

REQUEST FOR PROPOSAL – CUL 08/2023

FOOD TRUCK SERVICE FOR A PERIOD OF SIX (6) 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 the World travel awards for the last 17 years. The centre has also obtained certification for ISO 14001 (Environmental Management), ISO 22000 (Food Safety Management), ISO 9001 (Quality Management) and ISO 45001 (Occupational Health and Safety Management) which has been maintained and audited annually by the SABS (South African Bureau of Standards)

2. Purpose

The Durban ICC calls for interested service providers who meet the specified requirements, to submit proposals for the provision of Food truck services for upcoming events that are to take place at the Durban Exhibition Center and the Durban ICC.

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
The catering service provider must have experience in servicing large events which attract a minimum of 1000 delegates. Service providers are required to submit proof of catering for large events with the bid proposal. Name of the events together with the appointment/award letter/ purchase order traceable to the event.		
The Catering service provider must provide suggested menus inclusive of price schedules with dietary requirements for health conscious, vegan/vegetarian individuals as well as Durban flavoured food.		
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		
Service providers must provide proof that they have the necessary staff and equipment (inclusive of refrigeration required to hold stock for such a large event).		
All premises where the products are to be prepared must be HACCP certified or have a food safety program in place.		

Kindly note: failure to comply with the mandatory requirements, 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

- The Catering service provider will need to prove and ensure the highest quality food operations will be co-ordinated and managed in a professional manner, ensuring efficient levels of service and optimal turnover.
 - 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/ must pay a 10% commission to the Durban ICC. This commission must be paid into the Durban ICC's account with supporting till point readings (Z-readings) supporting information must be mailed to the finance department and to the Executive Chef.
 - The Bar option will be discussed after appointment of the provider. Allergens to be displayed for the consumer's safety.

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 food suppliers need to be audited by Accredited Food Safety Service providers. ICC will validate all the credentials of service providers 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. This COA for food premises must be accompanied by a valid business license.
- The prices for all beverages (including alcoholic) will be mutually agreed upon between the service provider and the Durban ICC. A temporary 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. All staff working onsite must read, sign off and comply to the Durban ICC PRP-14, Personal Hygiene Code of Conduct.
- Caterers should also keep retention samples of their production which could be sent to a laboratory, should there be any complaints.
- Used cooking oil quality must be monitored and the caterer must remove their own cooking oil safely, oil must not be disposed of using any storm water or sewer drains or in the bins or in the soil.

- 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. The cold chain must be preserved and maintained.
- Catering Service Providers must ensure they have sufficient till points and have relevant spare equipment on site to handle possible emergencies. Security measures must be in place and documented for cash handling by the service provider.
- The Catering service provider should have different payment facilities likes Credit Card, Zapper and as well as accepting 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 at the Durban ICC will invoice the Catering Service Provider for the full amount.
- Catering service will be exposed to random food inspections by The EThekweni Environmental Health Department.
- The Durban ICC may also use an external third party hygiene consultant and laboratory which is South African National Accreditation System (SANAS) accredited to conduct audits on the external caterer. This is at the discretion of the Durban ICC.
 - The Catering service provider/s must provide a valid COA (Certificate of Acceptability for Food premises). The department of health issues to all the caterers in order for them to be prepare food on their premises (Regulations Governing general hygiene requirement for food premises, transport of food and related matters-R638). This will be provided before any function setups. The old R962 standard is obsolete and will not be accepted by the Durban ICC and the Environmental Health Department.
 - If the service provider uses gas, there must be a valid gas installation COC in place and have the fire department's approval also. There must be fire equipment supplied by the service provider (of suitable type and quantities). Fire blankets must be available. A first aid kit with burn shield must also be supplied by service provider and available.

5.3. Delivery Requirements

- All drivers' identification documents, licenses 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 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

Clinton Bonhomme
Contact: 031 360 1049
Email: clintonB@icc.co.za

Site visits may be conducted on request.

Closing Date

Proposal with the pricing schedule of few food options, 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 20th March 2023**.

8 Request approved by:



Acting Executive Head Chef
Clinton Bonhomme



10.03.2023

Chief Operations Officer
John Aritho



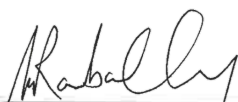
10.03.2023

SCM Compliance Officer
Adwoa Milumba



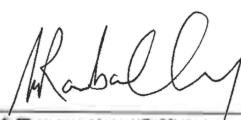
10/03/2023

Financial Executive
Thenashree Naidoo



10/03/2023

Chief Financial Officer
Melanie Rambally

pp 

10/03/2023

Chief Executive Officer
Lindiwe Rakharebe



9 Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value

Ibeing 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: _____



10 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)

11 MBD 4 Declaration of Interest

- 11.1 No bid will be accepted from persons in the service of the state¹.
- 11.2 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.
- 11.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 11.3.1 Full name of bidder or his/her representative
- 11.3.2 Identity number:
- 11.3.3 Position occupied in the Company (director, trustee, shareholder²):

- 11.3.4 Company Registration Number:
- 11.3.5 Tax Reference Number:
- 11.3.6 VAT Registration Number:
- 11.3.7 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.**

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

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

YES	NO
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11.3.10 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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11.3.11 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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11.3.12 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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11.3.13 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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11.3.14 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

ICC of the Durban Metropolitan Area
Durban Metropolitan Area Council
Durban, South Africa

12 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder