

REQUEST FOR QUOTES (RFQ)

Description of Goods/Services Required	Restaurant Catering Booking for NGAP Airshow Day 2025, in Durban		
SPECIFICATIONS/ DESCRIPTION			
ITEM/ SERVICE		QUANTITY	
The South African Civil Aviation Authority (SACAA) seeks to appoint an events company to book a fully licenced restaurant within the Southern Sun Coast Casino and Hotel to cater to the NGAP Airshow Delegates. Date: 14 August 2025 Venue: Southern Sun Coast, Durban Lunch Time: 12:00 – 17:00 Capacity: 800 Terms and conditions: The following terms and conditions are mandatory. Non-adherence renders any quotation invalid, and it will be automatically disqualified. The service provider must: - Submit a quotation for a restaurant from the venue - Southern Sun Coast Hotel and Casino, Durban, preferably Billy G, Jeera, La Parada Restaurant or any other restaurant offering a buffet within 100m of the venue, - Provide proof from the restaurant for affording a service provider in writing, preferably on a restaurant letterhead, confirming availability and a pre-approval to host SACAA catering for delegates. - Provide a total quotation that includes labour (20 waiters and waitresses), set up and strike, permission fees, and equipment, such as serving tables, dishes, cutlery, and crockery. <i>The service provider must provide access/meal tokens/voucher for each delegate</i> The SACAA require the presence of the event organiser throughout the day to field any complaints that may arise. In accordance with the National Treasury regulations, the SACAA will issue a Purchase Order for services to be rendered. Payment within 30-days can only be made to the appointed service provider once the services have been satisfactorily delivered. Date: 14 August 2025 from 12:00 (refer to the table below for specific times) Catering Requirements: 800 pax, Buffet 3-course meal (starter, main course, and dessert), - Dessert to include a warm dish and a cold dish option - Beverage allocation of 2 non-alcoholic drink per person, including a variety of sodas, juice, apple/grape-tizers, cordials, and milkshakes)			As specified.
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- 20 pax halaal, kosher, vegetarian, and other options for lunch meals (this will be communicated five (5) days prior to the date of the event) Experience of the service provider: Event Planning Experience and working within the government payment terms. Prior experience in planning and executing a minimum of three (3) events is required. Please provide written proof.		
GENERAL/ COMMENTS: The service provider must be flexible should the SACAA require a revision in the pax.		
Budget:		Cost Centre Code: 01-01-00