



STATE DIAMOND TRADER

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OR Tambo International Airport Special Economic Zone Precinct 1, Cnr
Bonaero Drive and Elgin Road, ACSA Precinct, 1619

SPECIFICATION

SERVICE PROVIDER TO RENDER CATERING SERVICE

1. INTRODUCTION

The State Diamond Trader seeks to appoint a service provider to render catering service.

2. Background

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds act, 56 of 1986 as amended ("the act"). It is classified as a schedule 3B entity of the Public Finance Management Act (PFMA).

The office is situated in **OR Tambo International Airport Special Economic Zone Precinct 1, Cnr Bonaero Drive and Elgin Road, ACSA Precinct, 1619**

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Mr Abbey Chikane (**Chairperson**), Mr. Ernest Blom, Ms. Komathie Kisten Govender, Adv. Mpati Lebakeng, Dr. Olga Masekoa, Ms. Hellen Diatile, Mr. Johan Du Toit Böning (Alternate), Mr. Thapelo Malekutu (Alternate), Ms. Adele Rossouw, Mr. Jacques Hugo, Ms. Danile Nyakale, Mr. Lefu Dlamini (Alternate), Mr. Cecil Khosa (ex officio), Ms. Nosiphiwo Mzamo (Chief Executive Officer), Mr Sihle Mhlangu (Company Secretary)

1. Unit requesting goods/services	Finance and Administration
2. Quantity (ties) required	One (1) service provider to render catering service
3. Description of Services Summary	<p>3.1 The State Diamond Trader (SDT) is a state-owned entity established in terms of Section 14 of the Diamonds Amendment Act, 29 of 2005. It is classified as a Schedule 3b entity of the Public Finance Management Act (PFMA).</p> <p>3.2 The SDT is seeking a company to provide catering services for 1 (one) day during the month of May 2025 (20 May 2025) for 18 persons.</p> <p>3.3 The prospective caterer is required to provide both breakfast and lunch for the 1(one) day.</p>
4. Description of goods or services - Listed	<p>4.1 Breakfast Menu for 20 May 2025</p> <ul style="list-style-type: none"> • Mini fresh scones (with cheese, jam and butter) 18pax • Mini Muffins 18pax • Individual packed Muesli with honey and yoghurt 18pax • Fruit platter (seasonal fruits) 18pax • Toasted sandwich platter on white and brown bread, variety of (cheese and tomatoes and chicken mayo) <p>4.2 Lunch Menu for 20 May 2025</p> <ul style="list-style-type: none"> • Savory Rice • Dumpling • Mini rolls and side butter • Grilled chicken drumsticks • Grilled Hake • Oxtail • Roasted butternut • Cream Spinach

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	<ul style="list-style-type: none"> • Potato salad • Roasted vegetable medley • Greek Salad <p>4.3 Items to be supplied by the service provider</p> <ul style="list-style-type: none"> • Cutlery & Crockery • Tables • Tablecloths <p>Delivery times will be communicated once the service provider has been appointed</p>
<p>5. Mandatory Requirements</p>	<p>5.1 The service must be tax compliant (submission of a valid SARS tax certificate is mandatory).</p> <p>5.2 The service provider must be registered on CSD. (proof of CSD registration is required)</p>
<p>6. Functionality Evaluation</p>	<p>6.1 Business Experience</p> <p>6.1.1 The service provider must have minimum of 2 (two) years in providing catering services for public and private functions. (Submission of a Company Profile and website details is required)</p> <p>35 points will be allocated under business experience. The points for the company's business experience will be allocated as follows:</p> <ul style="list-style-type: none"> • Less than 2 years - 0 points • 2 years – 10 points • Above 2 years to 5 years – 20 points • Above 5 years – 35 points

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	<p>6.2 Catering Services rendered</p> <p>6.2.1 The service provider must provide a minimum of 3 (three) reference letters The testimonials/reference letters must include the following: 35 points will be allocated for reference letters. Points for the catering reference letters will be allocated as</p> <p>Name of company</p> <p>Contact details</p> <p>Description of goods/services provided</p> <ul style="list-style-type: none"> • Less than 2 reference letters - 0 points • 2 reference letters – 10 points • Above 2 letters to 5 letters – 35 points <p>6.3 Submission of a valid SARS tax pin 30 Points</p>
Total	100 Points
Threshold	70 Points

3. Roles and Responsibilities of the entity

- (i) The SDT will be responsible for the payment within 15 days of invoicing after service has been successfully rendered.

4. VALUATION METHODOLOGY / CRITERIA Compliance review:

- (i) Each submission is checked for compliance.
- (ii) The following documentation is required.

Compliance Criteria

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SBD 4
SBD 6.1
CSD report

5. PRICING

- (i) Cost must be VAT inclusive and quoted in South African Rand
- (ii) Quotations will be evaluated on price and specific goals on the SBD 6.1.

6. Closing date for submission of quotation 15 May 2025: 16h00.

Enquiries Contacts:

SCM enquiries

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