



## REQUEST FOR PROPOSAL OPS 12/2018

### COFFEE SERVICES FOR THE INDABA 2018

#### 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 16 years. The Centre is graded 5-star by the South African Tourism Grading Council. It has also obtained certification from the International Organisation for Standardisation; in ISO 9001 (Quality Management); ISO14001 (Environmental Management); ISO 22000 (Food Safety) and OHSAS 18001 (Occupational Health and Safety Assessment)

#### 2. Purpose

The Durban ICC requires coffee bar services for the **Indaba 2018** scheduled for the 07<sup>th</sup> to 10<sup>th</sup> of May 2018 from 06h00 to 17h00.

The appointed service provider/s will be notified of the official set up dates, live days and break-down dates once confirmed and within a reasonable time frame before the event.

Branding opportunities will be discussed with the appointed Service Provider/s.

**Please note:** the Durban ICC reserves the right to appoint more than one (1) service provider for the provision of these services.

3. Conditions of contract

Does the service provider comply with the conditions of contract? Please acknowledge as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>Provide fully serviced bars offering a selection of tea and coffee. Menu ranging from espresso, cappuccino, selection of Ceylon and herbal teas, hot chocolates, lattes, Iced Coffees.</li> </ul>		
<ul style="list-style-type: none"> <li>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).</li> </ul>		
<ul style="list-style-type: none"> <li>Fully trained, presentable, well-groomed staff that are fluent in the English language.</li> </ul>		
<ul style="list-style-type: none"> <li>Support services for repairs must be onsite and available during operating hours to ensure an immediate turn-around for repairs / replacements.</li> </ul>		
<ul style="list-style-type: none"> <li>Coffee bars must be able to produce a minimum of 500 cups per hour.</li> </ul>		
<ul style="list-style-type: none"> <li>All packaging products to be 100% recyclable. The preferred packaging is 100% biodegradable or compostable.</li> </ul>		
<ul style="list-style-type: none"> <li>Own tills which include Z reports or a POS system where sales reports can be submitted daily.</li> </ul>		
<ul style="list-style-type: none"> <li>Coffee Bars must remain neat and tidy throughout the event.</li> </ul>		
<ul style="list-style-type: none"> <li>Staff members are to conduct themselves in a professional manner at all times whilst on site.</li> </ul>		
<ul style="list-style-type: none"> <li>The Durban ICC will be entitled to <b>Ten percent (10%)</b> of the revenue generated from the event where a Z-reading will be taken at periodic intervals by the appointed Durban ICC representative.</li> </ul>		
<ul style="list-style-type: none"> <li>Tea / Coffee beverages are to be sold at risk on a cash basis. (Prices to range between R15.00 – R25.00).</li> </ul>		
<ul style="list-style-type: none"> <li>Please attach a proposed menu, including pricelist for the Event.</li> </ul>		

#### 4. Service Methodology

##### Coffee Services

The service provider/s will be required to outline their methodology specific to set-up / layout of the catering area (front and back-of-house), the flow and service specific to the catering service they are tendering for.

The service provider will need to prove and ensure the highest quality food operations will be co-ordinated and managed on a professional level, ensuring efficient service and optimal turnover. They will need to indicate that they have the necessary equipment and staff incl. refrigeration required to hold stock for such large events.

Different methodologies will be considered for the different catering services. This methodology will be heavily weighted for the evaluation process to ensure there are no / limited service lapses and the risk of substandard food offering is eliminated.

#### 5. Packaging Requirements

- All items to be packaged in 100% recyclable and/or 100% biodegradable packaging.
- No polystyrene is to be used.
- No cling wrap is to be used.

#### 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 from South African Revenue Services which proves that the providers tax matters are in order
- 6.5 Valid BBBEE Certificate
- 6.6 MBD 4 Declaration of Interest form must be completed
- 6.7 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

**CSD registration website:** <https://secure.csd.gov.za>

**EThekwini Vendor Portal registration:** <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)



7. **Contact Person**

Mncedisi Dlamini  
mncedisid@icc.co.za  
Food & Beverage Manager: 031 360 1201

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 23<sup>rd</sup> March 2018.**

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

Operations Director  
Mduzi Ngubane

  
12/03/2018

SCM Compliance Officer  
Ritesh Ramkissoon

  
13/03/2018

SCM Compliance Manager  
Thenashree Naidoo

  
13/3/18

Finance Director  
Melanie Rambally

p.p.   
13/03/2018

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 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.

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"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<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 state<sup>1</sup>.
- 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, shareholder<sup>2</sup>):  
.....
  - 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:*

<sup>1</sup> *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.*

<sup>2</sup> *"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 COMPETITION FOR THE  
MATHS ALBERT L. CHALMERS CENTRE  
2017/2018

12.3.8 Are you presently in the service of the state? 

YES	NO
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If yes, furnish particulars:

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12.3.9 Have you been in the service of the state for the past twelve months? 

YES	NO
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If yes, furnish particulars:

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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? 

YES	NO
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If yes, furnish particulars:

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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:

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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? 

YES	NO
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If yes, furnish particulars:

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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:

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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:

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**DURBAN ICC**  
INTERNATIONAL CONSTRUCTION CENTRE  
IMPOSIKALABE LITABU NGI WAPHILU  
INDIYAPHILI

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

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder