



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



ESAYIDI TVET COLLEGE (ESA)

Herein referred to as (ESA)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
PROVISION OF CATERING SERVICES AT THE GAMALAKHE SITE FOR A PERIOD OF
THIRTY-SIX (36) MONTHS**

Tender No: PU9010/048

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU9010/048 THE PROVISION OF CATERING SERVICES AT THE GAMALAKHE SITE FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU9010/048** is at 11h00 AM on **Wednesday, 01 July 2026**.

Tender number	PU9010/048
Date issued	11 June 2026
Tender closing date	01 July 2026 Time: 11:00 AM Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide
Non-Compulsory Information Session	23 June 2026 Time:09h00 AM An online non-compulsory briefing session will be facilitated via MS Teams

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

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 services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description	Requirement	YES	NO
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Technical specifications and pricing	Attach fully signed technical specifications and pricing (Don't change the pricing schedule and specification)	Yes	No
Proof of Bank Account	Signed or electronically stamped letter from bank (not be older than 6 months)	Yes	No
Company registration documents	Submit copy of certified (not older than six (6) months) company registration documents	Yes	No
ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
Tax Compliance Certificate	Certified copy of valid SARS Tax compliance status (must be valid on the tender closing date)	Yes	No
BBBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
VAT registration Certificate	Certified copy of valid VAT Certificate (must be valid on the tender closing date) (not be older than 6 months)	Yes	No
SBD Forms	Certified (not older than six (6) months) copy of completed and signed SBD 1, SBD 4, SBD 6.1	Yes	No
Board resolution	Submit a copy of signed board resolution. Unless if you are sole proprietor	Yes	No

Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
COIDA - Catering	Submit a certified valid copy of COIDA compliance certificate (from Department of Labour)	Yes	No
Certificate of Acceptability (COA)	Provide Food safety management policy	Yes	No
Bank Rating Letter	Letter of Good Standing from the bank (Bank Rating Letter) (not be older than 6 months)	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.2 TAG 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
<p>Company references: Provide three (3) contactable reference letters and proven track record of Catering Supplies. Reference letters must be for work completed within the last five (5) 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</p> <ul style="list-style-type: none"> • 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 	25
<p>Risk, contingency plans and dependencies</p> <ul style="list-style-type: none"> • Back-up, Contingencies during Strikes, Unrests and Blackouts, Equipment Maintenance etc. (Attach Company's Plan & Policy) = 15 Points • Not provided = 00 Points 	15
<p>Tenderers' experience: Company profile indicating experience in Catering Supplies</p> <ul style="list-style-type: none"> • 10 years of experience in the catering industry = 15 Points • Experience between 5 and 9 years = 10 Points • Experience below 5 years = 05 Points 	15
<p>Proof of locality under the bidding company (Ward Councillor letter, original bank statement with address, Eskom bill, telephone bill, or rates bill only).</p> <ul style="list-style-type: none"> • Business address in Ugu / Harry Gwala district municipality =15 Points • Business Head Office address in KZN =10 Points • Business not in KZN =00 Points 	15
<p>Internal Capacity – Resources and personnel to be dedicated to this project and Evidence that all staff have food and safety training</p> <ul style="list-style-type: none"> • Provided company organogram = 05 Points 	10

<ul style="list-style-type: none"> Evidence of food handling and safety training = 05 Points 	
<p>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.</p> <ul style="list-style-type: none"> Provided proof of vehicle registration documents for vehicle/s = 10 Points Not provided = 00 Points 	10
<p>Fully signed Audited Annual Financial Statements / Annual Financial Statements</p> <ul style="list-style-type: none"> Audited Annual Financial Statements / Annual Financial Statements for the last 2 Years = 10 Points Not provided = 00 Points 	10
Total points	100

SCOPE OF WORK AND RESPONSIBILITIES

CATERING SERVICES AT GAMALAKHE

The successful Tenderer will be required to:

(A) Provide a menu to cater for the following:

Breakfast	1 X Protein (150g) 250 g cooked porridge/Cereal Tea/Coffee/ Juice (250ml) 4 x Slice bread
Packed Lunch	4 x Sandwiches/Hot dog or Full Meal 1 x Fruit Juice
Supper	1 X Protein (200g) Starch (100g) Vegetable (200g) Tea/Coffee/ Juice (250ml)

(B) Adhere to and/or provide the following:

1.	Manage the Kitchen in compliance with the Occupational Health and Safety Act. Act 85 of 1993 and regulations as well as adhere to the Health and Safety requirements of Esayidi TVET College.
2.	Comply with the regulations governing general hygiene requirements for food, premises and the transport of food. The College reserves the right to conduct periodic inspections.
3.	Provide all uniforms, cleaning material and equipment required by kitchen personnel .The College will not provide these items
4.	Maintenance and servicing of equipment is the responsibility of the service provider.
5.	Plumbing and electrical maintenance costs as well as replacement costs will be charged to the service provider

6.	Present a menu that will be affordable to learners and according to student's preferences. Esayidi TVET supports the provision of a balanced menu to students in the promotion of a healthy diet.
7.	Responsible for securing the Kitchen at their own cost.
8.	Cleaning inside and surrounding area of allocated Kitchen is the responsibility of the service provider.
9.	Intoxicating substances may not be sold.
10.	Given the nature of this contract, the service provider shall be expected to sign a rental agreement with the College and pay a monthly rental.
11.	Insurance of equipment and stock is the responsibility of the service provider. The College will not be held responsible for any loss, theft or damage of stock or equipment.
12.	The College reserves the right to gather quality assurance data from all vested stakeholders who shall include staff, parents, students and third parties that may utilize said facilities.
13.	The Kitchen is required to be open from 6:00 depending upon the operational requirement of the campus. During the campus exam period and during campus holidays in particular, the service provider should appreciate that sales volume will be lower.
14.	Removal of Kitchen refuse from the campus is the duty of the service provider.
15.	All complaints, if any, are required to be addressed to the satisfaction of the complainant and the College (if brought to the attention of the latter).
16.	The successful service provider will be expected at all the times to act in a proper, dignified and professional manner so as to bring credit to the College and promote the aims and mission of the College. The service provider will be expected to carry out the instructions of the College and act in accordance with the expectation and code of conduct of the College.
17.	Use of facilities for other purposes other than the provision for learners at the College will not be permitted. Contract will be cancelled should service provider not obey this clause.
Please note:	
1	ONLY VAT REGISTERED SUPPLIERS TO CHARGE 15% VAT ON THE SUBTOTAL

Local suppliers will be given preference. Suppliers experience in catering for hostels/hospitals/canteens will have an added advantage. Suppliers to be appointed for a (3) years contract subject to performance and service delivery.

PRICING SCHEDULE

<u>CATERING SERVICES AT GAMALAKHE</u>		
DAILY MEALS		DAILY RATE PER STUDENT (INC. VAT)
Breakfast	1 X Protein (150g)	R
	250 g cooked porridge/Cereal	
	Tea/Coffee/ Juice (250ml)	
	4 x Slice bread	
Packed Lunch	4 x Sandwiches/Hot dog or Full Meal	R
	1 x Fruit	
	Juice	
Supper	1 X Protein (200g)	R
	Starch (100g)	
	Vegetable (200g)	
	Tea/Coffee/ Juice (250ml)	
DAILY RATE PER STUDENT (INC. VAT)		R
WEEKLY RATE PER STUDENT (INC. VAT) FOR ALL THREE (03) MEALS		R