

RE-ISSUE: REQUEST FOR QUOTATIONS: THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CATERING SERVICES FOR THE CBE SUSTAINABILITY SUMMIT TO BE HOSTED ON 4 APRIL 2023 AT THE SUSTAINABILITY INSTITUTE IN STELENBOSCH WESTERN CAPE.

The Council for the Built Environment (CBE) wishes to invite Quotations from Prospective Bidders for the appointment of a service provider to provide Catering Services for the CBE sustainability summit to be hosted on 4 April 2023 at the sustainability institute in Stellenbosch Western Cape as per below Specification.

1. Background

To ensure that the CBE provides breakfast and lunch catering for delegates attending the Sustainability Summit to be hosted on 4 April 2023 at the Sustainability Institute in Stellenbosch, Western Cape.

2. Specification

The CBE requires catering services, as specified below, for the Sustainability Summit taking place on 4 April 2023, at the Sustainability Institute in Stellenbosch Cape Town.

Venue where Catering required: *Address: Lynedoch Rd, Lynedoch, Stellenbosch, 7603*

Tel: 021 881 3500 (For directions)

Catering must include both halal and vegetarian options (clearly marked). (Clearly Marked) for 70 high-level Delegates including the CBE Executives, National Government officials and representatives from key-stakeholder and role-players. The number of delegates might slightly differ pending RSVPs. The final number of delegates will be confirmed by no later than 30 March 2023. The catering requirements are as follows:

4 April 2023

Bottled water available throughout the day - (a maximum of 4 X 500ml per person)

a) Morning Tea

Breakfast platters:

- An assortment of both sweet and savoury pastries, fruit and yogurt (individual containers), scones and croissants, cheeses, breakfast quiche, (individual portions).

- Tea, Coffee and Fruit Juices (Jugs)

b) Lunch buffet:

- 2 Meats
- 2 Starches
- 2 Salads
- 2 Vegetables (excluding starches)
- Beverages (Soft Drinks and Juice) X 2 per individual

c) Afternoon Tea Platters:

- An assortment of both sweet and savoury pastries, fruit and yogurt (individual containers), scones and croissants, cheeses, breakfast quiches, (individual portions).
- Tea, Coffee and Fruit Juices (Jugs)

SUBMISSION OF QUOTATIONS

- All Quotations with the required accompanying documentation must be submitted electronically /via email to both Sthembile@cbe.org.za and Afika@cbe.org.za not later than the closing date and time. Bidders must please note that the CBE server can receive files to a maximum size limit of 150mb (inclusive of message content and attachment). Should files exceed this size limit, bidders may either send their files in separate emails or alternatively compress the files and submit.
- BBBEE Certificates/ Sworn affidavits must be submitted physically in our bid box at 2nd Floor, Lourie Place, Hillcrest Office Park, Hillcrest Boulevard, 179 Lunnon Road, Hillcrest, Pretoria as they must be Original/ Originally certified copies. (Not later than the closing date and time). Service providers are allowed to use the courier services
- The closing date for submission of Quotations and supporting documents required is **27 March 2023 at 11:00 AM.**

The CBE looks forward to your responses.

No late responses will be accepted.