



SUPPLY CHAIN MANAGEMENT
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INVITATION FOR A QUOTATION
REFERENCE NUMBER : RFQ/MUSE
RESTAURANT/2023

PACOFs requests service providers to submit proposals to lease the premises of the Muse Restaurant and Marble Foyer of the Sand du Plessis Theatre, situated in 12 First Avenue, Bloemfontein for the period of three years

PACOFs is a PFMA schedule 3A entity that was established by the Ministry of Sport, Arts and Culture in terms of the Cultural Institutions Act 1998 (Act No. 119 of 1998). The PACOFs vision is to be the icon of performing arts in South Africa and we work towards establishing a global footprint.

The entity is inviting service providers to lease premises for the purposes of operating a restaurant in the Muse and the Marble foyer (catering for PACOFs functions included) for 3 to 5 year period at Marble Foyer (Muse) Sand du Plessis building. As a minimum, the restaurant must be open during and after theatre productions and also host live performances to provide a platform for artists. The restaurant must be able to deliver catering functions for PACOFs rental clients if requested.

Scope of the restaurant

PACOFs requires a service provider that will ensure that our visitor experience is enriched, that the hospitality and retail offering have synergy with the PACOFs brand, and is aligned with industry standards and best practices.

Halaal, Kosher, and Vegetarianism as well as cultural practices must be respected and catered for in food preparation as well as the provision of catering services for internal meetings, or third party functions and ad hoc functions within PACOFs.

Details of the space, floor plan, capacity, and infrastructure will be provided at the compulsory briefing session.

Rent Required

- The proposal should include the fixed monthly rental offered which will increase annually with inflation rate as well as the proposed returns to PACOFs for functions, wedding's etc. All offers will be considered, however, it is a requirement that it be market related.
- The proposed rental must take into account the establishment , equipping and shopfitting costs that the tenant will incur.
- PACOFs is providing furniture for the restaurant to be discussed in details at the compulsory site visit.

Presentation Required

Short-listed candidates will be invited to do a presentation of no longer than 30 minutes to the marketing department.

This presentation must include:

- Detailed proposal regarding functional requirements including a basic business plan and cash flow forecast.
- Suggested name for the restaurant

- Suggested target market of proposed restaurant
- Management and staffing
- Staff uniforms
- Proposed décor and/or any other visible material to be utilized in rendering the service or suggested improvements to the area.
- Proposed marketing, advertising and signage for the restaurant as well as functions, wedding's etc
- Style of service envisaged.
- Strategy for adding value to PACOFS and its public image indicating how the proposed hospitality will enhance and complement PACOFS.
- Proposed menu including samples of one dish (starter, main course, and dessert) to review both quality and presentation.
- Information regarding relevant licenses and health and safety compliance requirements. The presentation costs shall be for the account of the applicant.

A proposal should include the following documentation;

NO.	DETAILS	NATURE OF DOCUMENTATION
1	A proposal that describes the operation envisaged responding to the request to quote.	Mandatory
2	A financial proposal with all conditions stipulated including proposed rental for the space.	Mandatory
3	Details of relevant experience in the hospitality industry.	Mandatory
4	Current staff and employment contracts	Mandatory
5	References and latest Financial Reports.	Mandatory

For any queries please contact Ms Adri Van Veijeren at smmarketing@pacofs.co.za.

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate. A non-tax compliant status on CSD will automatically disqualify the quotation.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable with regards to Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/documentation.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

COMPULSORY BRIEFING SESSION
WEDNESDAY, 01 MARCH 2023 at 10h00 AT PACOFS

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:
WEDNESDAY, 08 MARCH 2023 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za
No late submission will be accepted!

VERY IMPORTANT NOTICE!

1. **PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.**
2. **PAYMENT WILL BE DONE 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.**
3. **BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.**
4. **PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.**
5. **THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).**
6. **IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.**
7. **NO CESSIONS WILL BE SIGNED.**
8. **A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED FOR QUOTATIONS / BIDS OVER R30 000,00 AS WELL AS COMPLETED SBD 4.**
9. **QUOTATIONS SHOULD BE VALID FOR 30 DAYS.**
10. **PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.**
11. **PLEASE DO NOT INFLATE PRICES.**