20 hours.
- Unless processed immediately after thawing is complete, the chilling of thawed fish to 0.5 degrees Celsius shall be commenced immediately.

Physical requirements

- The pilchards in tomato sauce may contain the following ingredients: Pilchards, tomato paste, salt, water, thickener and spice oil;
- The pilchards in brine (natural) may contain the following ingredients: pilchards, water and salt;
- Portion control and mass: The product shall be available in tin cans in masses stated below complying with the Trade Metrology Act.

	I	II
Weight –container	75g	245g
Contents	350g	2655g
Total	425g	2900g

Organoleptic and sensory properties

- Whole or sliced pilchards of approximately 10cm in length in a thickened tomato sauce with an acceptable tomato re-colour. The product shall have the appearance and colour characteristics of its type;
- A firm fresh fish with a strong fish flavour and aroma that shall be complimented by the flavour of the tomato sauce. The fish must not be mushy and individual pieces of fish shall retain their shape. The pieces of fish shall be easily separable.

Microbiological requirements

- The product shall be free from E.coli, and Coliforms;

- The product shall be free from any pathogenic microorganisms and or their toxins at levels that present hazard to the consumer;
- The product in the container, after incubation or after having been kept at ambient temperature shall be considered to have undergone microbiological spoilage if the container:
 - shows positive pressure
 - leaks or
 - whether having a positive pressure or shows evidence of bacterial proliferation indicated when compared with incubated sound sample by significant change in pH value or by disintegration or decomposition or by significant discolouration of the product.
- Evidence of bacterial proliferation shall be confirmed by microscopical or cultural examination or both.

Nutrient Composition

At the time of packing the nutrient values shall not be significantly more or less than the following as shown in table below:

	Per 100g
Protein	19g
Fat	5g
Carbohydrate	1g
Energy value	531kJ
Calcium	300mg
Iron	30mg
Magnesium	39mg
Phosphorus	350mg
Potassium	420mg
Sodium	370mg

Packaging and Labelling

- The product shall be packed in round cans with heights of 11cm and 17,5cm and diameters of 7.5cm and 15cm with reference to 425g and 2,9 kg respectively;
- Packaging sizes shall be as follows: 24 X 425g and 6 X 2,9kg;
- The product shall be labelled and marked in accordance with the relevant Acts and regulations and the drained weight must be present on the label;
- At the time of dispatch from the factory the containers shall be free from corrosion and deformity.

Storage

The product shall be stored both before and after packaging under clean cool conditions, handled and transported in the appropriate manner so as to prevent damage to the product containers.

Shelf life

A minimum of 12 months from the date of manufacturing, if unopened and stored at room temperature.

4.4 MILK

Definition

A whitish liquid containing proteins, fats, lactose, and various vitamins and minerals that is produced by the mammary glands of all mature female mammals especially **bovines and goats milk** used as a food by humans.

General Requirements

- The milk must come from herds free of tuberculosis, brucellosis or any other dangerous diseases;
- Milk should be from certified dairy suppliers and must not be diluted;
- Milk should be ultra-heat treated (UHT);
- The product must have a pure, fresh characteristic milk flavor and must be free flowing;

- The list of ingredients must be of food grade quality and must be free from extraneous matter and objectionable odours and flavours;
- The list of ingredients and raw materials in powdered milk must be as follows: fresh milk, vitamin A and D3, Iron and Lecithin;
- Primary dairy products of the types known as milk and reconstituted milk must not clot when boiled five times;
- The strict hygiene measures should be applied in the production, handling and delivery of milk, and the dairy should be inspected at any time before and also during the contract period.

Microbiological requirements

Max/gram	10 000/ml
Antibiotics and pathogenic organisms	absent
Coliforms	< 10/ml in pasteurized milk < 50/g in other dairy products
Total count	Absent
E. Coli type 1	Absent
Faecal streptococci	Absent
Phosphates	Absent
Total plate count	300 000/ml
PH	6,50 – 6,80

Nutritional Requirements

The product must have the following nutritional requirements:

	Full cream milk per 100g	Low fat milk per 100g
Energy	2075 kJ	1516kJ
Protein	26.4g	36.2g
Lactose	38.6g	38.6g
Butterfat	>26.0g	0.2g
Lecithin (added)	0.2g	0.2g
Minerals (ash)	5.8g	5.8g
Water (max)	3.0g	3.0g
Vitamin A (added)	1500 IU	1500 IU
Vitamin BD	1.3mg	1.3mg
Vitamin D (added)	7.5ug	7.5ug
Vitamin B12	1mg	1.6mg
Calcium	880mg	1257mg
Iron	0.5mg	0.3mg
Pantothenic acid	1.7mg	1.7mg
Phosphorus	700mg	700mg
Magnesium	80mg	80mg
Sodium	280mg	280mg
Potassium	1080mg	1080mg

Packaging and labelling

- UHT milk must be packaged in cartoons;
- The product must be packed in suitable, sealed containers that are capable of protecting the contents against contamination under normal conditions of storage, handling and transport;

- The tins must have a re-sealable lid. The tins must be packed in a cardboard tray and must be shrink-wrapped with a plastic film;
- The poly bags must be packed in cardboard cartoons;
- The product shall be available in the following: 500g plastic bag and 25kg poly bag;
- The product must be filled according to the relevant regulations: the limits for the 500g package being 493-514g, deficiency and excess respectively and for the 25kg: 24 900g-25 200g, respectively;
- Whenever milk is delivered it must be labelled
- The expiry date of the product must appear on the container
- A container must be marked with the name and address of the packer, and net mass or volume as required in terms of the relevant Acts;
- The method of preparation must appear on every container of milk powder. It must give directions for the reconstitution thereof with water in order to obtain a correct product, the composition of which corresponds with that of full cream milk.

Delivery

- The fresh product should be transported at a temperature of 0 – 5 °C i.e. the delivery truck must be cooled and not only insulated. A truck with a canopy is therefore unsuitable. The product should be delivered at temperature not exceeding 7 °C;
- Fresh milk must be delivered on a daily basis in required amounts.

Storage

The milk must be stored, transported and served at 5 degree Celsius in clean containers complying with Food Safety Regulations.

Shelf life

- **UHT milk** can be kept out of the fridge for as long as 8 or 9 months as long as it is sealed. Once it is opened, its **lifespan** is the same as ordinary milk;
- The shelf life of the milk powder must be at least 9 months when stored under clean and dry conditions at room temperature.

4.5 PEANUT BUTTER

Definition

A food product prepared from the roasted and finely ground kernels of clean, sound shelled blanched peanuts, with the addition of a suitable stabilizer that prevents oil separation and with or without the addition of a permitted anti-oxidant, sugar and salt. These specifications cover peanut butter of two types i.e. Smooth textured; and “Crunchy” textured

Requirements

- The peanut butter shall be prepared from dry roasted clean, sound mature peanuts from which the seed coat and embryo have been removed, and to which salt, hydrogenated fat and sugar (optional), antioxidants and flavours have been added.
- The composition of the peanut butter shall be:

Moisture	1.8 %
Protein	27 %
Fat	49 %
Carbohydrate	17 %
- The peanut butter shall have a good flavour and aroma. It shall be free from foreign, bitter, rancid or objectionable taste and odour. It shall be reasonably free from black specks and seed coats. There shall be no separation of oil from the peanut butter.

Microbiological requirements

- peanut butter must be free from Lipolytic and oxidative organisms, Escherichia coli, Yeasts and Moulds and Enterobacteriaceae
- The total aflatoxin in peanut butter must be less than 10ug/kg and the B1 Aflatoxin not more than 5 ug/kg.

Chemical requirements

The peanut butter must comply with the requirements in the table below

Property	Requirement	
	Smooth type	Crunchy type
Sodium chloride % by mass, max	1.0	1.0
Free fatty acids (as oleic acid), % by mass, max.	1.0	1,0
Peanut content, % by mass, min	90	90
Energy value per 100g, min.	2500 kj	2500 kj
Aflatoxin, including aflatoxin B, mg/kg max	10	10
Aflatoxin B, mg/kg max	5	5

Packaging and labeling

- The peanut butter must be packed in **hermetically** sealed containers that are capable of protecting the contents against contamination and deterioration under normal conditions of storage and transportation.
- The peanut butter shall be packed in sealable glass jars of 410g and tightly sealed plastic holders of 20 kg - limit of error shall be a deficiency of not more than 7 grams(410g) and 20 grams(20kg) and an excess of not more than 14 grams (410g) and 40g(20 kg)
- The containers must be labeled in accordance with the requirements of the regulations. In addition, each lot must be identified by a product code, the day of filling, the retort batch number and the factory identification, embossed or otherwise indelibly marked on the container.

Storage and Shelf life

- The product must be stored at room temperature;
- The minimum shelf life of peanut butter must be 4 – 6 months at room temperature

4.6 SOYA MINCE

Definition and Scope

These specifications apply to Texturized Vegetable Protein (TVP). TVP is a type of protein obtained from soya beans and manufactured to resemble minced meat and meat chunks/cubes. These products are intended for use in foods requiring further preparation.

Requirements

- The soya mince/chunks should resemble the meat in colour, flavour, texture and shape;
- Hydrated soya mince grains should be the size of mince while Soya chunks should be cube shaped pieces of a size within the range of 12mm to 18mm;
- The texture and particle size of the soya mince shall be that of course mince or chunks;
- The flavour, appearance, colour, shape and texture of the product must closely represent the original product and should be according to the specified criteria. **The mince/chunk products must not disintegrate when the product is cooked according to the instruction of the manufacturer;**
- The flavoured foodstuff shall be palatable and free from any astringent taste. The taste shall be acceptable for human consumption. Preferred flavours of soya mince/chunks shall be chicken, beef and mutton;
- The soya mince/chunks shall be free from heavy metals in amounts that may represent a hazard to health.

Essential composition, quality nutritional factors of the TVP Product per 100g (RAW MATERIAL USED)

The **TVP** shall be of high quality with the following specifications Nutritional Analysis:

Moisture content	shall not exceed 9g max
Protein content	shall be at least 48g (min)
Crude fibre content	shall not exceed 4g
Total Dietary fibre	17g
Energy	1490kJ
Total carbohydrates	39.0(g)
Sugars	2.35(g)
Starch	18.0(g)
The oil content	shall not exceed 1.0(g) (max)

- Rehydration value: Water absorption 220-380%
- Particle size: Through 4.0mm screen 60%
Retained 2mm screen 40%
Through 2mm screen 10%
- Bulk density : 270 – 310 g/litre

Essential composition, quality and nutritional factors of the soya mince/chunks per 100g (DRY PRODUCT)

The Soya Mince/Chunks shall be of high quality with the following specification:

Moisture	not exceed 9g
Protein	be at least 24g
Dietary fibre	12g
energy	Not less than 1365 kilojoules
sodium	Not exceed 1500mg
calcium	400mg
iron	12mg
Zinc	15mg
Vitamin A	not more than 3,330 IU

- The product should not contain more than 10% of fat from other sources than soya mince/chunks or poly unsaturated vegetable oil;
- Trans-fats and hydrogenated fat should not be used;
- The final product shall not contain any Tartrazine;
- **MSG** should not be more than 1%;
- The soya mince/chunks shall remain the main ingredient of the final product.

Optional ingredients

All these ingredients should form part of the product and must comply with the relevant requirements Carbohydrates, Edible fats and oils, Salt and Herbs and spices.

Food additives

During the course of manufacturing of soya mince/chunks the following classes of processing aids, as compiled in the advisory inventory of the Codex Alimentarius Commission, may be used:

- Acidity regulators
- Antifoam agents
- Firming agents
- Enzyme preparations
- Extraction solvents
- Antidusting agents
- Flour treatment agents
- Viscosity control agents

Microbiological requirements

- When a product is tested in accordance with the SABS recommended testing method, it shall be free from Salmonella and Shigella.
- The following organisms shall be less than 10 per 25 g of the product when the product is tested using the SABS recommended test;
 - Escherichia coli
 - Staphylococcus aureus, and
 - Clostridium perfringens

Packaging

- Products must be packaged in **Laminated Poly-propelyn** bags as follows:
Beef in brown bag, Mutton in green bag and Chicken in yellow bag
- Containers/ packages must be sealed, must not change the product in any form or be affected by the product, and must protect the product against deterioration and damage.

Labelling

The labelling should be printed on each container/package.

A complete list of ingredients shall be declared on the label in descending order of proportion except that in the case of added vitamins and minerals, these ingredients shall be arranged as separate groups from vitamins and minerals, respectively, and within these groups the vitamins and minerals need not be listed in descending order of proportion. Vitamins and minerals will be listed under nutritional information

Storage

The product must be stored at room temperature, away from direct sunlight and moisture. A cool dry place is recommended for storage.

Shelf life

The product must have a minimum shelf-life of 9 months.

Example of Labelling

**NOT FOR RE-SALE
BRAND NAME SOYA MINCE
CHICKEN FLAVOUR**

INGREDIENTS:

COOKING INSTRUCTIONS:

ALLERGENS:

*Typical Nutritional Values	
	Per 100g
Energy	
Protein	
Carbohydrate (Total)	
Fat (Total)	
Iron	
Zinc	
Calcium	
Vitamin A	
Fibre	
Other	

Input Barcode

Manufacture Date:

Best Before:

Expiry date:

MANUFACTURED BY:
PRODUCT OF SOUTH AFRICA

STORAGE CONDITIONS:

5. Fresh Vegetables

5.1 Definitions

"Blemish"	means any external skin defect on the surface of the fresh vegetable which detrimentally affects the appearance of the vegetable;
"Bruise"	means any pressure wound which shows an indentation or results in discoloration directly under the skin, adversely affect the quality and is visually noticeable on the fresh vegetables during handling;
"Compact".	means that the flower clusters are massed tightly in the head and the flower stalks feel firm.
"Damaged"	means blemishes that may detrimentally affect the appearance of the edible parts of the head.
"Decay"	means a state of decomposition, fungus development or internal insect infestation which detrimentally affects the quality of the fresh vegetables;
"Foreign matter"	means any material or substance which does not naturally form part of the vegetable concerned and is visually noticeable;
"Injury"	means any wound or puncture which has pierced the skin of the vegetable and exposes the flesh, as well as insect puncture marks which have pierced the skin with the exception of such wounds or puncture marks which have become completely calloused;
"Loose"	means that the flower clusters of the head are beginning to lengthen, which causes the clusters to separate and the head to acquire an open appearance.
"Overripe"	means the growth stage after that of a compact, properly developed head.
"Woolly"	means that the surface of the head has a velvety or hairy appearance.

General

- All vegetables should be free from insects; Insect damage and injury; decay; blemishes; bruises; foreign matter including soil; foreign odours; damage by any disease and any form of pesticide (insecticide, fungicide, etc)
- The name of the product, class, size, use-by date and the address of the producer should appear on the packaging.
- All fruits and vegetables must be produced in accordance with good agricultural practice (GAP) guidelines.

Delivery





The fresh product must be delivered twice a week, in the beginning of the week, on a Monday and Wednesday.




Storage



The product must be stored in clean, cool and dry conditions away from direct sunlight.

Shelf life

The product must have a shelf life of at least 7 days when stored under clean and dry conditions at room temperature.

Type	General Requirements	Packaging, Labelling and Storage
5.1.1 Beetroot 	<ul style="list-style-type: none"> The beetroot should be fresh, well developed and firm, fairly clean and have no woody fibres Beetroot should have a regular shape and be free from secondary roots or damage caused by cracks, sprouts, cuts or any other factors The leaves should be cut off and may not be longer than 25mm 	Beetroot should be packaged in transparent plastic or mesh bags
5.1.2 Cabbage 	<ul style="list-style-type: none"> Cabbage heads in any one particular container shall have the same cultivar characteristics and be roughly of the same size. The heads shall be fully developed, fresh, clean and not wilted, and the heart shall be at least 220 mm in diameter, compact and firm and without flower shoots, and free from damage caused by disease, insects, bruising, poor preparation, self-heating or other factors. Parts of the protruding stems of fresh cabbage and all loose, damaged or broken outer leaves shall be cut away. The stem shall not stand out more than 15 mm below the outer leaves. (In order to ensure a certain amount of protection for the heads, outer leaves shall be left, provided they close fairly tightly for the particular cultivar). As regards the condition, outward appearance and size, the heads may deviate not more than 10% from the requirements, but in the case of decay not more than 5%. 	Cabbages should be packed in mesh bags.
5.1.3 Carrots 	<ul style="list-style-type: none"> Carrots in each bunch or parsnips in each bunch shall have the same cultivar characteristics. The carrots and parsnips shall be firm, bright, washed clean and fairly smooth and have a regular shape be free from woody fibres, growth cracks and damage caused by disease or insects, fissures, shoots, bruises, cuts or foreign matter. Diameter of the broadest section: Carrot - at least 19 mm Parsnip - at least 25 mm Length: Carrot - at least 75 mm Parsnip: at least 100 mm Deviations: Not more than 10% by mass, but in the case of decay, not more than 5%. 	Carrots should be packed: <ul style="list-style-type: none"> - Without foliage - in mesh bags, plastic bags or boxes
5.1.4 Green Beans 	<ul style="list-style-type: none"> <i>Cultivar and uniformity</i> - beans may be of any cultivar normally used as green beans. Beans in any one particular container shall all have the same cultivar characteristics, and shall be roughly of an equal length. 	Green beans should be packaged in boxes or

	<ul style="list-style-type: none"> • <i>Colour and condition of the pods.</i> <ul style="list-style-type: none"> - Pods shall be well developed and firm. Pods that have defect or are, poorly developed or overripe shall be excluded. - The pod shall have a bright colour, depending on the variety, and shall be fresh, free from leaves, stems or any foreign matter. The pods must be fairly straight. Malformed, sickly or damaged pods will be excluded. • Trimmed green beans must be clearly marked as “topped and tailed” or any other suitable expression indicating that the beans have been trimmed. • In the case of green beans classified as Class 1: <ul style="list-style-type: none"> - the pods should be closed, tender, young and turgescient and free from rust spots - the seeds should, if present be small and soft. • <i>Deviations:</i> regards outward appearance and condition, beans may deviate not more than 10% by count from the above requirements, but in the case of decay only 5%. 	transparent plastic bags
5.1.5 Onions  	<ul style="list-style-type: none"> • sound and well developed, dry, firm and clean and have approximately the same size and colour. • free from dry leaves, long stems and roots, thick neck, loose bracts, seed stems or sprouts, and double or malformed bulbs. • free from damage of any nature, including that caused by insects, disease, sunburn, decomposition and decay. • each onion must have a diameter of at least 50mm. <p>Deviations : not more than 15% of the onions shall be smaller by mass than the prescribed minimum size and not more than 15% of the bulbs may deviate from the other prescribed requirements, except in the case of decay, which may not be more than 3% by mass.</p>	Onions should be packed in mesh bags or transparent plastic bags
5.1.6 Pumpkin 	<ul style="list-style-type: none"> • The scope of pumpkin includes Hubbard, gem squash, butternut and flat white pumpkin • Products in every batch should have the same cultivar characteristics, have a good colour and fairly uniform in size • The products should be clean, fresh, firm, in good condition and not over ripe • They shall be free from decomposition and damage caused by disease, soil, insects, frost, bruising, self-heating or other factors. • Should have a yellow interior 	Pumpkin should be: <ul style="list-style-type: none"> • Packed whole or cubed • Packed in a mesh or transparent plastic bag

	<ul style="list-style-type: none"> Gem squash should be round, green and firm; free from cracks Gem squash: Diameter of at least 75 mm. Hubbard squash and marrow's mass of at least 1 kg each. Pumpkins: mass of at least 1,3 kg each. <i>Deviations:</i> with regard to outward appearance and condition, at least 10% by number, but in the case of decay only 5% by number. 	
5.1.7 Spinach 	<p>The spinach should be:</p> <ul style="list-style-type: none"> Dark green in colour, firm and crisp Free from floral stems Fresh and show no signs of withering Be prepared from fresh, sound, clean, trimmed spinach from which excessive leaf stems have been removed Be of a dark green colour, free from scorch, musty and other off flavours; and Contain no more than 2 per cent defects by weight. 	<ul style="list-style-type: none"> Spinach should be packed in perforated boxes or transparent plastic bags
5.1.8 Tomato 	<p>Choice grade tomatoes shall be:</p> <ul style="list-style-type: none"> well formed, firm, clean and without internal cavities; should not be overripe or too green and should have an average diameter of 70mm. <i>Deviation:</i> As regards quality and outward appearance, not more than 10% by mass and, as regards cases of slight decay or damage which may cause the development of decay, not more than 3%. 	<p>Containers in which tomatoes are packed should:</p> <ul style="list-style-type: none"> Be intact, clean, suitable and strong enough Not impart a taste or odour to the tomatoes Be perforated boxes, transparent plastic bags or crates.

6 FRESH FRUIT

6.1 Definitions

"Blemishes"	means surface spots, hail marks or other discolouration on the surface of the fruit, which detrimentally affects the general appearance of any particular unit.
"Clean"	means free from dirt, spray residues or other foreign matter.
"Decay"	means a state of fungus development, decomposition or insect infestation that partly or wholly affects the quality, health or edibility of the fruit detrimentally
"Diameter"	means the greatest distance through the middle of the fruit, measured at a right angle to a line running from the stem end to the apex.
"Mature/maturity"	means that the fruit has reached a stage of development that will ensure ripening and a good eating quality.
"Overripe"	means a soft, moist condition in which the fruit is not firm and can no longer withstand normal handling.
"Rough browning"	means browning that shows roughness, coarseness or cracks, which detract from the appearance of the fruit.
"Well formed"	means that the form is characteristic of the cultivar.
"Woolly"	means that the flesh of the fruit is partly or completely spongy, dry and possibly floury with a bad taste or a taste not characteristic of the fruit in question.

General

- All fresh fruit should be free from insects, decay, blemishes, bruises, foreign matter including soil, foreign odours, insect and disease damage and injury as well as damage
- The name of the product, class, size, use-by date and the address of the producer should appear on the packaging.

Delivery





The fresh product must be delivered twice a week, in the beginning of the week, on a Monday and Wednesday.

Storage

The product must be stored in clean, cool and dry conditions away from direct sunlight.

Shelf-life

The product must have a shelf life of at least 1 week when stored under clean and dry conditions at room temperature.

Type	General Requirements	Packaging, Labelling and Storage
6.1.1 Apples 	<p>Most varieties of apples are classified as spherical, but some tend to be pointed at the end. They vary greatly in size, range, in colour (from green, yellow to red).</p> <p>Apples shall be:</p> <ul style="list-style-type: none"> • clean, crispy, well formed • free from insect infestation and disease • virtually free from dry core rot, water core and core blush • free from superficial bruises • The purchase weight of apples should be (130 – 140g) • virtually free from bitter pit lentil pitting, hail marks, sunburn, skin stains 	<p>Apples should be packed in perforated boxes or transparent plastic bags.</p>
6.1.2 Avocado 	<p>The avocado is a type of fruit which is high in healthy fats</p> <p>Avocados should not be overripe or too hard</p>	<p>Avocados should be packed in perforated boxes</p>
6.1.3 Bananas 	<ul style="list-style-type: none"> • Bananas shall be supplied in bunches and each individual fruit shall have no bruises, blemishes or diseases. All fruit in the same consignment shall be of roughly the same size and maturity. • The flesh shall be firm and sound and the fruit shall not be overripe or too green. 	<p>Bananas should be packed in perforated boxes</p>
 6.1.4 Citrus Fruit (Oranges/Naartjies)	<p>Choice grade citrus fruit shall be:</p> <ul style="list-style-type: none"> • mature and of one commercial cultivar • free from bruises, cuts, blemishes, insect bites and other defects or skin weakness of whatever nature, which may cause the fruit to decay. • free from diseases (fungi or any other agent), cracks, visible hail marks or similar skin damage and is not unattractive in appearance. • free from damage caused by frost or not dry when cut open (granulation) • Standard- or under-grade is not acceptable 	<p>Packing Oranges</p> <ul style="list-style-type: none"> • Choice grade, large or medium in 9,5kg pockets or other containers as prescribed by the regulations. <p>Packing Naartjies and Soft Citrus</p> <ul style="list-style-type: none"> • Choice grade and medium in containers as prescribed by the regulations.
6.1.5 Mangoes	<ul style="list-style-type: none"> • Mango is a fleshy, oval, yellowish-red tropical fruit which is eaten ripe or used green for pickles such as atchar or chutneys, 	<ul style="list-style-type: none"> • Mangoes should be packed in single layers in perforated boxes

	<ul style="list-style-type: none"> • Mango has high level of vitamin C, pectin and fibres. It is a rich source of potassium. A Mango fruit should: <ul style="list-style-type: none"> • Be fully developed • Be spherical with tipped ends • Have an attractive appearance • Not be too green or overripe 	
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7 Other Food Stuffs

Type	General Requirements	Packaging, Labelling and Storage
7.1 Pure sunflower or canola oil	<ul style="list-style-type: none"> • The specifications cover cooking oils and salad oils derived from vegetable oils or marine oils (or blends of these oils) without the addition of anti-oxidants permitted by the regulations under the Foodstuffs, Cosmetics and Disinfectants Act. ▪ The product must have an acceptable taste, a pleasant odour and an attractive sparkling transparent appearance. No rancid, foreign or objectionable flavour or odour of any kind must be present. <p>Microbiological Requirements:</p> <ul style="list-style-type: none"> • The product must be free from Lipolytic and Oxidative organisms, Moulds and Pathogens 	<ul style="list-style-type: none"> ▪ The product must be available in 2l, 5l and 20l quantities; ▪ oil must be packed in clean bottles or drums the inner surfaces of which have been tinned, lacquered or enameled; ▪ The product must have a minimum shelf-life of 6 months on date of delivery.
7.2 Iodated Salt	<ul style="list-style-type: none"> • The specification applies to Food Grade Salt, i.e. salt containing not less than 97% crystalline sodium on a dry matter basis. Salt used as an ingredient of food both for direct sale to the consumer and for food manufacture. It applies also to salt used as a carrier of food additives and/or nutrients. <p>General Requirements</p> <ul style="list-style-type: none"> • Table salt and coarse salt shall be iodated <p>Composition</p> <p>Mean aperture: 550-650 microns Colour IU max = 85 Ash % max = 0.02 % Moisture max = 4 % (v) Iodine = 40 – 60 ppm (mg/kg) in the form of potassium iodate (sample to be taken at manufacturer)</p>	<ul style="list-style-type: none"> • The 8g sachets shall be packed in opaque bleached sulphate paper sachets with 40 mm x 50mm dimensions. The sachet shall not contain less than 7.3g and not more than 9.2g. The average of 100 sachets shall not be less than 8g. • The 1 kg quantity shall be packed in low-density polyethylene bags. The package shall contain not less than 990g and not more than 1 020 kg. • The 25 kg quantity shall be packed into multiply Kraft bags or some other suitable material. The

	<p>Fluoride = 50 ppm (mg/kg)</p> <p>(vii) Table salt: Crystalline sodium chloride > 98,4% in its water-free state</p> <p>(viii) Coarse salt: Crystalline sodium chloride >97% on a dry matter basis</p> <p>(ix) The product may contain free flowing agent.</p> <ul style="list-style-type: none"> Food additives and contaminants shall be listed as below: Food Additives = Max level Sulphur dioxide = 20mg/kg Contaminants = Max level Arsenic (As) = 1g/kg Copper (Cu) = 2mg/kg Lead (Pb) = 2 mg/kg Raw materials and ingredients shall be of food grade quality and shall be free from extraneous matter and objectionable odours and flavours. <p>Physical Requirements Table salt shall be free flowing and all salt shall be free from foreign material.</p> <p>(ii) At the time of packing the moisture content shall not exceed 0.05%</p> <p>(iii) Food salt shall be soluble in cold water.</p> <p>(iv) Food salt shall be white, dry and odourless.</p> <p>Microbiological requirements Food salt shall not contain any substances originating from micro-organisms in amounts which may represent a hazard to health.</p> <p>Food grade salt shall be iodised to prevent iodine-deficiency disorders (IDD) for public health reasons.</p>	<p>package shall contain not less than 24 990g and not more than 25 020 kg.</p> <ul style="list-style-type: none"> The bags shall be sealed, to protect the contents against microbial, insect and rodent infestation and mechanical damage. The product shall have an indefinite shelf life provided it is packed properly and when stored under cool dry conditions. The product shall be stored in a cool dry well ventilated location.
7.3 Spices	<ul style="list-style-type: none"> This specification covers herbs and spices under the following categories, Pepper(white and black); Curry powder; Turmeric; Paprika; Coriander; Ginger (ground); Mixed herbs; Nutmeg; Breyani mix; Barbeque spice and Chicken spice <p>Composition and Physical Requirements:</p> <ul style="list-style-type: none"> The product shall be in the form of a fine powder, except the mixed herbs, and shall be free from objectionable odour, insects and fungus infestation. Any caking shall be easily broken; 	<p>Packaging</p> <ul style="list-style-type: none"> Herbs and spices shall be available in 1 kg packages. Each package shall contain not less than 990g and not more than 1020g. The packages shall be made of polyethylene-coated cellophane, be sealed to be 100% effective and shall also serve to provide

	<ul style="list-style-type: none"> • Insoluble matter: The undissolved matter shall be not more than 0,1% by mass; • Moisture: The free moisture shall not be greater than 0.3% • Texture and appearance: The product shall be clean and free from any objectionable flavours. • Flavour: The product shall have a flavour characteristic of the specific herb/spice variety. 	<p>protection against deterioration, mechanical damage, contamination and insect infestations.</p> <p>Shelf life</p> <ul style="list-style-type: none"> • All the products shall show no significant degree of deterioration in either flavour or textural properties within 12 months of the date of manufacture • Herbs and spices shall be stored in a cool dark dry environment and shall not be stored in direct contact with floor surfaces or near strong smelling and hazardous materials.
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Instant Breakfast Cereal

Composition Requirements

- (a) Ingredients: The products may contain the following ingredients: maize meal, sorghum, soya isolate, sunflower or canola oil, cow's milk-Sodium Casenaite, sugar, salt and flavourants
- (b) Nutrient Composition:
At the time of packing the nutrient value should not be significantly more or less than the following, as shown in the table below:

Nutrient Breakdown	Minimum Per 100g serving
Kilojoules	1450kJ
Protein	15g
Glycemic Carbohydrate	40g
Poly unsaturated Fatty Acids	4g
Trans Fatty Acids	0g
Cholesterol	0g
Sodium	3250mg
Calcium	330mg
Iron	18ug
Iodine	150ug
Zinc	11mg
Vitamin A (Retinol)	900ug
Not less than 10 other Vitamin	26% of RDA
Dietary Fibre	5 g

Packaging and labelling

- The product should be packed in **Laminated Poly-propelyn** bags which should protect the contents against moisture absorption, flavour loss and insect and animal infestations.
- The product should be available in 1kg, 10 kg and 25kg bags
- The packaging should be marked and labeled in accordance with the relevant Acts and Regulations.

8.1 Oats

Composition Requirements

The product should have the following chemical requirements:

	per 100g (uncooked)
Carbohydrate	65g
Protein	13g
Fat	6g
Dietary Fibre	10g
Energy	1 680Kj
Moisture	9%

Organoleptic and Sensory Requirements

- Appearance: The product should have a creamy appearance when cooked for 5 minutes;
- Flavour: The product should have a typical oatmeal porridge taste and flavour when cooked for 5 minutes and should be free from objectionable, burnt or foreign tastes;
- Texture: The product should have a pearly texture when cooked for 5 minutes.

Microbiological Requirements

The product should have microbiological specification consistent with that of soundly handled and processed oats.

Packaging and Labelling

- The product should be available in 1kg, 10kg and 25kg packs, the limits being as follows:

The product should be packed in **Laminated Poly-propelyn** bags which should protect the contents against moisture absorption, flavour loss and insect and animal infestations.

ADDENDUM 2

CLUSTERING OF SCHOOLS PER DISTRICT

KWAZULU-NATAL DEPARTMENT OF EDUCATION

NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) BID 2020

AMAJUBA DISTRICT TOTAL NUMBER OF CLUSTERS: 96

NB: While effort has been made to cluster schools in terms of their close proximity, however the schools were also primarily clustered in terms of their enrolments within the municipal ward/local municipality to ensure equitable distribution of enrolments and economic viability of clusters as well as to ensure that schools with lower enrolments are not unfairly disadvantaged.

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 001
AMAJUBA	Newcastle	52502001	134347	EMPONDO PRIMARY	PRIMARY	2	7	
AMAJUBA	Newcastle	52502001	148740	GIJIMANI PRIMARY	PRIMARY	2	53	
AMAJUBA	Newcastle	52502001	153106	HAIG PRIMARY	PRIMARY	1	63	
AMAJUBA	Newcastle	52502001	111888	BOTHAS PASS PRIMARY	PRIMARY	1	122	
AMAJUBA	Newcastle	52502001	193436	MAHLEKEHLATHINI PRIMARY	PRIMARY	1	57	
AMAJUBA	Newcastle	52502001	324971	CHARLESTOWN SECONDARY	SECONDARY	2	664	
							966	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 002
AMAJUBA	Newcastle	52502001	101528	AMAHOBIE PRIMARY	PRIMARY	1	151	
AMAJUBA	Newcastle	52502001	117068	CLAVIS PRIMARY	PRIMARY	2	970	
							1121	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 003
AMAJUBA	Newcastle	52502001	163355	INGOGO PRIMARY	PRIMARY	2	385	
AMAJUBA	Newcastle	52502001	128205	EKUBONGENI PRIMARY	PRIMARY	2	74	
AMAJUBA	Newcastle	52502001	269841	SIYALUNGELWA SECONDARY	SECONDARY	2	435	
							894	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	ZNB 0004	ZNB 0004	ZNB 0004	ZNB 0004	ZNB 0004	CLUSTER : AMAJ 004
AMAJUBA	Newcastle	52502001	176786	KOENIGSBERG PRIMARY	PRIMARY	1	119	
AMAJUBA	Newcastle	52502001	223406	NCANDU COMBINED	PRIMARY	1	833	
AMAJUBA	Newcastle	52502001	186850	LINDOKUHLE PRIMARY	PRIMARY	1	15	
AMAJUBA	Dannhauser	52504001	273467	SONDELANI PRIMARY	PRIMARY	1	155	
AMAJUBA	Dannhauser	52504001	115255	CELA COMBINED	PRIMARY	1	33	
							1155	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	ZNB 0005	ZNB 0005	ZNB 0005	ZNB 0005	ZNB 0005	CLUSTER : AMAJ 005
AMAJUBA	Newcastle	52502006	137899	ENKULULEKWENI PRIMARY	PRIMARY	3	2333	
							2333	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 006
AMAJUBA	Newcastle	52502006	414659	HLALUNOLWAZI PRIMARY	PRIMARY	3	659	
AMAJUBA	Newcastle	52502006	343693	SIYATHUTHUKA PRIMARY	PRIMARY	3	691	
							1350	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 007
AMAJUBA	Newcastle	52502006	171421	JOBSTOWN PRIMARY	PRIMARY	2	1079	
AMAJUBA	Newcastle	52502006	271136	SIZANANI SECONDARY	SECONDARY	3	566	
							1645	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 008
AMAJUBA	Newcastle	52502006	168091	ISIKHALISEZWE SECONDARY	SECONDARY	3	1538	
							1538	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 009
AMAJUBA	Newcastle	52502007	166648	INVERNESS PRIMARY	PRIMARY	3	1461	
AMAJUBA	Newcastle	52502007	340104	KHETHUKUTHULA SECONDARY	SECONDARY	2	467	
							1928	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 010
AMAJUBA	Newcastle	52502007	113368	BUHLEBOMZINYATHI SECONDARY	SECONDARY	3	1604	
							1604	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 011
AMAJUBA	Newcastle	52502007	300921	ZITHUTHUKISE PRIMARY	PRIMARY	3	642	
AMAJUBA	Newcastle	52502007	447478	KHETHOKUHLE PRIMARY	PRIMARY	3	973	
							1615	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 012
AMAJUBA	Newcastle	52502007	440004	IZAZI SECONDARY	SECONDARY	3	637	
AMAJUBA	Newcastle	52502007	261072	S'GODIPHOLA PRIMARY	PRIMARY	3	762	
							1399	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 013
AMAJUBA	Newcastle	52502008	162689	INDONI PRIMARY	PRIMARY	3	712	
AMAJUBA	Newcastle	52502008	247530	PHAMBILI PRIMARY	PRIMARY	3	848	
							1560	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 014
AMAJUBA	Newcastle	52502008	318126	ZAMA SECONDARY	SECONDARY	2	1307	
							1307	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 015
AMAJUBA	Newcastle	52502008	114182	CACAMEZELA SECONDARY	SECONDARY	3	1435	
							1435	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 016
AMAJUBA	Newcastle	52502009	489954	THEMBINKOSI PRIMARY	PRIMARY	3	278	
AMAJUBA	Newcastle	52502009	343730	VULINDLELA PRIMARY	PRIMARY	3	1226	
							1504	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 017
AMAJUBA	Newcastle	52502010	137159	ENHLOKWENI PRIMARY	PRIMARY	3	1080	
AMAJUBA	Newcastle	52502010	299626	ZIBAMBELENI SECONDARY	SECONDARY	3	390	
							1470	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 018
AMAJUBA	Newcastle	52502011	170385	IZIKO PRIMARY	PRIMARY	3	1068	
AMAJUBA	Newcastle	52502009	244903	OSIZWENI HIGH	SECONDARY	4	708	
							1776	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 019
AMAJUBA	Newcastle	52502011	200873	MASIHAMBISANE PRIMARY	PRIMARY	3	1149	
							1149	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	ZNB 0020	ZNB 0020	ZNB 0020	ZNB 0020	ZNB 0020	CLUSTER : AMAJ 020
AMAJUBA	Newcastle	52502012	114996	CEBELIHLE PRIMARY	PRIMARY	3	1089	
AMAJUBA	Newcastle	52502012	303770	SIZAMOKUHLE PRIMARY	PRIMARY	3	852	
							1941	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 021
AMAJUBA	Newcastle	52502011	281383	THEMBALENTSHA SECONDARY	SECONDARY	3	918	
							918	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 022
AMAJUBA	Newcastle	52502013	297813	XOLANI SECONDARY	SECONDARY	3	1042	
							1042	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 023
AMAJUBA	Newcastle	52502013	234173	NOKUKHANYA PRIMARY	PRIMARY	3	1308	
							1308	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 024
AMAJUBA	Newcastle	52502013	253154	QHUBIMFUNDO PRIMARY	PRIMARY	3	1180	
AMAJUBA	Newcastle	52502013	186961	LINGANI PRIMARY	PRIMARY	3	634	
							1814	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 025
AMAJUBA	Newcastle	52502014	120620	DEDANGIFUNDE SECONDARY	SECONDARY	3	1734	
							1734	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 026
AMAJUBA	Newcastle	52502014	414585	SIPHESIHLE PRIMARY	PRIMARY	3	1365	
							1365	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 027
AMAJUBA	Newcastle	52502015	110408	BLAAUWBOSCH PRIMARY	PRIMARY	3	545	
AMAJUBA	Newcastle	52502015	221926	MZAMO SECONDARY	SECONDARY	3	883	
							1428	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 028
AMAJUBA	Newcastle	52502015	264957	SIKHONA PRIMARY	PRIMARY	3	663	
AMAJUBA	Newcastle	52502015	414548	EZAMAKHANYA PRIMARY	PRIMARY	3	497	
							1160	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 029
AMAJUBA	Newcastle	52502016	213712	MNTIMANDE PRIMARY	PRIMARY	3	1569	
							1569	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 030
AMAJUBA	Newcastle	52502016	271765	SIZWE PRIMARY	PRIMARY	3	301	
AMAJUBA	Newcastle	52502016	447441	NZIMENDE PRIMARY	PRIMARY	3	483	
							784	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 031
AMAJUBA	Newcastle	52502016	270914	SIZAKANCANE JP	PRIMARY	3	1865	
							1865	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 032
AMAJUBA	Newcastle	52502017	253857	QOPHUMLANDO PRIMARY	PRIMARY	3	584	
AMAJUBA	Newcastle	52502017	260628	SESIYABONGA SECONDARY	SECONDARY	3	683	
							1267	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 033
AMAJUBA	Newcastle	52502017	259999	SEBENZANI PRIMARY	PRIMARY	3	682	
AMAJUBA	Newcastle	52502017	337662	VUMANISABELO LSEN	SPECIAL SCHOOL	SPECIAL SCHOOL	522	
							1204	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 034
AMAJUBA	Newcastle	52502018	105598	ST LEWIS BERTRANDS SECONDARY	SECONDARY	3	1517	
AMAJUBA	Newcastle	52502018	212935	MLONDOLOZI PRIMARY	PRIMARY	3	372	
							1889	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 035
AMAJUBA	Newcastle	52502018	267880	SIPHUMELELE PRIMARY	PRIMARY	3	766	
AMAJUBA	Newcastle	52502018	230473	NHLOSOKUHLE SECONDARY	SECONDARY	3	988	
							1754	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 036
AMAJUBA	Newcastle	52502018	268361	SISIZAKELE	PRIMARY	3	1524	
							1524	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 037
AMAJUBA	Newcastle	52502019	220964	MUZIKAYISE PRIMARY	PRIMARY	3	1089	
							1089	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 038
AMAJUBA	Newcastle	52502020	205054	MBUKENI PRIMARY	PRIMARY	3	117	
AMAJUBA	Newcastle	52502020	414511	V.S. ZULU PRIMARY	PRIMARY	3	737	
AMAJUBA	Newcastle	52502020	292966	VUKANI PRIMARY	PRIMARY	4	364	
							1218	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 039
AMAJUBA	Newcastle	52502021	173826	KHASELIHLE FULL SERVICE PRIMARY	PRIMARY	3	1334	
							1334	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 040
AMAJUBA	Newcastle	52502021	190883	BUMBISIZWE SPECIAL PRIMARY	SPECIAL SCHOOL	SPECIAL SCHOOL	189	
AMAJUBA	Newcastle	52502021	340363	INGWE COMBINED	PRIMARY	2	714	
AMAJUBA	Newcastle	52502021	447552	KADWA SECONDARY	SECONDARY	2	335	
AMAJUBA	Newcastle	52502021	440041	QHAWELESIZWE PRIMARY	PRIMARY	1	170	
							1408	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 041
AMAJUBA	Newcastle	52502021	175750	KILBARCHAN COMBINED	PRIMARY	2	165	
AMAJUBA	Newcastle	52502021	267251	SIPHENI SENIOR PRIMARY	PRIMARY	3	1216	
							1381	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 042
AMAJUBA	Newcastle	52502021	248307	PHENDUKANI SECONDARY	SECONDARY	4	1775	
							1775	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 043
AMAJUBA	Newcastle	52502021	269915	SIYAMUKELA SECONDARY	SECONDARY	4	1285	
							1285	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 044
AMAJUBA	Newcastle	52502022	293854	VUMELANI PRIMARY	PRIMARY	3	1192	
							1192	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 045
AMAJUBA	Newcastle	52502023	175047	KHULAKAHLE PRIMARY	PRIMARY	3	559	
AMAJUBA	Newcastle	52502023	301439	ZUZA J PRIMARY	PRIMARY	3	615	
							1174	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 046
AMAJUBA	Newcastle	52502024	101343	AMADADA SECONDARY	SECONDARY	3	309	
AMAJUBA	Newcastle	52502024	143523	EZINCWADINI PRIMARY	PRIMARY	3	217	
AMAJUBA	Newcastle	52502023	248566	PHIKELELA PRIMARY	PRIMARY	3	427	
							953	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 047
AMAJUBA	Newcastle	52502025	285455	TUGELA SPECIAL PRIM	SPECIAL SCHOOL	SPECIAL SCHOOL	476	
AMAJUBA	Newcastle	52502027	449291	CELANI PRIMARY	PRIMARY	3	580	
							1056	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 048
AMAJUBA	Newcastle	52502028	298220	Y.W.C.A SPECIAL	SPECIAL SCHOOL	SPECIAL SCHOOL	520	
AMAJUBA	Newcastle	52502029	322196	UMCEBOWOLWAZI PRIMARY	PRIMARY	3	345	
							865	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 049
AMAJUBA	Newcastle	52502030	137196	ENHLONIPHWENI PRIMARY	PRIMARY	3	207	
AMAJUBA	Newcastle	52502030	281977	THIYASIZWE PRIMARY	PRIMARY	3	1140	
							1347	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 050
AMAJUBA	Newcastle	52502030	162726	INDONSA SECONDARY	SECONDARY	3	1446	
AMAJUBA	Newcastle	52502030	113183	BUHLEBENTUTHUKO PRIMARY	PRIMARY	3	88	
							1534	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 051
AMAJUBA	Newcastle	52502030	184519	KWETHU PRIMARY	PRIMARY	3	788	
AMAJUBA	Newcastle	52502030	224109	NDABANHLE PRIMARY	PRIMARY	3	877	
							1665	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 052
AMAJUBA	Newcastle	52502030	283346	THUBELIHLE SECONDARY	SECONDARY	3	1323	
							1323	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 053
AMAJUBA	Newcastle	52502031	140193	ESIDIDINI PRIMARY	PRIMARY	3	2031	
							2031	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 054
AMAJUBA	Emadlangeni	52503001	123025	DOROTHEA COMBINED	PRIMARY	2	73	
AMAJUBA	Emadlangeni	52503001	139194	ENZIMANE COMBINED	PRIMARY	2	420	
AMAJUBA	Emadlangeni	52503001	140156	ESIDAKENI PRIMARY	PRIMARY	2	32	
AMAJUBA	Emadlangeni	52503001	148074	GELYKWATER PRIMARY	PRIMARY	1	80	
AMAJUBA	Emadlangeni	52503001	180264	KWAMAGIDELA SECONDARY	SECONDARY	1	115	
AMAJUBA	Emadlangeni	52503001	272098	SLAGVELD PRIMARY	PRIMARY	1	70	
AMAJUBA	Emadlangeni	52503001	227513	NGCAKA PRIMARY	PRIMARY	2	412	
							1202	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 055
AMAJUBA	Emadlangeni	52503001	189144	LUTHILUNYE COMBINED	PRIMARY	1	218	
AMAJUBA	Emadlangeni	52503001	185777	LEMBE PRIMARY	PRIMARY	2	139	
AMAJUBA	Emadlangeni	52503001	203907	MBATHANI PRIMARY	PRIMARY	1	55	
AMAJUBA	Emadlangeni	52503001	303252	MYAYIZA PRIMARY	PRIMARY	1	57	

AMAJUBA	Emadlangeni	52503001	296666	WIT UMFOLOZI	PRIMARY	2	199	
AMAJUBA	Emadlangeni	52503002	107411	BERGSIG LSEN SCHOOL	SPECIAL SCHOOL	SPECIAL SCHOOL	242	
AMAJUBA	Emadlangeni	52503003	110667	BLUE MOUNTAIN PRIMARY	PRIMARY	2	177	
							1087	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 056
AMAJUBA	Emadlangeni	52503002	130980	EMALAHLENI COMBINED	PRIMARY	2	848	
AMAJUBA	Emadlangeni	52503003	340511	EMTHUNZINI PRIMARY	PRIMARY	1	80	
AMAJUBA	Emadlangeni	52503003	166352	INTUKU PRIMARY	PRIMARY	1	54	
AMAJUBA	Emadlangeni	52503003	177489	KROMELLENBOOG PRIMARY	PRIMARY	1	63	
AMAJUBA	Emadlangeni	52503003	191216	MADLANGENI PRIMARY	PRIMARY	1	62	
							1107	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 057
AMAJUBA	Emadlangeni	52503003	176120	KINGSLEY COMBINED	PRIMARY	3	217	
AMAJUBA	Emadlangeni	52503003	226107	NDWAKAZANA COMBINED	PRIMARY	3	327	
AMAJUBA	Emadlangeni	52503003	230103	NHLAZADOLO	PRIMARY	1	192	
AMAJUBA	Emadlangeni	52503003	288415	UMLWANE PRIMARY	PRIMARY	1	57	
AMAJUBA	Emadlangeni	52503003	294372	WAAIHOEK PRIMARY	PRIMARY	1	114	
							907	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 058
AMAJUBA	Emadlangeni	52503004	135383	EMXHAKENI PRIMARY	PRIMARY	2	215	
AMAJUBA	Newcastle	52502001	401339	ISIBONELESIHLE COMBINED	PRIMARY	1	93	
AMAJUBA	Emadlangeni	52503004	339697	IZIMBUTHU PRIMARY	PRIMARY	2	505	
AMAJUBA	Emadlangeni	52503004	242794	ODOLAND PRIMARY	PRIMARY	1	75	
AMAJUBA	Emadlangeni	52503004	447515	ITHAMSANQA PRIMARY	PRIMARY	2	391	
							1279	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 059
AMAJUBA	Emadlangeni	52503004	152070	GROENVLEI COMBINED	PRIMARY	2	467	
AMAJUBA	Emadlangeni	52503004	266807	SINQOBILE PRIMARY	PRIMARY	2	97	
AMAJUBA	Emadlangeni	52503004	401413	UMZILIKAZI SECONDARY	SECONDARY	2	561	
							1125	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 060
AMAJUBA	Dannhauser	52504001	253117	SINQOBILE COMBINED	PRIMARY	1	117	
AMAJUBA	Dannhauser	52504001	122396	DNC COMBINED	PRIMARY	3	907	
AMAJUBA	Dannhauser	52504001	215266	MOSSDALE PRIMARY	PRIMARY	1	172	
							1196	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 061
AMAJUBA	Dannhauser	52504001	191660	MANDLAMASHA PRIMARY	PRIMARY	2	1028	
AMAJUBA	Dannhauser	52504001	147112	GARDENS PRIMARY	PRIMARY	2	100	

							1128	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 062
AMAJUBA	Dannhauser	52504002	171754	JOYLANDS PRIMARY	PRIMARY	2	225	
AMAJUBA	Dannhauser	52504002	264809	SIKELELA PRIMARY	PRIMARY	1	121	
AMAJUBA	Dannhauser	52504002	267917	SIPHUTHANDO COMBINED	PRIMARY	3	442	
							788	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 063
AMAJUBA	Dannhauser	52504003	155585	HILLTOP COMBINED	PRIMARY	2	446	
AMAJUBA	Dannhauser	52504003	186221	LETHUKUTHULA PRIMARY	PRIMARY	2	573	
AMAJUBA	Dannhauser	52504003	172938	KHALIMA PRIMARY	PRIMARY	2	128	
							1147	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 064
AMAJUBA	Dannhauser	52504003	414622	ENHLANHLENI PRIMARY	PRIMARY	2	297	
AMAJUBA	Dannhauser	52504003	247900	PHATHAKAHLE SECONDARY	SECONDARY	2	628	
AMAJUBA	Dannhauser	52504003	291597	VERDRIET PRIMARY	PRIMARY	2	258	
							1183	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 065
AMAJUBA	Dannhauser	52504004	157213	HLOKOMANI PRIMARY	PRIMARY	2	791	
AMAJUBA	Dannhauser	52504004	241684	NYANYADU PRIMARY	PRIMARY	2	411	
							1202	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 066
AMAJUBA	Dannhauser	52504004	163059	INGABADE SECONDARY	SECONDARY	2	244	
AMAJUBA	Dannhauser	52504004	327781	ISIPHOSEMVELO SECONDARY	SECONDARY	2	736	
AMAJUBA	Dannhauser	52504004	414474	MEHLWANE PRIMARY	PRIMARY	1	230	
							1210	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 067
AMAJUBA	Dannhauser	52504005	103193	ANNANDALE PRIMARY	PRIMARY	2	385	
AMAJUBA	Dannhauser	52504005	131794	EMBABANE PRIMARY	PRIMARY	3	705	
AMAJUBA	Dannhauser	52504005	166981	INZULULWAZI SECONDARY	SECONDARY	2	111	
							1201	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 068
AMAJUBA	Dannhauser	52504006	144004	FAIRBREEZE PRIMARY	PRIMARY	3	603	
AMAJUBA	Dannhauser	52504006	206793	MDUTSHULWA PRIMARY	PRIMARY	2	556	
							1159	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 069
AMAJUBA	Dannhauser	52504006	195027	MALAMBULE SECONDARY	SECONDARY	2	725	
AMAJUBA	Dannhauser	52504006	215784	MOY PRIMARY	PRIMARY	2	273	
AMAJUBA	Dannhauser	52504006	449254	SHEPSTONE LAKE PRIMARY	PRIMARY	2	121	
							1119	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 070
AMAJUBA	Dannhauser	52504006	243349	OKHALWENI PRIMARY	PRIMARY	2	739	
AMAJUBA	Dannhauser	52504006	256780	RUTLAND COMBINED	PRIMARY	2	601	
							1340	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 071
AMAJUBA	Dannhauser	52504007	103230	ANNIEVILLE PRIMARY	PRIMARY	2	356	
AMAJUBA	Dannhauser	52504007	113035	BUHLE BE-ALLEN PRIMARY	PRIMARY	2	468	
AMAJUBA	Dannhauser	52504007	114145	CACA PRIMARY	PRIMARY	2	618	
							1442	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 072
AMAJUBA	Dannhauser	52504007	195878	MANA SECONDARY	SECONDARY	2	1132	
							1132	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 073
AMAJUBA	Dannhauser	52504008	110445	BLACKBANK PRIMARY	PRIMARY	3	416	
AMAJUBA	Dannhauser	52504008	117956	COOPER PRIMARY	PRIMARY	2	239	
AMAJUBA	Dannhauser	52504008	161061	IMPALA SECONDARY	SECONDARY	3	622	
							1277	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 074
AMAJUBA	Dannhauser	52504008	185925	LENGOLA SECONDARY	SECONDARY	2	220	
AMAJUBA	Dannhauser	52504008	274651	SPOOKMILL PRIMARY	PRIMARY	2	439	

AMAJUBA	Dannhauser	52504008	440115	UMZILA PRIMARY	PRIMARY	3	714	
							1373	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 075
AMAJUBA	Dannhauser	52504008	280793	THATHUNYAWO SECONDARY	SECONDARY	2	890	
AMAJUBA	Dannhauser	52504008	151811	GREENOCK PRIMARY	PRIMARY	2	200	
							1090	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 076
AMAJUBA	Dannhauser	52504009	221112	MUZOKHANYAYO SECONDARY	SECONDARY	3	944	
AMAJUBA	Dannhauser	52504009	414696	SISONKE PRIMARY	PRIMARY	2	221	
							1165	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 077
AMAJUBA	Dannhauser	52504009	265993	SIMANGANYAWO PRIMARY	PRIMARY	3	635	
AMAJUBA	Dannhauser	52504009	273985	SOSINDA PRIMARY	PRIMARY	3	490	
							1125	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 078
AMAJUBA	Dannhauser	52504010	218929	NTENDEKA COMBINED	PRIMARY	2	316	
AMAJUBA	Dannhauser	52504010	214082	MNYAMANDE SECONDARY	SECONDARY	3	1043	
AMAJUBA	Dannhauser	52504010	337736	PHUZUKUBONA SECONDARY	SECONDARY	3	97	
							1456	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 079
AMAJUBA	Dannhauser	52504010	222407	MZIWETHU SECONDARY	SECONDARY	3	549	
AMAJUBA	Dannhauser	52504010	301032	ZIZUZELE PRIMARY	PRIMARY	3	607	
							1156	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 080
AMAJUBA	Dannhauser	52504010	231287	NKABANE COMBINED	PRIMARY	3	819	
AMAJUBA	Dannhauser	52504010	201354	MATA PRIMARY	PRIMARY	3	329	
							1148	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 081
AMAJUBA	Dannhauser	52504011	132534	EMFUNDWENI SECONDARY	SECONDARY	3	963	
AMAJUBA	Dannhauser	52504011	175787	KILKEEL PRIMARY	PRIMARY	1	281	
							1244	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 082
AMAJUBA	Dannhauser	52504011	167018	IPHUNGUPHUNGU PRIMARY	PRIMARY	2	1030	
AMAJUBA	Dannhauser	52504011	174455	KHIPHOKUHLE PRIMARY	PRIMARY	3	245	
							1275	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 083
AMAJUBA	Dannhauser	52504011	270470	SIYAWELA PRIMARY	PRIMARY	2	716	
AMAJUBA	Dannhauser	52504011	271395	SIZIMELE SECONDARY	SECONDARY	2	710	
							1426	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 084
AMAJUBA	Newcastle	52502022	203537	MBALENHLE PRIMARY	PRIMARY	4	487	
AMAJUBA	Newcastle	52502022	123617	DUCK PONDS HIGH	SECONDARY	4	370	
AMAJUBA	Newcastle	52502024	298294	ZABALAZA COMBINED	PRIMARY	4	278	
							1135	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 085
AMAJUBA	Newcastle	52502029	103045	AMAZULU HIGH	SECONDARY	4	419	
AMAJUBA	Newcastle	52502026	252414	QAPHELANI PRIMARY	PRIMARY	4	401	
AMAJUBA	Newcastle	52502028	240056	NTOBEKO PRIMARY	PRIMARY	4	152	
							972	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 086
AMAJUBA	Newcastle	52502023	155881	HLABANA PRIMARY	PRIMARY	4	765	
AMAJUBA	Newcastle	52502023	260147	SEKUSILE HIGH	SECONDARY	4	603	
							1368	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 087
AMAJUBA	Newcastle	52502025	116180	CHELMSFORD PRIMARY	PRIMARY	4	470	
AMAJUBA	Newcastle	52502021	300588	ZIPHAKAMISENI HIGH	SECONDARY	4	980	
							1450	

DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 088
AMAJUBA	Newcastle	52502022	161949	IKHWEZI HIGH	SECONDARY	4	411	
AMAJUBA	Newcastle	52502028	212528	MLAMLELI PRIMARY	PRIMARY	4	850	
AMAJUBA	Newcastle	52502028	252488	QEDIZABA PRIMARY	PRIMARY	4	205	
							1466	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 089
AMAJUBA	Newcastle	52502024	107744	BETHAMOYA SECONDARY	SECONDARY	4	643	
AMAJUBA	Newcastle	52502026	206645	MDUMISENI SECONDARY	SECONDARY	4	286	
AMAJUBA	Newcastle	52502026	156103	HLALANATHI HIGH	SECONDARY	4	935	
							1864	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 090
AMAJUBA	Newcastle	52502029	268842	SITHOBELUMTHETHO PRIMARY	PRIMARY	4	667	
AMAJUBA	Newcastle	52502029	114811	CATHULANI PRIMARY	PRIMARY	4	950	
							1617	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 091
AMAJUBA	Newcastle	52502028	282014	THOBANI PRIMARY	PRIMARY	4	112	
AMAJUBA	Newcastle	52502028	257076	SABELA HIGH	SECONDARY	4	1633	
							1745	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	SCHOOL	PHASE	QUINTILE	ENROLMENT	CLUSTER : AMAJ 092
AMAJUBA	Newcastle	52502005	158434	HOPE FULL SERVICE HIGH	SECONDARY	5	1312	

							1312	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	INSTITUTION NAME	LEVEL	QUINTILE	ENROLMENT	CLUSTER : AMAJ 093
AMAJUBA	Dannhauser (KZN254)	52504002	500119880	DANNNHAUSER PRIMARY SCHOOLS	PRIMARY	4	381	
AMAJUBA	Dannhauser (KZN254)	52504002	500119843	DANNNHAUSER SECONDARY SCHOOL	SECONDARY	4	223	
							604	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	INSTITUTION NAME	LEVEL	QUINTILE	ENROLMENT	CLUSTER : AMAJ 094
AMAJUBA	Newcastle (KZN252)	52502002	500123432	DRANKESBERG PRIMARY SCHOOL	PRIMARY	5	253	
AMAJUBA	Newcastle (KZN252)	52502002	500144707	FERRUM HIGH SCHOOL	SECONDARY	5	13	
AMAJUBA	Newcastle (KZN252)	52502005	500246124	PANORAMA COMBINED SCHOOL	COMBINED	5	370	
							636	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	INSTITUTION NAME	LEVEL	QUINTILE	ENROLMENT	CLUSTER : AMAJ 095
AMAJUBA	Newcastle (KZN252)	52502003	500186073	LENNOXTON PRIMARY SCHOOL	PRIMARY	5	242	
AMAJUBA	Newcastle (KZN252)	52502025	500276538	ST OSWALD SECONDARY SCHOOL	SECONDARY	5	540	
AMAJUBA	Newcastle (KZN252)	52502003	500279017	SURYVILLE PRIMARY SCHOOL	PRIMARY	5	380	
							1162	
DISTRICT	LOCAL MUNICIPALITY	MUNICIPAL WARD_ID	EMIS	INSTITUTION NAME	LEVEL	QUINTILE	ENROLMENT	CLUSTER : AMAJ 096
AMAJUBA	Newcastle (KZN252)	52502025	500186591	LINCOLN HEIGHTS SECONDARY SCHOOL	SECONDARY	5	209	
AMAJUBA	Newcastle (KZN252)	52502025	500256928	S.E. VAWDA PRIMARY SCHOOL	PRIMARY	5	1027	
							1236	
AMAJUBA TOTAL NUMBER OF CLUSTERS : 96								

ADDENDUM 3: CONFIRMATION OF SUBMISSION FORM

CONFIRMATION OF SUBMISSION OF TENDER	
It is compulsory to complete this form in full. If it is not completed in full, it will not be considered as a submission and will automatically disqualify the bidder from further assessment as it is a compulsory returnable document. All bidders must complete in full and submit the form. The Department will stamp acknowledging receipt on opening the tender document.	
NAME OF DEPARTMENT	KWAZULU-NATAL DEPARTMENT OF EDUCATION
DATE OF SUBMISSION	
TIME OF SUBMISSION	
PLACE OF SUBMISSION	
NAME OF RECEIVING OFFICIAL WHOSE NAME APPEARS ON THE NOTICE ABOVE THE BID DEPOSIT BOX	
NAME OF PERSON SUBMITTING THE BID	
NAME OF BIDDER	
CENTRAL SUPPLIER DATABASE (MAAA NUMBER)	
POSTAL ADDRESS	

PHYSICAL ADDRESS	
TELEPHONE NUMBER	
CELLHONE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS	
COST PER LEARNER FOR PRIMARY	R
COST PER LEARNER FOR SECONDARY	R
SIGNATURE OF PERSON SUBMITTING THE BID	
DEPARTMENTAL DATE STAMP ACKNOWLEDGING RECEIPT	