

## REQUEST FOR QUOTATION (RFQ)

### SUPPLY AND DELIVERY OF CATERING SERVICES FOR TRADE & INVESTMENT KWAZULU-NATAL

RFQ No.	RFQ202425/17
RFQ ISSUE DATE	25 FEBRUARY 2025
BRIEFING SESSION	N/A
RFQ DESCRIPTION	REQUEST FOR A SERVICE PROVIDER TO SUPPLY AND DELIVER CATERING SERVICES FOR TRADE & INVESTMENT KWAZULU-NATAL.
CLOSING DATE & TIME	27 FEBRUARY 2025 AT 16H00 PM.
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@tikzn.co.za">quotations@tikzn.co.za</a>

Bidders must submit responses via e-mail at: [quotations@tikzn.co.za](mailto:quotations@tikzn.co.za) before or on the stipulated date and time. For any queries or questions, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

MAAA NUMBER (CSD NO) \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_




E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_


CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

#### KwaZulu-Natal Office

-  Trade & Investment House, 1 Arundel Close  
Kingsmead Office Park, Durban 4001  
South Africa
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-  [www.tikzn.co.za](http://www.tikzn.co.za) / [www.exportkzn.co.za](http://www.exportkzn.co.za)

**DIRECTORS:** R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)



## **DETAILED SPECIFICATION**

### **SUPPLY AND DELIVERY OF CATERING SERVICES FOR TRADE & INVESTMENT KWAZULU-NATAL**

#### **1. INTRODUCTION**

- 1.1. Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2. Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In terms of chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
  - Develop the export capacity of the province.
  - Develop the export market of the province.
  - Foster trade and investment within the province.
  - Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province; and
  - Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

#### **2. BACKGROUND**

The purpose of EDPU training as part of the Development section is to ensure that exporters are in a better position to access foreign export markets so that KZN exporters are competitive in local and international markets. Development initiatives focus on equipping businesses with the information they require and practical examples to address various issues related to exporting. Further, development initiatives ensure that businesses can make informed business decisions to enhance economic growth and job creation and remain competitive in the global markets.

#### **3. PURPOSE**

The purpose of this Request for Quotation (RFQ) is to provide catering services to EDPU clients during their training sessions which will take place from 08h00 to 16h00 for each session. EDPU strives to ensure a professional atmosphere, reflecting the importance of the training and the value placed on participants. This can contribute to a positive perception of the training program and allow participants to benefit fully from the training experience, leading to improved performance and application of skills in their respective companies.

#### **4. SCOPE OF WORK**

<b>Event Details &amp; Menu</b>	<b>Pax</b>
<b>Date: 3, 4 and 7 March 2025 (3 days)</b> <b>Venue: UHwebo boardroom, Trade &amp; Investment House, 1 Arundel Close, Kingsmead Office Park, Durban 4001.</b>	20

<b>Finger Lunch Delivery time: 12h00 pm.</b> <ul style="list-style-type: none"> <li>• Meat platter (chicken, meatballs, pastries, samosas).</li> <li>• Sandwich platters (variety).</li> <li>• Vegetarian platter option for 4 people must be Halaal.</li> <li>• 100% juice and soft drinks 330ml cans (mix).</li> </ul>	
<b>Date: 11, 12, 18 and 19 March 2025 (4 days)</b> <b>Venue: UHwebo boardroom, Trade &amp; Investment House, 1 Arundel Close, Kingsmead Office Park, Durban 4001.</b>  <b>Finger Lunch Delivery time: 12h00 pm.</b> <ul style="list-style-type: none"> <li>• Meat platter ( chicken, meatballs, pastries, samosas).</li> <li>• Sandwich platters (variety).</li> <li>• Vegetarian platter option for 4 people must be Halaal.</li> <li>• 100% juice and soft drinks 330ml cans (mix).</li> </ul>	10
<b><i>Please provide all necessary crockery, cutlery, serviettes, dressings, salt and pepper</i></b>	

## 5. EVALUATION PROCESS

### 5.1 Phase 1: SCM Administrative requirements

- The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- The SBD 4 form must be completed, signed by the authorised company representative.
- The SBD1 form must be completed, signed by the authorised company representative.
- The POPIA consent form must be completed, signed by the authorised company representative.
- The bidder must submit the SBD 6.1 preference points claim form.

*Failure to provide the above information may lead to bidder's proposal not being considered further.*

### 5.2 Phase 2: Compliance with RFQ specifications

- Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

### 5.3 Phase 3: Price and Specific Goals Scoring

#### Pricing Considerations:

- Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**.
- Bidders' total price weighs 80 points.

#### Specific Goals

- The bidder must submit the SBD 6.1 preference points claim form.
- B-BBEE Certificate / Affidavit.
- Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
Ownership by Historically Disadvantaged Individuals (HDIs):	05
<b>1. Women Ownership</b> 51% or more = 5  Proof of claim: RSA Identity document of shareholders. CSD registration report. Company registration (CIPC). B-BBEE Certificate/ Affidavit	
<b>2. RDP Goals:</b> Promotion of enterprises located in eThekweni Municipality for work to be done or services to be rendered.  Proof of claim: Certified copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councillor.	15
<b>Total Points</b>	<b>20</b>

*RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will result in your company scoring zero (0) points for specific goals.*

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS EFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

## 6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: [quotations@tikzn.co.za](mailto:quotations@tikzn.co.za)

## 7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

## 8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

### **END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- Quotation on a company letterhead.
- Completed and signed Declaration of Interest (SBD 4).
- Completed and signed Invitation to bid (SBD1 -Part A & B)
- Completed and signed POPIA consent form.
- Completed and signed preference points claim form (SBD6.1).
- Copy of CSD Report or MAAA Number (National Treasury).