



REQUEST FOR QUOTATION – CUL 02/2022

PROVISION OF FOOD SAFETY AND HYGIENE MICROBIOLOGICAL TESTING AND AUDITS FOR THE DURBAN ICC FOR A PERIOD OF TWELVE (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 17 years. The Centre has also obtained certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management).

2. Purpose of the Request for Proposal

The Durban ICC requires a service provider to assist in implementing a quality, safety and hygiene assurance system within their food production facilities.

3. Mandatory conditions of tender

Does the service provider comply with the mandatory conditions of tender? Please acknowledge as illustrated:	Yes	No
	✓	X
<ul style="list-style-type: none"> • The service provider must have a core team comprising of a qualified microbiologist and food technologist, with minimum 5 years requisite experience performing food safety and hygiene audits. Please attach: <ul style="list-style-type: none"> - a detailed organogram of the core team, - letters of reference from clients serviced, and - details of the duties to be undertaken by each member of the team and their reporting lines. 		
<ul style="list-style-type: none"> • The service provider is required to serve as a member of the South African Association for Food Science and Technology (SAAFoST). Please attach proof of membership. 		

Kindly note: failure to comply with all of the above mandatory requirements will result in the service provider being deemed non-responsive and not evaluated further.

4. Conditions of contract

- 4.1** The service provider must have or use a SANAS accredited laboratory in compliance with ISO/IEC 17025, for all testing.
- 4.2** The hygiene audits must cover the following key result areas:
- 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 *Listeria monocytogenes*);
 - Staff Hygiene including but not limited to swabbing for *Staphylococcus aureus* and *Escherichia coli*;
 - Bacteriological evaluation of prepared foods (including but not limited to testing for, Coliforms, *Escherichia coli*, *Salmonella* spp, *Staphylococcus aureus*, *Clostridium perfringens*, *Listeria monocytogenes*)
 - Supplier product evaluation - Bacteriological evaluation of raw materials (including but not limited to testing for, Coliforms, *Escherichia coli*, *Salmonella* spp, *Staphylococcus aureus*, *Clostridium perfringens*, *Listeria monocytogenes*, *Bacillus Cereus*, Yeast and Moulds)
 - 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
- 4.3** A hygiene audit report must be compiled which will reflect the results of all testing that were conducted.
- 4.4** The hygiene audit is to be performed one (1) time during the 6 month contract.
- 4.5** Please note that due to the COVID-19 Pandemic, budgetary constraints have been implemented. As a result, the entity reserves the right to amend the frequency of the service internally once the official appointment has been made. This will be finalised prior to the issue of an official purchase order to the successful bidder.
- 4.6** Contingency / Emergency microbiological testing that may be required during the course of the year, and will be accounted for under this contract. The Durban ICC reserves the right to test the market to ensure the pricing received is a fair representation. The Durban ICC is not obligated to the appointed service provider for the provision of these services.
- 4.7** The service provider is required to provide professional advice regarding microbiological, food safety and hygiene issues and recommendations for continuous improvement.
- 4.8** Upon appointment, the awarded service provider is required to provide at minimum two (2) updated, detailed, industry specific Power Point Presentation sessions for the Durban ICC Culinary and Food Safety teams to inform and educate staff on the purpose of microbiological testing, the service providers food safety auditing methodology and scoring, with a question and answer session. These sessions will be to be facilitated in a venue to be allocated on the Durban ICC site.

5. Preconditions

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

- 5.1 Full name
- 5.2 Identification or company or other registration number
- 5.3 Tax reference number and VAT number, if any
- 5.4 Valid compliance report, confirming compliance at time of bid submission,
- 5.5 Valid BBBEE Certificate
- 5.6 Valid SARS tax clearance pin.
- 5.7 Confirmation of registration on eThekweni Municipality's vendor portal database.
- 5.8 MBD 4 Declaration of Interest form must be completed
- 5.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

6. Terms and Conditions

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- The entity will only make a final award should the bidder be tax compliant at time of award.

7. Requirements to submit quotation

- 7.1 All schedules in this document must be populated and will form part of the quotation.
- 7.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 7.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 7.4 The service provider must be registered on the CSD database as well as the eThekweni Municipality vendor portal database. Proof of registration on these two databases must be included together with the bid submission. Failure to register on these two databases may adversely impact on the award process.

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

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

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

8. Contact Person

Bathabile Mshengu
(SCM compliance officer)
bathabilem@icc.co.za
Tel: +27 31 360 1125

9. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **26th January 2022 at 10h00**. Service Providers are to meet Clinton Bonhomme at the Durban ICC reception area, second floor, 45 Bram Fischer Road, Durban.

- All suppliers must arrive on time
- Suppliers who arrive late will not be considered.
- All suppliers will have to sign a compulsory site inspection register and will thereafter be escorted to the areas of work.
- It's advisable that the individual/s attending the compulsory site inspection have sufficient requisite experience to grasp the scope of works required for this particular project undertaking.
- Should the individual representing the company not be knowledgeable, the information discussed at the compulsory site inspection may not be transferred comprehensively to the company, which may result in the quote being misstated.
- Alterations to quotations are not allowed and no price escalations will be entertained.
- Failure to attend the compulsory site inspection will result in the service providers bid submission being deemed non-responsive.
- All service providers to bring their own Personal Protective Equipment (PPE), those who do not have safety shoes will not be allowed to enter the Durban ICC kitchens.

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 1st February 2022**.

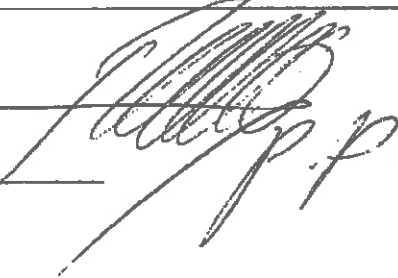




11. Compulsory Pricing Schedule (official form of offer)

Description	Quantity	Unit cost	Total Price (Quantity x unit cost)
• Provision of hygiene audits, Three (3) annually	3	R	R
• <u>Monthly provision testing of:</u> <ul style="list-style-type: none"> > 5 x food samples > 3 x raw materials > 2 x hand swabs > 10 x surface swabs for standard plate count for 10 areas > 2 Listeria monocytogenes swabs 	9	R	R
• SANS 241-1:2015 Water Testing	1	R	R
Please state any additional costs:			R
Subtotal (VAT excl.)			R
VAT @ 15%			R
Grand Total (VAT Incl.)			R

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: _____

12. Request approved by:

 17/01/2022	
Executive Sous Chef Clinton Bonhomme	
 17/01/2022	
SCM Compliance Officer Bathabile Mshengu	
 17/01/2022	
SCM & Compliance Manager Thenashree Naidoo	
 17/01/2022	
Chief Financial Officer Melanie Rambally	
 17/01/2022	
Chief Executive Officer Lindiwe Rakharebe	

13. 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.

Signature:

Date:

Note: Failure of the bidder to complete and sign this page will invalidate the quotation

14. 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"/>

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)

15. MBD4 Declaration of Interest

No bid will be accepted from persons in the service of the state

- 13.1. 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.
- 13.2. 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, shareholder²):
.....
 - 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:

- * **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.**

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder