



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

A PANEL OF THREE (3) SERVICE PROVIDERS TO PROVIDE CATERING SERVICE AS AND WHEN REQUESTED FOR THE PERIOD OF 3 YEARS.

1. INTRODUCTION

The State Diamond Trader seeks to appoint a panel of three (3) service providers to provide catering service as and when requested for the period of three (3) years.

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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1. Unit requesting goods/services	Finance and Administration Department	
2. Quantity (ties) required	A panel of three (3) service providers to provide catering service as and when requested	
3. Description of goods or services	<p>3.1 Catering Services as and when requested</p> <p>3.1.1 Catering for breakfast, lunch, and applicable tea breaks (finger snacks excluding tea, coffee, milk, and sugar) during Board meetings</p> <p>3.1.2 Catering breakfast, lunch, and applicable tea breaks (finger snacks excluding tea, coffee, milk, and sugar) during State Diamond Trader internal training, workshops, and meetings</p> <p>3.1.3 Catering for any requested meals (breakfast, lunch, and or applicable tea breaks) for any State Diamond Trader functions</p> <p>3.1.4 All catering services must include refreshments such as soft drinks, bottled water.</p> <p>3.1.5 The service provider must provide catering services using their equipment, serving plates, cutlery, tables, and tablecloths.</p> <p>3.1.6 Any other items shall be requested during the service order.</p> <p>3.1.7 Quotations must be based on per head.</p>	
4.	<p>4.1 Mandatory Requirements</p> <ul style="list-style-type: none"> • The service provider must be tax compliant (submission of a valid SARS tax certificate is mandatory) • The service provider must be registered on CSD. (proof of CSD registration is required) 	
5. Functionality Evaluation	<p>5.1 Business Experience</p> <p>5.1.1 The service provider must have a minimum of five (5) or more years' experience within the</p>	30 points

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	<p>catering service field for public and private functions,</p> <p>5.1.2 Points will be allocated as follows:</p> <ul style="list-style-type: none"> • More than five (5) years' experience = 20 points • Five (5) years' experience = 15 points • Less than five (5) years' experience = 0 points <p>5.1.3 Points will be allocated based on the submission of the business registration and business profile. The business profile must also demonstrate the number of employees/staff members of the service provider. Points will be allocated to service providers with 3(three) and more employees/staff.</p> <p>Note: Non submission of both the business registration and business profile will result in 0 points being allocated.</p>	
	<p>5.2 Catering Service Rendered</p> <p>5.2.1 The service provider must have provided catering services in the last 18months for five (5) events or more.</p> <p>5.2.2 The Service providers will be evaluated based on the number of contactable reference letters submitted.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of 5 reference letters = 30 points • Submission of less than five (5) catering reference letters= 0 	30 points
	5.3 Submission of FEDHASA Membership Certificate	10 points

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	<p>(Federated Hospitality Association of Southern Africa)</p> <ul style="list-style-type: none"> • Non-Submission of FEDHASA Membership Certificate= 0 points • Submission of FEDHASA Membership Certificate= 10 points 	
	<p>5.4 Certificate of compliance with hygiene requirements for food premises issued by a Municipality (this is a compulsory requirement for all food service provider)</p> <p>5.5 Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Non submission of the certificate= 0 points • Submission of the certificate= 10 points 	10 points
	<p>5.6 Letter of good standing from the Department of Labour in line Occupational Injuries and Diseases Act 130 of 1993. (Compulsory requirement for food service providers)</p> <p>5.6.1 Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Non-Submission of the letter of Good Standing= 0 points • Submission of the letter of Good Standing=10 Points 	10 Points
	<p>5.7 South African Chefs Association Membership Certificate</p> <p>5.7.1 Non-Submission of the membership certificate= 0 Points</p> <p>5.7.2 Submission of the membership certificate= 10 Points</p>	10 Points
	Section 4: Points Scoring Threshold	75 Points
	Section 4 Points Scoring Total	100 Points
6. Contract	<p>6.1 The as and when requested contract of three (3) years shall be entered into by the State Diamond Trader and service providers who will form the panel for the above-listed services.</p>	

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	Notes: The SDT reserves the right to conduct further due diligence on the above-requested information.	
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ANNEXURE A – CATERING MENU AND PRICE

(Service providers should not temper with the list and it is mandatory to submit this pricing)

Description	Price per person	Year 2 Estimated Price per person	Year 3 Estimated Price per person
Breakfast			
1. Individual packed Muesli with honey and yoghurt			
2. Sandwich platter on white and brown bread, variety of (cheese, tomato, and chicken mayo)			
3. Stuffed croissants			
4. Mini Muffins (Assorted)			
5. Mini fresh scones (with jam, cheese, and butter)			
6. 1.5ltr juice (Mango, Orange, Berry, and Apple)			
7. Farmhouse Breakfast			
Lunch			
1. Savory Rice			
2. Basmati Rice			
3. Dumpling			
4. Pap			
5. Mini rolls and side butter			
6. Vegetable Medley			
7. Greek salad			
8. Three-Bean Salad			
9. Beetroot with Feta cheese			
10. Grilled chicken			
11. Grilled Kingklip			
12. Oxtail			
13. Beef stew			
14. Lamb chops			

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Description	Price per person	Year 2 Estimated Price per person	Year 3 Estimated Price per person
15. Wors			
Description	Price per person	Year 2 Estimated Price per person	Year 3 Estimated Price per person
Platters (Price per serving for 10 people)			
Meat and Savory Platter <ol style="list-style-type: none"> 1. Rosemary chicken drumsticks 2. BBQ Grilled Chicken Wings 3. Lemon and herb chicken skewers 4. Mini beef burgers 5. Meatballs 6. Samosas (vegetable and meat) 7. Pastries 8. Beef kebabs 9. Wraps (vegetable and meat) 			
5 selections			
Cheese Platter <ol style="list-style-type: none"> 1. Assorted cheese platter 2. Assorted crackers 3. Biltong 4. Grapes 5. Olives 6. Cold meat 			
Description	Price per person	Year 2 Estimated Price per person	Year 3 Estimated Price per person
Fruit Platter <ol style="list-style-type: none"> 1. Strawberries 2. Pineapple 3. Mango 			

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Description	Price per person	Year 2 Estimated Price per person	Year 3 Estimated Price per person
4. Grapes 5. Watermelon 6. Pawpaw 7. Kiwi 8. Melon 9. Orange 10. Cherry 11. Blueberries Yoghurt as a side			

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
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.

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6. Closing date for submission of quotation 07 August 2025: 16h00.

7. Enquiries Contacts:

SCM enquiries

Tel:010-003-0310 /+27(10) 476 9327

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