

REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	Food Trucks for Sweet treats for the NGAP Airshow			
SPECIFICATIONS/ DESCRIPTION				
ITEM/ SERVICE			QUANTITY	
<p>Purpose: The SACAA is looking for a professional service provider to provide enjoyable refreshments for delegates and learners with fair distribution, an efficient queuing system, and service management. The mobile cart must be in a very neat and presentable state.</p> <p>A top-tier food truck within 50 km of Durban blends solid kitchen infrastructure, regulatory compliance, skilled staff, and smart branding/operations. The service providers must have had frequent events at the markets and festivals, delivering consistent quality and maintaining a strong brand presence.</p> <p>Event Mobile Food Trucks for Sweet Treats Specification: Airshow Event</p> <p>Event Details:</p> <ul style="list-style-type: none"> • Event Name: NGAP Airshow Event • Date: 14 August 2025 • Venue: Infront of the Suncoast Entrance facing the beach • Attendees: <ul style="list-style-type: none"> ○ 600 Delegates (VIPs and International Guests, Youth Professionals) ○ 500 Learners (Students) <p>Please provide a quotation including the following:</p> <ul style="list-style-type: none"> • Menu items and pricing • Set-up and operational requirements (it's an outdoor event) • Staffing (clean and well groomed) • Fast service 			1100pax	
<i>Treats to be Supplied</i>				
Item	Description	Total Quantity Required		Notes
Ice Cream	Single serve (cups or cones) with 2 flavour options	700 servings		No repeats per person
The Ice Cream Ninjas – Premium ice cream-based treats				
Gourmet Smoothies – Freshly blended fruit and health smoothies	Frozen and fruity smoothies and 30% of healthy smoothies	500 serving		Ensure one per person
Chip and Dip – Gourmet chips with a variety of sauces and toppings		700 serving	Ensure one per person	
Popcorn	Freshly popped, pre-	500 serving	Individual servings	
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	packed or on-demand		
Quality Bubble Tea – Refreshing flavoured bubble teas and milk teas		300 serving	
Valpre Bottled Water	500ml sealed bottles	1,500 bottles	
Soft Drinks and Liqui Fruit Juices	Assorted (coke, stoney, Coke zero, etc.), 330ml cans.	1,500 units	Mixed selection

These vendors will help create a vibrant, inclusive, and engaging food experience for attendees.

Distribution Requirements

- **Fair Access System:**
The supplier must implement a fair system (e.g., **ticketing, wristbands, or digital scan tags**) to ensure:
 - Every delegate and learner is served
 - No item is received more than once by the same person.
 - Queue times are minimised.
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- **Mobile Setup Requirements:**
 - Vendor must use **mobile food trucks, stations/kiosks/carts**.
 - An adequate number of serving points must be provided to avoid long queues.
 - Each serving station must display clear signage of items available.
- **Staffing:**
The vendor must provide trained and uniformed staff to:
 - Prepare and serve treats.
 - Manage queues and access control.
 - Handle stock replenishment and waste responsibly.

Logistics & Hygiene

- **Power Supply:** Vendor to bring generator.
- **Waste Management:** Vendor responsible for packaging waste disposal at each station.
- **Hygiene & Safety Compliance:**
 - Must hold valid health and safety certifications.
 - Must adhere to local health department regulations.
 - Compliance: COA, gas & zoning permits, pest control
 - Safety: Extinguisher, insurance, staff training

Quote Requirement

1. **Per Unit and Total Pricing** for each item listed.
2. **All-Inclusive Cost:** Include transport, setup, staff, equipment, licenses, and consumables.
3. **Service Model Description:**
 - Distribution method
 - Mobile setup type (***please send us the picture when submitting your quote***)
 - Staff deployment plan
4. **Setup and Operation Timeline:**
 - Arrival time
 - Setup duration
 - Service duration
 - Pack-down time
5. **Compliance Documentation:**
 - Health certifications
 - Insurance
 - Business registration
6. **Clear Picture**
 - Submit clear pictures of the same service that they have rendered before.

<p>7. Reference Letters</p> <ul style="list-style-type: none"> ○ The supplier must submit pictures of previous events that they have done with 3 references. <p>NB: The supplier is required to submit clear pictures of the same service that they have rendered before and references when submitting the quote; failure to do so will result in disqualification.</p>		
<p>Terms and conditions</p> <ul style="list-style-type: none"> ✓ The quote must include all labour and delivery costs. ✓ Service Providers are to ensure that quotations provided have included everything requested and do not compromise the quality of service. ✓ Quotations not including all items will be automatically disqualified. ✓ Service Providers who accept the PO and provide poor service due to errors on the quotes or have under quoted may be blocklisted for future service requests. Please triple-check your quote before submitting it. ✓ A physical or Teams briefing meeting will be arranged with the appointed service provider. ✓ Services must be rendered on time as agreed between the organisers and the service provider. ✓ The service provider is required to prepare the serving stations in a beautiful and presentable set-up 		
<p>GENERAL/ COMMENTS: The supplier must accommodate SACAA should we want to reduce the number of caterings before the week of the airshow.</p>		
<p>Budget:</p>		<p>Cost Centre Code: 01-01-00</p>