



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

Wits 2026 13 - OFMD - Events Catering and Wits Management Campus (WBS)

Reference No.:	Wits 2026 13	
Description:	Events Catering and Wits Management Campus (WBS)	
Issue Date:	12 July 2026	
Issued by:	Operations and Facilities Management Department (OFMD)	
Submission Date and Time:	Date: 10 August 2026	Time: 23h59
COMPULSORY ONSITE BRIEFING SESSION for Component 2	To note there is a compulsory onsite briefing session for the Wits Management Campus component	Details related to the date/time and venue is included in the relevant section in this document
Important Information:	Tenderer has the option to tender for one or more options as indicated below including Events Catering on Campus AND/OR Wits Management Campus (WBS): Conference & Retail tender. Indicate your preferred option(s) below:	

Name of Tenderer: _____

Tenderer has the option to tender for one or more options as indicated below including Events Catering on Campus sites AND/OR Wits Management Campus, indicate their preferred option/s by selecting the respective option(s) below:

1	Component 1 – Events Catering on Campus - A differentiated service approach across budget / mid-range / premium requirements in alignment with institutional needs. - Indicate the catering category/categories your company is tendering for.	
	• Budget	☐
	• Standard	☐
	• Premium	☐
2	Component 2 - Wits Management Campus: Conference & Retail tender	☐

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PART A: TENDER OVERVIEW

1 TENDER OUTLINE

1.1 University's Background

The University of the Witwatersrand, Johannesburg (the “**University**”) is a leading university in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services and information technology. The University prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The University has more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

1.2 Tender Background

The University's Operations and Facilities Management Department (OMFD) invites Tenderers to provide Retail and/or Events Catering services on Campus.

1.3 Tender Description

The primary operational objective of the tender is to appoint a panel of service providers for: Component 1 - Events Catering on Campus and one (1) reputable service provider for Component 2 - Wits Management Campus: Conference & Retail tender.

1.4 Joint Ventures

The University strictly prohibits any joint ventures and partnerships.

Sub-contracting is permitted and will be considered in line with the following protocol:

The University will assess all proposed subcontracting arrangements for suitability, appropriateness, risk and overall acceptability. Failure to adequately disclose or justify any proposed subcontracting arrangement, or where the University considers the proposed arrangement to present an unacceptable level of risk, may result in the Tender being deemed non-responsive (i.e. impact on the qualification of your bid) or may adversely affect the evaluation of the Tender.

The Tenderer shall perform the majority of the Services using its own resources, personnel, expertise and management capacity. The subcontracting of material or core aspects of the Services is not permitted. Subcontracting shall be limited to specialised ancillary services which include but not limited to waiter service, religious catering requirements such as Halaal, Kosher, transport services, hiring of O&E (Operational Equipment) and etc that do not constitute a significant portion of the scope of work and may only be undertaken with the prior written approval of the University.

Under no circumstances may the majority of the Services, whether measured by value, volume or scope, be subcontracted to third parties. The successful Tenderer shall remain fully responsible and accountable for the performance, quality and delivery of all Services, including any approved subcontracted activities. Tenderers shall clearly identify all proposed subcontractors and specify:

- the services or work packages to be subcontracted;
- the reasons for subcontracting such services;
- the roles and responsibilities of each subcontractor;
- the estimated percentage of the Contract Value or scope of work to be subcontracted; and
- the certifications, experience and specialist capability of the proposed subcontractor(s), where applicable.

1.5 Procurement Strategy

This tender will be conducted as an open competitive bidding process in accordance with the University's Procurement Policies and Procedures.

Component 1: Events Catering – The University intends to appoint a panel of up to ten (10) service providers for each sub-category (Budget, Standard and Premium Catering). Work will be allocated based on operational requirements, service provider capability, availability, event-specific requirements, performance, and value for money. Appointment to the panel does not guarantee work.

Component 2: Wits Management Campus (WBS) Catering – The University intends to appoint one (1) service provider

for the provision of catering services at Wits Management Campus (WBS).

The University reserves the right to appoint fewer service providers than indicated above, or not to make an appointment, should it be in the best interests of the University.

Pre-qualification Criteria

- 1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in Retail and/or Event Catering services as described in the Scope of work may be eligible to partake in this Tender.
- 1.5.2 Only Tenderers who satisfy the pre-qualification criteria as set out in the table below should submit a Tender Submission, failure to do so will result in disqualification.

The following mandatory criteria – Component 1 – Events Catering on Campus

No.	Procurement Mandatory Criteria for all options
	It is compulsory that the Tenderer:
1.	The Tenderer must submit a signed submission by an authorized employee of the company. (Tenderers must submit a fully completed and duly signed Annexure B – Schedule 1
2.	Provides proof of your legal entity's registration documentation (e.g. CIPC) indicating date of registration/incorporation, list of directors, partners, and members
3.	Provide a valid, current tax clearance certificate, and tax pin for tenders issued by the South African Revenue Services.
4.	If applicable, provide VAT Registration Certificate. Provide rationale if not VAT registered. This will be assessed for acceptability.
5.	Provide proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease Act No. 130 of 1993. The proof must be valid at the time of close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between close of Tender and award
6.	A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements with no impact on pricing if awarded or provide a letter of commitment that they will have adequate insurance in place to satisfy the minimum requirement with no impact on pricing if awarded. The Tenderer will have to establish its standard company insurance and provide details of: • public liability(*Minimum cover of R10 million per occurrence); and/or • professional indemnity insurance; and/or • general and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage.
7.	Provides proof of bank confirmation letter and letter of good standing. The letter should include: The Tenderer's bank account name and number; A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and the tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and that the bank considers the Tenderer a counterparty of good risk and good for business.
8.	Is a South African entity or have local presence within South Africa located within 100 km radius from the University's Braamfontein precinct. Tenderers must provide proof of their local office or business presence by submitting a valid utility account or signed lease agreement in the name of the bidding entity.
No.	Technical Eligibility/Mandatory Criteria (Events Catering on Campus)
	It is compulsory that the Tenderer:
9.	Certificate of Acceptability (COA): Tenderers must submit a valid Certificate of Acceptability (COA) for the production kitchen that will be used, or is currently being used, to prepare event and function catering. The certificate must demonstrate compliance with the applicable food safety and health regulations.
10.	Client References – Event Catering Experience: Tenderers must submit a minimum of three (3) contactable local client reference letters for similar event catering services provided within the last five (5) years. At least one (1) reference must demonstrate the successful delivery of services of a similar scale. Reference letters will be assessed for relevance, scale, and acceptability, and at least one (1) reference must be successfully verified. One reference can be for the University of Witwatersrand or a

	Wits Group entity (e.g. Wits Health Consortium, Wits Enterprise etc.).
11.	Procurement Non-Mandatory Criteria Please provide the current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.

Component 2 - Wits Management Campus: Conference & Retail tender

No.	Procurement Mandatory Criteria for all options
	It is compulsory that the Tenderer:
12.	The Tenderer must submit a signed submission by an authorized employee of the company. (Tenderers must submit a fully completed and duly signed Annexure B – Schedule 1)
13.	Provides proof of your legal entity's registration documentation (e.g. CIPC) indicating date of registration/incorporation, list of directors, partners, and members.
14.	Provide a valid, current tax clearance certificate, and tax pin for tenders issued by the South African Revenue Services.
15.	Provide VAT registration details. Provide rationale if not VAT registered for South African entities. This will be assessed for acceptability.
16.	Submit fully signed Annual Financial Statements (AFS) for the last (3) three years, in compliance with the requirements of the Companies Act. Submit confirmation of the Public Interest Score if AFS are not audited with reasons supplied. Financial sustainability and risk will be assessed which will inform the consideration of your bid. Supply an explanation if the AFS for the last fiscal year-end has not been submitted.
17.	Provides proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease Act No. 130 of 1993. The proof must be valid at the time of close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between close of Tender and award
18.	A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements. The Tenderer will have to establish its standard company insurance and provide details of: • public liability (*Minimum cover of R20 million per occurrence); and/or • professional indemnity insurance; and/or • insurance covering its liability to any employees, its agents or representatives as contemplated in the Compensation for Occupational Injuries and Diseases Act, 130 of 1993; and/or general and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage.
19.	Provides proof of bank confirmation letter and letter of good standing. The letter should include: The Tenderer's bank account name and number; A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and The tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and that the bank considers the Tenderer a counterparty of good risk and good for business.
20.	Is a South African entity or have local presence within South Africa. Tenderers must provide proof of their local office or business presence by submitting a valid utility account or signed lease agreement in the name of the bidding entity.
21.	Financial Capacity: Tenderers must submit a signed confirmation from an authorized representative confirming that the organization has sufficient financial capacity to fund the initial start-up costs and operational cash flow for at least three (3) months (estimated at a minimum of R2 million). The confirmation must be supported by a letter from an accredited financial institution and/or recent company bank statement.

No.	Technical Eligibility/Mandatory Criteria (Wits Management Campus: Conference & Retail tender)
	It is compulsory that the Tenderer:
22.	Relevant Experience: Tenderers must submit a company profile demonstrating a minimum of three (3) years' experience/track record in providing high-volume catering, conference dining, VIP dining, meal services, and retail café operations. The company profile must clearly state the number of years the organization has provided these services and include contactable customer references for similar contracts, confirming the Tenderer's experience and capability in delivering services of a comparable nature and scale.
23.	Client References: Tenderers must submit a minimum of three (3) contactable local client reference letters for similar catering services rendered within the last five (5) years. The reference letters must clearly indicate the nature and scope of the services provided. At least one (1) reference must demonstrate experience in providing catering services of a similar scale, with a proven capacity to cater for at least at minimum of 250 delegates per day. Reference letters will be evaluated for relevance and acceptability and may be contacted for confirmation. One reference can be for the University of Witwatersrand or a Wits Group entity (e.g. Wits Health Consortium, Wits Enterprise etc.).
24.	Certificate of Acceptability (COA): Tenderers must submit a valid Certificate of Acceptability (COA) for a production kitchen that they currently operate or have managed within the last two (2) years. The certificate must demonstrate compliance with the applicable food safety and health regulations.
No.	Procurement Non-Mandatory Criteria
25.	Please provide the current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.

1.5.3 The Tenderer's attention is drawn to the pre-qualification criteria which require the Tenderer to provide the necessary evidence (please refer to Annexure B: Returnable Schedules and Documents) in order to be eligible, failure to do so will result in disqualification.

1.5.4 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.

1.5.5 Despite the above, the University reserves the right to request additional information (which must be responded and/or provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail and Tenderer differentiation.

1.6 Tender Terms and Conditions

1.6.1 The [Tender Terms & Conditions](#) apply to and form an integral part of this Tender.

Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>

1.6.2 Words and phrases defined in the Tender Terms & Conditions shall also apply in the interpretation of the same words and phrases in this Tender, save where specifically otherwise indicated.

PART B: KEY INFORMATION

2 TENDER TIMELINE

The table below lists key events, dates and periods applicable to this Tender:

No.	Description	Date / Period
1.	Invitation to Tender notice release via print media	12 July 2026
2.	Publication of Tender available on the University's Procurement and PURCO SA website	13 July 2026 from 14h00
3.	<u>Briefing sessions:</u> <u>Non- Compulsory (Online) Events Catering Briefing session</u> will be held on: Date and time: 21 July 10h00 to 11h00 am Microsoft Teams: The link to the session will be made available to all Tenderers that register their intent to submit a Tender Submission <u>Compulsory Onsite Briefing session will be held on: (WBS)</u> Date and time: 21 July 2026 14h00 to 15h00 pm Address: 2 St David's Place, Parktown, Johannesburg, 2050 Venue: Investec Auditorium	
4.	Submission Date and Time	10 August 2026 23h59
5.	Envisaged Presentation Date and Time	TBC

2.1 These dates and times do not create an obligation on the part of the University to take any action or create any right for a Tenderer to demand that the University executes a certain action on a specific date at a certain time.

2.2 In accordance with section 6 of the Tender Terms and Conditions, the University may issue amendments until 3 (three) Business Days before the Submission Date and Time.

3 UNIVERSITY CONTACT INFORMATION

Queries relating to the issue of the Tender Documents must be addressed to the Tender Administrator at admin.tenders@wits.ac.za and to Lavern Kuppen Cullen via e-mail: lavern.cullen@purcosa.co.za.

4 DEVELOPING YOUR TENDER SUBMISSION

4.1.1 The Tender Documents set out the step-by-step process and conditions that apply.

4.1.2 Tenderers should take time to read and understand the Tender Documents, in particular:

4.1.3 the Tender Terms & Conditions; Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>

4.1.4 the Tender Submission protocol (please refer to section 6);

4.1.5 develop a strong understanding of the University's Scope of Work detailed Annexure A;

4.1.6 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach;

4.1.7 important checklists are included in Annexure B: Returnable Schedules and Documents to assist Tenderers with the completion of their Tender Submission. Tenderers are required to tick the relevant boxes for verification purposes. Where information is not applicable, the symbols N/A is to be inserted in the space provided.

4.2 Tenderers are advised to check the number of pages, and should any be missing or duplicated, or the reproduction

indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform admin.tenders@wits.ac.za and Lavern Kuppen Cullen at lavern.cullen@purcosa.co.za and have the same rectified.

- 4.3 The University will respond to requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Queries should be by email to admin.tenders@wits.ac.za and to Lavern Kuppen Cullen at lavern.cullen@purcosa.co.za. Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via e-mail.
- 4.4 It must be noted that the University shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

5 SUBMITTING YOUR TENDER SUBMISSION

5.1 The mode of delivery for submission is set out below and will apply to this Tender:

5.2 Electronic Submissions:

5.2.1 The [Electronic Submission Protocol](#) will apply to this Tender.

Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%2015.08.2020.pdf>

- 5.2.2 Tenderers must submit Annexure C: Pricing in an editable xls - Microsoft Excel file and a .pdf - PDF file for each component they are tendering for.
- 5.2.3 Tenderers are urged to contact the University's Procurement Representative if unsure which mode of delivery applies to the Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery.
- 5.2.4 Please note that telegraphic, telephonic, telex, facsimile, physical submissions, and late submissions will not be accepted by the University.

PART C: THE EVALUATION PROCESS

6 EVALUATION METHODOLOGY

6.1 The University will apply a multi-criteria approach in evaluating the prospective Tender Submissions. It is envisaged that the following core criteria (not complete and in order of preference) will be amongst others form the basis of the tender evaluation:

- 6.1.1 The financial offer;
- 6.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work and adequate client liaison;
- 6.1.3 The type of organization and the number of years in operation in the industry;
- 6.1.4 The track record and experience of the Tenderer;
- 6.1.5 The Tenderer's contactable client references and acceptability of references;
- 6.1.6 The competence of the proposed management, project managers and staff of the Tenderer;
- 6.1.7 Accuracy and presentation of the calculations must be sufficient for comparison purposes;
- 6.1.8 Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations; Risk;
- 6.1.9 Adequate insurance coverage with regards to the goods and/or services.

6.2 Evaluation Procedure:

- 6.2.1 The University may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission.
- 6.2.2 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.
- 6.2.3 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria as indicated in these Tender Documents.

7 EVALUATION CRITERIA

7.1 Stage 1: Pre-qualification Stage (Procurement Mandatory Criteria & Functionality Criteria)

- 7.1.1 The University has a defined minimum pre-qualification listed in the table under part A that must be met by the Tenderer in order for the University to accept the Tender Submission for evaluation.
- 7.1.2 The pre-qualification evaluation will be carried out by the University's tender evaluation committee members to determine which Tender Submissions are compliant or non-compliant with the requirements issued by the University as part of this tender process.
- 7.1.3 Where there is failure to comply with the pre-qualification criteria as set out in the University is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the University may disqualify the Tender Submission;
- 7.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.
- 7.1.5 Please note that no points are allocated at this stage.
- 7.1.6 **Note:** Documents submitted in support of this Tender must be documents of the Tenderer's entity. It is not permitted that documents submitted pertain to different companies or business units within a group.

7.2 Stage 2: Functional including Technical Evaluation

- 7.2.1 In this stage, the Tenderer must get a minimum of 70%, to move on to the next stage of evaluation.
- 7.2.2 The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria. Each option's functionality criteria are listed below:

Component 1 Events Catering on Campus

No.	Criteria	Points
1.	Years of experience providing Retail: Client References – Event Catering Experience: Tenderers must submit a minimum of three (3) contactable local client reference letters for similar event catering services provided within the last five (5) years. At least one (1) reference must demonstrate the successful delivery of services of a similar scale within the Gauteng region, preferably located within a 60 km radius of the Wits University campus. Reference letters will be assessed for relevance, scale, and acceptability. Three (3) or more relevant and acceptable client reference letters submitted, all within the last five (5) years. At least one (1) verified reference demonstrates successful delivery of event catering services of a similar scale within the Gauteng region and preferably within a 60 km radius of the Wits University campus. 10 Points Three (3) relevant and acceptable reference letters submitted demonstrating similar event catering services. At least one (1) reference demonstrates similar scale in the Gauteng region but with minor limitations in proximity or supporting detail. 8 Points Three (3) acceptable client reference letters submitted within the last five (5) years, including at least one (1) verified reference demonstrating similar event catering services in the Gauteng region. The submission meets the minimum technical requirements. 7 Points One (1) or two (2) relevant reference letters submitted, or the references demonstrate limited similarity in scale or location. 4 Points References submitted are of limited relevance, incomplete, or do not adequately demonstrate similar event catering experience. 2 Points	10
2.	Portfolio of evidence: menu, pricing and food preparation methods:	
2.1	1) Tenderers must submit a portfolio of evidence demonstrating previously executed catering services that are aligned to the proposed catering categories (budget, standard and premium). 2) The portfolio must include evidence from a minimum of five (5) different functions/events and, for each event, provide the following: A sample menu; Photographs of the meals served; Photographs of the venue and table set-up; and Any other supporting evidence demonstrates the Tenderer's capability to successfully deliver catering services of a similar nature, quality, and scale. 3) The portfolio will be evaluated on the variety, quality, presentation, and relevance of the	

	catering services provided, and the Tenderer's ability to deliver professional catering solutions across the proposed service categories. 30 Points	45
	Exceptional portfolio demonstrating extensive experience across budget, standard, and premium catering categories. Evidence includes five (5) or more high-quality functions/events with comprehensive menus, professional photographs of meals and venue set-ups, and supporting documentation. 30 Points	
	Strong portfolio demonstrating experience across most catering categories. Evidence includes five (5) or more relevant functions/events with clear menus, good-quality photographs, and supporting documentation. 25 Points	
	Acceptable portfolio demonstrating the minimum required experience. Evidence includes at least five (5) relevant functions/events with menus, photographs of meals and venue set-ups, and sufficient supporting evidence. 21 Points	
	Portfolio submitted but with fewer than five (5) qualifying events, limited variety, incomplete evidence, or inconsistent quality and presentation. 15 Points	
	Limited portfolio with minimal supporting evidence. Menus, photographs, or venue set-ups are incomplete, of poor quality, or not representative of the required catering categories. 10 Points	
	Very limited or generic portfolio with little relevance to the required scope. Insufficient evidence to demonstrate capability. 5 Points	
	Special Dietary Requirements: 1) Tenderers must submit a detailed proposal demonstrating their ability to accommodate a diverse range of special dietary requirements, including but not limited to Halaal, Kosher, Vegetarian, Vegan, allergen-aware, and other medically or culturally required meal options. 2) Tenderers must also indicate whether these meals will be prepared in-house or supplied through approved outsourced service providers and provide details of the service providers where applicable. The submission must submit the applicable certifications, accreditations for both in-house and outsource and the processes and controls in place to ensure the safe preparation, handling, and service of special dietary meals. 5 Points	5
	Operational Capability, Food Transportation and Resource Capacity: Tenderers must submit an Operational Service Delivery Plan demonstrating their capability to deliver catering services safely, efficiently, and in compliance with applicable legislation. The submission must include the proposed operational model, food transportation procedures (including temperature control), staffing and waiter resource plan, operational equipment and vehicles, Standard Operating Procedures (SOPs), and quality assurance, health, safety, and regulatory compliance measures. The submission will be evaluated on the Tenderer's operational capability, resource capacity, food safety controls, and ability to deliver reliable catering services. 5 Points	
2.2	Food Preparation Methods: Tenderers must submit a detailed description of the food preparation methods to be used in daily operations, demonstrating a combination of traditional and innovative cooking techniques. The submission must explain how the proposed methods will cater to a diverse client base, promote healthy meal options, and ensure consistent food quality, nutrition, and variety. The proposed cooking methods will be evaluated for their suitability, diversity, and alignment with the University's catering requirements. 5 Points	
2.3	Environmental Sustainability: Sustainable Packaging and Environmental Initiatives: 1) Tenderers must submit photographs and specifications of the proposed biodegradable, compostable, and/or recyclable packaging and containers, including any applicable standards or certifications. 2) The submission must also outline any additional environmental sustainability initiatives to be implemented (Green initiatives). 5 Points	
3.	Food Safety Policy:	
3.1	Food Safety Policy: Tenderers must submit a Food Safety Policy aligned with the Foodstuffs, Cosmetics and Disinfectants Act, No. 54 of 1972, SANS 10049:2019, and all other applicable food safety legislation, regulations, and standards. 5 Points	
4.	External Food Safety Audits: Tenderers must submit two (2) external/third-party food safety audit reports conducted within the last 12 months, together with the corresponding corrective action reports demonstrating how any audit findings were addressed.	

		2.5 Points	
4.1	Food Safety Management System (FSMS): 1)Tenderers must submit proof of an established Food Safety Management System (FSMS) supported by documented Standard Operating Procedures (SOPs) and control documents, including but not limited to temperature control, food handling practices, waste management, pest control, and staff training records. 2)Where an FSMS is not yet fully implemented, tenderers must submit a detailed implementation plan demonstrating how the system will be established and operationalized. 5 Points		20
4.2	Food Illness Incident Response Procedure: 1)Tenderers must submit a documented procedure outlining the response process to be followed in the event of an alleged or suspected food-related illness report. 2)The procedure must clearly describe the steps for incident reporting, immediate containment actions, investigation, escalation to relevant stakeholders, communication protocols, and corrective and preventive actions to be implemented. 5 Points		
4.3	Food Safety Training: Tenderers must submit details of their food safety training programme for staff, including the training providers, course names, staff categories trained, and evidence of completed training or planned training schedules. The submission must demonstrate how staff competency in food safety is developed, maintained, and monitored. 2.5 Points		
5.1	Occupational Health & Safety Policy: OHS&E Policy and Procedures: Tenderers must submit the company's Occupational Health, Safety and Environmental (OHS&E) Policy, together with a list of related Standard Operating Procedures (SOPs) applicable to the business operations. The submission must also include details of relevant safety checklists, compliance registers, and formal OHS&E appointments/roles, demonstrating how health, safety, and environmental requirements are implemented and monitored within the organization. 5 Points		10
5.2	Training Programme (SOPs and OHS&E Compliance): Tenderers must submit details of the staff training programme covering Standard Operating Procedures (SOPs) and OHS&E regulations, including induction, refresher, and ad hoc training to ensure ongoing compliance and safe operational practices. 5 Points		
6.0	Staff Organogram & Training & Development Planning for staff:		
6.1	Organogram, Key Personnel and Training Matrix: 1)Tenderers must submit an organogram of the catering and events team, clearly indicating key roles including but not limited to the Head Chef, Supporting Chefs, Conference Coordinators, Floor Managers, and other relevant positions, as well as an indication of available ad hoc personnel capacity. 2)In addition, tenderers must provide CVs of key staff members (minimum of 3 years relevant experience for each role) and a training matrix outlining skills development and ongoing staff training plans. 5 Points		5
6	Risk/Assumption/Contingency Plan		
6.1	Contingency Plan: Tenderers must submit a contingency plan detailing how service delivery will be maintained in the event of unforeseen circumstances, including but not limited to delays, postponements, disruptions, or other operational interruptions on campus. The plan must outline alternative arrangements to ensure continuity of staffing, supply chain, and service delivery.		5
	Total		100 Points
	Threshold		70%

Component 2 - Wits Management Campus: Conference & Retail tender

No.	Criteria	Points
1.	Relevant Experience: Tenderers will be evaluated based on their confirmed years of experience in providing conference/delegate catering, functions, and retail café services.	
1.1	(1) Tenderers must submit a company profile demonstrating a minimum of three (3) years' experience in providing high-volume catering services, including conference dining, VIP dining, meal services, and retail café operations. (2) The company profile must clearly state the number of years the organization has delivered these services and include a summary of similar contracts, supported by contactable customer references, demonstrating the Tenderer's experience and capability to provide services of a	10

	comparable nature and scale.	
2	Business Plan: Proposed with realistic time frames and vision of the site.	
2.1	Business Plan Execution and Operational Delivery: Tenderers must submit an executive summary of a client site where a sustainable catering business plan was successfully implemented, including contract duration and years of service. The summary must cover key business objectives (e.g. affordability, sustainability, and convenience) and outline the operational model, including management structure, staffing plan, organogram, use of ad hoc staff, training, and uniforms. 10 Points	
2.2	Customer Service, Quality Control and Reporting: Tenderers must submit a client reference site example demonstrating procedures implemented to ensure consistent delivery of high-quality meals and excellent customer service. The submission must outline the customer complaint resolution process, including escalation procedures and turnaround times, as well as initiatives used to obtain and act on customer feedback. In addition, tenderers must describe the retail café customer engagement and loyalty initiatives implemented to attract and retain users (e.g. loyalty programmes, promotions, or incentive schemes). 5 points	
2.3	Mobilization & Operational Readiness (WITS Contract): Tenderers must submit a comprehensive mobilization and operational readiness plan covering the following requirements: 1) A proposed operational model supported by a detailed GANTT chart indicating timelines, milestones, and key deliverables for implementation. 2) Conceptual designs, mood boards, renderings, or similar visual representations illustrating the proposed look and feel of the facility. 3) Details of furniture, fixtures, décor, and branding for all front-of-house areas. Specifications for production equipment, including cold rooms, freezer rooms, and storage facilities. 4) A clear outline of the POS (Point of Sale) system, demonstrating efficiency, reliability, and suitability for operational use. The overall approach must demonstrate readiness to deliver a contemporary and professional facility environment suitable for university executives, delegates, students, staff, and visitors. 15 points	40
2.4	Financial Plan Provide a realistic financial overview including but not limited to the following: Startup and setup costs aligned with mobilization and operational plan Operational costs (staff wages, salaries, utilities, rent, marketing, stock procurement, etc.) Projected income (expected sales) Profitability and sustainability Funding resources (self-funded, sponsor, etc.) to ensure set up and implementation is done according to specifications. 10 points	
3	Menu Offering	
3.1	Retail Cafe Offering: Tenderers must submit one sample menu per retail cafe category (i.e., one example of each category), including snack items, grab-and-go options, meal-of-the-day offerings, healthy meal options, and other retail products. Each sample menu must clearly indicate prices and portion grammage for each item. The submission must also demonstrate diversity and inclusivity by including clearly identified Kosher, Halaal, Vegan, and Vegetarian options. Multiple menus for the same category are not required. Delegate/Conference/Training Meal Options: Tenderers must submit a function manual detailing both standard and VIP function catering offerings, including but not limited to platters, plated meals, cocktail events, and similar service formats. In addition, tenderers must provide a two-week delegate catering menu cycle, including structured options for tea and coffee service throughout the day as well as lunch meal offerings, in line with the required specifications.	15
4	Environmental Sustainability	
4.1	Environmental Sustainability – Tenderers must submit photographs and detailed specifications of the proposed biodegradable and/or compostable containers, including any relevant product standards or certifications. The submission will be evaluated for acceptability and suitability for use at the Management Campus. Environmental Sustainability – Packaging: Tenderers must submit photographs, technical specifications, and applicable standards/certifications for the proposed biodegradable and/or	

	compostable containers. The submission will be evaluated for acceptability and compliance with sustainability requirements for use at the Management Campus. 2.5 Points	5
4.2	Waste Management and Sustainability Plan: Tenderers must submit a waste management plan detailing how waste will be reduced, separated, and responsibly disposed of, as well as any eco-friendly initiatives or incentives to be implemented. The submission must also include practical measures to reduce the use of cling wrap in daily operations, demonstrating commitment to environmental sustainability. 2.5 Points	
5	Food Safety /Food Safety Policy	
5.1	Food Safety Policy and SOPs: Tenderers must submit a well-documented and comprehensive food safety policy, including relevant procedures and Standard Operating Procedures (SOPs) for the safe handling of food and compliance with applicable legislation and standards, including but not limited to Regulation R638, R146, SANS 10049, and any other relevant food safety regulations. The submission must demonstrate how these requirements are implemented in daily operations. 5 Points	15
5.2	Implementation Plan: Tenderers must submit a detailed implementation plan outlining how the Food Safety Management System and related Standard Operating Procedures will be implemented on site. 2.5 Points	
5.3	Food Illness Incident Procedure: Tenderers must submit a detailed procedure outlining the steps to be followed in the event of a suspected or alleged food-related illness incident. The procedure must clearly describe how incidents will be reported, investigated, managed, and escalated, including communication with relevant stakeholders and corrective actions to prevent recurrence. 5 Points	
5.4	Food Safety Training: Tenderers must provide details of the food safety training programme for staff, including the type of training provided, frequency, content coverage, and how staff competency is maintained and monitored to ensure compliance with applicable food safety standards and regulations. 2.5 Points	
6	Occupational Health & Safety Policy:	
6.1	OHS&E Policy and Procedures: 1)Tenderers must submit a copy of their Occupational Health, Safety and Environmental (OHS&E) policy, as well as the related OHS&E procedures that will be implemented for operations at Wits University. 2)The submission must demonstrate how health, safety, and environmental requirements will be managed in compliance with applicable legislation and best practice standards. 5 Points	10
6.2	Training Plan (OHS&E and SOP Compliance): 1)Tenderers must submit a comprehensive training plan for all staff members detailing training on Standard Operating Procedures (SOPs), operational protocols, and Occupational Health, Safety and Environmental (OHS&E) regulations. 2)The plan must include a training schedule, as well as provisions for induction training, scheduled refresher training, and ad hoc training, and any other relevant training required to ensure full compliance with operational, safety, and regulatory requirements. 5 Points	
7.	Risk/Assumption/Contingency Plan	
7.1	Business Continuity, Backup and Contingency Plan: 1) Tenderers must submit a detailed backup and contingency plan demonstrating how service continuity will be maintained in the event of disruptions, including but not limited to strikes, campus or national interruptions, supplier failures, and workforce shortages. 2)The plan must outline alternative arrangements for staffing, supply chain continuity, and operational resilience to ensure uninterrupted service delivery.	5
	Total	100
	Threshold	70%

7.3 Stage 3: Presentation, Site Visits, Food Tasting or other due diligences

7.3.1 This phase of assessment will include Presentation, Food Tasting or other due diligences for respective options. Only successful Tenders that have met the minimum threshold of **70%** requirements in the technical/functionality stage (Stage 2) will be considered. The University may elect to conduct site visits with shortlisted providers. This will inform the evaluation, risk assessment and possible qualification of your bid if the risk is deemed too high.

7.3.2 Presentations

7.3.2.1 The University may require short-listed Tenderers to make presentations to university the evaluation team on the date and at the place in section 2.1.

7.3.2.2 Presentations and Food tasting are designed to give Tenderers the opportunity to present their solution and have a question and answer clarifying session. A minimum **70%** threshold will be applicable at this stage.

7.4 Stage 4: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages

7.4.1 Tenderers who achieved the minimum requirement and threshold in stage 3 will be considered further (final stage). A separate final scorecard is compiled for each category in Component 1. A separate final scorecard is compiled for Component 2. The final scorecard is based on the elements and weighing indicated below.

To note: the final pricing scorecards for the respective components will include specific elements from the individual pricing schedules. Tenderers are advised to provide their best pricing on ALL elements in the schedules

7.4.2 For Component 1: category 1 - 10 providers will be selected for appointments. Selection is based on a number of factors including the ranking in the final scorecard and the risk assessment.

7.4.3 In this final stage the criteria elements below will be considered amongst other factors. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below for both Events Catering and Wits Management campus.

Events Catering and Wits Management Campus: Conference & Retail tender

Price and B-BBEE and Consideration of Previous Stages	Documents Required	Weighting %
Price for the specific Option	Annexure C: Pricing to be completed	60%
B-BBEE	Please submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.	20%
Functionality pro-rated for the specific option		15%
Presentation (Stage 3 pro-rated scoring) for the specific option		5%
Total		100%

7.4.4 B-BBEE Score Card

B-BBEE Status Level Contributor	Number of Points (20% B-BBEE)
Level 1 contributor	20
Level 2 contributor	18
Level 3 contributor	14
Level 4 contributor	12
Level 5 contributor	8
Level 6 contributor	6
Level 7 contributor	4
Level 8 contributor	2
Non-Compliant contributor	0
Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.	

7.5 Price Points Calculation

A maximum of 60 = X points is allocated for price on the following basis:

PS = 60

$$\left\{ \frac{1 - \frac{P_t - P_{min}}{P_{min}}}{P_{min}} \right\}$$

Where:

Ps = Points scored for comparative price of Tender Submission under consideration;

X = Ratio allocated to pricing for scoring purposes;

Pt = Comparative price of the Tender Submission under consideration; and

Pmin = Comparative price of the lowest acceptable Tender Submission.

7.6 Other Information

7.6.1 All Tenderers will be formally notified (successful or not) after the evaluation process has been completed and are requested not to contact the University in this regard.

7.6.2 The detailed evaluation results and Tenderer ratings will not be published or made available to anyone.

PART D: SCOPE OF WORK

8 SCOPE OF WORK

8.1 The detailed scope of work is attached to the Tender Documents and marked as Annexure A1, A2: Scope of Work depending on which options you have selected to bid for

8.2 Tenderers must ensure that before submitting a Tender Submission that they are able to meet the requirements as set out in the tendered option specific Annexure A: Scope of Work document (A1, A2,).

8.3 **Note:** The University will not accept any material variation to the respective Annexure A: Scope of Work (which may include but not is not limited to the products, services and service levels).

PART E: RETURNABLE SCHEDULES & DOCUMENTS

9 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

9.1 The Tender Submission will be evaluated based on the information submitted as instructed through the returnable schedules and documents.

9.2 The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in Annexure B: Returnable Schedules and Documents. Additional instructions are contained under the applicable sections per Annexure B: Returnable Schedules and Documents.

9.3 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or Excel compatible (.xls) (where indicated).

9.4 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant and valid.

PART F: PRICING

10 PRICING INSTRUCTIONS

10.1 The pricing that the Tenderer submits will be considered the Tenderer's final pricing which will be included in the Contract. The Excel spreadsheet that is Annexure C1, C2: Pricing must be used to submit the applicable pricing as indicated in these Tender Documents for the options tendered for.

10.2 Tenderers must show its pricing information using the pricing template contained in the specific Annexure C1, C2: Pricing excel sheet for the specific components and categories they are bidding for.

10.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (xls) and .pdf formats.

10.4 Tenderers agree that an item against which no rate or price is entered by the Tenderer shall be considered to be covered by other rates or prices detailed in the Tenderers final pricing submitted.

10.5 Tenderers must ensure pricing is complete and inclusive of all costs including VAT where applicable. To note: the final pricing scorecards for the respective components will include specific elements from the individual pricing schedules. Tenderers are advised to provide their best pricing on ALL elements in the schedules.

10.6 Tenderers must carefully consider the sections below when providing provisions

10.7 Annual Escalation Adjustments:

- 10.7.1 The prices for the goods and/or services related to non-perishable items, as specified in Annexure A: Scope of Work and the associated pricing schedules, will remain unchanged for the first 12(twelve) months of the Contract. Thereafter, such amounts may be adjusted provided that the relevant supporting documentation is supplied in accordance with CPI & FPI (if applicable), as well as any other contributing factors such as out of the norm increases in raw products and related items where applicable. (the successful service provider is required to give 1 (one) month's prior written notice of such adjustment). The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required.
- 10.7.2 To note that pricing for food and beverages (perishable items) will be monitored for reasonability and alignment to market related pricing as part of the evaluation of this tender, and during the contract term for the successful service providers. Successful service providers are to ensure that their pricing at minimum remains market-related for the contract duration.

10.8 Cost Savings:

- 10.9 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond only price reductions. Alternative cost reduction methods must be included in a separate spread sheet in the specific Annexure C: Pricing schedules. Tenderers are advised to provide their best pricing on ALL elements in the schedules.

PART G: INSURANCE

11 INSURANCE REQUIREMENTS

- 11.1.1 A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements or provide a letter of commitment that it will have the appropriate insurance in place if awarded with no impact on submitted pricing. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:
- 11.1.2 public liability; and/or
- 11.1.3 professional indemnity insurance; and/or
- 11.1.4 general and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage.
- 11.1.5 Tenderers agree that should it be awarded as a successful service provider that it shall at all times maintain insurance cover satisfactory to the University's insurance brokers. Proof of payment of premium for the respective policy shall be furnished annually to the University in the event the Tenderer is the successful service provider. This should not have an impact on the Tenderer's submitted pricing.

PART H: THE CONTRACT

12 THE CONTRACT

- 12.1 Tenderers must please take note of the following important contractual terms:

Events Catering on Campus Contract Dates:	TBC
Indicative Contract Duration:	TBC
Classification and Type of Contract:	TBC
Wits Management Campus: Contract Dates	TBC
Indicative Contract Duration:	Five years (5 years)
Classification and Type of Contract:	TBC

12.2 Any award made as a result of this Tender process will be governed by the regents of the Contract.

12.3 In the event that a Contract has been included in the Tender Documents (see Annexure D: Draft Contract) and if a Tenderer takes exception or wishes to propose a deviation to any term or condition in the Contract, it must be done clearly and conspicuously by referencing the specific clause number or the term or condition and by describing the exception or deviation in the Annexure B under the Contract Deviation Schedule. If a Tenderer does not clearly and conspicuously take an exception or propose a deviation to a specific term or condition, the Tenderer shall be bound by such term or condition in the event the award is made to it. The University reserves the right to in each instance to:

12.3.1 Accept the deviations or exceptions; or

12.3.2 Negotiate the deviations or exceptions; or

12.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.

12.4 The rejection or amendment by the Tenderer of any terms and conditions contained in the Contract may increase the risk to the University and will thus be taken into consideration when assessing the Tenderer's Tender Submission.

12.5 Tenderers should not provide or include their own contract, service level agreement or *'reserve the right to negotiate if the Tenderer is selected as the preferred service provider's* statement (the University will not consider this type of documentation). Tenderers must ensure that they follow the protocol as set out in section 13.3.

12.6 The Tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the Tender and to award another Tenderer without the need to repeat the same Tender process.

12.7 Should final contract negotiations with the preferred Tenderer not be concluded within 4 (four) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract which the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.