

## **URGENT REQUEST FOR QUOTATIONS: THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CATERING FOR THE SIX TERM COUNCIL INAUGURATION AND INDUCTION ON THE 24<sup>TH</sup> AND 25<sup>TH</sup> OF JANUARY 2023.**

The Council for the Built Environment (CBE) wishes to invite Quotations from Prospective Professional Service Providers for the Appointment of a Service Provider to provide Catering for the six-term Council Inauguration and induction on the 24th and 25th of January 2023 as per the attached Specification.

### **1. Background.**

The Council for the Built Environment (CBE) is a Schedule 3A Public Entity that reports to the National Department of Public Works and Infrastructure. It is a regulatory body established under the Council for the Built Environment Act (No. 43 of 2000) (the CBE Act). The CBE was established for the purpose of instilling good conduct within built environment professions, mobilising transformation in the built environment professions, protecting the interest of the public and advising the South African Government on Built Environment related issues.

This document provides the needs assessment for the procurement catering for the CBE's Six Term Council inauguration, induction and first meeting scheduled for the 24<sup>th</sup> and 25<sup>th</sup> January 2023.

### **2. Service Description.**

To ensure that the CBE provides breakfast and lunch catering for its Sixth Term Council inauguration and induction proceedings.

### **3. Specification :**

Catering for 28 attendees including the Minister of Public Works and Infrastructure, the new CBE Council members and Executives, Ministry and the respective DPWI Senior Managers, as follows:

#### **a) Breakfast Platter**

An assortment of muffins or scones and sandwiches or filled croissants OR breakfast quiche, fruit kebabs and yoghurt (individual containers) (include plain yoghurt)(no pork).

**b) Lunch buffet:**

- 2 Meat (2 different types of meat)
- 1 Starch
- 1 Salad
- 2 Vegetables
- Beverages (Cans of Juice)

Catering must be for 2 days with a change of menu as the attendees can not have the same food on both days. The appointed Service Provider will be given the details in this regard.

**SUBMISSION OF QUOTATIONS**

All Quotations must be emailed to [Sthembile@cbe.org.za](mailto:Sthembile@cbe.org.za) and [Afika@cbe.org.za](mailto:Afika@cbe.org.za) not later than the closing date and time.

**Note:** Closing date for submitting quotes: **20 January 2023 at 11:00**

**The CBE looks forward to your response.**

**No late responses will be accepted.**

This is a very urgent request, and we will appreciate your response.