

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

**DIRCO: 11-2014/15 INVITES BIDDERS TO SUBMIT
PROPOSALS TO REGISTER ON THE DIRCO DATABASE IN
CATERING COMMODITY**



TERMS OF REFERENCE

1. PURPOSE

To invite service providers to register on the Departmental Database to render the catering services

2. BACKGROUND

The Department of International Relations and cooperation (DIRCO) in accordance with the section 38(a) (iii) of the Public Finance Management Act of 1999 and the revised Preferential Procurement Policy Framework Act, must maintain an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost effective.

DIRCO hereby invites all prospective and current service providers to register on the Departmental Supplier Database for catering services, taking into consideration the diverse levels of catering required for the various meetings and the services required within the Department. The catering service has been organised into three categories:

- VVIP and VIP Catering
- General Mass Catering

The purpose of this database is to give prospective suppliers an equal opportunity to Submit quotations to the Department.

DIRCO will source quotations from the Supplier Database on rotational basis,

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to DIRCO. It is envisaged however, that the database will contribute to efficient administration and compliance with the PFMA.

3. SPECIFICATIONS

3.1. Departmental Supplier Database is establishing a supplier database for catering services, taking into consideration the diverse levels of catering required for the various meetings and the services required within the Department. The catering service has been organised into three categories:

VVIP	VIP	General Mass
<ul style="list-style-type: none">• At least five(5) years' experience on off-site catering• VVIP/ High profile clients	<ul style="list-style-type: none">• At least three(3) years' experience on off-site catering• VIP/High profile clients	<ul style="list-style-type: none">• At least one(1) year experience on off-site catering• High profile clients

3.2. The catering services will be required for head office functions in Pretoria and regional offices in Cape Town respectively. Services providers are required to register for specific category and city respectively.

4. EVALUATION CRITERIA TO BE USED

All bids received shall be evaluated in the following 3 phase:

4.1 Phase 1 : Responsiveness

Minimum requirements that must be met by prospective supplier in order to qualify to the next stage of the evaluation process.

Requirements	VVIP	VIP	MASS
1. Valid Tax Clearance Certificate	✓	✓	✓
2. All SBD forms should be completed	✓	✓	✓
3. Attendance of a compulsory briefing session	✓	✓	✓
4. Valid Municipal Certificate of Acceptability (Health Certificate)	✓	✓	✓
6. Halaal Certified (Certificate to be provided)	✓	✓	
7. Kocher Certificate (Certificate to be provided)	✓	✓	
8. ID copies of all company directors	✓	✓	
9. Certificates of the chefs	✓	✓	

4.2 Phase 2: Functionality Criteria

A panel will evaluate all suppliers' applications received on a basis of price and functionality. A supplier that scores less than fifty percent (60%) out of a hundred percentages (100%) in respect of "Functionality" will be disqualified on the basis of failure to meet the capacity to deliver the required product criteria; it will apply to all categories

VVIP criteria	
Criteria	Maximum Points to be allocated
<ul style="list-style-type: none"> ○ At least five (5) years' experience on off-site catering <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Matrix: 1-2yrs = 2 3-4 yrs. = 3 5 and above = 5 </div>	15
<ul style="list-style-type: none"> ○ VVIP /High profile clients with Contactable reference (company name, office number (landline), contact person) <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Matrix: 1-2yrs = 2 3-4 yrs. = 3 5 and above = 5 </div>	15

<ul style="list-style-type: none"> ○ Methodology on how service provider will undertake the business ✓ Incorporating amongst other the catering plan specific to the catering area. ✓ It is imperative that service providers clearly indicate in the project plan what items will be prepared onsite and offsite. ✓ Time management 	<p>10</p> <p>10</p> <p>10</p>
<p>Experience of chefs</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Matrix: 1-2yrs = 2 3-4 yrs. = 3 5 and above = 5</p> </div>	<p>10</p>
Total	70

VIP catering	
Criteria	Maximum Points to be allocated
<ul style="list-style-type: none"> ○ At least three (3) years' experience on off-site catering <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Matrix: 1-2yrs = 2 3-4 yrs. = 3 5 and above = 5</p> </div>	<p>15</p>
<ul style="list-style-type: none"> ○ VIP /High profile clients with contactable reference (company name, office number (landline), contact person) <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Matrix: 1-2yrs = 2 3-4 yrs. = 3 5 and above = 5</p> </div>	<p>15</p>
<ul style="list-style-type: none"> ○ Methodology on how service provider will undertake the business ✓ Incorporating amongst others the catering plan specific to the catering area. ✓ It is imperative that service providers clearly indicate in the project plan what items will be prepared onsite and offsite. ✓ Time management 	<p>10</p> <p>10</p> <p>10</p>

<p>Experience of chefs</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Matrix: 1-2yrs = 2 3-4 yrs. = 3 5 and above = 5</p> </div>	10
Total	70

General mass catering	
Criteria	Maximum Points to be allocated
<ul style="list-style-type: none"> ○ At least one (1) year experience on off-site catering <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Matrix: 1-2yrs = 2 3-4 yrs. = 3 5 and above = 5</p> </div>	15
<ul style="list-style-type: none"> ○ High profile clients with contactable reference (company name, office number (landline), contact person) <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Matrix: 1-2yrs = 2 3-4 yrs. = 3 5 and above = 5</p> </div>	15
<ul style="list-style-type: none"> ○ Methodology on how service provider will undertake the business ✓ Incorporating amongst others the catering plan specific to the catering area. ✓ It is imperative that service providers clearly indicate in the project plan what items will be prepared onsite and offsite. ✓ Time management 	<p style="margin-left: 20px;">10</p> <p style="margin-left: 20px;">10</p> <p style="margin-left: 20px;">10</p>
<p>Experience of chefs</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Matrix: 1-2yrs = 2 3-4 yrs. = 3 5 and above = 5</p> </div>	10
Total	70

4.3 PHASE 3: SITE INSPECTION (APPLICABLE TO ALL)

REQUIREMENTS	PERCENTAGE
<ul style="list-style-type: none">Kitchen used for cookingStoves and fridges	5
<ul style="list-style-type: none">Crockery and cutleryChafing dishes and cooling systems(mobile coolers) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Bona fide -5 90/10 -4 Others - 3</div>	10
<ul style="list-style-type: none">Mock up set-upPreparationStaff compliment(uniforms)	10
<ul style="list-style-type: none">Distance and appropriate transportation of food (specialized) etc.	5
Total	30

Pre-qualified companies will be registered on the catering commodity as per above mentioned categories. Quotations will be requested from registered service providers as and when the need arises.

5. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267 Enquiries pertaining to the completion of tender documents can be directed to the Bid Office, tel. 012 3511769/ 1755/ 0435

Prospective service providers should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

By hand

460 Soutpansberg Street
Rietondale(Main gate)
Department of International Relations and Cooperation
Pretoria
0001

OR

Post

Department of International Relations and Cooperation
Private Bag X 152
Pretoria
0001

Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11:00 on the closing date.

Prospective service providers/suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

E-Mailed or faxed submissions shall not be accepted.

A compulsory briefing session will be held on the 11th November 2014 at OR Tambo Building, 460 Soutpansberg Road, Rietondale at 10h00. Interested bidders are invited to attend. The closing date for this Tender is the 25th November 2014.

Non compliance with any of the above conditions will result in your bid being disqualified.