

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

REQUEST FOR QUOTES

**FOR PROVISION OF CANTEEN SERVICES FOR A PERIOD OF 21
MONTHS**

RFQ NUMBER: RFQ/ZD/CANTEENSERVICES/SCM/372/2023-2024

1. INTRODUCTION

The South African Civil Aviation Authority (SACAA) is an agency of the Department of Transport (DoT), established in terms of the Civil Aviation Act, 2009 (Act No.13 of 2009), which came into effect on 31 March 2010. The Civil Aviation Act provides for the establishment of a stand-alone authority, mandated with controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving levels of safety and security throughout the civil aviation industry.

The SACAA's mandate is to administer civil aviation safety and security oversight in the Republic of South Africa, in line with Civil Aviation Authority Act (the Act), and in accordance with the Standards and Recommended Practices (SARPs) prescribed by the ICAO. The above is achieved by complying with the SARPs of the ICAO, whilst considering the local context.

The SACAA, as prescribed by the Civil Aviation Act as well as the Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999) is a Schedule 3A public entity.

2. BACKGROUND

SACAA intends to outsource the canteen and catering serving, to a service provider at its Head Office, Midrand Gauteng. The aim is to partner with a Service Provider that can assist to increase food service participation and support corporate initiatives to promote healthy lifestyles.

The successful bidder will be expected to provide basic meals i.e., breakfast and lunch, non-alcoholic beverages to SACAA employees, visitors during SACAA official business hours.

SACAA has a workforce of about ±540 people and about ±150 clients and since beginning of Covid pandemic SACAA staff is however working on rotation basis; it also has a sufficiently equipped cafeteria in the main admin building with total space of 54 m².

Services rendered will be for the Service Provider's own account, taking responsibility for all risks including profit/loss, stock, and cash control (no subsidy or management fee will be payable).

3. INVITATION TO BID

SACAA is seeking proposals from qualified food Service Providers for the provision and management of onsite sit-down and take-away canteen to provide basic meals i.e., breakfast, lunch and non-alcoholic beverages to SACAA staff, visitors, and contractors working at the SACAA buildings situated in Waterfall Park Midrand, Gauteng.

4. DURATION OF SERVICE

The intended duration of the contract will be for a period of 21 months, from April 2024 to December 2025.

Prospective bidders are notified that SACAA is in a process of acquiring new premises, should the move to new premises take place during the contract period, SACAA shall inform the appointed service provider in writing 90 (ninety days) prior to moving offices and this Agreement shall be terminated at no penalty to the SACAA.

5. SCOPE OF WORK

This Scope of Work is subject to all conditions and requirements as stated in this section of this document shall be undertaken in the manner stated herein as well as the Service Level Agreement. SACAA's business hours are from 08h00 to 16h30, Monday to Friday.

- 5.1 This is an all-inclusive canteen service providing basic meals i.e. breakfast and lunch, non-alcoholic beverages, snacks and other items on a daily basis to SACAA staff, visitors and clients.
- 5.2 This facility will be operated and managed on a full risk (no subsidy or management fee will be payable by the SACAA) basis.
- 5.3 The contract will make provision for:
 - Canteen services
 - Maintenance of own equipment (SACAA owned equipment to be maintained by SACAA on a fair wear and tear basis).

5.4 The canteen and catering services should offer the following:

- 5.4.1 Breakfast meals in the morning (07h00 – 11h00).
- 5.4.2 Lunch meals (12h00 – 14h00)
- 5.4.3 Ensure availability of tea and coffee to SACAA staff /clients/contractors
- 5.4.4 A small menu, varied on a regular basis, consisting of stylish light lunches.
- 5.4.5 Halaal, vegetarian and kosher alternatives should always be accommodated on the menu on request.
- 5.4.6 Pastries/light snacks for teatime/ for meetings on request.
- 5.4.7 Quality and variety of hot and cold non-alcoholic beverages.

5.5 The Preferred Service Provider must:

- 5.5.1 Be prepared to cater for all dietary preferences with valid certification from respective bodies where applicable.
- 5.5.2 Ensure that the quality of food prepared adheres to acceptable food industry standards and is prepared in a clean and hygienic manner in accordance with all health and safety regulations.
- 5.5.3 Ensure food grade cleaning materials are supplied and used.
- 5.5.4 Provide adequate catering equipment, cutlery and crockery as required.
- 5.5.5 Serve takeaway meals in packaging appropriate for a microwave.

5.6 Specific Terms and Conditions:

5.6.1 The Service Provider is required to:

- a) Conduct business in a courteous and professional manner.
- b) Comply with all relevant employment legislations, applicable bargaining council agreements (including UIF, PAYE, etc) as well as Occupational Health and Safety Regulations Act and applicable standards and requirements.
- c) Comply with the requirements of "Regulation 638" of the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 and obtain Certificate of Acceptability (CoA), at least six months after appointment.
- d) Ensure that all personnel working under this contract are in good health and pose no risk to any of SACAA's employees, clients, contractors and tenants (documentary evidence of conformance e.g., periodic medical surveillance records etc. - to be availed as and when required by the SACAA or any other authority acting on its instruction).
- e) Ensure operational risk assessment is conducted and appropriate mitigating actions are put in place prior to the commencement of operations.
- f) Ensure that all personnel working under this contract are adequately trained prior to the commencement of operations (competency training, fire fighting, and first aider training).
- g) Documentary evidence of competence to be availed as and when required by the SACAA or any other authority acting on its instruction.
- h) Comply with the SACAA security and emergency policies, procedures and regulations (The staff shall be subjected to a security audit performed by SACAA).

- i) Ensure that all work performed, and all vehicles, plant and equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act of 85 of 1993 and any other applicable standards, by-laws and regulations promulgated in terms of this Act and the standard instructions of the SACAA.
- j) Maintain canteen equipment in good order to comply with the SACAA's occupational health and safety standards.
- k) Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers, SACAA personnel, etc.
- l) The SACAA reserves the right to order the immediate removal of a staff member that does not adhere to SACAA regulations.
- m) Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are in an acceptable condition for the type of environment being used in and worn at all times.
- n) Ensure that the SACAA is informed of any removal and replacement of personnel. For security reasons, the SACAA reserves the right to vet all personnel working under this contract.
- o) Take reasonable care of SACAA owned equipment and facilities.

5.6.2 The SACAA shall:

- a) Conduct business in a courteous and professional manner with the appointed Service Provider.
- b) Provide appropriate information as and when required and only in situations where it is required by the Service Provider to fulfil their duties; by means of raising a Purchase Order.
- c) Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- d) Not accept any responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- e) Shall provide or make available to the service provider:
 - (i) Electricity and hot water (geyser)
 - (ii) Water points
 - (iii) Canteen extraction facilities
 - (iv) Equipment list and signed schedules as per SACAA requirements

6. EVALUATION CRITERIA

6.1 Phase 1 (Part 1): Supply Chain Administrative Mandatory Compliance Requirements

Bids received will be verified for completeness and correctness. The SACAA reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided. The set of bid documents must be completed and submitted. **(SACAA reserve the right to request information/additional documents if there are any missing from the bidder(s) submission).**

Bidders are to ensure that they submit the following documentation / information with their proposal.

Document	Comments	Compulsory requirement
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. Please indicate / supply the supplier number.	Yes
SBD 4 (Bidders Disclosure)	Completed and signed	Yes

6.2 Phase 1 (Part 2): Technical Administrative Mandatory Compliance Requirements

Bidders are to ensure that they submit the following documentation / information with their bid. At this phase non-submission will result in disqualification.

Document	Comments	Compulsory requirement
Proof of Certification of registration/ membership with an accredited Hospitality body	Valid registration / membership with an accredited Hospitality body	Yes

6.3 Phase 2: Technical and/or Functionality Evaluation

Assessment of Technical / Functional evaluation of the bid will be done in terms of the criteria as stated in the table below. Bidders should take note of the Criterion, Weighting and Scoring when responding to this bid.

SUB-CRITERIA	DESCRIPTION	MIN POINTS	MAX POINTS
Delivery Capacity	<p>The service provider must demonstrate if they have the necessary capacity to provide the required services. This information must be provided in a detailed company profile or project management plan.</p> <p>a. proposed menu types and options = 10 points b. proposed menu cycles = 10 points c. list of main suppliers = 10 points d. waste management plan = 10 points e. proposed cleaning schedules = 10 points f. procedure for managing surplus and shortage of food = 10 points</p>	30	60
Experience	<p>Reference letters from three companies where the bidder is currently rendering/ has rendered canteen and or catering services in the last three (3) years. Each reference letter must be in a client's letterhead, including client name, contact person, contact details and client testimonial.</p> <ul style="list-style-type: none"> Zero letters = 0 points Two to Three references = 15 points. More than three references = 20 points 	15	20
	<p>Provide abridged CV and qualifications of the proposed catering manager based on site.</p> <ul style="list-style-type: none"> Three to five years' experience = 15 points Five years and above experience = 20 Points 	15	20
TOTAL POINTS FOR TECHNICAL EVALUATION		60	100

Bidders who score minimum points of 60 or more will be considered for the next phase. Any bidder scoring less than minimum 60 points will be disqualified and won't be considered further to the next phase as detailed below.

6.4 Phase 3 - Price and Specific Goal Evaluation

Prospective bidders are requested to fill in the price per below. This pricing below will be used for price evaluation.

DESCRIPTION	UNIT PRICE		COMMENTS
	R	C	
BREAKFAST			
Plain yoghurt 100g			
Flavored yoghurt 100g			
Yoghurt with muesli			
Plain Fruit Salad			
Fruit salad with plain yoghurt			
Muffins (assorted flavours)			
Plain Scone			
Plain croissants			
Croissant with cheese and tomato			
Croissant with chicken mayo			
Cheese sandwich - brown			
Cheese & tomato sandwich - brown			
Chicken & mayo sandwich - brown			
Cheese sandwich - white			
Cheese & ham sandwich - white			
Chicken & mayo sandwich – white			
Mini Danish pastry's			
PIES			
Steak & kidney pie			
Pepper steak pie			

Barbeque chicken pie			
Cornish pie			
Cake per slice			
COLD BEVERAGES			
Soft drink 330 ml			
Grapetiser/ Appletiser 330 ml			
Liquid-fruit 250 ml			
Iced tea 330 ml			
Energy Drink – 500 ml			
Spring Water – 500 ml			
Powerade – 500 ml			
SNACKS			
Niknaks 20g			
Lays chips 36g			
Doritos 48g			
Simba Chips 36g			
Chocolate bars 48g			

6.5 The following PPPFA formula is used to evaluate price:

$$PS = 80 \frac{(1 - Pt - Pmin)}{Pmin}$$

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid.

6.6 Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with 80/20 preference point system as follows:

- a) Price; and
- b) Specific Goal (B-BBEE status Level of Contributor)

The maximum points for this bid are collected as follows:

	Points
PRICE	80
SPECIFIC GOAL (B-BBEE STATUS LEVEL OF CONTRIBUTOR)	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOAL	100

POINTS AWARDED FOR SPECIFIC GOAL

In terms of Preferential Procurement Regulations 2022, preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table below:

Specific Goal (B-BBEE Status Level of Contributor)	Number of points
1	20
2	18
3	14
4	12
5	5
6	6
7	4
8	2
Non-Compliant contributor	0

7. BRIEFING SESSION

There will be no briefing session, however any service provider that may seek clarity can send their queries to Ms. Zodwa Duma at duman@caa.co.za to seek any clarity on the RFQ document. All requests must be submitted through email.

8. SUBMISSION OF BID DOCUMENT

The RFQ submission requires a three (3) envelope system.

8.1 Envelope 1

- ✓ All mandatory documents on Phase 1.

8.2 Envelope 2

- ✓ Technical / Functional proposal (1 original) on Phase 2.

8.3 Envelope 3

- ✓ Price quotation and Valid B-BBEE certificate/ affidavit

The pricing schedule must be submitted on a separate envelope from the technical proposal for ease of evaluation, as these will be evaluated separately (1 original). Bidders are required to provide a detailed price schedule breakdown as indicated in “clause 6.3” above.

9. All bids should be PHYSICALLY HAND DELIVERED to SACAA tender box @ Building 16, Treur Close, Waterfall Office Park, Bekker Street, Midrand by Tuesday, 23 January 2024, 11h00.