

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

DIRCO09:2013/14 APPOINTMENT OF THE SERVICE PROVIDER(S) TO RENDER CATERING SERVICES DURING THE 2014 INAUGURATION AT THE BRYNTIRION ESTATE AND RIETONDALE PARK & RIDE



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO RENDER CATERING SERVICES AT RIETONDALE (PARK & RIDE), SEFAKO M MAKGATHO PRESIDENTIAL GUESTHOUSE BANQUET HALL (HEADS OF STATE/GOVERNMENT HOLDING AREA), PRESIDENTIAL MARQUEE, SUPPORT STAFF MARQUEE & PRESIDENTIAL DOME

1. PURPOSE

To invite external service providers to submit a bid proposal to provide catering services and all related requirements during the Presidential Inauguration.

2. BACKGROUND

- 2.1 The Sub-directorate: Guesthouses within the Directorate: Protocol Ceremonial & Guesthouses is responsible for planning, organising and managing catering & accommodation for State and Official Events.
- 2.2 The Department of International Relations & Cooperation (DIRCO) has been mandated to be the lead department in the provisioning of exclusive luncheons to both Heads of State/Government and VIP guests during the 2014 Inauguration scheduled to take place in May 2014. In total it would be expected to cater for 4500 guests divided into different categories and different catering venues.

3. SPECIFICATIONS

It is expected that there will be 5 areas in which catering should be provided.

- 1) Rietondale-Park & Ride (3000 guests).
- 2) Sefako M Makgatho Presidential Guesthouse Banquet Hall (100 guests) - holding area for Heads of State/Government.
- 3) Presidential Marquee (500 guests).
- 4) Support Staff Marquee (300 guests).
- 5) Presidential Dome (4000 guests).

A suitable service provider will be required to provide a detailed proposal which must incorporate the following information; specifications and requirements.

PARK & RIDE, RIETONDALE (VIP GUESTS)	
Number of guests	3000
Summary of Description of Item needed	The Rietondale Park will be utilized as the Park-and-Ride area for VIP Guests attending the Inauguration Ceremony. It should be noted that guests are expected to arrive as early as 05h00 and it is imperative that set-up is done by this time and service is ready. The guests will not be arriving all at once.
Category of guests	<ul style="list-style-type: none"> - All VIP Guests - Support Staff
Type of Meal	<p>Catering Services to be provided between 05h00 -10h00.</p> <ul style="list-style-type: none"> - Selection of medium sized muffins - Selection of sandwiches must include a minimum of 3 different fillings (including a vegetarian option) - Variety of homemade biscuits - Mini fruit skewers - Soup (chicken and vegetable) with a mini bread roll
Beverages	<ul style="list-style-type: none"> - Selection of Teas - Freshly brewed coffee (no instant) - Tea & Coffee to be served in paper cups of good quality with a protective paper sleeve against heat. - Bottled water (still) (500ml) - Variety of juice boxes (200ml)
REQUIREMENTS: the following requirements must be costed and outlined in the bid	
Dietary Requirements	<ul style="list-style-type: none"> - Quotation must include provision for (10% vegetarian & 10% halaal, 5% kosher & 5% vegan) for sandwiches provided. - Consideration should be made for dietary requirements received closer to event e.g. kosher meals; lactose intolerant meals etc; gluten free; wheat free; diabetic guests.
Professional Wait Staff	<ul style="list-style-type: none"> - It is of utmost importance that prospective bidders should include a deployment plan which includes waiters to prepare and serve tea, coffee, water, etc. (minimum of 4 waiters per serving station should be deployed to ensure prompt & efficient service. Waiters should be well trained and experienced.

	<ul style="list-style-type: none"> - Waiters to wear uniform and project a professional image. - Please note that a detailed list of ALL staff will be required for screening and vetting purposes and would have to be accredited prior to event. - Wait staff must have a RSA ID - Service Provider should have a contingency plan in place to ensure that wait staff complement is fulfilled and deployment & service is not compromised.
Crockery & Cutlery	<ul style="list-style-type: none"> - Crockery & cutlery to be provided (e.g. cups, teaspoons, soup spoons, side plates, soup dishes, glasses).
Catering Equipment	<ul style="list-style-type: none"> - The prospective service provider is expected to provide all the necessary catering equipment as needed for the event (e.g. warmers, kettles, boilers (urn), etc).
Linen; Table Accessories; Décor	<ul style="list-style-type: none"> - The service provider is expected to supply and quote ashtrays; and table clothes for the service area, etc). - The service provider is expected to provide tables for 10 service stations

SEFAKO M MAKGATHO PRESIDENTIAL STATE GUESTHOUSE (HEADS OF STATE/GOVERNMENT (HOS/G) HOLDING AREA	
Number of guests	100
Summary of description of item needed	The holding room will be used to hold HOS/G in the morning before attending the Inauguration Ceremony at the Union Building and after the Inauguration Ceremony, before the Luncheon. It should be noted that HOS/G are expected to arrive as early as 08h00 and it is imperative that set-up is done by this time and service is ready.
Category of guests	<ul style="list-style-type: none"> - Heads of State/Government - Former Heads of State/Government - Spouses
Type of meal served in the morning	<ul style="list-style-type: none"> - Selection of medium sized muffins - Selection of sandwiches must include a minimum of 3 different fillings (including a vegetarian option) - Variety of homemade biscuits - Mini fruit skewers - Soup (chicken and vegetable) with a mini bread roll
Beverages served in the morning	<ul style="list-style-type: none"> - Selection of Teas - Freshly brewed coffee (no instant) - Tea & Coffee to be served in paper cups of good quality with a protective paper sleeve against heat. - Bottled water (still) (500ml) - Variety of juice boxes (200ml)
Type of meal & beverages in the afternoon (welcome drinks & canapés - strictly halaal)	<ul style="list-style-type: none"> - Serve welcome drinks upon arrival (3 signature drinks; 2 alcoholic & 1 non-alcoholics). - Bar to accommodate guests who would prefer a beverage other than what is being served as welcome drinks. - Serve canapés – service provider to provide options to choose a minimum of 5 savoury & 3 sweet from. - The welcome drinks and canapés will be served inside the Presidential Guesthouse which will require another service area to be set-up. - Sefako M Makgatho State Presidential Guesthouse’s kitchen will be used to prepare the canapés and welcome drinks

REQUIREMENTS: the following requirements must be costed and outlined in the bid	
Dietary Requirements	<ul style="list-style-type: none"> - Quotation must include provision for (10% vegetarian & 10% halaal, 5% kosher & 5 vegan) for meals provided in the morning. - Consideration should be made for dietary requirements received closer to event e.g. kosher meals; lactose intolerant meals etc; gluten free; wheat free; diabetic guests.
Professional Wait Staff NB: A separate service provider may be appointed to provide this service, however service providers are requested to quote on this item.	<ul style="list-style-type: none"> - It is of utmost importance that prospective bidders should include a deployment plan which includes waiters to prepare and serve tea, coffee, water, etc. (minimum of 4 waiters per serving station should be deployed to ensure prompt & efficient service. Waiters should be well trained and experienced. - Waiters to wear uniform and project a professional image. - Please note that a detailed list of ALL staff will be required for screening and vetting purposes and would have to be accredited prior to event. - Wait staff must have a RSA ID - Service Provider should have a contingency plan in place to ensure that wait staff complement is fulfilled and deployment & service is not compromised.
Crockery & Cutlery	<ul style="list-style-type: none"> - Crockery & cutlery will be provided by DIRCO
Catering Equipment	<ul style="list-style-type: none"> - Catering equipment will be provided by DIRCO. - Service provider should bring their own serving gear, including serving trays
Linen; Table Accessories; Décor	<ul style="list-style-type: none"> - Prospective service provider should bring serviettes, square table cloths for 5 trestle tables, under blankets, skirtings

Presidential Marquee	
Number of guests	500
Category of guests	<ul style="list-style-type: none"> - Heads of State/Government - Deputy Heads of State/Government - Heads of Delegations - Heads of Mission in attendance to their respective HOS/G - RSA dignitaries - Guests of the President - Head of International Organisations at HOS/G Level (EU; UN; AU) - Representatives of Traditional Leaders - Representatives of Religious Leaders
Type of Meal	5 course meal
Beverages	<p>Wines</p> <p>Full open bar (Please refer to pg 4 and Annexure A).</p> <p>Bar should not be on display/visible</p>
REQUIREMENTS: the following requirements must be costed and outlined in the bid	
<p>5 Course Meal :</p> <ul style="list-style-type: none"> - Starter - Sorbet - Main Course - Dessert - Cheese Course (Tea Coffee with truffles/friandes) 	<ul style="list-style-type: none"> - Please provide 3 complete menu options to choose from. - Tea/coffee to be served with truffles/friandes along with cheese course.
Dietary Requirements	<ul style="list-style-type: none"> - Quotation must include provision for 10% vegetarian, 10% halaal, 5% vegan & 5% kosher - Consideration should be made for dietary requirements received closer to event e.g. kosher meals; lactose intolerant meals etc; gluten free; wheat free; diabetic guests.
<p>Sommeliers List</p> <p>NB:</p> <p>A separate service provider may be appointed to provide this service, however service providers are requested to quote on this item.</p>	<ul style="list-style-type: none"> - Wine menu should consist of 3 red wines and 3 white wines (750ml). - Only South African wines to be served. - The wines will have to be branded with the inauguration logo, the service provider is expected to include the embedding costs of the logo on the wines. - Service Provider to provide a selection of 10 white wines and 10 red wines to choose from; as well as a selection of 3 Methode Cap Classique so one option can be chosen. - Non alcoholic and alcoholic

	champagnes will be required.(sparkling wine).
Full open bar	<ul style="list-style-type: none"> - Please quote on Annexure A (a detailed list of all items which are requested to be available in the open bar. - Indicate and elaborate on the management of the open bar and all control measures to be taken. - Final invoice should be billed based on consumption during the event. - All necessary bar equipment to be included in quotation e.g. ice; ice buckets; serving tongs etc.
Professional Wait Staff NB: A separate service provider may be appointed to provide this service, however service providers are requested to quote on this item.	<ul style="list-style-type: none"> - It is of utmost importance that prospective bidders should include a deployment plan which includes ratio of waiters to guests, (minimum of 2 waiters and 1 bar server per table consisting of 8 guests). - Sufficient waiters should be deployed to ensure prompt & efficient service as expected with the delivery of a plated 5 course meal. - Waiters should be well trained and experienced. - Waiters to wear uniform and project a professional image. - Please note that a detailed list of ALL staff will be required for screening and vetting purposes and would have to be accredited prior to event. - Wait staff must have a RSA ID - Service Provider should have a contingency plan in place to ensure that wait staff complement is fulfilled and deployment & service is not compromised. - All wait staff to have serving trays.
Crockery & Cutlery	<ul style="list-style-type: none"> - Crockery & cutlery to be provided according to confirmed menu (e.g. if soup is served there should be soup spoons etc. - Bone China Crockery to be used. - Crystal glassware to be used. - Crockery and cutlery should be equal to 5 star quality.
Catering Equipment	<ul style="list-style-type: none"> - The prospective service provider is expected to provide all the necessary catering equipment as needed for the

	<p>event (e.g. ovens; fridges; warmers etc).</p> <ul style="list-style-type: none"> - The sizes of the catering equipment should be provided. - A marquee for to utilize for preparations and service area shall be provided. - An empty shell shall be provided. - All catering equipment will be for the service provider to bring.
<p>Linen; Table Accessories; Décor NB: A separate service provider may be appointed to provide this service, however service providers are requested to quote on this item.</p>	<ul style="list-style-type: none"> - The service provider is expected to supply and quote on all décor & linen i.e. table cloths; under blankets; under plates; centrepieces; napkin rings; ashtrays; chair covers; bread baskets etc). - The service provider is expected to bring table numbers. - Service provider will be requested to prepare a mock set-up whereby the client can choose linen & centrepieces. A minimum of 3 décor choices to be presented. - Tables and chairs for 500 guests shall be provided. - The linen, napkins chosen should be of the same fabric and colour - The service provider must ensure that there is 5% extra of everything.

VIP Marquee	
Number of guests	4000 guests
Category of guests	<ul style="list-style-type: none"> - RSA Ministers - RSA Deputy Ministers - Ministers accompanying HOS/G - Premiers - Executive Mayors - Heads of Mission not in attendance to HOS/G - International Business Leaders - International Organisations - MECs - DG's - Civil Society
Type of Meal	Buffet Meal (Set-up – cocktail/lounge).
REQUIREMENTS: the following requirements must be costed and outlined in the bid	
Welcome Drinks & Canapés	<ul style="list-style-type: none"> - No welcome drinks or canapés to be served.
VIP Buffet Meal	<ul style="list-style-type: none"> - Please provide 3 buffet options taking into consideration the category of guests to be served. - Include catering equipment required – chafing dishes; cake lifters; serving spoons, etc. - Chafing dishes must be of high standard and will have to be approved by catering work stream prior to utilization. - Please indicate the number of stations in proportion to guests (minimum of 16 stations to be provided). - Service Provider should ensure that buffet stations are manned by chef's/staff to explain dishes or assist guests with explaining dishes. - Set-up will be cocktail/lounge. Buffet Meal must be substantial yet the menu should accommodate the set-up arrangements. - Halaal/kosher/vegan buffet stations should be separate from other stations. - The service provider to show case chafing dishes and their buffet set-up during the mock set up/food tasting.
Dietary Requirements	<ul style="list-style-type: none"> - Quotation must include provision for (10% vegetarian, 20% halaal, 5% kosher, 5% vegan.). - Consideration should be made for dietary requirements received closer to event e.g. kosher meals; lactose intolerant meals etc; gluten free; wheat free; diabetic guests.
Wine Menu NB:	<ul style="list-style-type: none"> - Only a selection of two red wines and two white wines to be served.

<p>A separate service provider may be appointed to provide this service, however service providers are requested to quote on this item.</p>	<ul style="list-style-type: none"> - Only South African Wines should be served. - Range between R200 – R300 per bottle (750ml), please provide 6 options to choose from. - Final invoice should be billed based on consumption during the event.
<p>Full open bar</p>	<ul style="list-style-type: none"> - Please quote on Annexure A (a detailed list of all items which are requested to be available in the open bar. - Indicate and elaborate on the management of the open bar and all control measures to be taken. - Final invoice should be billed based on consumption during the event. - All necessary bar equipment to be included in quotation e.g. ice; ice buckets; serving tongs etc.
<p>Professional Wait Staff NB: A separate service provider may be appointed to provide this service, however service providers are requested to quote on this item.</p>	<ul style="list-style-type: none"> - It is of utmost importance that prospective bidders should include a deployment plan which includes ratio of waiters to guests. - Sufficient waiters should be deployed to ensure prompt & efficient service. - Waiters should be well trained and experienced. - Waiters to wear uniform and project a professional image. - Please note that a detailed list of ALL staff will be required for screening and vetting purposes and would have to be accredited prior to event. - Wait staff must have a RSA ID. - Service Provider should have a contingency plan in place to ensure that wait staff complement is fulfilled and deployment & service is not compromised. - All wait staff to have serving trays.
<p>Crockery & Cutlery</p>	<ul style="list-style-type: none"> - High quality crockery & cutlery to be provided according to confirmed menu (e.g. if soup is served there should be soup spoons etc. - Porcelain Crockery to be used - Luminac Glasses to be used.
<p>Catering Equipment</p>	<ul style="list-style-type: none"> - The prospective service provider is expected to provide all the necessary catering equipment as needed for the event (e.g. ovens; chafing dishes; fridges; warmers etc). - A marquee to utilize for preparations and service area shall be provided.

<p>Linen; Table Accessories; Décor</p> <p>NB: A separate service provider may be appointed to provide this service, however service providers are requested to quote on this item.</p>	<ul style="list-style-type: none"> - The service provider is expected to supply and quote on all décor & linen e.g. table cloths; under blankets; under plates; centrepieces; napkin rings; ashtrays; chair covers; bread baskets etc as dictated by the set-up. - Service provider will be requested to prepare a mock set-up whereby the client can choose linen & centrepieces. A minimum of 3 décor choices to be presented. - 30 Round tables with 300 chairs, 320 cocktail tables & 228 lounge set-up for 4000 guests will be provided.
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GENERAL SPECIFICATIONS:

a) Project Plan

A finalised project plan reflecting detailed operations with specific timeframes must be handed to Catering Work-stream before the event.

b) Close out Report/Exit Report

Upon completion of the event an exit report with photographic images of the catering during the event should be handed to the catering workstream. Final payment will not be made if said report is not submitted to catering workstream.

c) Oversee breakdown; clearing

Ensure that all equipment is removed from the premises; waste disposal is properly managed – disposed of or recycled.

d) Transport; Labour

Prospective bidders must include all transport costs related to the catering i.e. transportation of food; equipment; wait staff; transport for wait staff for accreditation purposes etc.

e) Operating Hours

The successful service provider must render the required service in accordance with the project plans of various other stake holders, including but not limited to, the Department of Public Works (“DPW”). It is important that service provider should be flexible and be willing to operate at any given time.

f) Security Clearance

Appointment of the service provider is subject to vetting and State Security Clearance. The successful service provider must ensure that all staff are accredited at own costs & planning and completed timeously.

RESPONSIBILITIES

a) Catering work stream

- Will provide the necessary detail and information so that the service requirements are understood.
- Render all reasonable assistance in executing the service.
- Communicate and work together with catering work stream on all catering areas e.g. preparation; service; floor management.
- The catering work stream will provide two way-radios to ensure that there is communication between the catering workstream managers and service providers’ floor managers.

b) SERVICE PROVIDER

- Execute all services as stipulated in the specifications contained herein within the specified timeframes.
- Suggest alternative arrangements/solutions and advice if requested service is not available or it can be proven that with deviations to original arrangements that financial savings can be realized.
- Timeous delivery of services as stipulated in the approved project plan.
- Upon request from the catering work stream the service provider must remove any resource employed at the site should the service rendered by the resource not be in accordance with the requirements.

- Timely submission of correct detailed invoices for rendered services to the satisfaction of DIRCO in order for payments to be effected by the department within 30 days of receipt as per tender stipulation.
- Timely submission of required exit reports as required.
- Ensure confidentiality in respect of ALL arrangements concerning the event and all persons involved.
- Any additional infrastructure required by the service provider that is not contained herein will be for their own account.
- Ensure that transportation of food items are in line with Health and OHSA regulations.
- Any damage done to the buildings; gardens; and surrounding areas will be for the service provider's account.

c) DEPARTMENT OF PUBLIC WORKS

- The DPW will be responsible for the provision of infrastructure such as the marquees; tables and chairs.
- A detailed list of the above-mentioned items will be provided to the successful service provider in order to ensure that all catering requirements are complied with.

4 EVALUATION METHODOLOGY

The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender). The Bid documents must be lodged in the tender box at DIRCO, OR TAMBO BUILDING, 460 Soutpansberg Road, Rietondale. The Service Provider's selection will be evaluated in three (3) phases as follows:

4.1 Phase 1:

To be considered for phase two (2) of the evaluation, service providers must comply with the following special conditions or responsiveness criteria.

4.1.1 Responsiveness Criteria

Minimum requirements that must be met by prospective supplier in order to qualify to the next stage of the evaluation process.

Requirements	
1)	A Tax Clearance with the expiry date not earlier on the end of May 2014
2)	Copies of Identity document of all the Board of Directors
3)	Company & Intellectual Property Commission of SA Registration Documents
4)	Portfolio of Evidence of the Company
5)	All SBD forms should be completed <u>SBD 3.1 It is expected that the service provider/s will provide a detailed quotation which will itemize all costs on services related to the event as indicated in the specifications.</u>
6)	Attendance of a compulsory briefing session
7)	Halaal Certified (Certificate to be provided)
8)	Korshe Certified (Certificate to be provided)
9)	Valid Municipal Certificate of Acceptability (Health Certificate)

4.1.2 Functionality Criteria

The following criteria will be used to evaluate the supplier, apart from those prescribed in the Preferential Procurement Regulations of 2001 pertaining to the Preferential Procurement Policy Framework Act of 2000.

A panel will evaluate all suppliers' applications received on a basis of price and preference points. A supplier that scores less than sixty percent (60%) out of a hundred percentages (100%) in respect of "Functionality" will be disqualified on the basis of failure to meet the capacity to deliver the required product criteria.

Functionality Criteria	Weight
1. - Minimum of five (5) years' experience within off-site catering is required - Proof of a minimum of three (3) previous contracts of the same nature (high profile clients & high number of guests – 1000 and up) accompanied by contactable references. - Project Plan incorporating amongst other the catering plan specific to the catering area; estimated times of arrivals; set-ups; preparation; scullery; floor manager; service; clearing; staff deployment; transportation of food etc. It is imperative that service providers clearly indicate in the project plan what items will be prepares onsite and offsite. - Company Profile	40
2. Food Tasting& Décor Mock set-up Food Testing - Taste - Colour combination of food - Nutritional value - Presentation Décor & Mock set-up - Quality of the material - Quality of crockery and cutlery - Presentation of the table	40
3. Site Inspections • Infrastructure • Equipment's • Uniform	20
Total	100

Values: 1 = Poor, 2= Fair, 3 = Good, 4 = Very Good, 5 = Excellent

4.2 Price and Preference Criteria

The applicable formula 90/10 will be utilised to evaluate the procurement, of which ninety (90) points must be allocated for price. The remaining twenty (10) points used in the evaluation of the BBEE selection criteria. Certain goals have been targeted and the points allocated for these goals are indicated in the enclosed SBD forms (to be completed in detail). The values and respective preference point system is outlined:

Points awarded for B-BBEE Status Level of Contribution

- 4.2.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- 4.2.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

4.2.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

- 4.2.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.2.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.2.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.2.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.2.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

5. GENERAL CONDITIONS

- 5.1 Service Provider's evaluation can only be done on the basis of all requested information contained herein. The comprehensiveness of the procurement proposal can therefore be decisive in awarding thereof.
- 5.2. For purposes of comparison and in order to ensure a meaningful evaluation, suppliers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.
- 5.3. It is the DIRCO's endeavour to promote black economic empowerment and as such, the prospective suppliers are required to submit company profile/proposals indicating percentage shareholding of the Historically Disadvantaged Individuals (HDIs). It is recommended that the BBEE Accreditation certificate be attached with the proposal documents.
- 5.4. In case of a consortium, the suppliers must indicate how a joint venture (if the suppliers are a joint venture between a BEE firm and a non-BEE firm) will split the work between the companies. The details must be such that the DIRCO can audit the actual work allocation between the companies to enforce the transfer of skills. (The percentage involvement of each company in the joint venture should also be indicated).

- 5.5 The prospective suppliers are required to indicate their costing per item and total cost (inclusive of VAT) on the company billing format, for ease of evaluation. Prices/fees must be quoted in South African currency. Prices should be fixed and include VAT, any foreign exchange rates if applicable.
- 5.6 The prospective Service Providers must provide a detailed project plan as part of their bid.
- 5.7 DIRCO reserves the right to conclude a Service Level Agreement with the preferred bidder to supplement the General Conditions of Contract.
- 5.8 Please take note that DIRCO is not obliged to select any of the bidders' submitted proposals.
- 5.9 Short listed Service Providers will be requested to participate in a briefing session; a food tasting & décor mock-set up and site inspections as per specifications at a date & time to be confirmed.
- 5.10. DIRCO commits to provide feedback on the outcome of the evaluation within 15 days of the closing of the tender.
- 5.11 DIRCO reserves the right to appoint more than one service provider.
- 5.12 In the event that the DIRCO receives sponsorship for alcohol or beverages, it is expected that the prospective service provider will revise their quotation/bid accordingly.

6. FEES AND PAYMENT SCHEDULE

- 6.1 Fees must be quoted in South African currency.
- 6.2 All prices quoted must include VAT.
- 6.3 Bidder should take note that the Department will only effect payment within 30 days after the receipt of a valid tax invoice & relevant supporting reports are received and the service has been rendered to the satisfaction of DIRCO.

7. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267
Enquiries pertaining to the completion of tender documents can be directed to the Bid Office, tel. 012 3511769/ 1928/8573

Prospective service providers should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

By hand

460 Soutpansberg Street
Rietondale(Main gate)
Department of International Relations and Cooperation

Pretoria
0001

OR

Post
Department of International Relations and Cooperation
Private Bag X 152
Pretoria
0001

Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11:00 on the closing date.

Prospective service providers/suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

E-Mailed or faxed submissions shall not be accepted.

A compulsory briefing session will be held on 7 March 2014 at OR Tambo Building, 460 Soutpansberg Road, Rietondale at 10h00. Interested bidders are invited to attend.

Non compliance with any of the above conditions will result in your bid being disqualified.