

**Tender Number: T08/03/17**

**Appointment of a Catering Company for the IDC Head Office**

**Question and Answers Version 1**

No.	Question	Type	Answer
1	As requested in the bid document that an original TCC must be submitted, is the new legislated TCC and pin format from SARS accepted by IDC?	Commercial	Yes it will be accepted.
2	As indicated in the bid document regarding FICA requirements, please may we have more clarity as to compliance to FICA requirements?	Commercial	In terms of schedule 1 of the Financial Intelligence Centre Act, 38 of 2001 (as amended), the IDC is an accountable institution. As an accountable institution, in terms of section 21 whenever the IDC enters into a business relationship or a single transaction it has to do the identification and verification (Know Your Client/Verify Your Client) of clients/bidders.
3	Who is the current supplier for Vending Machines?	Technical	Legend Vending Inc.
4	Vending Machines – do you require 4 machines per building or 4 in total for both buildings?	Technical	Total of 4 machines for both buildings.
5	Coffee Machines – do you require 5 machines per building or 5 in total for both buildings?	Technical	Total of 5 coffee machines for both buildings
6	on pg 15 point 3.6 'the events may be held on site (within IDC premises) or off-site'. We would just like to find out a bit more about the scope of the off-site functions that may occur, if any.	Technical	Off-site events are very seldom, normally it would be food delivery of food packs to a school for IDC CSI initiatives.
7	My reference is on Annexure 7 of the RFP: Are the prices quoted on there based on the latest prices?	Technical	Yes, they are based on the latest prices.
8	Mandatory Functional/Technical Requirements: We currently do not have staff members who are trained fire marshals & first aid personnel, but undertake to have this corrected within 60 days should we be appointed. Does this serve as grounds for disqualification?	Technical	The appointed bidder will be required to comply with this requirement within 60 days of award.
9	How should we show evidence of compliance i.e. of OHS & Labour Requirements, do just tick on "comply" or "Not Comply" or should we include our current document as part of our bid?	Technical	The bidder must tick on "comply" or "not comply".
10	On annexure 7:Are the prices quoted on there based on the latest prices? If so, what are the stipulated portions per person in gram?	Commercial	Protein Bone-in 180g / Bone-out 150g / Chicken 180g Starch Pap 300g / Rice 100g Chips 150g / Veg or salad 80g
11	Is the maximum price quoted on there, the final price that the service provider receives or is there a subsidized portion?	Commercial	Final priced received by service provider.
12	Does the service provider buys the groceries or IDC buys the groceries?	Technical	The Service provider buys the groceries.
13	Will there be a site visit for the RFP?	Commercial	No, there is no site visit.
14	Is it possible for the deadline to be extend by a week?	Commercial	No, it is not possible to extend the deadline.
15	Would IDC insist on Section 197 should we be successful? If the contract will be a section 197, may we kindly request a current breakdown of the salaries / packages & benefits.	Technical	IDC is unable to divulge the 3rd party information. However, as indicated on page 17, paragraph 5.1.2 "The bidder must always ensure compliance with all relevant statutory labour requirements". IDC reserves the right to monitor service provider's compliance to relevant labour relations.
16	Is the current service provider/caterer receiving a management fee at the moment	Commercial	Yes, they receive management fee.
17	In the tender document there is an exact breakdown on the areas that need servicing, can we kindly be furnished with the current equipment list.	Technical	IDC supply all catering equipment/ cooking utensils required to render service e.g. stove, refrigerators, dish washers, cutlery, plates etc. The service provider is not required to provide the equipment.
18	There is food items which will be required to be sent to crèche, will this form part of the monthly billing?	Commercial	Yes, it will from part of monthly billing.
19	Annexure 7 : IDC Approved Price List, would IDC consider negotiating these as most of these prices are below cost.	Commercial	As indicated on page 14 under notes to the bidders, first paragraph the price list already been approved.

20	Are we allowed to offer various everyday meals with pricing?	Commercial	The IDC have a set menu as per annexure 7, additional meals can be offered and priced separately.
21	Who does the kitchen smalls belong to?	Technical	They belong to IDC.
22	Will IDC provide the initial kitchen smalls and who will replenish it?	Technical	The IDC will replenish kitchen smalls.