



REQUEST FOR PROPOSAL

CAPE TOWN PUBLIC FOOD AND BEVERAGE SOLUTION

15 February 2019

PURPOSE OF RFP

SA Rugby requires the services of a suitably qualified and experienced service provider to manage:

1. The public food and beverage sales solution for the HSBC Sevens World Series Cape Town (the “Event”), which will take place at the Cape Town Stadium (“CTS”), for the following years: 2019, 2020, 2021 and 2022. An attendance in excess of 100 000 is expected over the two days of the Event.
2. The wholesale beverage sales and distribution solution to public bars, as well as to hospitality providers for various suites and hospitality areas within CTS, effectively acting as the liquor and beverage store for beverages sold and distributed at the Event.

BACKGROUND AND SCOPE

SA Rugby requires the successful applicant to deliver the food and beverage solution for the Event in its entirety. This function would include responsibility for:

1. Developing and managing the overall services project plan in alignment with SA Rugby’s ‘Tournament Plan’;
2. Identifying and contracting all necessary food and beverage sub-licencees to satisfy public demand at the Event, which may in some instances be jointly contracted with SA Rugby;
3. Securing all necessary permits, licences and approvals required in the envisaged solution;
4. Appointing suitably qualified personnel, including a food and beverage manager and accountant for the Event, to manage and implement the operational activities related to the services, and to secure the relevant liquor licence for the Event;
5. Developing and managing the complete staffing solution for the public food and beverage services;
6. Communicating and managing all sub-licencees, sub-contractors and suppliers, including inter alia:
 - a. Making them aware of and ensuring that they comply with the rules and regulations pertaining to the Event;
 - b. Ensuring that they conform to the accreditation requirements of the Event as stipulated by SA Rugby, which accreditations will be issued by SA Rugby or its agents;
7. Managing all stock orders, deliveries and distribution of beverage stock (alcoholic and non-alcoholic) to public food and beverage outlets at the Event.
8. Ensuring all relevant insurance is in place specific to the public food and beverage solution to cover at minimum: general accident; cash on site; stock loss/theft.

PROPOSAL INFORMATION REQUIRED

Proposals should be straightforward, clear, well-organised, easy to understand and concise; and should include the following:

1. Covering letter
2. Executive Summary
3. Declaration of interest (if any)
4. Company information B-BBEE status
5. Company background
6. Overview of services and capabilities
7. Contact information
8. Proposed rates and/or fees and/or commercial model

TIMELINE

BRIEF ISSUED TO POTENTIAL RESPONDEES	15 February 2019
SUBMISSION DEADLINE	1 March 2019



SHORTLISTED CANDIDATES ADVISED	15 March 2019
PRESENTATIONS BY CANDIDATES	27 March 2019
DECISION COMMUNICATED TO PROPOSERS	12 April 2019
CONTRACT COMMENCES	On signing of contract
PROPOSAL EVALUATION	
<p>SA Rugby will evaluate each proposal Received on how well it meets or exceeds our brief and requirements. SA Rugby in its sole discretion will determine which proposal is best considering the following evaluation factors:</p> <ol style="list-style-type: none">1. The experience and ability of the proposer to provide services to a high standard2. The completeness and quality of the proposal and how well it meets SA Rugby's needs.3. The proposed rates/fees or commercial model proposed.4. The B-BBEE status of the proposer5. Any other matters that SA Rugby's panel considers relevant	
NOTES	
<p>SA Rugby will create a shortlist of proposers with whom we will enter into discussion around the submitted proposal.</p> <p>SA Rugby may cancel this brief, or may reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.</p>	
COMMUNICATIONS	
<p>It is the interested company's responsibility to inquire about and clarify any requirement of the brief that is not clearly understood. All questions must be in writing and submitted by 16h00 no later than five (5) working days prior to the proposal due date. All inquiries should be submitted by email to finman@sarugby.co.za.</p>	
FURTHER INFORMATION	
<p>The requirements specified in this brief reflect those presently known. SA Rugby accepts no liability (including in contract, tort, including negligence or otherwise) to anyone in the event of an error in, or alleged misinterpretation of, any statements made or information provided during the briefing process. SA Rugby reserves the right to vary, in detail, the final requirements. Proposals will be valid for at least three months, and may not be withdrawn or changed without SA Rugby's prior consent in writing. SA Rugby may treat your proposal as your best proposal without and despite any further enquiry. Proposals are submitted in reliance on the proposer's own knowledge, skill and independent advice and not in reliance on any information provided, or representation made by SA Rugby. No contact is to be made with any of the SA Rugby's management or personnel in connection with this brief without the express authorization. All queries must be made via email unless of an urgent nature in which case they should be telephoned and confirmed via email. SA Rugby reserves the right to distribute any questions with SA Rugby's reply to all proposers without indicating the source of the inquiry, if it deems appropriate. SA Rugby does not guarantee all questions and responses. You must not directly or indirectly provide any form of inducement or reward to any employee of SA Rugby in relation to this process.</p>	
PROPOSAL PACKAGING AND SUBMISSION	
<p>In order to be considered for selection, interested companies must submit a complete response to this brief to procurement@sarugby.co.za</p>	