



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Background

1. Overview

Taletso TVET College is a further Education and Training Institution and currently provides accommodation for an estimated 460 students at its residences at Luhurutshe Campus.

Aim

The service provider appointed will be responsible for all meals (3 meals a day) and Kiosk services at all campuses for 36 Months

Scope of work

The scope is to provide the following meals at the following meal times:

Breakfast – from 06h30 to 07h30 each morning from Monday to Friday then 10h00 on Saturday and Sunday morning all in the residence-dining hall

Lunch for each student (Monday through to Sunday, distribution hereof will be relayed to the successful Service Provider)

Dinner- from 18h00 to 19h00 each evening (Monday through to Sunday at the residence-dining hall)

Take away meals with a diverse menu to be available upon request.

Please take note that Religious Dietary requirements will need to be adhered to.

All religious entities to be taken into consideration when applying the above.

2. Location of Sites

Lehurutshe Campus

3. Business requirements and expected deliverables

Taletso TVET College has the following business requirements and expected deliverables relating to this tender:

- The service provider is to supply three meals daily at R..... per student head per day. This is to include the PURCO SA 3% fee.
- The service provider needs to complete a pricing table from the meal samples below, and indicate if it is able to reduce cost to the specifications provided by Taletso TVET College.
- The Service provider, as and when needed may be called upon to prepare outside/other functions for the Taletso TVET College, therefore please price that as below per pax, for any additional needs the college may have.

4. General Conditions

- Pricing must be inclusive of VAT
- The proposal must be for a complete solution and the responsibility therefore rests with the Service Provider to ensure that all elements requires are included as part of the proposal.
- Major breakages/damages on college property will be the responsibility of the service provider to fix/replace. The college being responsible for the minor and reasonable repairs.
- The college insurance is only liable for college property under theft and loss and not those of the service provider. The service provider is liable for their own property they bring onto the site.

The following needs to be accepted and acted on by the potential Service Provider:

This is to be completed within the first 6 months after the appointed.

- 1.1 Waste management is a service to be rendered by the service provider which includes the kitchen area, and all other food related areas
 - 1.2 Guarantee / Insurance - each to have their own
 - 1.3 Supplier must bring their own minor/major kitchen utensils
2. The Service Provider will have access to all the kitchens, Dining halls for the duration of the contract for these purposes only
 3. The Service Provider will not be able to utilise the kitchen and the dining area for non-College functions.

Please PRICE ON THIS PLAN BELOW

DAY	BREAKFAST	LUNCH	SUPPER
MONDAY	Weetbix / Corn Flakes, Diluted Juice / Tea / Coffee And Fruit	Bunny chow (Quarter) Cold drink – 350 ml	Rice / dumplings Stew – mutton/chicken Salad x 1 Hot veg x 1 Cold drink – 350 ml
TUESDAY	Sandwich (Polny, Cheese, Tomato) Diluted Juice / Tea / Coffee And Fruit	Potatoes (mash/chips) Fish Salad x 1 Hot veg x 1 Soft drink – 350 ml	Chicken Burger and Salad X 1 Cold drink – 350 ml
WEDNESDAY	Bread, Eggs, Chicken Livers and Baked beans Diluted Juice / Tea / Coffee And Fruit	Hot dog and Chips Cold drink – 350 ml	Pap Wors & gravy Salad x 1 Hot veg x 1 Soft drink – 350 ml
THURSDAY	Hot porridge (Mabele) / Oats Diluted Juice / Tea / Coffee And Fruit	Bunny chow (Quarter) Cold drink – 350 ml	Pasta Mincemeat – beef Salad x 1 Hot veg x 1 Soft drink - 350
FRIDAY	Weetbix / Corn Flakes, Diluted Juice / Tea / Coffee And Fruit	Pap Grilled Beef/Pork – 350 g Chakalaka x 1 Hot veg x 1 Soft drink – 350 ml	Chicken Burger and Salad X 1 Cold drink – 350 ml

SATURDAY	Bread, Eggs and Vienna's and Baked beans Diluted Juice / Tea / Coffee And Fruit	Hot dog and Chips Cold drink – 350 ml	Rice /pap Grilled Chicken - quarter Salad x 1 Hot veg x1 Soft drink – 350 ml
SUNDAY	Hot porridge (Mabele) / Oats Diluted Juice / Tea / Coffee And Fruit	Pasta Mincemeat – beef Salad x 1 Hot veg x 1 Soft drink - 350	Samp/dumplings Beef stew Salad x 1 Hot veg x 1 Soft drink – 350 ml

Food-based dietary guidelines for South Africans

Below are the latest (2012) food-based dietary guidelines for South Africans. These guidelines should be taken into consideration when preparing and serving meals.

- Enjoy a variety of foods
- Be active!
- Make starchy foods part of most meals.
- Eat plenty of vegetables and fruit every day.
- Eat dry beans, split peas, lentils and soya regularly.
- Have milk, maas or yoghurt every day.
- Fish, chicken, lean meat or eggs can be eaten daily.
- Drink lots of clean, safe water.
- Use fats sparingly. Choose vegetable oils, rather than hard fats.
- Use sugar and foods and drinks high in sugar sparingly.
- Use salt and food high in salt sparingly.

Food preparation

The way the food/meals are prepared are very important with an emphasis on healthier methods including baking, grilling, stir-frying and pressure-cooking, rather than deep-frying.

Healthy nutrition guidelines recommend that red meat is consumed 2-3 times per week with the remaining meals being chicken, fish and/or plant-protein alternatives.

Responsible re-cycling

It is an expectation of the college that food waste and packaging is disposed of responsibly, in a way that will ultimately benefit rather than harm the environment.

Composting and vegetable gardens are some ideas of how this can be achieved.

Waste should be separated into recyclable waste, compostable waste and regular waste. Where possible, regular waste should be kept to an absolute minimum.

Food Safety

All food to be sourced from reputable suppliers, with meat being at least B2 grade. Expired goods/produce to be disposed of responsibly.

The successful catering company must at all times ensure that the kitchen and processes within the kitchen comply with the latest version of the Hygiene Regulation under the Foodstuffs Cosmetics and Disinfectants Act, Act 54 of 1972.

A documented HACCP (Hazard Analysis and Critical Control Point) plan/flow-chart must be visible at all times and must be applied from receiving of food to point of service (POS).

Personnel/Staff

The successful catering company must comply at all times with all aspects of the most recently gazetted version of the Labour Relations Act, 1995.

Customer satisfaction and feedback

Students should have a way of providing feedback and must be able to rate the meals in terms of presentation, quantity, flavour and nutritional value. This feedback must be collected, summarised and presented to the Taletso College management team in the form of a monthly report.

Special dietary requirements

In certain instances, students may have special dietary requirements which need to be accommodated. Examples being Rastafarians who follow a vegan type diet which doesn't include meat, chicken, eggs, cheese or cow's milk – their diets typically include plenty of legumes, whole-grains, fruit and vegetables. Halaal students also need to be catered for and their meals need to be prepared in a suitably certified kitchen.

Seasonal changes to the menu

Mixed vegetable and legume soup should be served daily over winter and a variety of salads should be served as an alternative during the warmer months. Examples of salads include mixed green salad, Greek salad, couscous salad, coleslaw, carrot & pineapple salad and sweet potato salad.

Friday theme day – optional and an example below

Once a month, a theme day should be organised, adding an element of fun to the usual menu. Some examples include a braai in summer, Meat ball Friday etcetera.

Health and Safety Requirements for All Catering / Food Vendors

Section 8 of the Occupational Health and Safety Act 85/1993 requires that Taletso TVET College create, provide and maintain a Health and Safety Environment to all on Campus.

Legislation

The SERVICE PROVIDER is required to comply with the following Acts and Regulations:

- Occupational Health and Safety Act 85/1993
- Compensation for Occupational Injuries & Diseases Act 130/1993 (COID Act)
- Regulations Governing General Hygiene Requirements for Food Premises and The Transport of Food. 12 July 2002
- National Health Act 2004 No.61 2003
- Foodstuffs, Cosmetic and Disinfectants Amendment Act, 2007
- ISO 14001 Adherence to Environmental Legislative Requirements

Health and Safety Requirements

- The SERVICE PROVIDER must have a Health and Safety Management System which include:
 - Health and Safety Policy & Procedure
 - Appointments
 - Inspections
 - Induction Records & Medical Certificates
- The SERVICE PROVIDER to report any near miss, incident or a Section 24 Accident to the Campus Administrator on XXXXXXXXXX.
- Have a Valid Letter of Good Standing with Compensation Commissioner as per COID Act.
- Must have a Certificate of Acceptability issued by the Local Authority as per Regulation 3 of the Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food premises and the Transport of Food.
- The Service Provider is required to ensure that all sub-contractors, and other persons engaged in the execution of the work, also comply with the requirements of the Occupational Health and Safety Act 85/1993.
- The SERVICE PROVIDER must ensure that their Food Handlers to undergo a routine medical every 12 months by an Occupational Health Nurse / Practitioner

- The SERVICE PROVIDER to apply Hazard Analyses of Critical Control Point (HACCP) as part of their food Safety Programme and only buy food stuff from Suppliers who apply HACCP Principals.
- Good Storage and Separation of Foods.
- All working surfaces and utensils should be cleaned on a regular basis with an antiseptic cleaning agent. (clean as you go principal)
- All working surfaces and utensils, which come into direct contact with food, must be of a smooth, rust proof, non-toxic and non-absorbent material which is free of open joints.
- Food premises should be rodent proof in accordance with the best available method. Pest Control Programme to be done at least every 3-5 months.
- Hand washing facilities shall be provided with cold and /or hot water for the washing of hands.
- Liquid proof refuse containers with close-fitting lids suitable for the hygienic storage of refuse should be used.
- There should be a separate changing area with storage facilities for clothing & personal belongings.
- No room in which food is handled shall have a direct connection with any area in which gas, fumes, dust, offensive odours or any other impurity that may contaminate it.
- Food handlers should not be allowed to handle food without wearing suitable protective clothing which includes: head covering and footwear.
- No person handling non-prepacked food should wear any jewellery or adornment that may come in contact with food.
- All meat products should be placed on the bottom shelves of the fridge to prevent thawing meats fluids (blood) coming into contact with other foodstuffs.
- Dry storage facilities should be rodent proof, well ventilated and dry foodstuffs to be placed in clean containers.
- All cleaning chemicals should be stored in a designated storage area which does not come into direct contact with food-stuffs.
- All interior surfaces of walls, sides or ceilings and surfaces of floors in the food-handling area shall have no open joints or open seams and shall be made of smooth, rust-free, non-toxic, cleanable and non-absorbent material which is dust proof and water resistant.
- All food handlers and management needs to obtained Hygiene training and refresher training on an annual basis.
- A room or area in which food is handled shall not be used for:
 - Sleeping purposes
 - Washing, cleaning or ironing of clothing or similar laundry
 - Any other purpose or in any manner that may contaminate the food therein or thereon.

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of goods and services where applicable.

Description of Appendix	Requirement	Circle yes if submitted	
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed technical specifications and pricing	Submit a completed pricing schedule in a excel spreadsheet.	Yes	No
Proof of Bank Account	Cancelled cheque or signed letter from bank	Yes	No
Company registration documents	Company registration documents	Yes	No
ID Copies of directors	Certified & not older than 6 months	Yes	No
Tax Pin	A copy of the Notice of VAT Registration document	Yes	No
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Annual Financial Statements/ Management Accounts	Provide Annual Financial statements or Management accounts for the last 2 Years	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Certificate of Acceptability (COA)	Provide Food safety management policy	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No

1.1.2 EVALUATION OF FUNCTIONALITY

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Company references: Provide three (3) contactable reference letters and proven track record of Catering Supplies for the past three (3) years: reference letters must be on the company letterhead of the client, must be dated and signed, must indicate contract duration and value, and have contact telephone number and email	25
Tenderer provided at least three (3) relevant, acceptable reference letters where the tenderer provided similar services = 20 Points	
Tenderer provided at least two (2) relevant, acceptable reference letters where the tenderer provided similar services = 15 Points	
Tenderer provided at least one (1) relevant, acceptable reference letters where the tenderer provided similar services = 10 Points	
References with experience in the higher education sector = 05 Points	
Tenderers' experience: Company profile indicating experience in Catering Supplies	15
10 years of experience in the catering industry = 15 Points	
Experience between 5 and 9 years = 10 Points	
Experience below 5 years = 05 Points	
Risk, contingency plans and dependencies	15
Back-up, Contingencies during Strikes, Unrests and Blackouts, Equipment Maintenance etc. (Attach Company's Plan & Policy) = 15 Points	
Not provided = 00 Points	
Internal Capacity – Resources and personnel to be dedicated to this project	10
Provided company organogram = 10 Points	
Did not provide the company organogram = 00 Points	
Tenderer to provide proof of ownership of delivery vehicles in the tenderer's name / owner of tendering company name or a letter from a rental company showing capability/eligibility of hiring a delivery vehicle.	

Provided proof of vehicle registration documents for more than 1 vehicle = 10 Points	10
Provided one proof of vehicle registration document = 05 Points	
Offices/workplace in North West Province (submit proof of location, eg municipality statement, lease)	25
Based in North West = 25 Points	
Based outside of North West = 10 Points	
Total Points	100 Points