

REQUEST FOR QUOTATION: CUL06/2022

FOOD TRUCK SERVICES FOR THE INDABA 2022

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 a food truck/s (risk catering) specific to the upcoming Travel Indaba Event scheduled to take place at the Durban Exhibition Centre.

Build up : 26th April 2022 to 01st May 2022
 Dry-run : 2nd May 2022
 Event period : 03rd May 2022– 5th May 2022
 Breakdown : 06th May 2022 – 10th May 2022

3. Budget

The service providers must ensure the menu offerings are priced within the range of R10 – R100; hence the catering proposal should be creative and designed to provide value for money.

4. Mandatory Requirements

Does the service provider comply with the Mandatory Requirement? Please acknowledge as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> The service provider must have requisite experience in servicing large events which attracted a minimum pax of three thousand (3000). Proof to be submitted together with the bid proposal. 		
<ul style="list-style-type: none"> The service provider must pay ten percent (10%) commission to the Durban ICC, based on total sales generated during the event (VAT incl.) 		
<ul style="list-style-type: none"> The service provider is required to submit a proposed menu offering, together with pricing, for the purposes of evaluation. 		
<ul style="list-style-type: none"> The Menu offerings should consist of the flavours of Africa, seafood (Sushi) and Burgers offerings. 		

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

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 Cost of Dream 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 **15% (VAT Incl.)** of its revenue to the Durban ICC.
- Z-readings 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.
- The Catering service provider should have different payment facilities likes Credit Card, Zapper and as well accept Vouchers.
- The Catering Service Provider/s will pay 10% 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.
- The appointed Service provider should ensure these options are available: Halaal, Vegan, Vegetarian, Authentic African Cuisine, Dessert, Sushi /seafood, Burgers and Durban Food (Bunny chow)

5.3 Food Safety and Hygiene Requirements:

- COA for Food Premises:
 - A COA (Certificate of Acceptability for food premises) is MANDATORY for all caterers. The Department of Health issues this certificate to all caterers in order for them to be able to prepare food on their premises. A COA is required for the below 2 scenarios:
- If caterer is preparing food off-site at their premises then they must present their COA for their catering premises
- If caterer is preparing food on-site at the DEC then they must present a COA for that specific venue they are catering in (i.e. DEC COD).
- At sales and events stage, you will need to advise your client and caterer in advance so that they have enough time to apply to the Dept. of Health for this certificate
- Staff members must use correct PPE, including safety shoes, aprons, hair nets, gloves.
- Contractor should have the following chemicals registered by the SABS which are used in the food industry:
 - Antimicrobial Hand soap
 - Antimicrobial Hand sanitizer
 - Cleaning detergent
 - Surface and equipment sanitizer.
- Contractor to use clean equipment, cutting boards, knives, none must be broken or worn out.
- Contractor to ensure they have a calibrated thermometer to check internal product temperatures of food items.
- Contractor to ensure that all hot holding and cold holding equipment is in optimum working order and that required temperatures are reached and maintained in adherence to food safety legislation.
- Contractor to have portable refrigeration or ice storage to prevent any food spoilage and contamination.
- If the client is having a braai, a spit braai or deep-frying, the service provider must clean up the area that is being utilized.

5.4 Health and Safety Requirements:

- Contractor to have fire extinguishers and fire blankets on standby.
- COC for gas installation (must be an approved service provider)
- Application to the fire department for the gas installation
- Electrical COC required for temporary electrical installations (by a certified electrician)
- A floor plan must be drawn with the placement of these food trucks in the respective area.
- Speed fencing and security is required for the outside Pod area.
- If the client is having a braai, a spit braai or deep-frying, the service provider must ensure that a bucket of water and / or a fire extinguisher needs to be next to the catering site in case a fire should break out.

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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.

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 compliance report, confirming compliance at time of bid submission,
- 6.5 Valid BBBEE Certificate
- 6.6 Valid SARS tax clearance pin.
- 6.7 Confirmation of registration on eThekweni Municipality's vendor portal database.
- 6.8 MBD 4 Declaration of Interest form must be completed
- 6.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

7. 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.

8. Requirements to submit quotation

- 8.1 All schedules in this document must be populated and will form part of the quotation.
- 8.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 8.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 8.4 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

9. Contact Person

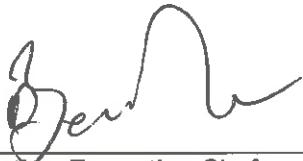
Clinton Bonhomme (Acting Executive Chef)
Contact: 031 360 1049
Email: clintonB@icc.co.za

Site visits may be conducted on request.

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 19th April 2022**.

11. Request approved by



Acting Executive Chef
Clinton Bonhomme

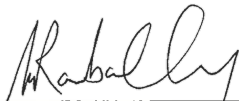
 06/04/2022

SCM/Compliance Officer
Bathabile Mshengu



06/04/2022

Finance Executive
Thenashree Naidoo



06/04/2022

Chief Finance Officer
Melanie Rambally



06/04/2022

Chief Executive Officer
Lindiwe Rakharebe



12. 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: _____



13. 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)

14. MBD 4 Declaration of Interest

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

14.2 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.

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

14.3.1 Full name of bidder or his/her representative

14.3.2 Identity number:

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

14.3.4 Company Registration Number:

14.3.5 Tax Reference Number:

14.3.6 VAT Registration Number:

14.3.7 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.**

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

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

YES	NO
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14.3.10 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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14.3.11 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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14.3.12 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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14.3.13 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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14.3.14 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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15. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder