

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid number: DIRCO 10/2017/18

Closing date: 16/03/2018 Time 11h00

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

Required by: the Department of International Relations and Cooperation

No.	Item	Description	Quantity	Total Price
1	NOTE: Senior Officials, SADC Secretariat and support Staff will have lunch together	<p>22 March 2018, 23 March 2018, 24 March 2018, 26 March 2018 & 27 March 2018</p> <ul style="list-style-type: none"> • The service provider is expected to supply and quote on: <ul style="list-style-type: none"> ○ catering, ○ all crockery & cutlery as per the approved menu, ○ x45 round tables ○ x450 sturdy banquet chairs (plastic), ○ all décor ○ All linen (table cloths, under blankets, napkins for tea breaks and lunch; chair covers etc.) 	450 Pax	
1.1	<p>Conference Set-up</p> <p>NOTE: Only Senior officials will be in the Conference meeting (320 Pax)</p>	<p>22 March 2018, 23 March 2018 & 24 March 2018</p> <ul style="list-style-type: none"> • The venue should be set up with bottled water and glasses, as well as mints upon commencement of the conference. • The water and mints should be refreshed while delegates break during : <ul style="list-style-type: none"> ○ mid- morning tea ○ lunch ○ afternoon tea • Bottled water should be available: Quote on 5 bottles per person per day for 3 days (4800 bottles) on the ratio of 70% still and 30% sparkling. 	320 Pax	

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1.2	Conference Set-up NOTE: Senior officials and Ministers will be in the Conference meeting (380 Pax)	26 March 2018 & 27 March 2018 <ul style="list-style-type: none"> • The venue should be set up with bottled water and glasses, as well as mints upon commencement of the conference. • The water and mints should be refreshed while delegates break during : <ul style="list-style-type: none"> ○ mid- morning tea ○ lunch ○ afternoon tea • Bottled water should be available: Quote on 5 bottles per person (380pax) per day for 2 days (3200) bottles) on the ratio of 70% still and 30% sparkling. 	380 Pax	
1.3	Mid-Morning Coffee/Tea Station	<ul style="list-style-type: none"> • At tea time, guests should be served coffee/tea/juice and morning snacks e.g. scones; muffins; croissants; fruit. • Service provider to provide options to choose from for the coffee/tea station. • Selection of Teas to be available • Filter coffee to be served • Juice should be 100% fruit juice • Estimated tea time is 10h00, this will be confirmed closer to event. • Service provider will be expected to have service & set-up ready at least 30 minutes prior to arrival. 	450 Pax	
1.4	Buffet Meal	<ul style="list-style-type: none"> • Please provide 3 buffet options which should consist of: <ul style="list-style-type: none"> ○ 2 x protein; ○ 2 x starch; ○ 2 x veg; ○ 1 x salad; ○ 1 x vegetarian option; ○ 1 x dessert • All catering equipment related to the menu should be provided including: chafing dishes; cake lifters; serving spoons, etc. • Chafing dishes must be of high standard and will have to be approved by DIRCO catering work stream prior to utilization <p>2 buffet stations are required</p>	450 Pax	
1.5	Afternoon Coffee/Tea Stations	<ul style="list-style-type: none"> • At tea time, guests should be served coffee/tea/juice and afternoon snacks e.g. scones; muffins; croissants; fruit • Service provider to provide options to choose from for the afternoon coffee/tea station. • Selection of Teas to be available • Filter coffee to be served • Juice should be 100% fruit juice <p>N.B Estimated time of break is 15h00 which will be confirmed closer to event. Service provider will be expected to have service & set-up ready at least 30 minutes prior</p>	450 Pax	

1.6	Dietary Requirements	<ul style="list-style-type: none"> • Quotation must include provision for: <ul style="list-style-type: none"> ○ Halaal: 10% halaal and ○ Vegetarian: 10% vegetarian <p>N.B Consideration should be made for dietary requirements received closer to event e.g. kosher meals; lactose intolerant meals etc. gluten free; wheat free; diabetic guests</p>		
1.7	Bar Menu	<ul style="list-style-type: none"> • No alcoholic beverages to be served • Bottled water should be available – still and sparkling. 70% still and 30% sparkling. • Quotations should provide a maximum of 2 sodas per person. (70% soda and 30% 100% fruit juice) • All necessary bar equipment to be included in quotation e.g. ice, ice buckets, serving tongs etc. • Please quote an Annexure A (a detailed list of all items which are requested to be available in the open bar.) 	450 Pax	
1.8	Professional Wait Staff	90 Waitrons N.B 1:5		
1.9	Linen; Table Accessories; Décor	<ul style="list-style-type: none"> • The service provider is expected to supply and quote on all décor & linen i.e. table cloths; under blankets; chair covers; etc) • Service provider will be requested to prepare a mock set-up whereby the client can choose linen & centrepieces. A minimum of 3 décor choices to be presented. • The service provider is required to provide: <ul style="list-style-type: none"> ○ X45 round tables ○ X450 sturdy banquet chairs (plastic), ○ all décor ○ all linen (table cloths, napkins etc) • The service provider is required to provide trestle tables to be utilized as buffet/serving stations (sufficient for 2 serving stations). All tables cloths have to be changed after every tea break and after lunch) • Lunch linen to be changed daily 		
MINISTER'S AREA – DINING ROOM 26-27 March 2018				
2.	Council of Ministers	<ul style="list-style-type: none"> • 26 March 2018 & 27 March 2018: <p>The service provider is expected to supply and quote on:</p> <ul style="list-style-type: none"> ○ x 6 round tables ○ x 60 conference chairs with cream chair covers, ○ all décor 	60	

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		<ul style="list-style-type: none"> o 60 under plates o 6 Trestle tables with table cloths and skirting (linen to be changed after tea breaks and after lunch) o Table flowers (25 cm x 9 individual flowers with flower pots) to be utilised on the 26th and the 27th. o all linen (cream table cloths, under blankets, chair covers, napkins for lunch and tea breaks etc) 		
MINISTER'S AREA – HOLDING/DINNING ROOM 28 MARCH 2018				
3.	Dates and requirements	<ul style="list-style-type: none"> • 28 March 2018 <ul style="list-style-type: none"> o x 1 round table o x 11 conference chairs, o all décor o Table flowers (25 cm x4 individual flowers with flower pots), this can be the same flowers from 27th o all linen (table cloths, napkins etc) 	11 Ministers	
3.1	Linen; Table Accessories; Décor	<ul style="list-style-type: none"> • The service provider is expected to supply and quote on all décor & linen i.e. cream table cloths; under blankets; cream chair covers; etc) • Service provider will be requested to prepare a mock set-up whereby the client can choose linen & centrepieces. A minimum of 3 décor choices to be presented. • The service provider is required to provide: <ul style="list-style-type: none"> o X 1 round tables o X 11 conference chairs , o all décor o All linen (table cloths, napkins etc.) <p><i>N.B Highly professional and knowledgeable wait staff- uniformed and with serving trays at all times.</i></p>		
SA-EU DIALOGUE SENIOR OFFICIALS & DELEGATES AREA 28 MARCH 2018				
4		<p>The Service provider is expected to supply and quote on:</p> <ul style="list-style-type: none"> • All catering & cutlery as per the approved menu, • 15 round tables • 150 sturdy banquet chairs (plastic) • All décor • All linen (table cloths, under blankets, napkins for tea breaks & lunch, chair covers etc.) 	150	
4.1	Conference set-up NOTE: Only the Ministers and senior officials will be in the	<ul style="list-style-type: none"> • The venue should be set up with bottled water and glasses, as well as mints upon commencement of the conference. • Bottled water should be quoted on: 5 bottles per person on the ratio of 70% still and 30% sparkling. 	31	

	conference meeting (31pax)			
4.2	Mid-Morning Coffee/Tea	<ul style="list-style-type: none"> • At tea time, guests should be served coffee/tea/juice and morning snacks e.g. scones; muffins; croissants; fruit. • Service provider to provide options to choose from for the coffee/tea station. • Selection of Teas to be available • Filter coffee to be served • Juice should be 100% fruit juice • Service provider will be expected to have service & set-up ready at least 30 minutes prior to arrival. <p><i>NB: Estimated tea time is 10h00, this will be confirmed closer to event.</i></p>	150	
4.3	Buffet meal	<ul style="list-style-type: none"> • Please provide 3 buffet options which should consist of: • 2 x protein; • 2 x starch; • 2 x veg; • 1 x salad; • 1 x vegetarian option; • 1 x dessert • All catering equipment related to the menu should be provided including: chafing dishes; cake lifters; serving spoons, etc. • Chafing dishes must be of high standard and will have to be approved by DIRCO catering work stream prior to utilization <p><i>2 buffet stations are required</i></p>	150	
4.4	Afternoon Coffee/Tea	<ul style="list-style-type: none"> • At tea time, guests should be served coffee/tea/juice and afternoon snacks e.g. scones; muffins; croissants; fruit • Service provider to provide options to choose from for the afternoon coffee/tea station. • Selection of Teas to be available • Filter coffee to be served • Juice should be 100% fruit juice <p><i>N.B Estimated time of break is 15h00 which will be confirmed closer to event. Service provider will be expected to have service & set-up ready at least 30 minutes prior</i></p>	150	
4.5	Dietary Requirements	<ul style="list-style-type: none"> • Quotation must include provision for: <ul style="list-style-type: none"> ○ Halaal: 10% halaal and ○ Vegetarian: 10% vegetarian <p><i>N.B Consideration should be made for dietary requirements received closer to event e.g. kosher meals; lactose intolerant meals etc. gluten free; wheat free; diabetic guests</i></p>		
4.6	Bar Menu	<ul style="list-style-type: none"> • No alcoholic beverages to be served • Bottled water should be available – still and sparkling. 70% still and 30% sparkling. 	150	

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		<ul style="list-style-type: none"> • Quotations should provide a maximum of 2 sodas per person. (70% soda and 30% 100% fruit juice) • All necessary bar equipment to be included in quotation e.g. ice, ice buckets, serving tongs etc. • Please quote an Annexure A (a detailed list of all items which are requested to be available in the open bar.) 		
4.7	Professional Wait Staff	30 waitrons NB: 1:5		
4.8	Linen, Table Accessories & decor	<ul style="list-style-type: none"> • The service provider is expected to supply and quote on all décor & linen i.e. table cloths; under blankets; chair covers; etc) • Service provider will be requested to prepare a mock set-up whereby the client can choose linen & centrepieces. A minimum of 3 décor choices to be presented. • The service provider is required to provide: <ul style="list-style-type: none"> ○ X15 round tables ○ X150 sturdy banquet chairs (plastic), ○ all décor ○ all linen (table cloths, napkins etc) • The service provider is required to provide trestle tables to be utilized as buffet/serving stations (sufficient for 2 serving stations). All tables cloths have to be changed after every tea break and after lunch) • Lunch linen to be changed daily 		

MINISTER'S GALA DINNER 26 MARCH 2018

5	Welcome Canapes **N.B: The menus are meant to serve as a guideline. N.B: It is important for Bidders to note that a Food tasting will be required for a maximum of 4 DIRCO Officials a week prior to the event.	*10% vegetarian, 10% Halaal and 4 plated kosher meals Cold Canapés <ul style="list-style-type: none"> • Smoked salmon salad aubergine chutney saffron poached quail eggs • Glazed duck salad roasted beets & pine nuts crispy salad leave • Petit chicken Caesar salad • Carrot macaroons parma ham watermelon jam creamy ricotta • Brochette of boccocini tomato pesto Hot Canapés <ul style="list-style-type: none"> • Spicy pan grilled calamari skewers quince aioli • Confit chicken leg currents creamed barley braised vegetables • Braised lamb knuckle sweet potato onion marmalade • Parsnip and potato soup caramelized onion goats cheese puff 	400	
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5.1	Main Course	<p>10% vegetarian, 10% halaal and 4 plated kosher meals</p> <ul style="list-style-type: none"> Beef tenderloin, slow cooked beef short rib, crispy smoked brisket tagine spheres, soft polenta sautéed baby spinach, seasonal baby vegetables and beef jus (Chicken, fish and vegetarian Options to be available on request with the same accompaniments as the beef plate for guests who do not eat red meat) 		
5.2	Starters	<ul style="list-style-type: none"> Oriental Prawn Roll Grilled chicken & Cranberry Salad served with a cranberry dressing Smoked Salmon Salad dressed in a Tangy Yogurt and Herb Dressing Tandoori Kinglip, roasted corn, kombucha cucumber, yuzu, squid ink crisps (to be served on a round soup plate as a stack) (Wild mushroom risotto with roasted baby onions, Parmesan shavings, basil foam and micro green on a grilled potobello mushroom also served in the same plate. 		
5.3	Dessert	<ul style="list-style-type: none"> A Platter of well organised cut fruit served per table (thinly cut and fanned instead of chunky pieces) A platter with assorted dainty desserts served per table 		
5.4	Dietary Requirements	<ul style="list-style-type: none"> 10% vegetarian, 10% halaal <p>N.B 4 plated kosher meals</p>		
5.5	Bar Menu	Full International Bar to the value of R60 000.00		
5.6	Waiting Services	80 Waitrons (40 Waiting staff; 40 Beverage staff) N.B 1:5		
5.7	Décor **Approval of the Décor is subject to approval of mock set-up	<p><u>Décor for arrival:</u></p> <ul style="list-style-type: none"> X2 lounge pockets seating 10 people Each lounge pocket to include: 2 x Wingback chairs, 1 x new big cream button couches, 1 x cream Persian rugs, contemporary African scatter cushions) 4 x white modern console tables 4 x 2 big silver lamps Tall short glass vases with 7 white anthuriums. 		

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5.8	Décor for the event venue	<ul style="list-style-type: none"> • Tufted/ dining chairs (Seating 400) • Round tables (each seating ten) • Table cloths and overlays • Contemporary centre pieces • Executive Cutlery and crockery (Silver) • Draping (20x10m) • Charger plates • Décor inclusive of: <ul style="list-style-type: none"> • Floral centre pieces (all tables), • X12 Large Floral arrangements on Pedestals • X12 Plinths • X 8 Panelling with hanging props • X8 chandeliers/lamps • X8 Console/Conversation tables • Mood lighting • votive candles - 4 per table • Red and white wine glasses • 350 x crystal side plates 		
5.9	Red Carpet	<ul style="list-style-type: none"> • X1 Red carpet at the main entrance to the reception venue(1 x 20m) 		

CATERING EQUIPMENT

6	Catering Equipment	<ul style="list-style-type: none"> • The prospective service provider is expected to provide all the necessary catering equipment as needed for the event (e.g. chafing dishes; dishing spoons etc.) <p>N.B <i>Chafing dishes will have to be approved by DIRCO catering work stream prior to utilization</i></p>		
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CROCKERY & CUTLERY

7	Crockery & Cutlery	<ul style="list-style-type: none"> • Crockery & cutlery to be provided according to confirmed menu (e.g. if soup is served there should be soup spoons etc. • Plain glassware to be used for catering. 		
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Special Conditions

- It is of utmost importance that prospective bidders should include a deployment plan which includes:
 - A ratio of 1 waiter per 5 guests = 90 waiters.
- Please note that a detailed list of ALL staff will be required for screening and vetting purposes and would have to be accredited prior to the event.
- Wait staff must have a RSA ID
- Service Provider should have a contingency plan in place to ensure that wait staff compliments is fulfilled and deployment is not compromised.
- Deployment plan should also include an indication of the number of staff at all levels e.g. chefs; floor managers; supervisors.
- Waiters should be well trained and experienced.
- Waiters to wear a uniform and project a professional image.

N.B All wait staff to have serving trays.

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