

REQUEST FOR QUOTATION

DAILY CATERING: SANDWICHES, WATER AND SOFT DRINKS

IEPA International Energy Training Centre • 123 Pretoria Rd, Rynfield, Benoni 1514

Project	EPC Building Capacity Programme
RFQ Reference	IEPA-RFQ-CAT-2026-Ch5
Location	Durban (DUT – Steve Biko Campus)
Issue Date	21 September 2026
Closing Date & Time	30 September 2026 at 12:00 (noon)
Procurement Level	Level 3 — Formal RFQ (R15,001 – R250,000)
Minimum Quotes Required	Minimum 3 (three) written quotes
Approver	Executive Director or Finance Manager
Submit Quotations To	accounts@iepa.org.za
Enquiries	Business Operations Manager — lifa@iepa.org.za

1. Background and Purpose

The Institute of Energy Professionals Africa NPC (IEPA) is a non-profit company registered in South Africa, operating an energy training centre at 123 Pretoria Rd, Rynfield, Benoni 1514.

The Institute of Energy Professionals Africa NPC (IEPA) invites suitably qualified and experienced catering/service providers based in **Durban (DUT – Steve Biko Campus)** to submit quotations for the provision and delivery of daily refreshments for participants attending the EPC Building Capacity Programme.

This RFQ is issued in accordance with the IEPA Policy for Procurement of Goods and Services (IEPA/01QMS/PoliciesFIN2 V3) and the IEPA Policy Handbook for Financial Management (Version 3, effective 10 September 2025), at Threshold Level 3.

2. Catering Requirements

The appointed supplier will be required to provide **one meal pack per person per day**, consisting of:

- **One sandwich per person**, with a variety of sandwich options provided throughout the programme.
- **Water:** Either **two 500ml bottles of water OR one 1L bottle of water per person per day**.
- **One 500ml soft drink per person per day**.

The catering will be required for **32 Persons over 9 programme days**.

Training dates: 05 October 2026 to 16 October 2026.

3. Estimated Quantities

The successful service provider will be required to deliver the following services for IEPA:

#	Item	Quantity	Days
	Sandwiches (Variety)	32	9
	Water (Still bottled water)	32	9
	500ml Soft Drinks (Variety Flavours)	32	9

Important: The quotation should be based on the full requirement for all 9 programme days.

Training dates: 05 October 2026 to 16 October 2026.

4. Delivery Requirements

The successful supplier will be required to deliver the meal packs to the programme venue in Durban (DUT – Steve Biko Campus) on each programme day.

The supplier must ensure that:

- Meals and beverages are delivered on time each day – before or at 11.00 am.
- Food is appropriately packaged for individual distribution.
- Food is prepared and handled hygienically.
- Quantities supplied correspond with the number of participants.

5. Quotation Requirements

Quotations must be submitted in writing and must include all the following:

- Company name, physical address, and contact details of the authorised representative.
- Valid Tax Clearance Certificate or Tax Compliance Status PIN (SARS) if the company is legally required to be registered for VAT.
- Company registration number (if applicable) or ID number for sole proprietors.
- B-BBEE status level certificate or affidavit (for EMEs and QSEs).
- Pricing schedule for all services listed (VAT inclusive and exclusive).
- List of at least two (2) contactable references for similar services rendered in the past three (3) years.
- Confirmation of ability to commence within 30 days of award and to accept that payment will be made within 30 days after delivery of the services, subject to receipt of a valid tax invoice and all required supporting documentation.

Quotations that do not include all required documentation may be disqualified from evaluation at IEPA's sole discretion.

6. Supplier Requirements

Suppliers must:

- Be **based in Durban** and near **Steve Biko Campus**.
- Provide a quotation that is valid at least for 14 days.
- Provide company and contact details.
- Provide their VAT registration status (If Registered)
- Confirm their ability to supply for the full 9-day programme.
- Clearly indicate any delivery charges.
- Provide relevant catering experience/references where applicable.

7. Evaluation Criteria

All compliant quotations will be evaluated using the IEPA Supplier Evaluation Scorecard (IEPA Evaluation Scorecard V1 2025).

The indicative weighting is as follows:

Evaluation Criterion	Weighting (%)
Price and Value for money	25%
Compliance with the catering requirements	10%
Quality and variety of sandwich options	10%
Delivery arrangements and reliability	15%
Relevant catering experience	25%
Supplier compliance/documentation	15%
TOTAL	100%

8. Procurement Process and Roles

This procurement is conducted under the IEPA three-tier approval structure as required by the IEPA Policy for Procurement of Goods and Services (IEPA/01QMS/PoliciesFIN2 V3), Section 14.3. The following roles apply and no single person may fulfil more than one role in this transaction:

Role	Responsibility	Assigned To
Requestor	Identifies need, confirms budget, initiates process, completes PRF.	Authorised Project / Training / Operations Manager
Evaluator	Assesses and scores all quotations using the Supplier Evaluation Scorecard; prepares written evaluation summary and recommendation.	Business Operations Manager
Approver	Reviews evaluation summary; provides written approval to proceed with selected supplier.	Executive Director or Finance Manager

9. Supplier Obligations and Conditions

- Suppliers must be registered on the IEPA Supplier Register prior to award. The IEPA Supplier Registration Form (IEPA Supplier Registration Form 2025) must be submitted together with the quotation.
- Successful suppliers will be required to enter into a written Service Level Agreement (SLA) with IEPA prior to commencement of services.
- All workers deployed on IEPA premises must be appropriately trained and equipped and must comply with applicable health and safety legislation and have no criminal records.
- IEPA reserves the right not to accept the lowest or any quotation received.
- IEPA will notify unsuccessful suppliers in writing using the IEPA Supplier Regret Letter (IEPA Regret Letter Template V1 2025).
- All procurement documentation will be retained for a minimum of seven (7) years in accordance with Section 20.3 of the IEPA Policy Handbook for Financial Management.

10. Submission Instructions

Submission Method	Email only — hard copies will not be accepted
Email Address	accounts@iepa.org.za
Email Subject Line	IEPA-RFQ-CAT-2026-Ch5— [Your Company Name]
Format	PDF preferred; all documents in a single email with clearly labelled attachments
Enquiries	All enquiries must be submitted in writing to lifa@iepa.org.za prior to five (5) business days before the closing date

11. Supplier Declaration

By submitting a quotation, the supplier confirms that:

- The information provided is true, accurate, and complete.
- The supplier has no conflict of interest with IEPA or any of its employees, directors, or board members.
- The supplier is not currently under any form of financial distress, liquidation, or business rescue.
- The supplier accepts IEPA's right to verify all information submitted.

Authorised by IEPA

Name: _____

Designation: _____

Signature: _____

Date: _____