INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY
BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ10266132
Buyer: Senekal, Miss E [00012850]

Closing Date: 2026-11-12
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	1.00	LOT	CATERING	Tenders are invited for Supply of Catering for Metropolitan Police Commissioners Forum for Three Days 25/11/26 - 27/11/26 See specification / pricing schedule uploaded on informal tender website. Pricing schedule to be completed and uploaded on informal tender website before closing time and date., Failure to comply with this requirement will render the bid non-responsive and exclude from further evaluation. All Chicken and Beef dishes must be halaal. The Service Provider shall supply sufficient serving equipment -napkins, reusable plates and bowls, glass drinking vessels and cutlery for all attendees. The Service provider needs to set up, serve and clear each tea and coffee service and meal.Disposable plates, bowls, cups and cutlery are not permitted.The service provider shall remove its equipment and waste after each service. All cost must be included in the quoted price. The following documents may be requested after closing date and time of tender: Valid Halaal Certificate Valid Health Certificate/ Certificate of Acceptability(COA)	AA126955

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- BEFORE COMPLETING THIS FORM, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATION OF 2022 THE 80/20 SYSTEM APPLIES TO THIS TENDER.
- Acceptance of this tender submission is subject to the General Conditions of Tender and Conditions of Purchase
- Acceptance of this tender is subject to successful registration on the Nelson Mandela Bay Supplier Database.
- For further information to register, please call Compliance Section @ 041 506 3274
- Failure to comply with these conditions may invalidate your tender submission.
- All tender prices should be valid for a minimum period of thirty (30) days from date of tender.
- ALL TENDER RESPONSES SHOULD BE COMPLETED ONLINE AND NO FAX SUBMISSION WILL BE ACCEPTED BY SUPPLY CHAIN UNIT.

Both certificates must be issue in the name of the business/ company submitted the informal tender.
Failure to provide the mandatory documentation in 72 hrs after request may result in the submission being considered
non-complaint, and you will be excluded from further evaluation.
For further information contact S. Gozoza / R Paulsen @ 071302 2944 / 0636911010
For further information contact Ms Z Dzingwe, Ms B Makaya, Mr S Dliki, Ms L Mtati @ 0871212774 / 041-5062919.

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nelson mandela bay MUNICIPALITY

Safety & Security

SAFETY AND SECURITY DIRECTORATE
METRO POLICE DEPARTMENT

INFORMAL TENDER
SPECIFICATION – THREE-DAY CATERING SERVICES FOR METROPOLITAN POLICE COMMISSIONERS' FORUM

Purpose

The purpose of this informal tender is to appoint a service provider to prepare, supply, deliver and serve Halaal breakfast, Halaal lunch and tea and coffee and drinks, for a three-day event, in accordance with the menu and service requirements contained in this specification.

A Health Certificate and Halaal Certificate must be submitted.

Events Details

Details	Day 1	Day 2	Day 3
Dates	25 November 2026	26 November 2026	27 November 2026
Venue/ location	TBC	TBC	TBC
Attendees	30 (Thirty)	15 (Fifteen)	30 (Thirty)
Serving times	Tea and coffee service: 08h00 Breakfast: 10h00 Lunch: 12h30 Setup must be completed 30 minutes before the serving time		

Item Schedule

No.	Service	Minimum specification	Quantity
1.	**Day 1:** Halaal Breakfast, Halaal Lunch and Tea and Coffee & drinks	Menu below	30 people
2	**Day 2** Halaal Breakfast, Halaal Lunch and Tea and Coffee & drinks	Menu below	15 people
3	**Day 3** Halaal Breakfast, Halaal Lunch and Tea and Coffee & drinks	Menu below	30 people
4.	**Delivery**	Various locations	3 days

Menu Requirements

The supplier shall comply with the following for each day.

Day	Quantity	Tea and coffee	Breakfast	Lunch
Day 1	30 people	1. Tea and coffee service 2. 500ml bottled still water	1. Coffee and Tea service. 2. 500ml bottled still water. 3. Assorted muffins: ➢ Blueberry muffins ➢ Vanilla muffins ➢ Chocolate muffins 4. Assorted Scones: ➢ Plain scones ➢ Scones with butter ➢ Scones with jam ➢ Scones with cheese 5. Fresh fruit platter	1. 500ml bottled Juice: ➢ Orange Juice ➢ Apple Juice ➢ Cranberry juice 2. 500ml bottled still water. 3. Halaal beef roast 4. Halaal grilled chicken 5. Rice 6. Roasted butternut 7. Creamy spinach 8. Greek style pasta salad.

Day 2	15 people	1. Tea and coffee service 2. 500ml bottled still water	1. Coffee and tea service 2. 500ml bottled still water 3 Halaal Savoury pastry platter: - Mini pies - Mini sausage rolls - Mini quiches - Mini cheese puffs 4. Mini assorted croissants (plain and with cheese and egg filling) 5. Yoghurt with granola served separately: - Plain yogurt - Strawberry	1. 500ml bottled Juice: - Orange juice - Apple juice - Cranberry juice 2 500ml bottled still water. 3 Halaal beef lasagne 4 Halaal chicken lasagne 5. Roasted seasonal vegetables. 6 Greek salad with dressing
Day 3	30 people	1. Tea and coffee service 2. 500ml bottled still water	1. Coffee and tea service 2. 500ml bottled still water. 3. Breakfast wraps: - Eggs, cheese and halaal chicken - Egg, cheese and sautéed mushrooms 4 Fresh fruit platter	1. 500ml bottled juice: - Orange juice - Apple juice - Cranberry juice 2. 500ml bottled still water. 3. Halaal chicken schnitzel with sauce served separately: - Cheese sauce - Mushroom sauce 4. Halaal beef meatballs in tomato sauce 5 Roasted potatoes 6. Glazed carrots 7. Garlic bread, dinner rolls and butter.

1. The service provider shall supply tea and coffee service, breakfast and lunch on each of the three event days. The required numbers are 30 people on Day 1. 15 people on Day 2 and 30 people on Day 3.
2. The service provider shall supply every food and beverage item listed for the relevant day.
3. The service provider shall supply enough of each listed dish for every attendee to receive at least one serving. Attendees may take any combination of the dishes, including both beef and chicken at lunch. Each listed dish must remain available until all attendees have had an opportunity to be served.
4. Tea and coffee service shall include milk, sugar and sweetener and hot water.
5. The bottled water and bottled juice shall be supplied in their stated container sizes. Each attendee shall be entitled to one 500 ml bottle of still water at breakfast, one 500 ml bottle of still water at lunch, and one 500 ml bottle of juice at lunch. The listed juice flavours must be offered as choices, subject to the quantities agreed with the project manager before the event.

General requirements

1. Food must be freshly prepared, suitable for consumption and presented hygienically at the agreed serving times.
2. All beef and chicken dishes must be Halaal. The service provider shall source Halaal meat and chicken and ensure that the dishes remain Halaal during preparation and service.
3. The service provider shall supply sufficient serving equipment, reusable plates and bowls, glass drinking vessels, and metal cutlery for all attendees. The service provider shall also supply napkins and the staff needed to set up, serve and clear each tea and coffee service and meal. Disposable plates, bowls, cups and cutlery are not permitted. The service provider shall remove its equipment and waste after each service. All these costs must be included in the quoted price.
4. The supplier shall keep hot food hot and chilled food chilled during transport and service. Food must remain covered until it is served. Each dish must be clearly identified, and the supplier must provide information about ingredients that may cause allergies.

Minimum Requirements

The supplier shall provide/comply with the following:

1. Valid Halaal Certificate
2. Valid Health Certificate / Certificate of Acceptability (COA)

Both certificates must be issued in the name of the business/company submitting the quotation.

Failure to provide mandatory documentation or to comply with the minimum requirements may result in the submission being considered non-compliant, subject to the applicable procurement requirements

Delivery Address:

The supplier shall deliver the catering to various locations and complete setup before each agreed serving time. Delivery/transportation fees must be included in the quoted price.

The supplier remains responsible for food, transport, setup and safe service until accepted by the project manager or authorised representative of the Metro Police Department.

The representative shall check the menu, quantities and service against this specification each day. Delivery shall only be regarded as complete once the goods have been received and checked by the project manager or authorised representative of the Metro Police Department.

Queries:

Name: Ms Zameka Dzingwe
Ms Busisiwe Makaya
Mr Siviwe Dliki
Ms Latita Mtati

Email Address: zdzingwe@mandelametro.gov.za
bumakaya@mandelametro.gov.za
sdliki@mandelametro.gov.za
Lmtati@mandelametro.gov.za

Telephone number. 087 121 2774
041 506 2919

RETURNABLE PRICING SCHEDULE
THREE-DAY CATERING SERVICES FOR METROPOLITAN POLICE COMMISSIONERS' FORUM

No	Item Description	Unit	Quantity	Rate p/p (Excl. Vat)	Total (Excl. Vat)
1	**Day 1: Catering as per menu provided.** Halaal Breakfast, Halaal Lunch and Tea and Coffee & drinks	Persons	30		
2	**Day 2: Catering as per menu provided.** Halaal Breakfast, Halaal Lunch and Tea and Coffee & drinks	Persons	15		
3.	**Day 3: Catering as per menu provided.** Halaal Breakfast, Halaal Lunch and Tea and Coffee & drinks	Persons	30		
4.	**Delivery fee** – Three days Various locations	Days	3		
		Total Excl. Vat			
		VAT @15%			
		Total Incl. Vat			

Supplier details

Company name _____

Contact name. _____

Email address: _____

Telephone _____

The fully completed pricing schedule /document must be uploaded to the Informal Tender Portal by the stipulated closing date and time.
Failure to comply with this requirement will render the bid non-responsive and excluded from further evaluation.

NB: Price/s submitted must include VAT , weather you are VAT registred or not, in line with the PPPFA of 2022 and section 64 of the VAT Act, No 89 of 1991.