



**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR AIR TRAFFIC AND NAVIGATION SERVICES**

<b>RFQ REFERENCE NUMBER:</b>	ATNS/CSI/RFQ162/14/06/2023/2024 Catering – Building Exercise
<b>ISSUE DATE:</b>	06 July 2023
<b>CLOSING DATE:</b>	13 July 2023
<b>CLOSING TIME:</b>	12h00, CAT
<b>COMPULSORY BRIEFING SESSION:</b>	N/A
<b>QUOTATION VALIDITY PERIOD:</b>	60 Days
<b>DESCRIPTION:</b>	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CATERING SERVICES AND HIRING OF EATING UTENSILS DURING THE 2 DAY APP BUILDING EXERCISE AT MATSAMBU HIGH SCHOOL.</b>
<b>RFQ DOCUMENTS MAY BE ADDRESSED TO:</b>	<b>Procurement Officer: Thoko Phukubye</b> <b>Email address: RFQs@atns.co.za</b> <b>NB: Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails</b>
<b>REQUIRED RETURNABLE DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• <b>Central Supplier Database (CSD) Report</b></li> <li>• <b>Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1)</b></li> <li>• <b>General conditions of contracts (GCCs) - Initialled and signed.</b></li> <li>• <b>ATNS Completed pricing schedule</b></li> </ul>
<b>REQUIRED ADMINISTRATIVE PRE-QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• <b>Valid Tax Pin Status</b></li> <li>• <b>Valid B-BBEE Certificate or Sworn Affidavit</b></li> </ul>

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<b>DOCUMENTS</b>	<ul style="list-style-type: none"> <li>- Certified</li> <li>• Banking Details with a Bank Stamp</li> <li>• ATNS Completed pricing schedule</li> <li>• Optional - Quotation on the Company Letterhead (aligned to ATNS pricing schedule)</li> <li>• CIPC registration Documents</li> </ul>
<b>MANDATORY DOCUMENTS:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b><u>PLEASE NOTE:</u></b></p> <p><b>ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS</b></p>	
<b>PROCUREMENT OFFICER:</b>	Thoko Phukubye
<b>TELEPHONE:</b>	011 607 1000
<b>E-MAIL:</b>	<a href="mailto:RFQs@atns.co.za">RFQs@atns.co.za</a>
<p>The ATNS requests your quotations on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposal on the date stipulated. Late submissions will not be considered. Incomplete / missing documentations will invalidate the proposal submitted. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.</p> <p>This RFQ will be evaluated on the basis of the 80:20 preference point system as stipulated in the ATNS' Procurement Policies and Procedures.</p>	



## BIDDING STRUCTURE

<b>Indicate the type of Bidding/Tendering Structure by marking with an 'X'</b>	
<b>Individual Bidder</b>	
<b>Joint Venture</b>	
<b>Consortium</b>	
<b>With Sub-Contractors</b>	
<b>Other</b>	
<b>If Individual:</b>	
<b>Name of Bidder</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Cell Number(s)</b>	
<b>E-mail Address</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	
<b>If Joint Venture or Consortium, indicate the name/s of the partners:</b>	
<b>Company Name</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>E-mail Address</b>	
<b>Fax Number</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	



## ANNEXTURE A – SPECIFICATION

### 1. PURPOSE OF THE REQUEST FOR QUOTATIONS

ATNS invites suppliers to supply and deliver Refreshments for 20 Learners and 10 instructors during App Building Exercise at Matsambu High School in Sifasonke Settlement, Nkuri Tribal - Giyani.

### 2. SPECIFICATION:

Catering for 30 VIP Delegates attending the Handover event.

#### **Day 1:**

##### **Breakfast:**

- Breakfast muffins (Vanilla, blueberry, and Chocolate)
- White/ Brown buns with cheese, palony, cucumber and lettuce

##### **Lunch:**

- Option 1: Boerewors rolls with fried onions.
- Option 2: Hot dog/ Russian roll with sauce

#### **Day 2:**

##### **Breakfast:**

- Toast, eggs, and bacon/ Viennas
- Tuna and mayo sandwich (Brown or White bread)

##### **Lunch:**

- Option 1: chicken/ beef burgers with wedges (Bun, cheese, lettuce, tomato, onion, patty)
- Option 2: Chicken strips with green salad and chips



**Beverages:**

- 100(500ml) still waters
- 30x330ml (can) Assorted 100% fruit juice
- 20x 330ml (can) assorted Fizzy drinks
- 2x 3KG Ice packets for refreshments

**Snacks:**

- 48x36g assorted Chips
- 40x 55g Chocolate

**Fruits:**

- 3kg Apples
- 1.25kg Packet of Bananas
- 1x sack of Oranges

**Coffee/Tea:**

- 30 Cups, saucers, and cutlery (Spoons, forks and knives)
- 60 sachets of sugar (brown and white)
- 2 (10x16g) of coffee sticks/sachets
- 2 (10 per pack) of rooibos teabags
- 2x pint of fresh milk

**Serviettes:**

- 2x 30 pack 2 ply napkins/serviettes

**Plates:**

- 30x serving plates.
- 30x side plates
- 4x food warmers

**Delivery Address:** Matsambu High School in Sifasonke Settlement, Nkuri Tribal - Giyani.

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**Air Traffic and Navigation Services Company SOC Limited**

Company Reg. No. 1993/004150/30  
ISO 9001 certified

Eastgate Office Park, Block C,  
South Boulevard Road, Bruma  
Private Bag X15, Kempton Park 1620  
Tel +27 11 607 1000 | Fax +27 11 607 1570  
www.atns.com

Directors: Zola Majavu CD (SA) (Chairman)  
Nozipho Mdawe (Chief Executive Officer)  
Matome Moholola (Chief Financial Officer) Ameen Amod CD (SA), Chris R Burger,  
Malindi Neluheni, Khulile Boqwana, Nhlanhla Ngema, Nomathemba C S Kubheka,  
Precious Sibiyi CA (SA), Princess Mangoma, Siyabonga Kudumela

Company Secretary (Acting): Milicent Fatlane



Demonstrations:





**OR EQUIVALENT**





OR EQUIVALENT









## ANNEXURE B: PRICING SCHEDULE.

Items	Quantity	Unit Price	Total Price
<b>Day 1:</b> <b>Breakfast:</b> <ul style="list-style-type: none"> <li>• Breakfast muffins (Vanilla, blueberry, and Chocolate)</li> <li>• White/ Brown buns with cheese, palony, cucumber and lettuce</li> </ul>	30		
<b>Day 2:</b> <b>Lunch:</b> <ul style="list-style-type: none"> <li>• Option 1: Boerewors rolls with fried onions.</li> </ul>	30		
	30		
<b>DAY 1 &amp; DAY 2</b>			
<b>Beverages:</b> <ul style="list-style-type: none"> <li>• 100(500ml) still waters</li> </ul>	100		
<ul style="list-style-type: none"> <li>• 30x330ml (can) Assorted 100% fruit juice</li> </ul>	30		
<ul style="list-style-type: none"> <li>• 20x 330ml (can) assorted Fizzy drinks</li> </ul>	20		
<ul style="list-style-type: none"> <li>• 2x 3KG Ice packets for refreshments</li> </ul>	2		
<b>Snacks:</b> <ul style="list-style-type: none"> <li>• 48x36g assorted Chips</li> </ul>	48		
<ul style="list-style-type: none"> <li>• 40x 55g Chocolate</li> </ul>	40		
<b>Fruits:</b> <ul style="list-style-type: none"> <li>• 3kg Apples</li> </ul>	3kg		
<ul style="list-style-type: none"> <li>• 1.25kg Packet of Bananas</li> </ul>	1.25kg		
<ul style="list-style-type: none"> <li>• 1x sack of Oranges</li> </ul>	1		
<b>Coffee/Tea</b> <ul style="list-style-type: none"> <li>• 30 Cups, saucers, and cutlery (Spoons, forks and knives)</li> </ul>	30		
<ul style="list-style-type: none"> <li>• 60 sachets of sugar (brown and white)</li> </ul>	60		
<ul style="list-style-type: none"> <li>• 2 (10x16g) of coffee sticks/sachets</li> </ul>	2		
<ul style="list-style-type: none"> <li>• 2 (10 per pack) of rooibos teabags</li> </ul>	2		
<ul style="list-style-type: none"> <li>• 2x pint of fresh milk</li> </ul>	2		



Items	Quantity	Unit Price	Total Price
<b>Serviettes:</b>			
2x 30 pack 2 ply napkins/serviettes	2		
<b>Plates:</b>			
30x serving plates.	30		
30x side plates	30		
4x food warmers	4		
		<b>Sub-Total</b>	
		<b>VAT @15%</b>	
		<b>VAT Incl.</b>	

- All Prices must be quoted in South African Rand, exclusive of VAT
- To facilitate like-for-like comparison, bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being disqualified.
- Provide quoted prices which is inclusive of all items (preparation, material, labour and transport costs).

**NB: The pricing schedule must be fully completed (100%) and submitted. Failure to comply with this instruction will result in the bid being disqualified.**

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**NAME OF THE COMPANY**.....

**DESIGNATION**.....

**SIGNATURE**.....

**CSD NUMBER**.....

**PREFERENTIAL PROCUREMENT REFORM:**

**The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.**

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favorably by the Company during the Tender evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

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## THE EVALUATION OF THE RFQ:

<b>STAGE 1</b>	<b>ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS</b>
<b>STAGE 2</b>	<b>PRICE AND ATNS SPECIFIC GOALS</b>

**The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

### **STAGE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

The bidder must comply with **ALL** of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if ATNS is unable to verify whether the pre-qualification requirements are met, then ATNS reserves the right to-

- (a) Reject the bid and not evaluate it, or
- (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

### **STAGE 2: PRICE AND ATNS SPECIFIC GOALS:**

#### **Evaluation for Price and ATNS specific goals**

Quotations will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80:20 point system. 80 points will be awarded for price and 20 points for ATNS specific goals claimed.

<b>PRICE</b>	<b>80</b>
<b>ATNS SPECIFIC GOALS</b>	<b>20</b>

B-BBEE rating certificates are applicable, and points will be allocated in terms of the ATNS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates, requested declarations, utility statements and any other supporting information that may be required to claim ATNS specific goals.



**Note to tenderers: The tenderer must indicate how they claim points for each preference point system in the provided SBD 6.1 attached.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system)
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>
30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>

This RFQ will be evaluated according to the above on ATNS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim ATNS specific goals in the provided **SBD 6.1** attached.

### CONTRACT TERMS

Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Tenderer should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.

The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All

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Tenderers must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.

All designs and documentation submitted by the tenderer will be treated as confidential.

***ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered***