

REQUEST FOR QUOTATION CUL 01/2016

PUBLIC CATERING SERVICES AT THE DURBAN ICC – POD AREA

1. Background

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high standards, all required service and equipment need to be of a specified type and quality, ensuring high performance to maintain our international standards.

To ensure that we continue to offer efficient quality service, it has been decided that for the 2016 event, the public catering at Pod will be outsourced to an independent, reputable catering company/ies.

The relevant dates specific to these services are;

31 January 2016 – Rodriguez concert – day one
01 February 2016 - Rodriguez concert – day two
02 February 2016 – Roxette concert

2. Purpose of the request for proposal

The Durban ICC require a reputable and competent service provider to provide risk catering services for the concerts as illustrated Public (Risk) Catering Services will be based at the Durban Exhibition Centre at the following outlets;

POD area – open area space to be used for food trucks or food trailers.

Catering Service Providers may submit proposals on a single catering service or all catering services. The Durban ICC reserves the right to decide on which catering service/s will be outsourced to which successful bidder and whether this will be to a single or multiple Catering Service Provider/s.

The most successful bidder/s will be required to submit a proposed menu, specific to the show catering requirements. 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.

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

7% of total revenue will be paid to the Durban ICC.

3. Specifications

3.1. Service Methodology

3.1.1. Public Catering & Coffee Services

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 7% calculation on revenue paid to the Durban ICC.

Build-up & Breakdown

- Build-up and dry runs must be complete no later than midday on Saturday 30th January 2016.
- Breakdown to take place after both concerts and no later than midday Wednesday 03 February 2016.

Operating Hours

- Operating Hours: 18h00 – 23h00, Sunday 31 January 2016
- Operating Hours: 18h00 – 23h00, Monday 01 February 2016
- Operating Hours: 18h00 – 23h00, Tuesday 02 February 2016.

3.2. Pricing and Cost

- 3.2.1. 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.
- 3.2.2. The Catering Service Provider/s will pay 7% 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.

3.3. Compulsory Requirements

- 3.3.1. All products to comply with the consumer protection act.
- 3.3.2. All premises where the products are to be prepared must be HACCP certified or have a food safety program in place.
- 3.3.3. All food suppliers need to be audited by Registered Food Safety Accredited Auditor.
- 3.3.4. The Durban ICC will validate all the credentials of auditors and compliance.
- 3.3.5. 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 concerts.

3.4. Delivery Requirements

- 3.4.1. Vehicles for food transportation must comply and meet all the above requirements.

3.5. Packaging Requirements

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

4. Mandatory Requirements

Does the service provider comply with the Mandatory requirements? Please tick as illustrated	Yes	No
	✓	X
○ The Catering Service Providers must be HACCP and/or ISO22000 certified or equivalent. Copies of certificates to be provided.		
○ 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.		
○ Catering Service Providers must have experience in servicing large events. Proof to be provided.		
○ Catering Service Providers are to supply a methodology that includes the catering set up that will ensure service time is kept to a minimum making sure that delegates enjoy efficient service and avoid having to stand in long queues for long periods of time. Methodology to be submitted with quotation.		
○ Catering Services Providers are expected to acquire all necessary licenses and will deal with the health, fire and licensing department as required.		
○ 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 and immediately available should any equipment prove faulty.		
○ Food structure erected/parked on site that will remain for the duration of the event		
○ Fully trained, presentable, well-groomed staff		
○ Staff are fluent in English		
○ Will meet all the legal requirements required for the sale of food		
○ Support services for repairs to ensure a 2 hour turn around		
○ Will provide sufficient back up stock and to service the event from start to finish.		
○ Own tills where Z reports can be submitted		
○ Food structure erected/parked on site that will remain for the duration of the event		
○ The service provider will pay 7% of total revenue to the Durban ICC.		

5. Public Catering (Risk Catering & Service)

Looking for different food trucks and or food stalls in the open area

Operating Times: 07h00 – 18h00
(12h00 -14h00 being peak trading times)

Grab and Go Concept: The Catering Service Provider must have the capacity to produce and supply all items fresh on a daily basis for the duration of the event, ensuring the highest quality food and professionally run operation, ensuring optimal turnover at affordable prices and fast and efficient customer service.

Suggested Menu Items

Hot Food

Hamburgers, Chicken Burger, Prego Steak Roll, Rib Roll, Beef Burger, Lamb Roll
Sausage Rolls, Wors Roll, Cheese Dog, Hot Dogs

Bunny Chow's - Lamb, Beef, Chicken, Vegetable

Pizza - Slices or whole – 20 cm, Margarita, Vegetable, Chicken, Hawaiian

The different variety of food trucks that we are looking for should serve on or more of the following food or menu option as below

- Gourmet diner-style treats like pulled meat sandwiches, chilli poppers, corndogs, cheeseburgers,
- Warm cooked oats, pan-toasted banana bread with yoghurt cream, fresh berries and cinnamon sugar, Thai curried roast butternut soup, slow-roast leg of lamb, chickpea and young spinach stew.
- Gourmet sandwiches.
- Spicy burgers and chips, bunny chow, butter chicken, samosas, crayfish and prawn curry.
- Prawn tempura with sumac aioli, designer beef burger with truffle infusion, venison burger with bourbon-poached pears and brie, Thai crab salad wrap, Moroccan chicken and vegetable cous cous pita.
- Asian street food
- Gourmet soft-serve ice cream
- Burgers, boerie rolls, salads and chicken wraps.
- Coffee, pastries and sandwiches
- Lamb on the spit

6. 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.

7. Requirements to submit quotations

- 7.1 All schedules in this document must be populated and will form part of the quotation.
- 7.2 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website (www.icc.co.za). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be included with this application.

8. Contact Person

Desmond Davies
desmond@icc.co.za
Executive Sous Chef – 031 360 1049

Site visits may be conducted on request.

9. 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 26 January 2016.**

10. Price Schedule

I am interested in bidding for the following;

1. Public Catering (Risk Catering & Service)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Public Catering (Risk Catering & Service)	Quantity	Total (excl. vat)	14% VAT	Total (incl. VAT)
o Hamburgers	1	R		
o Chicken Burger	1	R		
o Prego Steak Roll	1	R		
o Rib Roll	1	R		
o Beef Burger	1	R		
o Lamb Roll	1	R		
o Curry & Rice – Beef, lamb , chicken	1	R		
o Curry & Rice – Vegetable	1	R		
o Pasta; Bolognaise, Alfredo, Neapolitan, Chicken Chilli	1	R		
o Pizza; Margarita, Vegetable, Chicken Tikka, Hawaiian	1	R		
o Sausage Rolls	1	R		
o Deli Rolls, sandwiches & Wraps (assorted)	1	R		
o Muffins (assorted)	1	R		
o Salads (Assorted)	1	R		
o Fruit Salad 160 - 180g	1	R		
o Fruit Platter 200 – 240g	1	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: _____

11. Request for proposals approved by:

 P.P.

Executive Head Chef
John Moatshe

 14/01/2016

SCM Compliance Officer
Ritesh Ramkissoon

 14/01/2016

SCM Compliance Manager
Thenashree Naidoo

 15/1/16

Finance Director
Melanie Rambally

 15/1/16

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 / we do hereby declare that the Municipal fees of the company:-

.....
(Company Name)

are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

Account	Account Number *
Electricity	
Water	
Rates	

*** To be completed by Service Provider.**

I / we acknowledge that should it be found that Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract and any income due to the Company shall be utilized to offset any monies due to the Council.

In addition to completion of the above – **please attach a copy of your Metro Bill**

Name: (Block Capitals) _____

Signature: _____ **Date:** _____
(of person authorized 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/adjudicating 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?

YES	NO
-----	----

If yes, furnish particulars:

14.3.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
-----	----

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?

YES	NO
-----	----

If yes, furnish particulars:

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
-----	----

14.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?

YES	NO
-----	----

If yes, furnish particulars:

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
-----	----

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
-----	----

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

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder

