



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 UMZIMKHULU SITE FOR A PERIOD OF THIRTY-
SIX (36) MONTHS**

Tender No: PU9010/049

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 **PU9010/049 THE PROVISION OF CATERING SERVICES AT UMZIMKHULU SITE FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU9010/049** is at 11h00 AM on **Wednesday, 01 July 2026**.

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|---|---|
| Tender number | PU9010/049 |
| 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:09h30 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 |

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| 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 Harry Gwala / Ugu 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 UMZIMKHULU

CATERING TENDER FOR UMZIMKHULU

SCOPE OF WORK AND RESPONSIBILITIES

The successful Tenderer will be required to:

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

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|--------------|--|
| 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:

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|----|---|
| 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. |

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| 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. |
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| Please note: | |
| 1 | ONLY VAT REGISTERED SUPPLIERS TO CHARGE 15% VAT ON THE SUBTOTAL |

PRICING SCHEDULE

| <u>CATERING SERVICES AT UMZIMKHULU</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 |

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.