



Strategic Procurement Unit

**The provision of a restaurant service to CSIR Main Site,
Knowledge Commons building, in Pretoria**

Request for proposal No 25/05/2008

April 2008

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1. BACKGROUND

The Council for Scientific and Industrial Research (CSIR) is in the process of constructing a Knowledge Commons building with a total floor space of 937m² on its main campus in Pretoria. The Knowledge Commons will be a dedicated facility aiming to promote teamwork, collaboration and scientific interaction across organisational boundaries. It will also allow staff to interact on a less formal basis in a relaxed atmosphere.

The building will house a restaurant/coffee shop consisting of an enclosed area as well as an additional timber deck which will allow staff to enjoy refreshments in an open air environment.

2. INVITATION FOR PROPOSALS

Proposals are hereby invited from suitably qualified contractors for the provision of a restaurant service in the Knowledge Commons building on the CSIR Main Site, Pretoria. (Address: Meiring Naudé Road, Brummeria, Pretoria)

3. PROPOSAL SPECIFICATION

3.1 Facilities

The restaurant comprises an enclosed area (92m²) as well as an additional timber deck (81m²). The enclosed area is equally divided into 1) a kitchen and servery; and 2) an open floor space. The kitchen will be fitted with:

- drainage including a grease trap
- extract system
- hot and cold water supply
- ceramic floor and wall tiles
- security and fire alarm
- electrical outlets including a 3-phase connection (gas appliances are preferable)

The successful contractor shall provide all other furnishings, equipment and staff required to run a successful restaurant. The restaurant should be fitted with modern equipment and furniture complimenting the general ambiance of the Knowledge Commons building. All furnishings will be subject to approval by the CSIR's interior architect.

3.2 Services

The restaurant will primarily cater for CSIR staff and tenants on the main CSIR site. It should be a modern, professionally run facility with well attired, skilled staff allowing patrons to feel comfortable entertaining clients at the restaurant.

The restaurant should offer the following:

- Breakfast from 07h00 in the morning

- Quality beverages
- Pastries/light snacks for teatime meetings
- A small menu, varied on a regular basis, consisting of stylish light lunches reasonably priced
- Formal three course meals (by prior arrangement)
- Catering (including tea/coffee/water) for all meetings/functions/training/social events hosted at the Knowledge Commons. Upon request it could also provide catering for functions at other venues on the CSIR campus
- Alcoholic beverages (a liquor license will be required)

Opening hours should be between 07h00 and 18h00, Monday to Friday, though, from time to time, it will be necessary for the restaurant to be open after 18h00 to provide catering for evening functions. However, such functions will be booked well in advanced.

Access to the site is limited to CSIR staff, tenants and their guests subject to security arrangements.

3.3 Lease provisions

Depending on building contract completion occupation of the premises shall be on the 1st September 2008 to allow the restaurant to be operational by 1st October 2008 from which date rent and utility costs will be payable.

The initial lease period will be for 24 months with an option to extend the contract for a further 2 year period based on performance.

The following monthly rental rates will apply for the period October 2008 to March 2009 where after rental will escalate by 8% year on year:

- Enclosed area (92m²) @ R60-00/m²
- Timber deck (81m²) @ R25-00/m²

The standard CSIR rental contract will apply and is available upon request. Rental will include general building maintenance, but will exclude the maintenance of equipment, fittings and furniture. Utility costs will be charged additionally.

4. PROJECT PROGRAMME

The project programme, as currently envisaged, incorporates the following key dates:

- Briefing session: 11 April 2008
- Closing / submission date: 25 April 2008 (12h00)
- Appointment of contractor: 30 May 2008
- Occupation of premises: 1 September 2008
- Restaurant operational: 30 September 2008

5. SUBMISSION OF PROPOSALS

Proposals shall be submitted in writing no later than **12h00** on **Friday, 25 April 2008**, at the following address:

Gate 03, Main Reception (in the tender box)
CSIR
Meiring Naudé Road
Brummeria
Pretoria

All submissions shall be endorsed "*Proposal No. 25/04/2008, Provision of a restaurant service to CSIR Main Site, Knowledge Commons building, Pretoria*". If a courier service is being used for delivery of the proposal document, the delivery note / courier packaging shall be similarly endorsed.

Service providers shall not assume that information / document(s) supplied to the CSIR, at any time prior to this RFP, is still available to CSIR, and shall consequently not make any reference to such information document in its response to RFP.

Where a proposal is not received by the due date, it will be regarded as a late proposal. Late proposals will not be considered.

6. SELECTION CRITERIA

The contract will be awarded to the applicant who provides the best overall value according to the following criteria:

- membership of a suitable professional organisation
- reliable, contactable references
- proven financial sustainability
- B-BBEE status
- menu and pricing structure
- product offered
- submission of a furniture and equipment proposal

7. GENERAL TERMS

7.1 Enquiries

All communication and enquiries regarding this RFP shall be submitted in writing to supplier@csir.co.za with "*Proposal No. 25/04/2008, Provision of a restaurant service to CSIR Main Site, Knowledge Commons building, Pretoria*" as the subject.

7.2 Medium of communication

All the documentation submitted in response to this RFP shall be in English.

7.3 Validity period

Responses to this RFP received shall be valid for a period of 60 days counted from the closing date of the RFP.

7.4 Appointment

The CSIR reserves the right:

- not to appoint any service provider;
- to vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- to cancel or withdraw this RFP at any time, without attracting any liability; and
- to appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).

The CSIR's decision on proposals received shall be final and binding.

Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, CSIR shall be entitled to appoint the contractor who was rated second, and so on.

7.5 Documents to be included in proposal

- Completed Supplier Registration and Electronic Funds Transfer Forms
- Submitted latest Audited Financial Statement and valid Tax Clearance Certificate
- B-BBEE Certificate (In the absence of a B-BBEE certificate, a detailed profile of the enterprise showing share ownership and management control will be accepted.)

An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract. The CSIR reserves the right to verify any information contained in a proposal.

7.6 Terms and conditions

Proposals are subject to the CSIR's standard '*Terms and Conditions of RFP*' included in the RFP documentation.