

**REQUEST FOR QUOTATION CUL 07/2019**

**PUBLIC CATERING SERVICES AT THE DURBAN EXHIBITION CENTRE FOR THE INDABA  
TRAVEL & TOURISM SHOW 2019**

**1. Background**

In 2019, Africa's largest travel & tourism show i.e. TRAVEL INDABA will be hosted at the Durban ICC for the 21<sup>st</sup> consecutive year. Catering plays a major role in the hospitality and travel show. All catering services are offered, provided for and managed by the Durban ICC. Catering is available at the Durban Exhibition Centre (DEC) via strategically placed outlets and catering services which cater for exhibitors, visitors and service providers.

**2. Purpose**

The Durban ICC calls for interested catering companies / service providers who meet the specified requirements to submit proposals for catering services specific to the Indaba 2019.

The relevant dates specific to these services are as follows:

Build up	: 25 <sup>th</sup> April 2019 to 1 <sup>st</sup> May 2019
Dry-run	: 1 <sup>st</sup> May 2019
Event period	: 2 <sup>nd</sup> May 2019 – 4 <sup>th</sup> May 2019
Breakdown	: 5 <sup>th</sup> May 2019 – 7 <sup>th</sup> May 2019

**3. Public Catering Areas**

Public (Risk) Catering Services will be based at the Durban Exhibition Centre at the following outlets / areas;

- Outer Limits Restaurant
  - Located in DEC Hall 1
  - African influenced & Health Conscience
  - Easy meals and "Grab and Go" concept
  - Operating Times: 07h00 – 18h00 (12h00 -14h00 being peak trading times).
  - Breakfast served from 8h00 – 10h00

#### **4. Submissions**

- 4.1. Catering Service Providers may submit proposals on a single catering service or all catering services.
- 4.2. The Durban ICC reserves the right to appoint one or more service provider/s, to the areas listed above as well as the authority to appoint one service provider to multiple outlets.
- 4.3. The most successful bidder/s will be required to submit a proposed menu, specific to the shows catering requirements.
- 4.4. The most successful bidder will be required to provide samples of selected meals. If accepted, the standard and quality showcased will be documented in a Service Level Agreement which will include a penalty clause and possible future blacklisting should the show catering standard differ from what was presented during the tender phase.
- 4.5. Branding opportunities will be discussed with the appointed Catering Service Provider/s.

#### **5. Conditions of contract**

##### **5.1. Service Methodology**

##### **5.1.1. Public Catering**

- Catering 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 Catering 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 a large event.
- 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.
- The Catering Service Provider/s will be required to provide their own POS / tills within their outlets. Any cash / stock shortages will remain the Catering Service Provider/s responsibility and will in no way affect the 10% calculation on revenue paid to the Durban ICC.
- The Catering Service Provider appointed to the Outer Limits will be required to provide their own furniture, preferably restaurant style of smaller tables seating 4 / 6 pax at their own cost. The style and layout to be approved by the Durban ICC to ensure the area accommodates maximum capacity, it is aesthetically pleasing and compliments the African theme of the show in that area.

##### **5.1.2. Pricing and Cost**

- The successful Catering Service Provider/s will need to ensure their meals and beverages remain in line with the Durban ICC pricing structure to avoid any discrepancies between the ICC and DEC Offerings.

- The Catering Service Provider/s will pay **10% (VAT Incl.)** of its revenue to the Durban ICC. A Z-reading will be documented at the end of each day, where post show the Durban ICC will invoice the Catering Service Provider for the full amount.

## 5.2. Compulsory Requirements

- All products to comply with the consumer protection act.
- All premises where the products are to be prepared must be HACCP certified or have a food safety program in place.
- All food suppliers need to be audited by Registered Food Safety Accredited Auditor. ICC will validate all the credentials of auditors and compliance.
- The Food suppliers need to have their operation site certified by health department with a certificate of acceptability provided by the appointed service provider for the duration of the show.
- The prices for all beverages (including alcoholic) will be mutually agreed upon between the service provider and the Durban ICC. A Liquor Licence will need to be obtained by the service provider for the duration of the event.
- For audit purposes all ingredients need to be traceable, thus the Catering Service Provider will need to guarantee traceability and submit all supporting documentation for this purpose.
- Food must be kept on site in freezers / fridges to allow stock quantities to be replenished according to demand of items. Items to be stored at own risk.
- Catering Service Providers must ensure they have sufficient till points and have relevant spare equipment on site to handle emergencies.
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## 5.3. Delivery Requirements

- All drivers' identification documents and delivery vehicle registration must be submitted 5 working days prior to build-up.

## 5.4. 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.

Kindly note: Failure to comply with the conditions of contract as illustrated above will result in the bid submission being deemed non-responsive and not evaluated further.


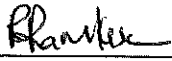


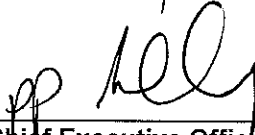
## 6. Preconditions

*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 from South African Revenue Services which proves that the providers tax matters are in order
- 6.5 Valid BBBEE Certificate



10. Request approved by:

 27/03/2019
Executive Head Chef John Moatshe
 27/03/2019
SCM Compliance Officer Ritesh Ramkissoon
 27/03/2019
SCM Compliance Manager Thenashree Naidoo
 29/3/19
Finance Director Melanie Rambally
 29/3/19
Chief Executive Officer Lindiwe Rakharebe



**11. 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: \_\_\_\_\_



**12. 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"/> <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"/> <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"/> <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"/> <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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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 Service provider 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)

**13. MBD 4 Declaration of Interest**

- 13.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 13.2 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.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 13.3.1 Full name of bidder or his/her representative .....
- 13.3.2 Identity number: .....
- 13.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
 .....
- 13.3.4 Company Registration Number: .....
- 13.3.5 Tax Reference Number: .....
- 13.3.6 VAT Registration Number: .....
- 13.3.7 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**  
INDEPENDENT CONTRACTORS CENTRE  
THROUGH FAIRNESS, INTEGRITY AND QUALITY  
SOUTH AFRICA

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

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

YES	NO
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13.3.10 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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13.3.11 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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13.3.12 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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13.3.13 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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13.3.14 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 COMMERCE CENTER  
MORRISON SQUARE, 100 WEST STREET  
DURBAN, SOUTH AFRICA

**14. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

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

