

REQUEST FOR QUOTATION – CUL 01/2015

PROVISION OF HYGIENE AUDITS FOR THE DURBAN ICC FOR A PERIOD OF 12 MONTHS

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 13 years. The Centre has also obtained certification for ISO14001 (Environmental Management), ISO22000 (Food Safety), ISO9001 (Quality Management) which requires the implementation of a quality, safety and hygiene assurance system within the Durban ICC's food production facilities.

2. Purpose of the Request for Proposal

The Durban ICC requires the services of a competent service provider to conduct hygiene audits necessary for the implementation of a quality hygiene assurance system within our food production facilities.

3. Mandatory Requirements

Does the service provider comply with the specifications?	Yes	No
	✓	X
Service Provider		
<ul style="list-style-type: none"> • The service provider must be an internationally accredited laboratory through the South African National Accreditation System (SANAS) in compliance with ISO/IEC 17025. 		
<ul style="list-style-type: none"> • The service provider's team should include only qualified microbiologists and food technologists in all key positions (Organogram and CV's of the team are to accompany this proposal) 		
<ul style="list-style-type: none"> • The service provider is to serve as a member of the South African Association for Food Science and Technology (SAAFoST). 		
<ul style="list-style-type: none"> • The service provider has extensive field experience in HACCP and ISO 22000 systems and follows applicable food safety legislation and regulations including R962 of Act No. 54 of 1972 and SANS 10049 Food Hygiene Management. 		
Hygiene Audits		
<ul style="list-style-type: none"> • The hygiene audits must cover the following key result areas: <ul style="list-style-type: none"> ○ Bacteriological evaluation of all major processing areas and equipment including but not limited to swabbing or surfaces/equipment (Standard Plate Count) and refrigeration (Standard Plate Count, Yeasts and moulds and <i>Listeria monocytogenes</i>); ○ Staff Hygiene including but not limited to swabbing for <i>Staphylococcus aureus</i> and <i>Escherichia coli</i>; ○ Bacteriological evaluation of prepared foods (including but not limited to testing for <i>Staphylococcus aureus</i>, <i>Escherichia coli</i>, <i>Salmonella spp</i>, <i>Clostridium perfringens</i>, Standard Plate Count, Coliforms) ○ Supplier product evaluation; ○ Bacteriological evaluation of drinking water/ice in accordance with SANS 241; ○ Chemical application, cleaning and sanitising; ○ Refrigeration for food storage; ○ Temperature control; ○ Areas allied to production 		

Does the service provider comply with the specifications?	Yes	No
	✓	X
<ul style="list-style-type: none"> • A hygiene audit report is to be compiled which reflects the results of the tests conducted and submitted to the Durban ICC no longer that 48 hrs 		
<ul style="list-style-type: none"> • The hygiene audits are to be performed four times per annum 		
<ul style="list-style-type: none"> • Provide professional advice regarding microbiological, food safety and hygiene issues and recommendations for continuous improvement 		

Please Note: Failure to meet all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for evaluation

4. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 4.1 Full name.
- 4.2 Identification or company or other registration number.
- 4.3 Tax reference number and VAT number, if any.
- 4.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 4.5 Valid BBBEE Certificate.
- 4.6 MBD 4 Declaration of Interest form must be completed.
- 4.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

5. Terms and Conditions

It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

6. Requirements to submit quotations

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 Companies **must** submit a company profile and provide examples and references of similar such work performed.
- 6.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website (www.icc.co.za). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be included with this application.

7. THIS RFQ DOCUMENT CAN BE DOWNLOADED FROM THE VENDORS SECTION OF THE DURBAN ICC WEBSITE WWW.ICC.CO.ZA

8. Compulsory Pricing Schedule:

Product description	Quantity	Unit Price	Total Price (Quantity x unit price)
Provision of hygiene audits, four (4) times per annum	4	R	R
Subtotal (VAT excl.)			R
VAT @ 14%			R
Grand Total (VAT Incl.)			R

Note: The Durban ICC is not liable to make any deposit payments upfront.

I.....being duly authorized thereto by do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: _____ **Date:** _____

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation.

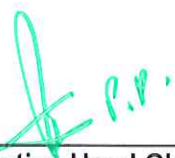


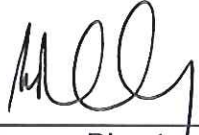

9. Contact Person

Desmond Davies
desmond@icc.co.za
Tel: +27 31 360 1049
Executive Sous Chef

10. Closing Date

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 27 February 2015**

11. Request for proposals approved by:


Executive Head Chef John Moatshe
 11/02/2015
SCM Compliance Ritesh Ramkissoon
 11/02/2015
SCM & Compliance Manager Thenashree Naidoo
 11/2/15
Finance Director Melanie Rambally

Acting Chief Executive Officer Nicolette Elia-Beissel

12. Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value

13. Declaration of Municipals Fees

I / we do hereby declare that the Municipal fees of the company:-

.....
 (Company Name)

are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees:

count	count Number *
Electricity	
Water	
Rates	

*** To be completed by Service Provider.**

I / we acknowledge that should it be found that Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract and any income due to the Company shall be utilized to offset any monies due to the Council.

In addition to completion of the above – **please attach a copy of your Metro Bill**

Name: (Block Capitals) _____

Signature: _____ **Date:** _____
 (of person authorized to sign on behalf of the Tenderer)

14. MBD4 Declaration of Interest

No bid will be accepted from persons in the service of the state¹.

14.1 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

14.2.1 Full name of bidder or his/her representative

14.2.2 Identity number:

14.2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

14.2.4 Company Registration Number:

14.2.5 Tax Reference Number:

14.2.6 VAT Registration Number:

14.2.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- any municipal council
- any provincial legislature
- the National Assembly or the National Council of Provinces

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of 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);

(e) a member of the accounting authority of any national or provincial public entity;

(f) an employee of parliament or a provincial legislature.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

14.2.8 Are you presently in the service of the state?
 If yes, furnish particulars:

YES	NO
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14.2.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
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14.2.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

YES	NO
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14.2.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

YES	NO
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14.2.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
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14.2.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
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14.2.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

YES	NO
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14.3 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder