

THE WESTERN CAPE GOVERNMENT

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT



REQUEST FOR INFORMATION FORM FOR SUPPLIERS ON CATERING SERVICES

Ref number RFI 1/2016 Catering (Metro)
Description: Professional Catering Services for the Department of Cultural Affairs and Sport
Closing date: Friday 23 September 2016
Closing time: 11:00

PURPOSE

To invite service providers to register on the accredited supplier list for catering services.

EXECUTIVE SUMMARY

The Western Cape Government (WCG) consists of thirteen (13) provincial departments and over seven hundred (700) clients who require catering services for meetings and events. Our clients' catering needs are diverse and will differ from event to event.

Given that the WCG's average annual spend on catering services is over R40 million per annum, we've targeted catering services as an area for procurement improvements.

On average the Department of Cultural Affairs and Sport (DCAS) have 350 catering interventions per annum and its average annual spend on these services are over R4 million.

To a large extent, the success of an event is judged upon the quality of the food offered at that event. In the Western Cape many events otherwise well organised are deemed a failure because the quality of the catering was not acceptable.

There are several reasons for this, amongst others the issue of suppliers taking on catering services beyond their capacity or catering for events too far from their business premises.

The WCG held a series of workshops with various provincial departments in order to identify the common problem areas as well as suggest solutions which could possibly address the issues. It was important to include all key stakeholders in this process to gain consensus and commitment by all stakeholders to continue participating and contributing to a potential and actionable solution.

To implement the proposed solution for DCAS, all prospective and current catering service providers registered on the Western Cape Supplier Database (WCSD) and the Central Supplier Database (CSD) were invited to register their Expression of Interest (EOI) to take part in a process in which we intend developing a preferred supplier list, and the service providers who responded positively to this EOI, are herewith invited to complete the accompanying Request for Information in order for us to have a better understanding of, amongst others, the catering suppliers' capacity, area of operation and type of services offered in order to link suitable suppliers to appropriate events.

Service providers should note that the enforcement of the below mentioned requirements emanate from existing legislation and is intended to mitigate the risk of poor hygiene in food preparation which could lead to potential food contamination. Overall, these requirements aim to improve food standards and quality of service. The compulsory requirements are as follows:

1. Business License (compulsory)

According to the Businesses Act - 71 of 1991, the following businesses must apply for and obtain a trade licence prior to commencement of their operations:

- Sale and Supply of Meals (foodstuffs that are handled or prepared in the form of a meal). Fee - R25.00 ([guideline](#))
- Hawking in Meals (food that is prepared on site e.g. hot dogs, boerewors rolls, hamburgers, hot chips etc.). Fee - R10.00 ([guideline](#))

2. Certificate of Acceptability (compulsory)

The Minister of Health has, in terms of section 35, read with section 40, of the Health Act - 63 of 1977, promulgated the Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food - R 962 of 2012. These regulations were published in the Government Gazette dated 23 November 2012. No: 35906.

In terms of these regulations, the person in charge or the owner of all premises, on which food is handled or is permitted to be handled, is required to be in possession of a "Certificate of Acceptability". No person may handle food or permit food to be handled on premises in respect of which a valid certificate of acceptability has not been issued or is not in force. ([guideline](#))

BACKGROUND

DCAS hereby invites all catering suppliers who responded positively to the EOI to register on the accredited list of suppliers for catering services. Taking into consideration the diverse levels of catering required for the various meetings and the services required within provincial departments, catering services has been organised into three categories:

- Meetings and workshops
- Events and conferences
- VIP and executive meetings

The purpose of the accredited list is to give prospective suppliers an equal opportunity to submit quotations to this Department.

EVALUATION CRITERIA

A panel will evaluate all suppliers' applications received and categorise suppliers into the above-mentioned catering categories based on the following criteria:

CATEGORY 1	MEETINGS AND WORKSHOPS
Criteria	The service provider must have: <ul style="list-style-type: none">✓ A valid business license;✓ A certificate of acceptability.

CATEGORY 2.1	CONFERENCES OR EVENTS FOR GROUPS OF 30 - 100 PEOPLE
Criteria	The service provider must have: <ul style="list-style-type: none">✓ A valid business license;✓ A certificate of acceptability;✓ At least five (5) employees (permanent or non-permanent);✓ At least one (1) year experience of the service provider in the catering industry;✓ At least three (3) references or testimonials of previous events for the past five (5) years for groups of 30 or more people

CATEGORY 2.2	CONFERENCES OR EVENTS FOR GROUPS OF 100 - 300 PEOPLE
Criteria	<p>The service provider must have:</p> <ul style="list-style-type: none"> ✓ A valid business license; ✓ A certificate of acceptability; ✓ At least five (5) employees (permanent or non-permanent); ✓ At least two (2) years' experience of the service provider in the catering industry ✓ At least three (3) references or testimonials of previous events for the past five (5) years for groups of 100 – 300 people

CATEGORY 2.3	CONFERENCES OR EVENTS FOR GROUPS OF 300 - 500 PEOPLE
Criteria	<p>The service provider must have:</p> <ul style="list-style-type: none"> ✓ A valid business license; ✓ A certificate of acceptability; ✓ At least five (5) employees (permanent or non-permanent); ✓ At least three (3) to five (5) years' experience of the service provider in the catering industry; ✓ At least three (3) references or testimonials of previous events for the past five (5) years for groups of 300 - 500 people

CATEGORY 2.4	CONFERENCES OR EVENTS FOR GROUPS OF 500+ PEOPLE
Criteria	<p>The service provider must have:</p> <ul style="list-style-type: none"> ✓ A valid business license; ✓ A certificate of acceptability; ✓ At least eight (8) employees (permanent or non-permanent); ✓ At least three (3) to five (5) years' experience of the service provider in the catering industry; ✓ At least three (3) references or testimonials of previous events for the past five (5) years for groups of 500+ people

CATEGORY 3.1	EXECUTIVE MEETINGS
Criteria	<p>The service provider must have:</p> <ul style="list-style-type: none"> ✓ A valid business license; ✓ A certificate of acceptability; ✓ At least five (5) employees (permanent or non-permanent); ✓ At least three (3) years' experience of the service provider in the catering industry; ✓ At least three (3) references or testimonials of previous VIP events / Executive meetings for the past five (5) years

CATEGORY 3.2	VIP MEETINGS
Criteria	<p>The service provider must have:</p> <ul style="list-style-type: none"> ✓ A valid business license; ✓ A certificate of acceptability; ✓ At least five (5) employees of which one (1) must be a qualified chef (permanent or non-permanent); ✓ At least three (3) years' experience of the service provider in the catering industry; ✓ At least three (3) references or testimonials of previous VIP events / Executive meetings for the past five (5) years

Service providers will be linked to the appropriate catering category based on the above criteria. Quotations will be requested from the qualified service providers **who** are duly registered on the WCSD and CSD as and when the need arises.

Please take note that this closing date is applicable to finalise the initial categorisation of responsive suppliers that DCAS will approach to submit quotations in future. Suppliers who did not submit by the closing date, will be approached to do so on an annual basis.

Full implementation will be communicated to all suppliers on the WCSD and CSD at an appropriate time.

SUBMISSION

Please direct enquiries to: Catering.DCAS@westerncape.gov.za

Please use the following reference number **RFI 1/2016 Catering (Metro)** in all communication related to this RFI. Service providers must note the following conditions:

- Submission, inclusive of duly completed Questionnaire, applicable company documents and other supporting documentation, must be deposited in the bid box marked “**RFI 1/2016 Catering (Metro)**” on or before the closing date and time of 23 September 2016 at 11:00.
 - E-Mailed or faxed submissions shall not be accepted.
 - Suppliers must be registered on the WCSD and CSD on the closing date in order for their submission to be responsive.

Duly completed forms with accompanying documentation must be submitted to the following addresses:

By hand

Submissions may be deposited in the bid box marked “**RFI 1/2016 Catering (Metro)**” situated at:
 Entrance / foyer (ground floor)
 Protea Assurance Building
 Greenmarket Square
 CAPE TOWN
 8001

OR

By post

Deputy Director: Supply Chain Management
 Dept of Cultural Affairs and Sport
 Private Bag X9067
 CAPE TOWN
 8000

Section A: Supplier Questionnaire

Please indicate with an X mark what kind of services you are able to provide

Platters and/or finger snacks without waitron service (delivery only)	<input type="checkbox"/>
Platters and/or finger snacks / cocktail receptions with waitron service	<input type="checkbox"/>
Formal 3-course sit-downs with waitron service	<input type="checkbox"/>
Buffet style (hot / cold menu) without waitron service	<input type="checkbox"/>
Buffet style (hot / cold menu) with waitron service	<input type="checkbox"/>
Bar set-up and services	<input type="checkbox"/>
Pre-packed meals with delivery	<input type="checkbox"/>
Catering for camps with delivery	<input type="checkbox"/>
Catering for camps (on-site)	<input type="checkbox"/>
Catering of traditional meals	<input type="checkbox"/>
Braai	<input type="checkbox"/>
Spit Braai	<input type="checkbox"/>

Please indicate with an X mark which dietary requirements you are able to accommodate

Please provide certified copies of relevant certification

Halaal	<input type="checkbox"/>
Kosher	<input type="checkbox"/>
Vegetarian	<input type="checkbox"/>
Vegan	<input type="checkbox"/>
Diabetic	<input type="checkbox"/>

Other (please specify) _____

Please indicate with an X mark which categories of events you are able to cater for

Meetings or workshops for groups of 2 - 10 people (platters)	<input type="checkbox"/>
Meetings or workshops for groups of 10 - 30 people (platters)	<input type="checkbox"/>
Conferences or events for groups of 30 – 100 people	<input type="checkbox"/>
Conferences or events for groups of 100 - 300 people	<input type="checkbox"/>
Conference or events for groups of 300 - 500 people	<input type="checkbox"/>
Conference or events for groups of 500+ people	<input type="checkbox"/>
VIP events for management (platters)	<input type="checkbox"/>
Executive / VIP events for high profile officials	<input type="checkbox"/>

Number of years in the catering industry (mark with an X)

0 – 2 years	<input type="checkbox"/>
>2 – 5 years	<input type="checkbox"/>
>5 – 10 years	<input type="checkbox"/>
10+ years	<input type="checkbox"/>

Please specify the year in which the business was established _____

Approximate/Average lead time (mark with an X)

Average time required to deliver the service from time of notification of purchase order (mark with X)

1-3 days

3-5 days

5-10 days

10-15 days

Meetings	Events	Executive/ VIP

This is for information purposes only. We use this information to provide us with an indication of time required from placing order to delivery date.

Section C: Previous Contracts

The entity may furnish the below information in a document (in substantially the same format as the table below) and attach the information as an addendum.

* *Type of service provided*

- *Meetings and workshops*
- *Camps*
- *Conferences or events*
- *VIP and executive meetings*

TABLE B

Client Name	Type of service provided *	No. of people catered for	Contract / Order / Ref Number	Value of Contract	Contract Year	Contact details of client <small>(cell number or email address)</small>

Section E: Regions

Please specify in which region you are willing to provide catering services in (mark with an X)

City of Cape Town Metropolitan

- City Bowl
- Northern Suburbs
- Southern Suburbs
- Atlantic Seaboard
- South Peninsula
- Cape Flats
- Helderberg
- West Coast

Cape Winelands

- Breede Valley
- Drakenstein
- Langeberg
- Stellenbosch
- Witzenberg

Central Karoo

- Beaufort West
- Laingsburg
- Prince Albert

Eden

- Bitou
- George
- Hessequa
- Kannaland
- Knysna
- Mossel Bay
- Oudtshoorn

Overberg

- Cape Agulhas
- Overstrand
- Swellendam
- Theewaterskloof

West Coast

- Bergrivier
- Cederberg
- Matzikama
- Saldanha Bay
- Swartland

Section E: Declaration

I hereby declare that the information disclosed above is true and accurate and that I understand the content of the document.

(SIGNATURE)

(DATE)