

REQUEST FOR QUOTES (RFQ)

Description of Goods/Services Required	Restaurant Catering Booking for NGAP Airshow Day 2025, in Durban	
SPECIFICATIONS/ DESCRIPTION		
ITEM/ SERVICE	QUANTITY	
<p>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.</p> <p>Date: 14 August 2025 Venue: Southern Sun Coast, Durban Lunch Time: 12:00 – 17:00 Capacity: 600(20 halaal included)</p> <p>Terms and conditions:</p> <p>The following terms and conditions are mandatory. Non-adherence renders any quotation invalid, and it will be automatically disqualified.</p> <p>The service provider must:</p> <ul style="list-style-type: none"> 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. <p><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.</p> <p>In accordance with the National Treasury regulations, the SACAA will issue a Purchase Order for services to be rendered.</p> <p>Payment within 30-days can only be made to the appointed service provider once the services have been satisfactorily delivered.</p> <p>Date: 14 August 2025 from 12:00 (refer to the table below for specific times)</p> <p>Catering Requirements:</p> <ul style="list-style-type: none"> 600pax, 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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<p>- 20 pax halaal, kosher, vegetarian, included in the 600 and other options for lunch meals (this will be communicated five (5) days prior to the date of the event)</p> <p>Experience of the service provider:</p> <p>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.</p>		
<p>GENERAL/ COMMENTS: The service provider must be flexible should the SACAA require a revision in the pax.</p>		
<p>Budget:</p>		<p>Cost Centre Code: 01-01-00</p>