



Department: **Supply Chain Management** Form Number: CA 183-541

REQUEST FOR QUOTES (RFQ)

DESCRIPTION OF GOODS/ SERVICE REQUIRED	Lunch for Crew Dry run for ICAD 2025	
Date: 04 December 2025 Time: 14:00pm		
Venue : Margate Airport Kwa-Zulu Natal		
ITEM/ SERVICE:	QUANTITY	
<p>Purpose</p> <p>To appoint a qualified and experienced catering service provider to supply, prepare, and serve a Braai-style menu for an event, ensuring high-quality food, hygienic preparation, professional service, and compliance with all relevant food safety standards.</p> <p>Lunch</p> <p>Braai Menu Chuck meat and short ribs Boerewors 15cm Chicken drumsticks and thighs Pap Fresh rolls Chakalaka Green Salad Potato Salad/Coleslaw Tomato gravy</p> <p>The meat must be freshly prepared on-site and other food must be safely transported in approved food-grade containers.</p> <p>Drinks: 1pp x ice cold Fizzy drink (Coke, Fanta grape, Fanta orange, Crème soda, Spar berry, Sprite, Appletisers/Appetizers) 1pp x 500ml ice cold water bottles.</p> <p>Cutlery and crockery must be included, with serving tables and tablecloths. The supplier must also bring along the takeaway plates. Serviettes and toothpicks.</p>	<p>Number of delegates: 250</p>	
<p>Setup and Breakdown</p> <ul style="list-style-type: none"> • Set up serving area, food counters, and buffet stations in a clean, orderly, and visually appealing manner. • Dismantle, clean, and remove all equipment, waste, and materials after the event. • Ensure site is left in a clean condition post-service. • Hygiene and Food Safety Requirements • Comply with local food safety and public health regulations. • Possess a valid Food Handler's Certificate and/or Catering License. • Use only fresh, quality ingredients from reputable suppliers. 		
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- Maintain cold chain management for perishable items.
- Staff must wear clean uniforms, gloves, and hairnets.
- Ensure no cross-contamination between raw and cooked foods.

GENERAL/ COMMENTS: A site inspection will be conducted to the appointed service provider.