



## Background

### 1. Overview

Port Elizabeth TVET College is a further Education and Training Institution and currently provides accommodation for an estimated **120** students at its residences in Bethelsdorp, at Dower College Campus.

### 2. Aim

The service provider appointed will be responsible for all meals. Three meals a day for a 3-year period.

Starting on 01 April 2025 or when the successful service provider is appointed, or whichever occurs earlier and running through to 31 March 2028. It must be noted that catering services are required from the second week of January to the first week in December. Therefore 10 months per annum must be accounted for, excluding June/July and December holidays as specified. Kindly make use of the college academic calendar.

### 3. 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 (Saturday to Sunday)

Dinner- from 18h00 to 20h00 each evening (Monday through to Sunday at the residence-dining hall)

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.

### 4. Location of Sites

Dower College Campus – Dining Hall

### 5. Business requirements and expected deliverables

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

- The service provider is to supply meals as prescribed above, daily per student head per day.
- The service provider needs to complete a pricing table from the meal samples below.

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- The service provider is also expected to produce their own menu, as per the sample below, so that the relevant PE TVET College committee can choose which it prefers. After the award is done.
- The service provider must show compliance to a health Compliance Certificate from the Nelson Mandela Bay Municipality (or relevant)

## 6. General Conditions

- The pricing schedule must be inclusive of VAT. Exclusion of VAT will be considered as non-compliance.
- The proposal must be for a complete solution and the responsibility therefore rests with the Service Provider to ensure that all elements required are included as part of the proposal.
- It is the Service Providers responsibility to ensure that their proposal is in on time and at the correct venue.
- PE TVET College reserves the right to cancel or reject any proposal, and not to award Tender to the lowest bidder.
- The college will 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 responsible for their own property they bring onto the site.

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

- 7.1 Waste management is a service to be rendered by the service provider which includes the kitchen area, and all other food related areas.
- 7.2 Supplier must bring their own minor/major kitchen utensils.
- 7.3 Students bring their own utensils for eating purposes.
- 7.4 The Service Provider will have access to all the kitchens, Dining halls for the duration of the contract for these purposes only.
- 7.5 The Service Provider will not be able to utilize the kitchen and the dining area for non-College functions.

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## 8. Months of access and student numbers

- 8.1 The service Providers can expect 120 students /pax for each of the meals in the following months – Mid January, February, March, April, May, July, August, September, October, November and first week of December. When completing the pricing schedule/proposal, kindly include the costing for an estimated 50 students for the three months when the student residence is not operating at its maximum capacity over the three months. These months must be aligned with the College Calendar.
- 8.2 The Service provider will bill the college according to the number of students that eat at a particular time bearing in mind that sometimes the students could go home for holidays, and they might only cater for trimesters. (As mentioned above in point 1.)

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## 9. Please PRICE ON THIS PLAN BELOW

DAY	BREAKFAST	LUNCH	DINNER
<b>MONDAY</b>	Cereal, hot porridge Russian polonies Bread Mixer drink Garnish	Bunny chow Cold drink	Rice, Samp Beef, chicken Mixer juice
<b>TUESDAY</b>	Cereal, hot porridge Cheese grillers Boiled eggs Bread Mixer drink Garnish	Burger and juice	Starch 2 veggies Chicken Rolls Mixer drink
<b>WEDNESDAY</b>	Cereal, hot porridge Fish and chips Bread Mixer drink Garnish	Hot dog and juice X2 fruit	Pap Pork/chicken 2 veggies Mixer drink
<b>THURSDAY</b>	Cereal, hot porridge Chicken liver/polonies Sausage Bread Mixer drink Garnish	Pie or sandwich Soft drink Any two fruits	Rice Beef Samp 2 veggies Mixer drink
<b>FRIDAY</b>	Cereal, hot porridge Scrambled eggs Cheese grill Bread Mixer drink Garnish	Chicken and chips Garnish Soft drink	Mince Spaghetti 2 veggies Mixer drink
<b>SATURDAY</b>	Cereal, hot porridge Polonies or mince meat Bread Mixer drink Garnish	Pie or sandwich Soft drink X2 fruit	Fish or chicken Salad Mixer drink
<b>SUNDAY</b>	Cereal, hot porridge Wings and chips Eggs Bread Mixer drink Garnish	Burger Juice /Energade	Rice 2 veggies Starch Chicken Meat stew

- NB fresh fish instead of canned fish
- No chicken livers
- Less Movite (cereal)
- Hot coffee and tea during breakfast

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## Calorie requirements

Daily calorie requirements would typically vary from 2,000 to 2,800 calories depending on the size, age, gender and activity level of the student. As a minimum requirement, students should receive approximately 2,600 kcals per day in the form of 2 meals (breakfast and dinner) and bread/crackers, spreads and fruit with each meal. At least 20% of these calories should come from protein, which equates to approximately 130-135 grams' total protein per day. The remaining calories should be comprised of approximately 50% carbohydrate and 30% fat. Additional calorie requirements, where applicable, should be met by upsizing the standard portions of each meal at lunch and/or dinner. An upsized portion of food should be equivalent to double the standard portion of food and only the main meal portion should be upsized – this does not include the porridge, cereal, bread/crackers, fruit, spreads and soup that are served 'on the side' with specific meals.

**Table 1: Caloric and macronutrient breakdown of each meal.**

	Approx. Calories	Protein Serving	Carbohy. Servings	Fat Serving	Fruit Serving	Dairy Serving
Breakfast	450	2	4			2**
Extra*	265		2	1	1	
Lunch/Brunch	550	4	3	1		
Extra*	265		2	1	1	
Dinner	550	4	3	1		
Extra*	265		2	1	1	

\*Fresh fruit, bread, butter, peanut-butter, jam, crackers, served with each meal.

\*\*including an allowance for cereal/porridge with breakfast and tea/coffee with each meal.

## Explanation of servings

- 1 protein serving = approximately 5-7g protein and 4g fat.
- 1 carbohydrate serving = approximately 15g carbohydrate, 3g protein and 1g fat.
- 1 fat serving = approximately 5g fat.
- 1 fruit serving = approximately 15g carbohydrate.
- 1 dairy serving = approximately 12g carbohydrate, 8g protein and 5g fat.

## Minimum daily requirements

Each student to have the following each day:

- Minimum of 3 fresh fruit servings to be made available to each student per day. Fresh fruit should always be available at breakfast, lunch and dinner.
- Water, tea and coffee to be made available with each meal.
- Minimum of 2 dairy servings per day. One dairy serving is equivalent to:
  - 1 cup (250ml) low-fat milk or maas
  - 225ml (225 g) low-fat yoghurt
  - 100ml ideal milk

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- Each student to be provided with approximately 2,600kcal per day (in the form of 3 meals and fruit, bread/crackers, margarine, peanut-butter and jam provided with each meal). The fruit, bread/crackers, margarine, peanut-butter and jam should be made available as extra's and students can choose whether or not to help themselves to these items in addition to their pre-ordered meals (which on their own provide in the region of 1500 kcal per day).

### Portion Sizes

Students will be given the option of upsizing the protein portion of their meals at both lunch and dinner (this will be specified when placing the meal order). **See table below for more detail.** It is important that these portion sizes are adhered to as close as possible in order to ensure that the students' daily calorie and protein requirements are being met.

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Meal	Item	Standard portion per student per meal
Breakfast	Protein - single	Eggs (poached, scrambled)
		2 large eggs
		Fish Fingers
		5 fish fingers
		Pilchards
		60g pilchards
	Protein - combinations	Beef Sausage/Boerewors
		70g sausage
		Cheese
		60g hard cheese
		Cottage cheese
		4 tablespoons low-fat cottage cheese
		Egg and Bacon
		1 large egg + 2 rashers lean bacon
		Beef Sausage/Boerewors & Egg
		35g sausage and 1 large egg
		Sausage and baked beans
		35g sausage and 80g baked beans
		Egg and Cheese
		30g cheese and 1 large egg
		Strata
		30g cheese and 1 large egg
		Baked beans and feta cheese
		80g baked beans and 35g feta cheese
		Ham and cheese
		30g lean ham and 30g cheese
		Quiche
		140g
		Pancakes
		1 egg and 120ml milk (2 pancakes)
		Pancakes & yoghurt
		1 egg, 60ml milk & 100ml yoghurt
	Starch	Muffin and cheese
		120g muffin and 30g cheese
		Croissant with cheese and ham
		Croissant with 30g cheese and 30g ham
		Omelette, cheese & ham
		2 eggs and 30g cheese and 30g ham
		Cheese and vegetable strata
		1 egg and 30g cheese
	Starch	Maize meal/oats, uncooked
		50g raw oats/40g maize meal
		Cereal
		1 cup (60g) cereal
		Toast/bread with egg
		2 slices
		Muffin
		60g
		Croissant
		65g
		Whole-wheat bagel
		65g
		Whole-wheat scone
		65g

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Dinner	Protein	Lentils/Chickpeas/Dried beans	170 grams cooked legumes
		Beef mince	120g
		Red meat	120g
		Chicken fillet	120g
		Chicken leg quarters	240g
		Chicken or beef strips for stir-fry	120g
		Crumbed chicken strips/chicken schnitzel	150g
		Fish, grilled, fried or baked	160g
		Calamari and Fish	50g calamari and 120g fish
		Boerewors	140g
		Burger patty - beef	120g
		Burger patty - chicken	120g
		Burger patties - black bean/vegetarian	150g
		Hummus	80g
	Protein-combinations	Cheese and ham	
		Egg, bacon & cheese frittata	2 eggs and 4 rashers lean bacon
		Egg, butternut and lentil frittata	2 eggs and 85g lentils
		Egg and feta frittata	2 eggs and 60g feta cheese
		Beef meat balls	130g
		Lentil/beans and cheese bake	125g lentils/beans and 30g cheese
	Starch	Rice - brown basmati, uncooked	85g
		Potato, mashed, chips, wedges, raw	160g
		Butternut, peas, corn, carrots (uncooked)	150g
		Couscous, uncooked	40g
		Whole-wheat pasta, uncooked	45g
		Green vegetables, fresh, uncooked	100g

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Extra	Made available with each meal		
		Bread/toast	2 slices
		Whole-wheat crackers	3 crackers
		Margarine (Flora)	15g
		Jam	15g
		Peanut-butter	10g
		Fresh fruit	1 apple or 1 pear or 1 banana or 1 orange

### Breakfast porridge and cereal

Students to be given the option of ordering maize-meal, oats-porridge or cereal (Corn-Flakes, All-Bran Flakes or Rice-Crispies) with their regular breakfast each day.

## 10. 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.

## 11. 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.

When it comes to carbohydrates, whole-grains should be used where possible as opposed to

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their more refined counterparts, examples being whole-wheat pasta instead of white pasta, brown rice instead of white rice, whole-wheat bread instead of white bread and whole-wheat couscous instead of regular couscous. When making muffins, scones and pancakes, use half whole-wheat flour and half regular flour.

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## 12. Responsible recycling

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.

## 13. 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 always 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.

## 14. Regulations Governing General Hygiene Requirements For Food Premises, The Transport Of Food And Related Matters.

***Bidders who fail to submit required certificates will be disqualified.***

### **Valid certificate/s of acceptability (required):**

Subject to sub-regulation (11) and regulation 14(4) and (5), a person may not handle food or permit food to be handled -  
(a) on food premises in respect of which a valid certificate of acceptability, has not been issued or is not in force and this also applies to an outsourced vehicle used for the transport of perishable food on behalf of a person in charge of a food premises.

### **Hazard Analysis and Critical Control Point Certification (Compulsory):**

A documented HACCP plan/flow-chart must always be visible and must be applied from receiving of food to point of service (POS).

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### **Personnel/Staff**

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

#### **Occupational Health and Safety Act (85 of 1993), section 8 employer's duties**

Other regulations of OHS Act (85 of 1993)

Section 8 (Provision of Personal Protective Equipment (PPE) and Training (Fire Fighting, SHE Reps and First Aid Training)

Compensation for Occupational Injuries & Diseases Act (130 of 1993)

COIDA

#### **Service provider must have a valid letter of good standing with Department of Labour and Employment (Required):**

- **National Health Act of 2004 (61 of 2004)**
  - **Food Stuffs, Cosmetics and disinfectants (Act 54 of 1972)**
  - **ISO 14001 (Environmental Management System) Good Practices**
  - **Environmental Aspects under Environmental Management System**
1. **Waste Management** (able to manage waste at the site (general waste and garbage and able to provide specific waste bin, do recycling and adhere to municipal by-laws in terms of transportation and disposal.
  2. **Energy Usage** - Service provider assist the college to minimize electricity usage and focus on use of alternative energy source if applicable.
  3. **Water Usage** - Service provider minimize water usage in their operations.
  4. **Medical Surveillance of Staff**
  5. **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, summarized and presented to the Port Elizabeth College management team in the form of a monthly report. This requirement will also form part of the SLA with successful bidder.

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## **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 An Example Below**

Once a month, a theme day should be organized, adding an element of fun to the usual menu. Some examples include a braai in summer, a Mexican theme, 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 PEC create, provide and maintain a Health and Safety Environment to all on Campus.

Housekeeping (Planned details of OHS inspection including facility regulations and premises).

Reporting injuries and incidents at the premises.

## **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

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- National Health Act 2004 No.61 2003
- Foodstuffs, Cosmetic and Disinfectants Amendment Act, 2007
- ISO 14001 Adherence to Environmental Legislative Requirements

All the above requirements will be evaluated at the mandatory stage of this bid.

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Kindly indicate 'yes' or 'no' with X below:

Health and Safety Requirements	YES	NO
<ul style="list-style-type: none"> <li>The SERVICE PROVIDER must have a Health and Safety Management System which include: <ul style="list-style-type: none"> <li>Health and Safety Policy &amp; Procedure</li> <li>Appointments</li> <li>Inspections</li> <li>Induction Records &amp; Medical Certificates</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>The SERVICE PROVIDER to report any near miss, incident or a Section 24 Accident to The Campus Manager within 8 hours.</li> </ul>		
<ul style="list-style-type: none"> <li>Have a Valid Letter of Good Standing with Compensation Commissioner as per COID Act.</li> </ul>		
<ul style="list-style-type: none"> <li>Have a Valid Letter of Good Standing with Compensation Commissioner as per COID Act.</li> </ul>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		

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• The SERVICE PROVIDER must ensure that their Food Handlers to undergo a routine medical every 12 months by an Occupational Health Nurse / Practitioner for their own account.		
• 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.		

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<ul style="list-style-type: none"><li>• Food handlers should not be allowed to handle food without wearing suitable protective clothing which includes: head covering and footwear.</li></ul>		
<ul style="list-style-type: none"><li>• No person handling non-prepacked food should wear any jewelry or adornment that may come in contact with food.</li></ul>		
<ul style="list-style-type: none"><li>• All meat products should be placed on the bottom shelves of the fridge to prevent thawing meats fluids (blood) coming into contact with other foods,</li></ul>		
<ul style="list-style-type: none"><li>• Dry storage facilities should be rodent proof, well-ventilated and dry foodstuffs to be placed in clean containers.</li><li>• All cleaning chemicals should be stored in a designated storage area which does not come into direct contact with foodstuffs.</li><li>• 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.</li><li>• All food handlers and management needs to obtained Hygiene training and refresher training on an annual basis.</li></ul>		
<ul style="list-style-type: none"><li>• A room or area in which food is handled shall not be used for:</li><li>• Sleeping purposes</li><li>• Washing, cleaning or ironing of clothing or similar laundry</li><li>• Any other purpose or in any manner that may contaminate the food therein or thereon.</li></ul>		

All correspondence or inquiries can be emailed to [tenders@pec.edu.za](mailto:tenders@pec.edu.za)

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