



REQUEST FOR PROPOSAL – OPS 07/2015

RISK CATERING - FULL COFFEE BAR SERVICE FOR THE INDABA 2015

1. **Background**

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high standards demanded by clients, all venue services need to be of an international standard and specifically contracted to the needs and requirements of the venue.

2. **Purpose of the request for proposal**

The Durban ICC requires coffee bar services for an event at the venue, that being Indaba 2015 scheduled to take place at the Durban ICC on 09th, 10th and 11th of May 2015.

The service required is that of selling various coffee and tea options to patrons attending the Show. Tea / Coffee beverages to be sold at risk on a cash basis.

(Prices to range between R15.00 – R25.00).

The appointed company / service provider must provide the structure, coffee machines, ingredients, condiments; stirrers etc. as well as till points – thus fully serviced stations.

The appointed company is to provide fully manned coffee bars. Staff members tending the bars are to be well trained and experienced to serve a large number of customers in a short period of time. The bar structure provided must be in good condition and presentable to complement a 5-Star venue.

The Durban ICC will be entitled to fifteen percent (15%) of the revenue generated from the event where a Z-reading will be taken at periodic intervals by the appointed Durban ICC representative. The appointed service provider will be invoiced within 7 days of the event taking place.

The Durban ICC, with the appointed service provider, will approve the pricing for all items to ensure this pricing is in line with the Durban ICC pricing structure.

The relevant dates specific to these services are;

- | | | |
|---------------|---------------|----------------|
| o Build-up: | 08h00 – 20h00 | 06-07 May 2015 |
| o Dry-Run: | 10h00 – 15h00 | 08 May 2015 |
| o Show Dates: | 07h00 – 18h00 | 09-11 May 2015 |
| o Breakdown: | 08h00 – 17h00 | 12 May 2015 |

Please note: the Durban ICC reserves the right to appoint more than one (1) service provider to provide the services required.



3. Mandatory Scope of Works

Does the Service Provider comply with the Mandatory Scope of Works? Please tick as illustrated	Yes	No
	✓	X
Quantity of bars required		
<ul style="list-style-type: none"> Provide six (6) fully serviced bars offering a selection of tea and coffee. 		
Build-up & Breakdown		
<ul style="list-style-type: none"> Build-up and dry runs must be completed no later than 15H00 on Friday 8 May 2015. 		
<ul style="list-style-type: none"> Breakdown to take place no later than 17H00 Tuesday 12 May 2015 		
Operating Hours		
<ul style="list-style-type: none"> Operating Hours: 07H00 – 18h00, 9th, 10th, and 11th May 2015. 		
Each bar should include		
<ul style="list-style-type: none"> Bar structure to be erected on site and to remain for the duration of the event. (The bars can be branded for marketing exposure, to be approved by the Durban ICC). 		
<ul style="list-style-type: none"> Fully trained, presentable, well groomed staff who are fluent in the English language. 		
<ul style="list-style-type: none"> A minimum of two groups of espresso machines and grinders. 		
<ul style="list-style-type: none"> Menu ranging from espresso, cappuccino, selection of Ceylon and herbal teas, hot chocolates, latte's, Iced Coffees. 		
<ul style="list-style-type: none"> Support services for repairs must be onsite and available during operating hours to ensure an immediate turn-around for repairs / replacements. 		
<ul style="list-style-type: none"> Coffee bars must be able to produce a minimum of 200 cups an hour. 		
<ul style="list-style-type: none"> All packaging products to be 100% recyclable. The preferred packaging is 100% biodegradable or compostable. 		
<ul style="list-style-type: none"> Own tills which include Z reports or a POS system where sales reports can be submitted daily 		
<ul style="list-style-type: none"> Coffee Bars must remain neat and tidy throughout the event. 		
<ul style="list-style-type: none"> Staff members are to conduct themselves in a professional manner at all times whilst on site. 		
<ul style="list-style-type: none"> The Durban ICC will be entitled to fifteen percent (15%) of the revenue generated from the event where a Z-reading will be taken at periodic intervals by the appointed Durban ICC representative 		



Does the Service Provider comply with the Mandatory Scope of Works? Please tick as illustrated	Yes	No
	✓	X
Experience		
<ul style="list-style-type: none"> The service provider must have minimum two years' experience, catering for an event which hosted an audience of minimum 2 000 (two thousand) people. Attach two positive references 		

Please Note: Failure to meet all of the stipulated mandatory scope of works 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 proposal

- 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 are to provide examples and references of similar work performed.
- 6.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 6.4 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. Contact Person

Gary Blenner-Hasset
Food & Beverage Manager
+27 31 360 1201
Email - garyb@icc.co.za

8. Closing Date

Proposals, 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 20 March 2015**.




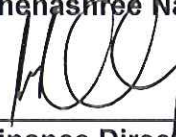

THIS RFQ DOCUMENT CAN BE DOWNLOADED FROM THE VENDORS SECTION OF THE DURBAN ICC WEBSITE WWW.ICC.CO.ZA

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. Request for proposals approved by:

 _____ Food & Beverage Manager Gary Blenner-Hasset
 17/02/2015 _____ SCM Compliance Ritesh Ramkissoon
 17/02/2015 _____ SCM Manager Thenashree Naidoo
 17/2/15 _____ Finance Director Melanie Rambally
 _____ Acting Chief Executive Officer Nicolette Elia-Beissel



10. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I.....being duly authorized thereto bydo 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.

Name: *(Block Capitals)* _____

Signature: _____ Date: _____

11. 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:

Account	Account 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)

12. MBD4 Declaration of Interest

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

12.2 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.

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

12.3.1 Full name of bidder or his/her representative

12.3.2 Identity number:

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

.....

12.3.4 Company Registration Number:

12.3.5 Tax Reference Number:

12.3.6 VAT Registration Number:

12.3.7 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.

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

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

YES	NO
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12.3.10 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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12.3.11 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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12.3.12 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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12.3.13 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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12.3.14 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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12.4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder