



Department: **Supply Chain Management**

Form Number: CA 183-541

**REQUEST FOR QUOTES (RFQ)**

<b>DESCRIPTION OF GOODS/ SERVICE REQUIRED</b>	<b>Crew and Volunteers Breakfast</b>	
Date: 05-06 December 2025 Time: 07:00am		
Venue : Margate Airport Kwa-Zulu Natal		
<b>ITEM/ SERVICE:</b>	<b>QUANTITY</b>	
<p>To appoint a qualified and experienced catering service provider to supply, prepare, and serve breakfast meals for our event, ensuring high-quality food, timely delivery, hygienic preparation, and professional service in line with health and safety regulations</p> <p><b>Breakfast – 05 December 2025</b></p> <p>Variety Breakfast platters:</p> <ul style="list-style-type: none"> <li>• Croissants with fillings</li> <li>• Fruit platters</li> <li>• Scones with Jam, cheese and butter</li> </ul> <p><b>Breakfast – 06 December 2025</b></p> <ul style="list-style-type: none"> <li>• Variety of mini pies</li> <li>• Fruit platter</li> <li>• Variety of muffins</li> </ul> <p><b>Provide the below for both days:</b></p> <ul style="list-style-type: none"> <li>• Serviettes</li> <li>• Liqui Fruit cans :130 x 300ml</li> <li>• Valpre Bottled ice cold water - 500ml</li> <li>• Gazebo, Tables and tablecloths for serving stations</li> <li>• Cutlery and Crockery</li> <li>• The supplier may bring the foam plates as a back-up.</li> </ul>	<p>Number of delegates: 100</p>	
<p><b>Setup and Breakdown</b></p> <ul style="list-style-type: none"> <li>• Set up serving area, food counters, and buffet stations in a clean, orderly, and visually appealing manner.</li> <li>• Dismantle, clean, and remove all equipment, waste, and materials after the event.</li> <li>• Ensure site is left in a clean condition post-service.</li> </ul> <p><b>Hygiene and Food Safety Requirements</b></p> <ul style="list-style-type: none"> <li>• Comply with local food safety and public health regulations.</li> <li>• Possess a valid Food Handler's Certificate and/or Catering License.</li> <li>• Use only fresh, quality ingredients from reputable suppliers.</li> <li>• Maintain cold chain management for perishable items.</li> <li>• Staff must wear clean uniforms, gloves, and hairnets.</li> </ul>		
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- Ensure no cross-contamination between raw and cooked foods.

**GENERAL/ COMMENTS:** Site inspections will be done to the appointed service provider