

REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	JOC/VOC Stretch Tent and Breakfast & Lunch
SPECIFICATIONS/ DESCRIPTION	
ITEM/ SERVICE	QUANTITY
Date: 06 - 07 December 2024 Venue: Upington International Airport (Upington) Time: 09:00 Number of delegates: 30 1 x Pure White Stretch Tent (<i>please the tent must be neat and clean</i>) 30 x plastic chairs and Green Turf Breakfast: Variety breakfast platters such as muffins, toasted sandwiches, croissants with fillings, quiches and fruit platters (please order from Spar or Pick n Pay) for 06 – 07 December 2024 @ 09:00 • 30 x liquid fruit 340ml can • 30 x 500ml water bottles <i>Include appropriate cutlery, crockery, serviettes, tables and tablecloths for a serving station.</i> Lunch: Variety lunch platters 06 - 07 December 2024 @ 13:00 ● Meats platters e.g sausages, wings, ribs, meat balls etc ● Healthy wraps, mini pies. ● 30 x 340ml variety of fizzy drinks and Liqui fruit cans ● 30 x 500ml water bottles Including appropriate cutlery, crockery, Serviettes and toothpicks tables, and tablecloths for set up the supplier is required to bring the Gazebos to cater under considering the weather.	
GENERAL/ COMMENTS:	
Serving station to be erected on 06 December 2024 at 07:00 and be stripped down on 07 December 2024 at	
07 December 2024 at 17:00	
Terms and conditions	
✓ 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 the specification.	
CA 183-515	14 March 2023
Page 1 of 2	

- ✓ 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 waiters must be neatly dressed and well presented.
- ✓ **NB: When submitting your quote please attach a certificate of food acceptability provided by the municipality/ health certificate failure to submit will lead to disqualification**
- ✓ **ONLY SERVICE PROVIDERS THAT ARE LOCATED WITHIN A 50 KILIMETER(KM) RADUIS FROM THE UPINGTON AIRPORT WILL BE CONSIDERED FOR THIS BID**