

RE: ADVERTISEMENT - REQUEST FOR QUOTATION CUL 05/2018

RISK CATERING SERVICES FOR THE DURBAN ICC

1. Background

The Durban ICC is one of the most advanced conferencing facilities in the world and hosts a variety of events including conferences, meetings, exhibitions, concerts and private events both on a national and international level.

2. Purpose

The Durban ICC calls for interested service providers who meet the specified requirements, to submit proposals for the provision of risk catering services specific to an event schedule to take place at the Durban ICC in February 2018, consisting of 6000 pax.

3. Budget

The service providers must ensure that the cost per person should be within the range of R25 - R50; hence the catering proposal should be creative and designed to provide value for money.

4. Conditions of contract

- 4.1. The Durban ICC reserves the right to appoint more than one service provider for the provision of these services.
- 4.2. The successful bidder/s will be required to submit a proposed menu, specific to the catering requirements which should be focussed on fast / convenient food, such as Burgers, Shawarma's, Hot dogs, Fried chips, mini pizza's, salads etc.
- 4.3. The food will be subject to a menu tasting by the Durban ICC
- 4.4. Branding opportunities will be discussed with the appointed Catering Service Provider/s.
- 4.5. The Durban ICC will be entitled to a 10% commission based on the total revenue generated by the appointed service provider/s during the event.
- 4.6. All items to be packaged in 100% recyclable and/or 100% biodegradable material. No polystyrene and cling wrap to be used.
- 4.7. All drivers' identification documents and delivery vehicle registration must be submitted 3 working days prior to build-up.
- 4.8. All products to comply with the consumer protection act.
- 4.9. All premises where the products are to be prepared must be HACCP certified or have a food safety program in place.
- 4.10. For audit purposes all ingredients need to be traceable, thus the Catering Service Provider will need to guarantee traceability and submit all supporting documentation.
- 4.11. Catering Services Providers are expected to acquire all necessary licenses and will deal with the health, fire and licensing department as required.
- 4.12. Catering Service Providers must ensure they have sufficient till points and have relevant spare equipment on site to handle emergencies.

5. Mandatory Requirements

Does the service provider comply with the Mandatory Requirement? Please acknowledge as illustrated	Yes	No
	✓	X
Catering Service Providers must have experience in servicing large events with a minimum pax of 3000. Proof to be provided with the bid proposal		

Kindly note: failure to comply with the mandatory requirement as illustrated above will result in the submission being deemed non-responsive and not evaluated further.

6. Preconditions

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

- 6.1 Full name.
- 6.2 Identification or company or other registration number.
- 6.3 Tax reference number and VAT number, if any.
- 6.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 6.5 Valid BBBEE Certificate.
- 6.6 MBD 4 Declaration of Interest form must be completed.
- 6.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.
- 6.8 The service provider needs to be registered on the CSD database. Please submit CSD vendor number for verification purposes.

7. Contact Person

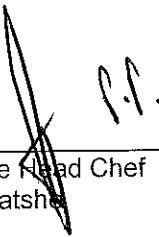
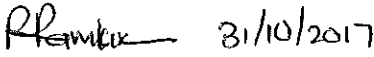
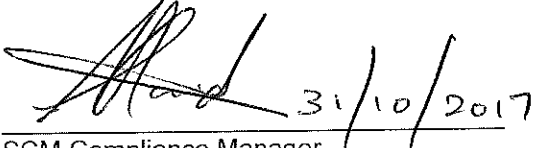
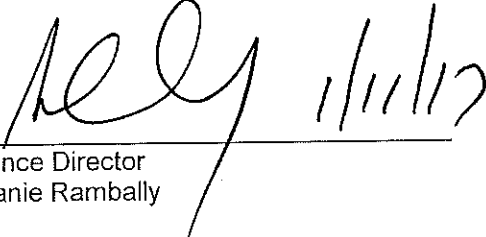
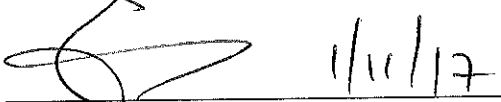
Desmond Davies - Executive Sous Chef
 Contact: 031 360 1049
 Email: desmond@icc.co.za

Site visits may be conducted on request.

8. 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 10th November 2017.**

9. Request for proposals approved by:


Executive Head Chef John Moatshane

SCM Compliance Officer Ritesh Ramkissoon

SCM Compliance Manager Thenashree Naidoo

Finance Director Melanie Rambally

Chief Executive Officer Lindiwe Rakharebe

10. Past experience in similar assignments

Assignment Description	Key Elements	Duration	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, the undersigned, do hereby declare that the Municipal fees of

.....
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)

SIGNATURE : DATE:
 (of person authorised to sign on behalf of the Tenderer)

12. MBD 4 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/adjudging 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.



DURBAN ICC
INTERNATIONAL CONVENTIONS CENTRE
19901 ALBERT LLOYD SKIDDELER
DURBAN

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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DURBAN ICC
INTERNATIONAL CONVENTION CENTRE
10001 ALBERT EDWARDS ROAD
DURBAN - 4013

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder