SIOC
COMMUNITY DEVELOPMENT TRUST

Defining ourselves through **our actions,** not our words

REQUEST FOR PROPOSAL (RFP)

Christmas Joy

CLOSING DATE: 17/11/2026
CLOSING TIME: 16H00

NB!! Point 8 of the document contains the briefing link

Deloitte.

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1. WHO WE ARE

SIOC Community Development Trust (SIOC-CDT) was stablished in 2006 by Sishen Iron Ore Company SIOC (PTY) LTD (owned by Kumba Iron Ore (KIO) (PTY) LTD) to invest in the development of the communities in which SIOC (PTY) LTD operates. The Trust focuses primarily on beneficiary communities adjacent to the SIOC (PTY) LTD mining activities in the Northern Cape and Thabazimbi Local Municipality situated in the Limpopo Province. We have invested significantly in community development projects aimed at ensuring sustainability beyond mining operations.

Our beneficiary communities are located within the underneath municipal jurisdictions:

- Gamagara Local Municipality, Northern Cape;
- Ga-Segonyana Local Municipality, Northern Cape;
- Tsantsabane Local Municipality, Northern Cape;
- Joe Morolong Local Municipality, Northern Cape; and
- Thabazimbi Local Municipality, Limpopo.

2. MANDATE

To manage, invest and disburse funds on behalf of our beneficiary communities in accordance with the guidelines as provided by the Board of Trustees and prescribed by the SIOC-CDT Trust Deed.

3. VISION

Beneficiary communities have sustainable income and are empowered to thrive beyond the lifespan of the mine.

4. MISSION

Implement sustainable socio-economic initiatives through partnering with key stakeholders.

5. VALUES

- **We are committed to building healthy trustworthy relationships**
- **We are inclusive and transparent in decision making**
- **We are accountable to our stakeholders**
- **We are compassionate towards our beneficiaries**

6. PROJECT BACKGROUND

The **Christmas Joy 2026: Festive Nutrition Support Programme** is a SIOC-CDT intervention aimed at providing targeted nutrition and household resilience support to **2,500 verified vulnerable households** across the Trust's five beneficiary communities.

Beneficiary Community	Household Allocation
Gamagara	500
Ga-Segonyana	500
Joe Morolong	500
Tsantsabane	500
Thabazimbi	500
Total	**2,500**

The programme builds on the 2025 Christmas Joy intervention, which reached **2,496 of the targeted 2,500 households** and demonstrated the importance of beneficiary verification, stakeholder coordination, food quality assurance, proof-of-delivery controls and local enterprise participation. For 2026, SIOC-CDT has adopted a strengthened **community-based delivery model**. Five Lead Service Providers will be appointed through a competitive procurement process, with **one Lead Service Provider responsible for each beneficiary community**.

Each Lead Service Provider will assume single-point accountability for delivery of the programme within its allocated community, including procurement, packaging, storage, logistics, distribution, quality assurance and reporting.

In accordance with the approved localisation model, Lead Service Providers will be required to maximise meaningful participation of qualifying local SMMEs and service providers. Opportunities may include food and grocery supply, hygiene and gardening products, packaging, warehousing, transport, loading and off-loading and temporary labour.

The Lead Service Provider shall remain fully accountable to SIOC-CDT for all contractual obligations and deliverables, including any goods or services delivered through subcontractors or suppliers.

6.1 Beneficiary Governance

Beneficiary identification will be led by the **Department of Social Development (DSD)** through its verified beneficiary databases and established vulnerability assessment processes and may be supplemented by approved referrals from SIOC-CDT Health & Wellness programmes. SIOC-CDT and DSD will consolidate, verify and approve the final beneficiary lists prior to distribution. Lead Service Providers shall have **no authority to independently select, add, substitute or remove beneficiaries**. Distribution may only take place against beneficiary lists formally approved by SIOC-CDT.

6.2 Purpose of the RFP

The purpose of this RFP is to appoint **five competent Lead Service Providers, one per beneficiary community**, to:

- procure the approved nutrition support packages for 500 households within the allocated community;

- coordinate packaging, storage, logistics and distribution;
- maximise meaningful participation of qualifying local SMMEs and suppliers;
- ensure compliance with SIOC-CDT's approved product specifications and quality standards;
- implement appropriate food safety, stock management and quality assurance controls;
- distribute packages exclusively to verified beneficiaries;
- maintain complete proof-of-delivery and programme records;
- complete implementation within the prescribed programme timeframe; and
- provide complete operational, financial, localisation and close-out reporting.

Bidders may submit proposals for **one or more beneficiary communities**. Each community will constitute a separate award package and must be separately priced.

SIOC-CDT reserves the right to award different communities to different bidders and is under no obligation to award multiple communities to the same bidder.

6.3 Scope of Work

6.3.1 Coordination and Supervision

The Lead Service Provider shall:

- develop and implement a detailed community-level implementation plan;
- assume overall responsibility for delivery of 500 complete nutrition support packages within the allocated community;
- coordinate approved suppliers, subcontractors and logistics providers;
- ensure adequate personnel, warehousing, transport and operational capacity;
- participate in inception, progress, monitoring and close-out meetings with SIOC-CDT;
- maintain a complete project record and audit trail; and
- immediately escalate material implementation risks or delays to SIOC-CDT.

6.3.2 Procurement, Packaging and Quality Assurance

The Lead Service Provider shall:

- procure all products strictly in accordance with the approved Nutrition Support Package Specification;
- assemble 500 complete nutrition support packages;
- verify product quantity, weight/volume, condition, expiry dates and compliance with specifications;
- maintain secure and appropriate storage facilities;
- implement appropriate inventory and stock-control systems;
- facilitate SIOC-CDT inspections of warehousing, packaging and distribution activities; and
- replace rejected, defective, damaged, expired, missing or otherwise non-compliant products at its own cost where attributable to the Lead Service Provider.

No approved product, quantity, weight, specification or component may be omitted, reduced or substituted without **prior written approval from SIOC-CDT**.

Where an approved product is unavailable, the Lead Service Provider must propose an equivalent or superior substitute for prior written approval. No substitution shall reduce the quantity, quality or intended beneficiary value of the approved package.

6.3.3 Localisation

Each Lead Service Provider shall maximise meaningful participation of qualifying local enterprises within the allocated beneficiary community. Localisation opportunities may include:

- food and grocery supply;
- hygiene products;
- gardening supplies;
- packaging and labelling;
- warehousing and storage;
- transport and distribution;
- loading and off-loading;
- temporary labour; and
- other appropriate operational services.

Each bidder shall submit a **Localisation Plan** identifying:

i. proposed local SMMEs and suppliers;
ii. goods and/or services proposed to be allocated to them;
iii. estimated Rand value of local procurement;
iv. estimated percentage of the relevant contract value to be retained within the beneficiary community;
v. anticipated local temporary employment opportunities; and
vi. mechanisms for monitoring and reporting actual localisation performance.

Localisation commitments contained in the successful bidder's proposal may be incorporated into the Service Level Agreement and monitored as contractual performance commitments.

6.3.4 Beneficiary Verification and Alignment

The Lead Service Provider shall:

- collaborate with SIOC-CDT and DSD in implementing the approved beneficiary verification process;
- use only the final beneficiary list approved by SIOC-CDT;
- report discrepancies for resolution by SIOC-CDT and/or DSD;
- not independently alter the beneficiary database;
- verify beneficiaries during distribution in accordance with approved procedures;
- obtain and maintain signed or otherwise approved proof of receipt;
- maintain accurate distribution registers; and
- protect beneficiary personal information in accordance with applicable legislation and SIOC-CDT requirements.

6.3.5 Distribution

The Lead Service Provider shall:

- prepare a detailed distribution plan;
- coordinate venues, personnel, stock movement and logistics;
- distribute packages within the approved implementation period;
- implement appropriate crowd management, safety and security arrangements;
- issue packages only to verified beneficiaries;
- maintain signed distribution registers and proof of receipt;
- reconcile stock throughout distribution;
- immediately report shortages, losses, damaged stock, incidents or discrepancies; and
- account for all packages procured, distributed, rejected, damaged or remaining at close-out.

6.3.6 Reporting and Documentation

The Lead Service Provider shall:

- submit an inception and mobilisation report;
- provide progress reports during procurement and packaging;
- provide reports during active distribution as required by SIOC-CDT;
- maintain procurement, stock, QA and distribution records;
- report localisation and local SMME participation;
- maintain a complete financial and stock reconciliation; and
- submit a comprehensive final close-out report and supporting evidence.

6.4 Implementation Plan

Bidders must submit a detailed implementation plan covering:

- project schedule from appointment to close-out;
- procurement and sourcing methodology;
- packaging and warehousing arrangements;
- staffing;
- localisation approach;
- quality assurance and food safety controls;
- beneficiary verification and distribution workflow;
- transport and logistics;
- stakeholder coordination;
- risk management and contingency arrangements;
- monitoring and reporting; and
- financial and stock reconciliation.

The implementation plan must demonstrate the bidder's ability to deliver the required scope within the programme timetable.

6.5 Deliverables

Deliverable	Minimum Requirement
Implementation Plan	Detailed implementation plan approved by SIOC-CDT
Localisation Plan	Local SMMEs/suppliers, scope, employment and estimated local expenditure identified
Procurement	500 complete nutrition support packages procured per allocated community
Quality Assurance	100% of packages compliant with approved specifications prior to distribution
Beneficiary Alignment	Distribution strictly against the SIOC-CDT-approved beneficiary list
Distribution	500 verified households supported per allocated community
Proof of Delivery	100% of distributions supported by approved beneficiary verification and receipt records
Localisation Reporting	Actual local SMME participation, employment and expenditure reported
Financial & Stock Reconciliation	Full reconciliation of expenditure and all programme stock
Close-out	Complete close-out report with required supporting evidence

7. ASSESSMENT/EVALUATION CRITERIA

7.1 Pre-Qualifying Criteria

Only bidders meeting all applicable mandatory administrative and compliance requirements stipulated in this RFP and SIOC-CDT's applicable procurement requirements will proceed to technical evaluation. Bidders must submit, at minimum:

- valid SARS Tax Compliance Status PIN;
- company registration documentation;
- completed SIOC-CDT supplier information documentation;
- declarations of interest;
- details of directors/shareholders where required;
- proof of relevant registrations where applicable; and
- all other mandatory documents stipulated in this RFP.
- Bidders MUST reside within SIOC-CDT beneficiary areas. (Provide proof of Residence)

Failure to submit a document expressly identified as mandatory may result in disqualification in accordance with the applicable procurement requirements.

7.2 Technical Evaluation

Technical proposals will be evaluated against the criteria below. Each sub-criterion will be assessed independently based on the evidence contained in the bidder's submission. Bidders must achieve a minimum technical score of **60 out of 100 points** to proceed to the next stage of evaluation.

Table 1: Technical Evaluation Criteria

Technical criterion	Assessment requirements and proof of evidence (POE)	Scoring methodology	Points
Relevant organisational experience	Submit a company profile and evidence of experience in food parcel or nutrition support programmes, food procurement, packaging, warehousing, logistics or large-scale distribution. (e.g. Sanitary towels, school uniforms etc. **POE: Company profile, and contactable reference letters.**	• No relevant experience: 0 points; • less than 2 years one reference letter: 5 points; • 2–4 years with two reference letters: 10 points; • more than 4 years with three and or more reference letters: 15 points.	15
Project implementation plan and operational readiness	Submit a practical implementation plan covering, procurement, packaging, quality checks, distribution and close-out within the 15-day implementation period. Identify activities, responsible persons, resources, milestones, delivery schedules and contingency arrangements. **POE: Implementation plan, work schedule and organogram.**	• No, or inadequate plan: 0 points; • partially developed plan with gaps: 5 points; • Adequate plan addressing most requirements: 10 Points; • Comprehensive, realistic plan addressing all requirements: 15 Points.	15
Procurement and stock management	Demonstrate how the approved food, hygiene and household gardening items will be sourced, quantities verified, stock maintained and tracked, and purchase orders fulfilled. Explain supplier management, stock reconciliation, storage and controls against shortages or losses. **POE: Procurement plan, supplier arrangements, stock-control procedures and inventory.**	• No clear approach: 0 Points; • Basic approach with significant gaps: 5 Points; • adequate procedures with minor gaps: 7 Points;	10

		• Comprehensive and verifiable procurement and stock-management system: 10 Points.	
Transportation, logistics and distribution capacity	Explain how packages will be transported, stored where necessary and delivered to designated distribution points for 500 households in the allocated community. Demonstrate vehicle availability, delivery scheduling, loading and off-loading arrangements, staffing and contingency plans for transport delays. **POE**: **logistics plan, vehicle details or access arrangements, delivery schedule and staffing plan**.	• No credible logistics plan: 0 Points; • Basic plan with major gaps: 5 Points; • Adequate plan with workable arrangements: 10 Points; • Comprehensive plan demonstrating capacity for timely and secure delivery: 15 Points.	15
Quality assurance and food safety	Explain how food quality, packaging integrity, quantities, expiry dates and storage conditions will be checked, together with the quality of hygiene products and gardening kits. Specify procedures for handling damaged, expired, defective or incorrect items and replacing them at no additional cost where attributable to the supplier. **POE: quality-control checklist, food-handling and storage procedures, inspection process and replacement plan.**	• No adequate controls: 0 Points; • Basic checks with gaps: 3 Points; • Adequate controls and replacement arrangements: 7 Points; • Comprehensive quality assurance, safe handling and timely replacement procedures: 10 Points.	10
Local SMME participation and localisation	Demonstrate how local SMMEs in the allocated beneficiary community will participate in food supply, transport, warehousing, packaging, loading and off-loading, or temporary labour, where practical. Explain selection, roles, responsibilities, resource allocation, payment arrangements and supervision. **POE: local participation plan, proposed SMME profiles, and or subcontracting arrangements where available.**	• No credible local participation plan: 0 Points; • Limited participation with unclear roles: 5 Points; • Reasonable plan with defined roles and activities: 10 Points; • Clear, practical plan demonstrating meaningful local	15

		economic participation and accountability: 15 Points.	
Beneficiary verification and proof of delivery	Demonstrate how approved beneficiary lists will be received, handled securely and reconciled against the allocation of 500 households; how duplication will be prevented; and how beneficiary identity will be verified at collection. Explain controls for uncollected packages, discrepancies and missing records. The bidder must not independently select beneficiaries. **POE: Beneficiary verification procedure, distribution register, and reconciliation process.**	• No adequate verification or delivery controls: 0 Points; • Basic controls with major gaps: 3 Points; • Adequate verification and proof-of-delivery procedures: 7 Points; • Comprehensive controls supporting accurate, auditable distribution: 10 Points.	10
Monitoring, reporting and project close-out	Explain how implementation progress, quantities procured and distributed, local SMME participation, delivery discrepancies and expenditure will be monitored and reported. Include financial reconciliation, supporting documentation, lessons learnt and a final close-out report. **POE: Reporting templates, monitoring plan, reconciliation format and sample reports where available.**	• No credible reporting arrangements: 0 Points; • Basic reporting plan: 2 Points; • Clear reporting, reconciliation and close-out arrangements: 5 Points.	5
Financial and operational capacity	Demonstrate the ability to fund or otherwise resource the approved procurement and operational activities within the contractual payment arrangements. Provide proportionate evidence of financial standing and access to operational resources. **POE: Recent financial statements where available, management accounts, bank confirmation or other credible evidence of available funds or funding arrangements, and operational resource commitments.**	• No credible evidence of capacity: 0 Points; • Partial evidence with material gaps: 2 Points; • Credible evidence demonstrating adequate financial and operational capacity: 5 Points.	5
Total Technical Score			100
Minimal Threshold			60

Table 2: Technical Scoring Methodology

Each sub-criterion will be scored proportionately against the maximum points available for that sub-criterion.

Rating	Assessment	Percentage of Available Points
Excellent	Fully addresses the requirement with comprehensive, credible and verifiable evidence and demonstrates a high level of capability	**100%**
Good	Addresses the requirement well with adequate supporting evidence and only minor weaknesses	**75%**
Adequate	Meets the basic requirement but lacks detail, depth or supporting evidence in certain respects	**50%**
Poor	Partially addresses the requirement but contains material weaknesses or insufficient supporting evidence	**25%**
Non-responsive	Requirement not addressed or no credible supporting evidence provided	**0%**

Evaluators shall record the basis for scores awarded to promote consistency, transparency and auditability of the evaluation process.

7.3 Price and B-BBEE Evaluation

Bidders meeting the minimum technical threshold will proceed to price and B-BBEE evaluation in accordance with the prevailing SIOC-CDT Procurement Policy and applicable procurement requirements. The applicable preference point system, and weighting shall be confirmed by SIOC-CDT Supply Chain Management.

Criteria	Weightings (<R1M)
Price	70
B-BBEE Scorecard (focusing on SMME and local talent development)	30
TOTAL	**100**

OR

Criteria	Weightings (>R1M)
Price	80
B-BBEE Scorecard (focusing on SMME and local talent development)	20
TOTAL	**100**

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NB!! The applicable scoring model shall be utilised depending on the areas/Municipalities that the service provider shall be bidding for.

8. INSTRUCTIONS TO BIDDERS

Bidders must demonstrate adequate financial, technical, human-resource, logistics and operational capacity to perform the required services. bidder may submit a proposal for **one or more beneficiary communities**. Where a bidder submits proposals for more than one community:

- each community must be clearly identified;
- each community must be separately priced;
- the bidder must demonstrate adequate capacity to implement all communities for which it may be appointed simultaneously; and
- SIOC-CDT reserves the right to award one, several or no communities to the bidder.

SIOC-CDT may undertake due diligence to verify:

- previous project experience;
- references;
- financial capacity;
- warehousing and logistics arrangements;
- project personnel;
- local supplier/SMME arrangements;
- declarations and representations; and
- any other information material to the evaluation.

SIOC-CDT reserves the right to request clarification of a proposal where permitted by the applicable procurement framework, provided that such clarification does not result in an unfair alteration or improvement of the original bid.

VIRTUAL BRIEFING DATE: 6 NOVEMEBER 2026 11H00

VIRTUAL BRIEFING LINK: Virtual briefing for Christmas Joy tender | Meeting-Join | Microsoft Teams

9. PRICING

Prices must be submitted separately for each beneficiary community for which the bidder wishes to be considered and must cover the complete delivery of **500 nutrition support packages**. Bidders shall complete the prescribed pricing schedule and provide, at minimum, the following breakdown:

Cost Component	**Amount (R)**
Food and grocery items	
Hygiene products	
Gardening starter kits	

Packaging and labelling	
Warehousing and storage	
Transport and distribution	
Administration and project management	
Quality assurance and compliance	
Other costs – specify	
Profit/management margin	
Total Excluding VAT	
VAT	
Total Including VAT	
Cost per Completed Package	

Prices shall include all costs necessary to deliver the complete contracted scope, except VAT where separately applicable. Bidders must disclose all assumptions underlying their pricing. No additional cost shall be payable unless expressly authorised in writing by SIOC-CDT in accordance with the applicable contractual and governance requirements.

10. TERMS AND CONDITIONS

10.1 SIOC-CDT reserves the right not to accept the lowest-priced or any proposal received and may accept a proposal in whole or in part subject to its procurement requirements.

10.2 The bidder shall bear all costs associated with preparation and submission of its proposal.

10.3 SIOC-CDT may verify any information submitted and may conduct due diligence prior to award.

10.4 Any material misrepresentation may result in disqualification and/or contractual remedies where discovered after award.

10.5 Single-Point Accountability

The appointed Lead Service Provider shall remain fully responsible and accountable to SIOC-CDT for performance of the entire contracted scope, notwithstanding the appointment or use of subcontractors, suppliers, transporters or other third parties.

10.6 Subcontracting

No subcontracting arrangement shall relieve the Lead Service Provider of its contractual obligations.

The successful bidder must disclose material subcontracting arrangements and localisation commitments to SIOC-CDT. SIOC-CDT reserves the right, where reasonably necessary for governance, compliance or performance purposes, to review proposed subcontracting arrangements.

10.7 Product Compliance and Substitution

All goods supplied must comply with the approved specifications. No product, quantity, weight or component may be substituted, reduced or omitted without prior written approval from SIOC-CDT. Any unauthorised substitution may be rejected and replaced at the Lead Service Provider's cost.

10.8 Inspection and Quality Assurance

SIOC-CDT and/or its authorised representatives may inspect products, warehouses, packaging facilities, stock records, distribution venues and relevant supporting documentation during implementation.

10.9 Beneficiary Information

All beneficiary information shall be treated as confidential and used exclusively for purposes of implementing the programme. The Lead Service Provider shall implement appropriate safeguards to prevent unauthorised access, disclosure, alteration or use of beneficiary information and comply with applicable data-protection requirements.

10.10 Conflict of Interest

Bidders shall disclose all actual, potential or perceived conflicts of interest involving SIOC-CDT employees, Trustees, public officials, community representatives, proposed subcontractors, suppliers or any other parties associated with the procurement or implementation of the programme.

10.11 Performance Commitments

Material commitments contained in the successful bidder's technical proposal, implementation plan, localisation plan and pricing submission may be incorporated into the final SLA and become contractual performance obligations.

10.12 Failure to comply with contractual requirements may result in remedies provided for in the SLA, including corrective action, withholding of payment, replacement of non-compliant goods, termination and/or other remedies available to SIOC-CDT.

11. CORRUPT AND FRAUDULENT ACTIVITIES

SIOC-CDT requires bidders, suppliers, subcontractors and service providers to observe the highest standards of ethics during procurement and contract implementation.
11.1 No bidder or associated party may directly or indirectly offer, give, receive or solicit anything of value for purposes of improperly influencing the procurement process or contract implementation.

11.2 Fraudulent conduct includes any intentional or reckless misrepresentation or omission intended to influence procurement or implementation or obtain an improper benefit.

11.3 Collusive practices between bidders, suppliers or other parties intended to manipulate competition, pricing or procurement outcomes are prohibited.

11.4 SIOC-CDT may reject a proposal where it determines that the bidder or an associated party has engaged in corrupt, fraudulent, collusive or other prohibited conduct.

11.5 SIOC-CDT may terminate a contract where prohibited conduct is discovered after appointment, subject to applicable contractual provisions.

11.6 The Lead Service Provider shall ensure that its subcontractors, suppliers, agents and other parties engaged in the programme comply with these requirements.

12. CONFIDENTIALITY

All information made available by SIOC-CDT in connection with this RFP shall be treated as confidential where appropriate and shall not be used for purposes unrelated to the procurement. The successful bidder shall protect beneficiary information, programme records, financial information and other confidential information received during implementation and comply with applicable information-protection requirements. Confidential information may only be disclosed where authorised by SIOC-CDT or required by law.

13. PAYMENT STRUCTURE

13.1 SIOC-CDT shall pay valid and substantiated invoices within thirty (30) days, subject to verification and acceptance of the applicable contractual deliverables.

13.2 Payments shall be linked to agreed milestones and verified performance and shall not become due solely because expenditure has been incurred by the Lead Service Provider.

13.3 Invoices must be accompanied by supporting documentation reasonably required by SIOC-CDT, which may include procurement evidence, quality assurance records, stock records, proof of delivery and other applicable milestone documentation.

13.4 SIOC-CDT may withhold payment relating to incomplete, defective, substituted, unsupported or non-compliant goods or services pending satisfactory rectification.

13.5 Final payment shall be subject to acceptance of the final close-out report and satisfactory reconciliation of:

- packages procured;
- packages packaged and quality assured;
- packages distributed;
- damaged, rejected or replaced stock;
- residual stock;
- beneficiary proof of receipt;
- programme expenditure;
- local SMME participation and expenditure; and

- all other material contractual deliverables.

13.6 The detailed payment milestones shall be finalised in the SLA entered into with the successful bidder.

14. GENERAL

Successful bidders will be required to enter into formal **performance-based Service Level Agreements (SLAs)** with SIOC-CDT. The SLA will incorporate, as applicable:

- approved scope of work;
- implementation schedule;
- deliverables and KPIs;
- pricing;
- payment milestones;
- quality standards;
- localisation commitments;
- beneficiary governance requirements;
- reporting requirements;
- monitoring and inspection rights;
- financial and stock reconciliation;
- confidentiality and POPIA requirements;
- performance remedies;
- termination provisions; and
- close-out requirements.

SIOC-CDT reserves the right to monitor performance throughout implementation and require corrective action where contractual obligations are not being achieved.

15. RFP ANNEXURES

The following annexures shall form an integral part of the RFP:

Annexure	Description
Annexure A	Nutrition Support Package Specification
Annexure B	Mandatory Pricing Schedule
Annexure C	Beneficiary Community Allocation
Annexure D	Localisation Plan Template
Annexure E	Implementation Plan Requirements
Annexure F	Reporting and Close-out Requirements
Annexure G	Mandatory Compliance Documentation

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Annexure H	SIOC-CDT Supplier Information Form

In the event of any inconsistency between a bidder's proposal and the mandatory requirements of the RFP and its annexures, the RFP requirements shall prevail unless SIOC-CDT has expressly approved otherwise in writing.

15.2 Bid Identification

Submissions must clearly state: **RFP: Appointment of Lead Service Providers for the Procurement, Packaging, Storage and Distribution of Nutrition Support Packages – Christmas Joy 2026**

15.3 Community Selection

The bidder must clearly indicate the beneficiary community or communities for which it wishes to be considered:

☐ Gamagara
☐ Ga-Segonyana
☐ Joe Morolong
☐ Tsantsabane
☐ Thabazimbi

15.4 Multiple Community Bids

Where a bidder submits proposals for more than one community:

- each community must be separately identified;
- a separate pricing schedule must be completed for each community;
- the bidder must demonstrate sufficient operational and financial capacity to deliver all potential awards simultaneously; and
- SIOC-CDT may award any number of the communities applied for.

15.5 Late Proposals

Late proposals will not be considered except where expressly permitted under SIOC-CDT's applicable procurement requirements.

15.6 Proposal Validity

Proposals shall remain valid for the period stipulated in the final issued RFP.

ANNEXURE A: NUTRITION SUPPORT PACKAGE SPECIFICATION

BIDDER TO ACCEPT

By submitting a bid, the bidder accepts the following as the minimum mandatory package specification. No item, quantity, weight or specification may be reduced, omitted or substituted without prior written approval from SIOC-CDT.

Category	Item / Requirement	Quantity per Package	Minimum Specification / Control
Programme Requirement	Package allocation	500	Complete packages per awarded beneficiary community
Food & Nutrition	Tastic Rice	1	10 kg
	Iwisa Samp	1	5 kg
	Sasko Cake Flour	1	10 kg
	Anchor Yeast	10	10 packets
	Iwisa Maize Meal	2	20 kg total
	Selati Brown Sugar	1	10 kg
	Excella Cooking Oil	1	5 litres
	KOO Baked Beans	4	410 g tins
	KOO Mixed Vegetables	4	410 g tins
	Bull Brand Corned Meat	4	410 g tins
	Lucky Star Pilchards	4	410 g tins
	Fatti's & Moni Macaroni	1	500 g
	Knorr Beef Stock Cubes	1	24-cube pack
	Rooibos Tea Bags	1	100-bag pack
	Ricoffy Coffee	1	750 g

Category	Item / Requirement	Quantity per Package	Minimum Specification / Control
	Black Cat Peanut Butter	1	380 g
	Wellington Tomato Sauce	1	700 ml
	NOLA Tangy Mayonnaise	4	750 g jars
	All Gold Jam	1	900 g
Hygiene & Household	Always Sanitary Towels	4	10-pack
	Vaseline Blue Seal	1	500 ml
	Sunlight Bath Soap	4	4 bars
	Twinsaver Toilet Paper	1	18 rolls
	Sunlight Washing Powder	1	5 kg
	Sunlight Dishwashing Liquid	1	750 ml
	Handy Andy Cream	1	750 ml
	Sta-Soft Fabric Softener	1	2 litres
	Aquafresh Toothpaste	4	100 ml tubes
Gardening Starter Kit	Vegetable Seed Pack Collection	1	Minimum 6 seed varieties/packs
	Spade	1	Suitable for household gardening
	Hand Fork	1	Suitable for household gardening

Category	Item / Requirement	Quantity per Package	Minimum Specification / Control
	Watering Can	1	10 litres
	Garden Gloves	1 pair	Large or suitable equivalent
	Garden Shovel	1	Suitable for household gardening
Mandatory QA	Product condition	All items	New, unused, undamaged, uncontaminated and fit for purpose
	Original packaging	Applicable items	Intact manufacturer packaging
	Food safety	All food products	Compliance with applicable South African food safety requirements
	Shelf life	Applicable items	Sufficient remaining shelf life at date of distribution; expired/near-expiry products not acceptable
	Inspection	All packages	Subject to SIOC-CDT inspection and QA before distribution
	Substitution	All items	Prior written SIOC-CDT approval required; approved alternative must be equivalent or superior in quantity, quality and beneficiary value
	Non-compliant goods	As applicable	Provider to replace rejected, damaged, expired, missing or non-compliant goods at own cost where attributable to provider

ANNEXURE B: MANDATORY PRICING SCHEDULE

BIDDER TO COMPLETE – SEPARATELY FOR EACH COMMUNITY BID FOR

All costs required for complete delivery of the scope must be included. No additional costs will be payable unless approved in writing by SIOC-CDT.

Pricing Category	Cost Component	Cost per Package (R)	Quantity	Total Amount (R)	% of Bid

Direct Package Cost	Food & nutrition items		500		
	Hygiene & household products		500		
	Gardening starter kits		500		
	Subtotal: Direct Package Cost				**R**
Implementation Cost	Procurement & supplier management				
	Packaging & labelling				
	Warehousing & storage				
	Transport & distribution				
	Administration & project management				
	Compliance, monitoring & QA				
	Profit / management margin				
	Other – specify				
	Subtotal: Implementation Cost				**R**
TOTAL	**Total Bid Price Excluding VAT**			**R**	**100%**
	VAT, where applicable			R	

	Total Bid Price Including VAT			**R**	
	Cost per Completed Package Excluding VAT	**R**	**500**		
Bid Details	Beneficiary community				_____
	Material pricing assumptions, if any				_____
	Bidder				_____
	Authorised signatory				_____
	Date				_____

ANNEXURE C: BENEFICIARY COMMUNITY ALLOCATION

BIDDER TO COMPLETE

The bidder must select the community/community packages for which it wishes to be considered. Each community constitutes a separate potential award.

Beneficiary Community	**Municipal Jurisdiction**	**Province**	**Target Households**	**Bidder Selection**	**Bid Requirement**
Gamagara	Gamagara Local Municipality	Northern Cape	500	☐	Separate pricing schedule
Ga-Segonyana	Ga-Segonyana Local Municipality	Northern Cape	500	☐	Separate pricing schedule
Joe Morolong	Joe Morolong Local Municipality	Northern Cape	500	☐	Separate pricing schedule
Tsantsabane	Tsantsabane Local Municipality	Northern Cape	500	☐	Separate pricing schedule

Beneficiary Community	Municipal Jurisdiction	Province	Target Households	Bidder Selection	Bid Requirement
Thabazimbi	Thabazimbi Local Municipality	Limpopo	500	☐	Separate pricing schedule
TOTAL	**Five beneficiary communities**		**2,500**		
Multiple Awards	Bidder must demonstrate capacity to deliver all communities for which it may be appointed concurrently				
Award Basis	SIOC-CDT may award communities separately and is not obliged to award all communities bid for to one bidder				
Bidder	_____				
Authorised Signatory	_____				
Date	_____				

ANNEXURE D: LOCALISATION PLAN

BIDDER TO COMPLETE – MANDATORY AND TECHNICALLY SCORED

The commitments made below may be incorporated into the successful bidder's SLA and monitored against actual performance.

Localisation Area / Indicator	Proposed Local SMME / Supplier	Location	Goods / Services	Estimated Value (R)	% of Contract	Employment / Other Commitment
Food & grocery procurement						

Localisation Area / Indicator	**Proposed Local SMME / Supplier**	**Location**	**Goods / Services**	**Estimated Value (R)**	**% of Contract**	**Employment / Other Commitment**
Hygiene products						
Gardening supplies						
Packaging & labelling						
Warehousing & storage						
Transport & distribution						
Loading & off-loading						
Temporary labour						
Other local procurement						
TOTAL LOCAL SPEND				**R**	**%**	
Local SMMEs/suppliers	**Total number committed: _____**					
Local procurement	**Total Rand commitment:** R_____					
Local spend	**Percentage of contract value:** _____%					
Local employment	**Temporary opportunities committed: _____**					

Localisation Area / Indicator	Proposed Local SMME / Supplier	Location	Goods / Services	Estimated Value (R)	% of Contract	Employment / Other Commitment
Local labour expenditure	**Estimated value:** R_____					
Monitoring	Describe how local expenditure, enterprise participation and employment will be verified and reported					
Declaration	Bidder acknowledges that the above commitments may become contractual KPIs and must be substantiated during implementation and close-out					
Bidder / Signatory / Date	_____/ _____/ _____ __					

ANNEXURE E: IMPLEMENTATION PLAN

BIDDER TO COMPLETE – MANDATORY AND TECHNICALLY SCORED

The bidder must demonstrate a credible end-to-end implementation methodology capable of delivering the awarded community scope within the SIOC-CDT programme timeframe.

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Workstream	Minimum Requirement	Bidder Response / Proposal Reference	Key Date / Milestone	Responsible Person
Project Governance	Structure, accountability, decision-making and escalation			
Mobilisation	Personnel, suppliers, facilities, equipment and logistics			
Procurement	Sourcing, purchasing, stock availability and controls			
Localisation	Delivery of Annexure D commitments			
Warehousing	Location, capacity, security, hygiene and stock controls			
Packaging	Assembly, staffing, labelling and completeness controls			
Quality Assurance	Product inspection, specifications, expiry dates and non-conformance management			
Beneficiary Verification	Distribution only against SIOC-CDT-approved beneficiary database			
Distribution	Venues, schedule, beneficiary flow, stock movement, crowd control and proof of receipt			
Logistics	Vehicles, routes, loading/off-loading and backup arrangements			
Health & Safety	Beneficiary, staff, product and venue safety			
Risk Management	Key risks, mitigations and contingencies			
Monitoring & Reporting	Performance tracking, reporting and issue escalation			

Workstream	Minimum Requirement	Bidder Response / Proposal Reference	Key Date / Milestone	Responsible Person
Financial Control	Expenditure controls and supporting documentation			
Stock Reconciliation	Procured → received → packaged → distributed → rejected/damaged → residual stock			
Close-out	Operational, financial, stock and localisation reconciliation and final report			
Mandatory Delivery Sequence	**Inception → Mobilisation → Procurement → Local SMME Activation → Warehousing → Packaging → QA → Beneficiary Readiness → Distribution → Reconciliation → Close-out**			
Bidder / Signatory / Date	_____ / _____ / _____			

ANNEXURE F: REPORTING AND CLOSE-OUT REQUIREMENTS

BIDDER TO ACCEPT

The successful Lead Service Provider will be measured against the following minimum reporting, reconciliation and close-out requirements.

Report / Performance Indicator	Minimum Requirement	Frequency / Due	Target / Control	Required Evidence
Inception Report	Final plan, team, suppliers, localisation, logistics and risks	Post-inception	SIOC-CDT approval	Approved report
Procurement Progress	Orders, goods received, stock availability, risks and corrective actions	Weekly	On-schedule procurement	Procurement records

QA Report	Quantities, specifications, condition, expiry dates and rejected/replaced goods	Pre-distribution	100% packages QA-approved	QA records
Distribution Readiness	Stock, beneficiary lists, venues, personnel, transport and controls	Pre-distribution	Formal readiness confirmation	Readiness report
Household Allocation	Approved households	Once-off	**500**	Approved master database
Complete Packages	Packages procured and assembled	Pre-distribution	**500**	Stock records
Verified Distribution	Approved households receiving complete packages	Daily/close-out	**500**	Distribution registers
Proof of Receipt	Verified beneficiary receipt	Daily/close-out	**100%**	Signed/approved records
Unaccounted Packages	Packages not fully reconciled	Close-out	**0**	Stock reconciliation
Material Product Non-Compliance	Unresolved material quality/specification failures	Close-out	**0**	QA records
Local SMME Participation	Actual enterprises utilised	Close-out	Annexure D commitment	Contracts/invoices
Local Procurement Spend	Actual local Rand value and %	Close-out	Annexure D commitment	Procurement records
Local Employment	Actual temporary/local opportunities	Close-out	Annexure D commitment	Employment/payment records
Stock Reconciliation	All stock procured, received, distributed, damaged/rejected and residual	Close-out	**100%**	Reconciliation
Financial Reconciliation	Complete expenditure and supporting records	Close-out	**100%**	Financial records

Complaints & Incidents	Record, response and resolution	Throughout	Zero material unresolved matters	Registers
Close-out Report	Performance, beneficiaries, QA, localisation, finances, stock, incidents, lessons and recommendations	SIOC-CDT deadline	Complete and accepted	Final report
Audit Trail	Complete procurement, beneficiary, QA, financial, localisation and distribution evidence	Close-out	**100% complete**	Evidence file

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No.	Requirement	Classification	Submitted	Bidder Page Reference	SCM Verification / Comments
1	Completed and signed bid submission	SCM to confirm	☐		
2	Company registration documentation	SCM to confirm	☐		
3	Valid SARS Tax Compliance Status PIN	SCM to confirm	☐		
4	Applicable B-BBEE documentation	SCM to confirm	☐		
5	SIOC-CDT Supplier Information Form	SCM to confirm	☐		
6	Directors/shareholders information, where required	SCM to confirm	☐		
7	Declaration of Interest	SCM to confirm	☐		
8	Past SCM practices/performance declaration, where required	SCM to confirm	☐		
9	Proof of banking details	SCM to confirm	☐		
10	Company profile	Returnable	☐		
11	Evidence of relevant experience	Technical	☐		
12	Contactable references	Technical	☐		
13	Completed Annexure B – Pricing	Mandatory Returnable	☐		
14	Completed Annexure C – Community Selection	Mandatory Returnable	☐		
15	Completed Annexure D – Localisation Plan	Mandatory Technical Returnable	☐		

16	**Completed Annexure E – Implementation Plan**	**Mandatory Technical Returnable**	☐		
17	**Proposed project team**	**Technical**	☐		
18	**Risk and QA arrangements**	**Technical**	☐		
19	**Warehousing/logistics arrangements**	**Technical**	☐		
20	**Conflict-of-interest disclosure**	**SCM to confirm**	☐		
21	**Other requirements stipulated in final RFP**	**SCM to confirm**	☐		
Declaration	**Bidder must disclose any actual, potential or perceived conflict involving SIOC-CDT Trustees/employees, procurement personnel, public officials, community representatives, subcontractors or suppliers. Failure to disclose a material conflict may result in disqualification and/or contractual remedies.**	**Mandatory Disclosure**	☐		

ANNEXURE H: SUPPLIER INFORMATION FORM

BIDDER TO COMPLETE

Where SIOC-CDT's approved corporate Supplier Information Form requires additional information, the approved corporate form shall prevail and may be attached to this schedule.

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Category	Information Required	Bidder Response
Company	Registered company name	
	Trading name	
	Registration number	
	Income tax number	
	VAT number, if applicable	
	B-BBEE status	
	Physical address	
	Postal address	
	Years in operation	
	Permanent employees	
Contact	Primary contact person	
	Designation	
	Telephone	
	Email	
Ownership	Directors / owners and ownership percentages	
Banking	Bank	
	Account holder	
	Account type	
	Account number	
	Branch / branch code	
	Verification	Banking information subject to independent SIOC-CDT verification before payment
Experience 1	Client / project / scope / contract value / scale / completion date / contactable reference	

Experience 2	**Client / project / scope / contract value / scale / completion date / contactable reference**	
Experience 3	**Client / project / scope / contract value / scale / completion date / contactable reference**	
Declaration	**Accuracy**	**I/We certify that the information contained in this bid and its annexures is true and correct and may be independently verified by SIOC-CDT.**
Declaration	**Contractualisation**	**I/We acknowledge that material commitments contained in our pricing, implementation plan, localisation plan and technical proposal may be incorporated into the SLA and become contractual performance obligations.**
Authorisation	**Company**	
	Authorised representative	
	Designation	
	Signature	
	Date	

16. Further information regarding technical/design matters can be sent via email to:

Marcia.myataza@sioc-cdt.co.za

16.1 Further information regarding supply chain matters can be sent via email to: scm@sioc-cdt.co.za cc Kabelo.letsoalo@sioc-cdt.co.za

17. SUBMISSIONS OF PROPOSALS

17.1 Proposals, with portfolio/previous work, as indicated above, should be submitted to the below on or before the **by** no later than **17 November 2026 16:30: to** scm@sioc-cdt.co.za cc Kabelo.letsoalo@sioc-cdt.co.za

17.2 Clearly indicate the name of the proposal when submitting the proposal:
RFP: Christmas Joy

17.3 If you are not contacted within 10 days after submission of your proposal, then the proposal shall be deemed to have been unsuccessful.