

REQUEST FOR INFORMATION

RFI NUMBER: RFI03/2024/2025

REQUEST FOR INFORMATION FOR PROFESSIONAL CATERING SERVICE PROVIDERS

This RFI calls for suitably qualified suppliers to provide information to Competition Commission of South Africa (CCSA) regarding a Request for Information for Professional Catering Service Providers.

Issue date: 18th June 2024

Closing Date: 20th June 2024 @ 11:00am

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory, or other rights. No binding contract or other understanding for the supply of services will exist between CCSA and any Respondents unless and until CCSA has executed a formal written contract with the selected supplier.

REQUEST FOR INFORMATION (RFI)

RFI NUMBER	: RFI03/2024/2025
RFI TITLE	: REQUEST FOR INFORMATION PROFESSIONAL CATERING SERVICE PROVIDERS

EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	18th June 2024
RFI Available from	18^h June 2024
Compulsory Briefing Session Date & Time	N/A
Venue for Briefing Session	N/A
RFI Closing Date and Time	20th June 2024 at 11:00am
Delivery Venue: Electronics Submission	tenders@compcom.co.za
Contact details	tenders@compcom.co.za

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

- 1.1 Proof of registration on CSD report (Central Supplier Database)
- 1.2 Company Profile
- 1.3 Certificate of Accessibility for Food Premises
- 1.4 Three (3) reference letters for providing similar good/services
- 1.5 Provide a sample of the menu (Halal, African Cuisine, Vegetarian)

2. REQUEST FOR INFORMATION:

2. DEFINITIONS

- 2.1 **"RFI"** - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 **"RFI response"** - a written response in a prescribed form in response to an RFI.
- 2.3 **"Respondent"** – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the Competition Commission of South Africa (CCSA). No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

4. THE MANNER OF SUBMISSION OF THE RFI

- 4.1 Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2 Respondent shall submit one emailed submission including relevant supporting documents.
- 4.3 The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 4.4 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.5 Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.

5. BACKGROUND

- 5.1 The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 5.2 CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA) and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.
- 5.3 Therefore, the CCSA is requiring a suitability qualified service provider for Professional Catering Service Provider.

6. SCOPE OF WORK

- 6.1 Provide high quality catering services, as when required. (Catering for breakfast, snack platters, late afternoon, and early evening function)
- 6.2 A required and specific menu will be communicated when goods and services are required.
- 6.3 Standard Catering services are expected consist of the following but not limited to:
 - 6.3.1 Yoghurt with Fresh Fruit and Muesli
 - 6.3.2 A fresh fruit platter
 - 6.3.3 Croissants Platter
 - 6.3.4 Sandwich Platter
 - 6.3.5 Scones with cheese and jam
 - 6.3.6 Breakfast Wraps
 - 6.3.7 Cold Meat Platter
 - 6.3.8 Chicken Platter
 - 6.3.9 Savoury Platter
 - 6.3.10 Muffins Platter
 - 6.3.11 Chicken
 - 6.3.12 Red meat
 - 6.3.13 Fish
 - 6.3.14 Option 2 Warm Vegetables – (Butternut, Spinach, Cabbage, Vegetable Medley, Vegetable Bake, Grilled Vegetables etc)
 - 6.3.15 Option of 2 Salads – (Greek Salad, Coleslaw, Butternut and Beetroot Salad, Pasta Salad, Chakalaka, Potato Salad)
 - 6.3.16 2 Starch – (Dumpling, Samp, Rice, Garlic Bread)
 - 6.3.17 Tea and Coffee
 - 6.3.18 Bottled Still Water
 - 6.3.19 Bottled Sparkling Water
 - 6.3.20 100% Fruit Juice
 - 6.3.21 Fizzy Drink
- 6.4 To provide crockery, cutlery, tablecloths and serve ware excluding furniture (tables, chair, etc.)

- 6.5 Crockery, cutlery, tablecloths and serve ware are not acceptable. The prospective service provider must allocate an employee that will tend the serving station for the duration of the event or meeting.
- 6.6 Catering for any specific dietary requirements, such as Vegetarian, Pescatarian and Halal, will be communicated as and when required.
- 6.7 The successful service provider must be responsible for maintaining and cleaning utilized areas upon completion of each event.

7. DELIVERABLES

- 7.1 The service provider should have a proven track record of providing access and support to the online resource for EU and international competition law.

8. TIMEFRAMES

- 8.1 The duration of the contract will be for period of **twenty (24) months**.

9. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGMENET

E-mail: tenders@compcom.co.za

All queries MUST be e-mailed

END OF THE REQUEST FOR INFORMATION DOCUMENT