



NOTICE TO TENDERERS

ERRATUM NO: 1

RFQ No: 1733

HOSTING OF STRATEGIC PLANNING SESSION FOR 2 DAYS .

This 'Erratum' is an addition to the above-mentioned RFQ document that was advertised on 29th of April 2021. Any RFQ Document submitted will be deemed to be in accordance with the original RFQ Document amended in accordance with the following instructions: -

THE FOLLOWING CONSTITUTES A CHANGE TO THE RFQ SPECIFICATION T COST :

1. Please be advised that RFQ No. 1733 that is mentioned above had an error on the number of people the correct number is 80 people not 35 people.
2. Please also note that the dates have been changed for hosting to the **10th and 11th of May 2021**
3. The closing date of this RFQ is not the 04th of May 2021 due to these changes , it is the 05th of May 2021 at 11h00 .
4. The following are the changes with the RFQ:
 - Number of people to 80 .
 - The session does not have the Gala dinner , it is a Stakeholder Engagement Dinner .
 - New specification is attached
 - Pricing must be quoted as per the attached new specification
 - Date of closing is the 05th of May 2021 at 11h00

SCOPE OF WORK – VENUE & CATERING SERVICES FOR AMATOLA WATER STRATEGIC PLANNING SESSION

Background:

Amatola Water will conduct a **Strategic Planning Session** on **Monday, the 10th of May 2021, and Tuesday, the 11th of May 2021.**

In line with this session, Amatola Water invites interested service providers to quote for the Strategic Planning Session for catering requirements for **People**, as follows:

- **BREAKFAST X 80 people – Set up for 2 days at 07h00**

Tea & Jacobs Coffee, Sugar (Brown and White), Milk (Hot & Cold), Sweeteners, Honey & Sweeteners Mixed fruit (apples, bananas, peaches etc.) Savouries, Muffins, Scones and 1 mixed platter of sandwiches)

- **LUNCH X 80 people– Set up at 12h00 for 13h00**

First day - Buffet Lunch: (10 May 2021)

Savoury Rice, Roast Chicken (thighs and drumsticks), Lamb Cutlets, 3 veges (Roasted Potatoes, Creamed Spinach, Baby Carrots or Butternut)

Second Day – Buffet Lunch: (11 May 2021)

Creamed Pasta, Roast Chicken (thighs and drumsticks), Lamb Cutlets, 3 veges (Broccoli & Colliflour mixed with source or cheese, Baby Carrots or Butternut, Roasted Potatoes)

- **MINERAL DRINKS & JUICES – 80 Assortment (1 per person)**

Just Juices, Appletisers, Grapetisers, Diet Coke, Fanta Orange, Cokes

- **Properly laid tables.**

- **DINNER SET UP:**

Stakeholder Engagement Dinner on Monday, 10 May 2021 at 18h00

- **Venue – Stakeholder Engagement Set up**

- **Properly laid tables for 50 people**

- **Stage for a Speaker**

- **Projector**

- **Entertainment**

- **Public Address System**

Venue to provide menus to choose from for the dinner (3 course meals)

Venue to also provide, white silver and blue tablecloths and overlays for the dinner (Amatola Water Board colours)

NB: The session takes on Monday, 10th and Friday, 11th May 2021.