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## REQUEST FOR PROPOSALS

<b>ADVERTISEMENT DATE</b>	28 May 2018
<b>RFQ NUMBER:</b>	2018/05
<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>Operating of Canteen Facility For Twelve (12) Months</b>
<b>AREA</b>	Softstart BTI Building, Address: 136, 2 <sup>nd</sup> Street, Randjespark, Midrand.
<b>CLOSING DATE:</b>	11 June 2018
<b>TIME:</b>	11h00
<b>SITE VISIT</b>	Any date by prior arrangement
<b>SUBMISSIONS:</b>	
<b>Email:</b>	<a href="mailto:tenders@softstartbti.co.za">tenders@softstartbti.co.za</a>
or	
<b>Hand delivered at:</b>	SBTI Building, 136, 2 <sup>nd</sup> Street, Randjespark, Midrand

### Enquiries:

For any questions regarding this RFP please contact Ayanda Ndinise at:

**Email:** [ayanda@softstartbti.co.za](mailto:ayanda@softstartbti.co.za)

**Tel:** 011 695 4800

**Address:** SBTI Building, 136, 2<sup>nd</sup> Street, Randjespark, Midrand

*GPS Coordinates: 25°59'20.0"S 28°07'27.6"E*

<https://goo.gl/maps/URHm34zjFFp>

## SPECIFICATION

<b>SPECIFICATION FOR SBTI'S CANTEEN SERVICE</b>	
<b>LOCATION:</b>	Softstart BTI building, 136 2 <sup>nd</sup> Street, Randjespark, Midrand
<b>OPERATING TIMES:</b>	Monday – Friday from 08h00 to 16h30
<b>NO OF PEOPLE at the CENTRE:</b>	± 150
<b>CATERING SERVICE:</b>	
<b>MEALS:</b>	Breakfast and Lunches (Five Day Cycle Menu including prices) pricing should include prices for tea times, muffins, coffee, toasted sandwiches, fried chips, hamburgers. Etc. Also providing proposed optional menus for finger lunches, full lunches as well as snacks; indicating proposed pricing.
	To provide a catering service to requests, such as meetings, events, and functions taking place at the Centre (not guaranteed).
<b>LEASING OF FACILITIES/EQUIPMENT</b>	
<b>Available for leasing includes:</b>	Kitchen area, dining veranda, Braai area Bar area & freezer (no alcoholic beverages to be served)
<b>Service Provider to indicate equipment/material to bring</b>	To be approved by the Centre
<b>RENTAL (Inclusive of Water &amp; Electricity): (price)</b>	Service Provider to indicate. R..... per month (Excl. VAT)
<b>Earliest start date:</b>	

1. Allowed to use Facilities and Render Service to Private Clients (e.g. external deliveries)
2. Operating Hours for Private Clients: Only During Official Office Hours
3. No Private Advertising on the Centre Premises is allowed
4. No Alteration to Property without Centre's Approval
5. The service provider will be responsible for damage to property & equipment
6. The service provider will be responsible for the cleanliness of the canteen, dining areas and veranda.

<b>RESPONSIBILITIES OF TENDERER/ CONTRACTOR</b>	The contractor shall indemnify the Centre against any damages or loss they may incur.
	The contractor shall provide all cutlery, crockery, glasses, kitchen utensils, etc.
	Maintain existing equipment.
	Provide additional equipment where necessary.
	The contractor is responsible for the daily cleaning and housekeeping of the facility
	The contractor shall provide assurance of suitably, qualified and trained staff.
	Make an inventory of Centre's equipment & goods stating its condition.
<b>FORMAT OF PROPOSAL</b>	Comprehensive Company Profile
	References of Existing Industrial Canteen Operations (if any)
	Specify current physical address (Domicilium) and Contact Details
	Suggested Tea Time and Lunch Menus for Canteen and Pricing
	Suggested Menu Optional Menu for Catering at meetings or events including pricing
	Clear indication of Current internal Staff and Capacity to deliver services on Continuous basis
	Risk mitigation plans
	Clear indication of canteen/catering equipment (Asset Register)
	Register of Catering vehicles owned or rented (if available)
	Amount offered to rent the facility (excl. VAT)
	Clear indication of earliest date of commencement of services but <b>no later than July 2018</b>
<b>DOCUMENTS REQUIRED</b>	
	<b><i>The following documentation is required:</i></b>
	1. Company Registration documents
	2. Valid SARS Tax clearance Certificate
	3. BBBEE certificate/Affidavit
	4. Business license if any
	5. Documentation relating to affiliation to Professional Bodies/ Organisations (if any)
	6. References from previous and/or current clients
7. Compliance Certificate (Environmental Health)	