



**PROVISIONING OF CATERING SERVICES TO  
BOEKENHOUTKLOOF TRAFFIC COLLEGE  
FOR A PERIOD OF 12 MONTHS**

**RTMC BID NO:07/2018/19**

## SECTION: 1

# **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

### 1. **Proprietary Information**

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Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal which is provided to the bidder to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish or advertise this specification or related information to any third party without the prior written consent of RTMC.

### 2. **Enquiries**

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- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channeled to the email below, however such enquiries will be entertained until last ten days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

### 3. **Validity Period**

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Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

### 4. **Supplier Performance Management**

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- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

## 5. Instructions on submission of Bids

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- 5.1 Bids should be submitted in **Five (5) copies** and all bound in a sealed envelope endorsed, **RTMC BID 07/2018/19: Provision of catering services to Boekenhoutkloof Traffic College for a period of twelve (12) months with an option to extend for another twelve (12) months.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of **Boekenhoutkloof Traffic College, Cnr Sandui and Kenneth Road, Rietfontein, Pretoria West Mahem** by no later than **11:00 AM on 09 July 2018.**

**Compulsory Site inspection will be held on the 22 June 2018 at 10h00, Boekenhoutkloof Traffic College, Cnr Sandui and Kenneth Road, Rietfontein, Pretoria West Mahem, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.**

**NB: The mentioned certificate must be attached on the bid document upon submission of the bid (failing which will disqualify the bid)**

**GPS Coordinates : 25° 42' 45.4" South,  
28° 04' 35.0" East**

**Direct contact to the venue person : 012 372 8053 Switchboard 012 372 8000**

- 5.3 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.
- 5.4 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.5 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.6 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.
- 5.7 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.8 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

5.9 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.

5.10 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

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6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.

6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).

6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.

6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

6.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

## **7. RTMC's Rights**

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7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.

- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

## **8. Supplier Development and Promotion of Emerging Black Owned Service Provider**

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- 8.1 The RTMC promotes enterprise development In this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be be subject to negotiations between the RTMC and the successful bidder.
- 8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.
- 8.3 To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

## 9. Bidders Details and Contact Person

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DETAILS OF BIDDERS			
Name of your Company (in block letters)			
Signature(s) of the Bidder or assignee(s)		Date	
Name of person signing (in block letters)			
Capacity			
Are you duly authorized to sign this Bid?			
Company Registration Number			
VAT Registration Number			
Postal address (in block letters)			
Physical address (in block letters)			
Domicilium citandi et executandi in the RSA (full street address) (in block letters)			

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone Number	
Fax Number	
Cellphone Number	
E-Mail Address	

## 10. **RESPONSE FORMAT**

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Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

### 10.1 **Cover Page:**

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

### 10.2 **Schedule 1:**

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close Corporation.(Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid document (Duly completed and Signed)

### 10.3 **Schedule 2:**

10.3.1 Original and Valid Tax clearance certificate(s); please refer to annexure below:

**Annexure 3** Tax Clearance Certificate Requirements

10.3.2 Certified copies of your CIPC company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;

10.3.3 B-BBEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor. In case where a Joint Venture/Consortium is formed a combined B-BBEE Certificate must be provided.

10.3.4 **Annexure 4** Declaration of Interest (SDB 4)

10.3.5 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.6 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)

10.3.7 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)

**Note: Where bidders form a Consortium or a Joint Venture, bidders must submit all documents as listed under Schedule 2 above for each party to the Consortium or Joint Venture.**

#### **10.4 Schedule 3:**

10.4.1 Responses to **Section Two** of this document, in line with the format indicated in this bid document.

#### **10.5 Schedule 4:**

10.5.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. **The price schedule must be submitted on a separate sealed envelope.**

10.5.2 **Annexure 7** Price Schedule Summary (SBD 3.3)

10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

### **11. SPECIAL INSTRUCTIONS TO BIDDERS**

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**11.1** Bidders shall provide full and accurate answers to the questions posed in this document.

**11.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.

**11.3** RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.

**11.4** Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with appointed service providers.

**11.5** Bidders must be registered on centralised supplier database( CSD).

**11.6** Bidders will be expected to do pest control services

## **12. EVALUATION CRITERIA**

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The bid will be evaluated on a three stage process.

- (a) Stage 1 will be on Mandatory Requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation.
- (b) Stage 2 will be on Functionality and Technical Requirements. Only bidders that meet the minimum requirements for Stage 2 (70 points) will be eligible for consideration in Stage 3.
- (c) Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE).

### **12.1 STAGE 1 – MANDATORY REQUIREMENTS**

<b>MANDATORY REQUIREMENT (1)</b>	<b>Comply (Yes / No)</b>
Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) 012 4069222 TumeloNtlaba,Email: <a href="mailto:CSD@Treasury.gov.za">CSD@Treasury.gov.za</a>	
Bidders must sign all SBD bidding forms attached	

**NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENT WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

### **12.2 STAGE TWO – FUNCTIONALITY EVALUATION CRITERIA**

Stage two will be based on written proposals and responses to functionality criteria requirements.

Functionality shall be evaluated based on the following paraeters:

<b>A. Experience of Similar Work Done, Reference letters and Key personnel</b>	<b>20</b>
<b>A1 Experience of Similar Work Done</b>  Bidders must provide previous reference in the form of either trade reference letter's or official company purchase order where previous catering services were provided. Such references should not be older than thirty six (36) months	

<p>and should reflect the following, contact person, company name, email address and contact numbers. The references should be contactable. The following evaluation will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>(1) Five of more reference letters (20 points)</li> <li>(2) Four reference letters (16 points)</li> <li>(3) Three reference letters (12 points)</li> <li>(4) Two reference letters (8 points)</li> <li>(5) One reference letter (4 points)</li> </ul> <p><b>NB : In order for the bidder/s to qualify reference letters must be attached as indicated above.</b></p>	
<p><b>B 2 Key Personnel</b></p> <p>Bidder must provide detailed CV`s of the following key personnel that should be in place for the delivery of this service:</p> <ul style="list-style-type: none"> <li>(1) Chef / Cook experience in preparing food =10 points <ul style="list-style-type: none"> <li>a. 2 x Chefs / Cooks with a minimum of 5 years experience <b>(10 points)</b></li> </ul> <p>Requirements :</p> <p>Chef/ Cook number 1 CV reflecting years of experience = 3 points</p> <p>Appropriate Certificate ( relevant to cooking or preparation of food) = 2 points</p> <p>Chef / Cook number 2 : CV reflecting years of experience = 3 points</p> <p>Appropriate Certificate ( relevant to cooking or preparation of food) = 2 points</p> </li> <li>(2) 5 x Food service assistants with a minimum of 1 year experience in food preparation , assisting and general work in the kitchen = <b>5 points</b></li> </ul> <p>Requirement :</p> <p>1 point for each CV provided reflecting/ confirming the above.</p> <ul style="list-style-type: none"> <li>(3) Canteen Manager with a minimum of five years experience (responsible for stock levels, hygiene standards, customer relations and overall</li> </ul>	<p><b>25</b></p>

<p>management of the shift) <b>10 points</b></p> <p>Requirements :</p> <p>CV reflecting/ confirming the above = 5 points</p> <p>Any Diploma or NQF level 6 = 5 points</p>	
<b>C Financial Capacity</b>	<b>10</b>
<p><b>C1</b> Bidders must demonstrate financial capacity to provide or deliver the items required.</p> <p>Bidders must provide the following as proof of Financial Capacity:</p> <ul style="list-style-type: none"> <li>• A bank statement not older than 3 months showing at least a debit balance not less than R200 000.</li> </ul> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> <li>• Letter of commitment (specific to this bid) from a reputable financial service provider or any third party indicating commitment to fund the bidder should they be successful.</li> </ul> <p>The purpose of this requirement is to assess financial capability to deliver this type of service.</p>	
<p><b>C2 Source of Supplier</b></p> <p>The bidder to indicate the capability to source supplies/ perishables in order to ensure that they can sustain the contract by outlining proof of transactions with their suppliers and value of purchases.( in relation to the service required)</p> <p>Requirements:</p> <p>Bidder/ to attach proof in the form of invoice/ order/ delivery note of purchase/s made within a specific month.</p> <p>Transaction value/amount of R100, 000 and above = <b>20 points</b></p> <p>Transaction value/amount of R 50 000 and up to R 99 999 = <b>15 points</b></p> <p>Transaction value/amount of R 30 000 to R 49 999 = <b>10 points</b></p> <p>Transaction value/amount less than 30 000 or below = 5</p>	<b>20</b>
<b>D. Logistical support</b>	<b>25</b>
<p>Delivery Plan (in relation to the provision of catering services)</p> <p>Bidders must show capability to render the service by outlining access to relevant resources required to carry out the contract of how they will deliver catering services on time to Boekenhoutkloof Traffic College which must include</p>	

amongst others the following:  a) Access to Transportation/Vehicle : ( delivery of supplies) = 10 points Requirement: Vehicle proof of ownership/rental contract or agreement  b) Means of transportation for staff or access to transportation = 10 points Requirement: Proof of vehicle ownership/ Relevant agreement/contract to transport staff  c) Appropriate Protective Clothing/Uniform = 5 points Requirements: Bidder to provide proof of purchase		
<b>TOTAL FOR FUNCTIONALITY:</b>		<b>100</b>

**NB : The minimum qualifying score for functionality is 70 points All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE**

Functionality will be evaluated at the following scales:

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
0- Non Compliant	Does not comply to the requirements

### 12.3 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on a 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
<b>Grand Total</b>	<b>100</b>

## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## **SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION**

### **1. BACKGROUND:**

The Boekenhoutkloof Traffic College is a registered Traffic Training Provider with the Safety and Security Sector Education and Training Authority (SASSETA). The College has been in existence since 18 January 1978 to offer training to Traffic Recruits from National, Provincial and Local Authorities. The Traffic College's mandate is to provide quality, relevant and accredited education and training that will address the skills and developmental needs of enrolled students. Furthermore, the College has a highly qualified and competent staff majority of whom come directly from the traffic fraternity.

The Traffic College received numerous requests for training on the Traffic Officer Course from various Provincial Departments and Municipalities. The Traffic Officer training is an accredited qualification for Traffic Officers permanently employed by Provincial or Local Authorities. On completion of the training, the Traffic Officer will be awarded a Further Education and Training (FET) Certificate: Road Traffic Law Enforcement once the programme is completed.

A total number of 186 students coming from the Gauteng province primarily, the North-west province including Bela Bela and Lephalale Municipalities. The students will be exposed to both theoretical and practical training which will be presented by the Course Facilitators and Lecturers who are currently stationed at the College.

The Traffic Officer Course is a 12 months training programme wherein the students are expected to reside at the College for the duration of the course. This is to facilitate the disciplinary culture often associated with a semi-military environment such as the one prevailing at Boekenhoutkloof Traffic College.

A semi-military College observes somewhat abnormal hours in that training often commences from very early in the morning and often culminates late afternoons due to drill practices and other physical training requirements to entrench a culture of discipline. Added to this, there are certain practical subjects which requires the students to attend in the evenings or at times during the night. To cite an example in this regard, practicals of subjects such as Drunken Driving, Night shooting practice and K78 Roadblocks constitute some of the subjects which often require to be conducted during the alluded times as highlighted above. The above-mentioned reasons amongst others provide a compelling case why students have to stay within the College premises.

The training programme is also very closely linked to a proper and healthy meal programme. Having managed the College for this number of years we firmly believe that there is anecdotal evidence that there is a correlation between the fitness of trainees and the type of food that they consume, hence the need for a carefully designed meal programme and where necessary one that is developed in consultation with a dietician.

Given this experience, the Boekenhoutkloof Traffic College therefore has to ensure that once students are successfully enrolled into the various courses, they will be catered for as this has been the practice since its establishment. The other driving force for providing meals was necessitated by the remote physical location of the College which is far removed from locals shopping centres and other commercial sites.

Provision of meals in the College works well in that it allows for better control of the class schedules and keeping to allocated times per period. Part of the law enforcement culture is to establish camaraderie with fellow students and this is considerably entrenched by sitting down for meals together. Hence the meal times are structured and usually served in the mess / canteen.

The practice at the College has always been that students were given weekends-off however the approach with the current intake is that they are going to be given one weekend-off per month. The Corporation will therefore have to provide meals even over weekends except for the weekend when students will not be there.

The practice also is that prior to enrolment, provincial departments and local authorities are normally provided with a quotation outlining fees which entail tuition, accommodation and meals. Thereafter it is expected for the above-mentioned authorities to submit written confirmation of numbers of students to be enrolled including liability for payment of all course fees as listed above.

To this end the employing authorities will further be provided with the banking details of the Corporation where such amounts will be deposited. The general expectation is for such payments to be finalised prior to the culmination of the training. Failure for any of these authorities to settle the outstanding amounts in full will result in their students not being issued with their Diploma Certificates. This control measure is very effective because without these Diplomas the said "Officers" cannot register as Traffic Officers and thus cannot obtain their Infrastructure Numbers which enable them to practice as Traffic Officers. Thus the risk of non-payment is considerably minimised if not virtually eradicated.

## **2. SCOPE OF SERVICE:**

The successful service provider will be expected to provide a proposal in terms of managing and rendering a catering service as per defined specification. The RTMC expects quality catering services to be delivered at all material times in line with the defined requirements stated in this specification.

## **3. SERVICE REQUIRED:**

The contractor/service provider under this contract will be required to provide services including, but not limited to:

- a. The provision of three meals per day at various defined intervals for an estimate of **300** students enrolled at the college for various courses (N.B This number of student is not consistent throughout the year but changes throughout the 12 months period depending on which course is being presented and the number of student enrolled);
- b. The provision of prescribed meals for college functions, limited to **3 functions or 50 people per month.**
- c. The service provider is expected to provide full day meals to clients who are determined by the Corporation and where necessary staff. The provision of emergency meals for an estimate of 10 visitors at the College.

The performance of service provider regarding the above shall be monitored over the period of the contract and continued non-performance in line with specification shall affect the service provider's overall performance rating for the current and future contracts.

## **4. OPERATIONAL REQUIREMENTS FOR THE CATERER:**

### **Meal Serving Times aligned to the Classroom Schedule**

- Breakfast 6H45 – 7H30
- Morning Tea/Coffee 10h00 – 10h15
- Lunch 13h00 – 14h00
- Afternoon Tea/Coffee 15h00 – 15h15
- Supper 17h00 – 18h00

## **5. PROVISION OF STAFF:**

- Only fully qualified catering staff members to render the service.
- 5% of workforce should be from local neighbouring community

### **5.1 STAFFING STRUCTURE:**

The staff component shall comprise of the following:

1x Canteen Manager;  
2x Chefs;  
6x Food Service Assistant;

### **6. TECHNICAL SPECIFICATION REQUIREMENT FOR CATERING AND RELATED SERVICES:**

The service provider is expected to have a certificate for General Hygiene Requirements for Food Premises and the Transportation of food (Regulation.918) or equivalent. Proof must be submitted with the bid document and failure to submit will lead to disqualification of the bid.

The service provider shall utilize its own qualified staff members which include chefs, cooks and supervisor. The bidder must submit the list of qualified staff and their CV's with the bid document. Over and above this the bidder will be expected to attach letters of recommendation from previous clients.

### **7. GENERAL REQUIREMENTS FOR MEALS:**

The service provider is expected to render a service for 7 days per weeks, following a distribution and frequency of eight day cycle.

Menus to be designed in consultation with a professional dietician and the RTMC, consideration of menu to be flexible and adaptable to clients and volunteers with special dietary needs, cultural preference and medical requirements.

This will be done in consultation with the relevant sectional managers and approved by them. These needs will be communicated in writing.

Fresh vegetables and fruits are preferred to be used daily instead of frozen or canned vegetables.

It is expected that students shall be served meal in accordance to the following:

## MEAL PLAN AT BOEKENHOUTKLOOF TRAFFIC COLLEGE

### **BREAKFAST:**

Porridge, cooked 500ml

Dry cereals 75g

Milk, full/low cream 250ml

Sugar, white and brown 20g

Protein dish (excl. eggs) 140g

Eggs 2

Yoghurt 175ml

Bread, Brown or white 2 slices

Margarine/Bread spread 15g

Tea/Coffee 150ml

Milk, full cream 20ml

Sweeteners/ Sugar brown and white 10g

### **Snack (10:00)**

Bread, Brown/White 2 slices

Margarine / Bread spread 15g

Tea/Coffee or Fresh Juice 150ml/200ml

Milk, full cream 20ml

Sugar brown and white 10g

### **LUNCH**

#### ***Protein dish:***

Chicken / Red Meat / Lean Mince / Lamb etc. 180g with bone

150g without bone

Fish 120g

#### ***Starch:***

Mealie meal / rice / samp / mashed potatoes / macaroni and spaghetti 200g-300g

***Vegetable:***

Vegetable A 70g

Vegetable B / Salad 70g

***Dessert:***

Dessert (3x in a cycle) 80g

Dessert sauce 30-50ml

***Snack (15:00)***

Bread Brown/White 2 slices

Margarine 15g

Bread spread 15g

Fresh fruit / Fresh fruit juice 200ml

Tea/Coffee 150ml

Milk, full cream 50ml

Sugar white and brown 10g

**Dinner*****Protein dish:***

Chicken / Red Meat / Lean Mince / Lamb etc. 180g with bone

150g without bone/ Fish 120g

***Starch:***

Mealie meal / rice / samp / mashed potatoes /macaroni etc.

200g-300g

***Vegetable:***

Vegetable A 70g

Vegetable B / Salad 70g

***Dessert:***

Dessert (3x in a cycle) 80g

Dessert sauce 30-50ml

# MEAL PLAN – QUANTITIES PER INDIVIDUAL

WEEK 1					
Monday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Milk	Tea/Coffee	Macaroni (250g-300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Porridge Maize (250 ml)	Bread (Brown/White)	Mince Lean (150g)	Bread (Brown/White)	Boerewors (150g)
	Tea/Coffee (150ml)	Margarine & Jam	Green Beans (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Vegetable Salad (70g)		Banana
	Sugar (20g)		Juice (100%)		Juice (100%)
Tuesday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Milk	Tea/Coffee	Macaroni (250g-300g)	Tea/Coffee	Rice (250g-300g)
	Porridge Oats Maize (250 ml)	Bread (Brown/White)	Beef Stew (180g)	Bread (Brown/White)	Lamb Chops (150g)
	Tea/Coffee	Margarine & Jam	Spinach (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Vegetable Salad (70g)		Orange
	Sugar (20g)		Ice Cream & Chocolate Sauce		Juice (100%)
			Juice (100%)		
	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Eggs (2 Fried)	Tea/Coffee	Samp (250g- 300g)	Tea/Coffee	Mielie Pap (250g-300g)

	Bacon (140g)	Bread (Brown/White)	Lamb Chops (180g)	Bread (Brown/White)	Grilled Steak (150g)
Wednesday	Toasted Bread (2 Sliced)	Margarine & Jam	Cabbage (70g)	Margarine & Jam	Vegetable Salad (70g)
	Tea/Coffee (150ml)		Vegetable Salad (70g)		Apple
	Milk (20ml)		Juice (100%)		Juice (100%)
	Sugar 20g				
Thursday	Break-fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Milk	Tea/Coffee	Mashed Potatoes (250g-300g)	Tea/Coffee	Macaroni (250g-300g)
	Weet-Bix (75g)	Bread (Brown/White)	Chicken Stripes (150g)	Bread (Brown/White)	Mince-Lean (150g)
	Tea/Coffee (150ml)	Margarine & Jam	Mix Vegetables (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml) Sugar (20g)		Vegetable Salad (70g)		Orange
			Ice Cream & Chocolate Sauce		Juice (100%)
			Juice (100%)		
Friday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Post Toasties - Cornflakes (75g)	Tea/Coffee	Millie Pap (250g-300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Yogurt (175ml)	Bread (Brown/White)	Boerewors (150g)	Bread (Brown/White)	Lamb Chops (150g)
	Tea/Coffee	Margarine & Jam	Vegetable Salad (70g)	Margarine & Jam	Vegetable Salad (70g)

			Ice Cream & Chocolate Sauce		
			Juice (100%)		Juice (100%)

WEEK 2					
Monday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Milk	Tea/Coffee	Rice (250g- 300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Weet-Bix	Bread (Brown/White)	Chicken Stripes (150g)	Bread (Brown/White)	Grilled Steak (150g)
	Tea/Coffee (150ml)	Margarine & Jam	Beetroot (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Green Beans (70g)		Orange
	Sugar (20g)		Ice Cream & Chocolate Sauce (80g) Juice (100%)		Juice (100%)
Tuesday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Post Toasties Cornflakes (75g)	Tea/Coffee	Rice (250g- 300g)	Tea/Coffee	Macaroni (250g-300g)
	Yogurt (175ml)	Bread (Brown/White)	Beef Stew (180g)	Bread (Brown/White)	Mince-Lean (150g)
	Tea/Coffee	Margarine & Jam	Spinach 70g	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Mix Vegetables (70g)		Apple
	Sugar (20g)		Juice (100%)		Juice (100%)

Wednesday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Eggs (2 Fried)	Tea/Coffee	Mashed Potatoes (250g-300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Bacon (140g)	Bread (Brown/White)	Beef T-Bone (180g)	Bread (Brown/White)	Lamb Chops (180g)
	Toasted Bread (2 Sliced)	Margarine & Jam	Green Beans (70g)	Margarine & Jam	Vegetable Salad (70g)
	Tea/Coffee (150ml)		Vegetable Salad (70g)		Banana
	Milk (20ml)		Ice Cream & Chocolate Sauce (80g)		Juice (100%)
	Sugar (20g)		Juice (100%)		
Thursday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Post Toasties - Cornflakes (75g)	Tea/Coffee	Rice (250g-300g)	Tea/Coffee	Rice (250g-300g)
	Yogurt (175ml)	Bread (Brown/White)	Beef Stew (180g)	Bread (Brown/White)	Mince-Lean (150g)
	Tea/Coffee (150ml)	Margarine & Jam	Cabbage (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Beetroot (70g)		Orange
	Sugar 20g		Juice (100%)		Juice (100%)
Friday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Milk	Tea/Coffee	Samp (250g-300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Weet-Bix (75g)	Bread (Brown/White)	Lamb Chops (180g)	Bread (Brown/White)	Boerewors (150g)

	Tea/Coffee	Margarine & Jam	Green Beans (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Ice Cream & Chocolate Sauce (80g)		Apple
	Sugar 20g		Juice (100%)		Juice (100%)

WEEK 3					
Monday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Eggs (2 Fried)	Tea/Coffee	Mashed Potatoes (250g-300g)	Tea/Coffee	Millie Pap (250g-300g)
	Mince (140g)	Bread (Brown/White)	Beef T-Bones (180g)	Bread (Brown/White)	Grilled Steak (150g)
	Toasted Bread	Margarine & Jam	Green Beans (70g)	Margarine & Jam	Vegetable Salad (70g)
	Tea/Coffee		Vegetables Salad (70g)		Apple
	Milk (20ml)		Juice (100%)		Juice (100%)
	Sugar (20g)				
Tuesday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Post Toasties Cornflakes (75g)	Tea/Coffee	Samp (250g-300g)	Tea/Coffee	Macaroni (250g-300g)
	Yogurt (175ml)	Bread (Brown/White)	Lamb Chops (180g)	Bread (Brown/White)	Mince-Lean (150g)
	Tea/Coffee (20ml)	Margarine & Jam	Cabbage (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Vegetable Salad (70g)		Orange

	Sugar (20g)		Juice (100%)		Juice (100%)
Wednesday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Eggs (2 Fried)	Tea/Coffee	Rice (250g-300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Bacon (140g)	Bread (Brown/White)	Beef Stew (180g)	Bread (Brown/White)	Boerewors (150g)
	Toasted Bread (2 Sliced)	Margarine & Jam	Spinach (70g)	Margarine & Jam	Vegetable Salad (70g)
	Tea/Coffee (150ml)		Vegetable Salad (70g)		Banana
	Milk (20ml)		Ice Cream & Chocolate Sauce (80g)		Juice (100%)
	Sugar (20g)		Juice (100%)		
Thursday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Milk	Tea/Coffee	Rice (250g- 300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Weet-Bix (75g)	Bread (Brown/White)	Chicken Stripes (150g)	Bread (Brown/White)	Grilled Steak (150g)
	Tea/Coffee (150ml)	Margarine & Jam	Beetroot (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Green Beans (70g)		Orange
	Sugar (20g)		Juice (100%)		Juice (100%)
Friday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Milk	Tea/Coffee	Macaroni (250g-300g)	Tea/Coffee	Mielie Pap (250g-300g)

	Porridge Oats (125ml)	Bread (Brown/White)	Mince-Lean (150g)	Bread (Brown/White)	Boerewors (150g)
	Tea/Coffee	Margarine & Jam	Green Beans (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Vegetables Salad (70g)		Banana
	Sugar (20g)		Ice Cream & Chocolate Sauce (80g)		Juice (100%)
			Juice (100%)		

WEEK 4					
Monday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Eggs (2 Fried)	Tea/Coffee	Rice (250g- 300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Bacon (140g)	Bread (Brown/White)	Beef Stew (180g)	Bread (Brown/White)	Lamb Chops (150g)
	Toasted Bread 2 Sliced	Margarine & Jam	Spinach (70g)	Margarine & Jam	Vegetable Salad (70g)
	Tea/Coffee (150ml)		Sweet Potato (70g)		Banana
	Milk (20ml)		Ice Cream & Chocolate Sauce (80g)		Juice (100%)
	Sugar (20g)		Juice (100%)		
Tuesday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Milk	Tea/Coffee	Samp (250g-300g)	Tea/Coffee	Rice (250g-300g)
	Porridge Oats	Bread	Chicken Fried	Bread	Mince (150g)

	(125ml)	(Brown/White)	(180g)	(Brown/White)	
	Tea/Coffee (150ml)	Margarine & Jam	Sweet Potato (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Juice (100%)		Apple
	Sugar (20g)				Juice (100%)
Wednesday	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	Weet-Bix (75g)	Tea/Coffee	Macaroni (250g-300g)	Tea/Coffee	Rice (250g-300g)
	Milk (20ml)	Bread (Brown/White)	Mince-Lean (180g)	Bread (Brown/White)	Beef Stew (180g)
	Tea/Coffee (150ml)	Margarine & Jam	Vegetable Salad (70g)	Margarine & Jam	Cabbage (70g)
	Milk (20ml)		Juice (100%)		Sweet Potato (70g)
	Sugar (20g)				Orange
					Juice (100%)
Thursday	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	Eggs (2 Fried)	Tea/Coffee	Mashed Potatoes (250g-300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Mince (140g)	Bread (Brown/White)	Beef T-bone (180g)	Bread (Brown/White)	Boerewors (150g)
	Toasted Bread 2 Sliced	Margarine & Jam	Green Beans (70g)	Margarine & Jam	Vegetable Salad (70g)
	Tea/Coffee (150ml)		Vegetable Salad (70g)		Apple
	Milk (20ml)		Juice (100%)		Juice (100%)

	Sugar (20g)				
Friday	Break-Fast	Tea Break (10h00)	Lunch	Tea Break (15h00)	Supper
	Post Toasties Cornflakes (75g)	Tea/Coffee	Rice (250g- 300g)	Tea/Coffee	Macaroni (250g-300g)
	Yogurt (125ml)	Bread (Brown/White)	Beef Stew (150g)	Bread (Brown/White)	Mince-Lean (150g)
	Tea/Coffee (150ml)	Margarine & Jam	Spinach (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Mix Vegetables (70g)		Orange
	Sugar (20g)		Ice Cream & Chocolate Sauce (80g)		Juice (100%)
			Juice (100%)		

**N.B:** Menus to be designed in consultation with a professional dietician and the Boekenhoutkloof Traffic College management, consideration of menu to be flexible and adaptable to clients and volunteers with special dietary needs, cultural preference and medical requirements. This will be done in consultation with the relevant sectional managers and only approved by them. These needs will be communicated in writing. Fresh vegetables and fruits are preferred to be used daily instead of frozen or canned vegetables.

### **8. SPECIAL EVENTS:**

The service provider will be expected to provide from time to time an additional catering service that might be required for official functions and meetings. A separate accounting record shall be maintained for every such event. These should not interfere with Boekenhoutkloof Traffic College daily operations.

## **9. PURCHASE AND SUPPLY OF FOOD STUFFS:**

- ✓ The service provider shall purchase, for his own account, all foodstuffs, ingredients and other materials (i.e. Gas) necessary for the proper fulfilment of the catering and management functions, and to arrange for the supply and delivery thereof;
- ✓ Ensure that all foodstuffs supplied are of quality set out in the specifications and, where required undertake to submit the food to both quality and quantity control inspection and the testing of any samples;
- ✓ Ensure that all supplies are properly stored; remove leftover food from the premises;
- ✓ Ensure that supplies issued for daily preparation and meals distributed to the dining rooms are in accordance with the quantities / portion sizes.
- ✓ Major changes to menu planning shall be done in consultation with all relevant role-players and in accordance with dietary needs and costing framework;
- ✓ Clean oil needs to be used for cooking at all times;
- ✓ The garnishing and presentation of meal must be appetizing and appealing;
- ✓ Professional presentation and quality of food is a pre-requisite; Serving of a variety of vegetables.
- ✓ The following vegetables are preferred and would prevent wastage: cabbage, carrots, sweet potatoes, butternut, pumpkin, hubbard squash, gem squash, spinach, lettuce, tomatoes, onions, cucumber, beetroot, mixed vegetables, butter beans, green beans, baked beans & peas.

## **10. PREPARATION AND DISTRIBUTION OF FOOD:**

- ✓ Ensure that standard cooking and preparation methods are correctly carried out;
- ✓ Ensure adequate supervision during all stages of food preparation, and that all staff members are properly dressed in clean and neat uniforms from day one of operation;
- ✓ Provide adequate transportation to and from Ikhaya Lethemba if required, provide persons at every mealtime to take responsibility that food is correctly distributed;
- ✓ Ensure that food is prepared and ready for distribution at times as agreed upon by the department;
- ✓ Ensure that the kitchen facilities are clean and hygienic at all times;
- ✓ Ensure that a qualified Catering Manager oversees all food preparation at all times;
- ✓ Regular Occupational Health and Safety inspection to be conducted every three months to ascertain cleanliness, hygiene and the elimination of pests.

## **11. KITCHEN FACILITIES AND EQUIPMENT:**

- ✓ Telephone usage, water and electricity cost will be at the service provider's expense;
- ✓ The service provider shall also provide his/her own technical equipment i.e. Stationery, fax, photocopier and computer;
- ✓ The service provider shall pay to the Corporation a monthly rental amount as agreed upon and determined by the Corporation for the use of the kitchen facilities;
- ✓ The service provider shall not remove any property of the Corporation from the premises or locality where it is kept by the Corporation, and shall ensure that these are used in a proper manner;
- ✓ The cost of any damage to equipment on the part of the service provider or the staff under his/her control will be at the expense of the service provider;
- ✓ The service provider shall provide all utensils, cutlery, dinner ware and cooking equipment in order to accomplish his/her catering obligations.

## **12. GENERAL:**

- ✓ Detailed daily menu to be visible and displayed in the kitchen;
- ✓ Friendly and good customer service;
- ✓ Transparency for evaluation and constructive feedback;
- ✓ Timeous cleaning of dishes up after functions and events;
- ✓ No requisitions for catering to be facilitated if not approved by sectional head
- ✓ Ensure all utensils and crockery is available on trolleys as per request;
- ✓ Contingency plans to be in place in the event of power failures or water shortages. These to be discussed with sectional managers;
- ✓ All Human Resource and labour related issues must be addressed by the catering manager;
- ✓ All relevant payments should follow protocols and be submitted within the prescribed time frames;
- ✓ Caterer to provide its own meals for staff at own cost;
- ✓ Caterer to use own crockery and linen for own functions;
- ✓ Occupancy statistics must be monitored daily with manager/supervisors and be recorded in the register book;
- ✓ A monitoring and delivery register should be in place and completed when food leaves the kitchen and signed when food is delivered to units;
- ✓ Quality control will be facilitated by the unit manager in consultation with the catering manager;

- ✓ The institution will not be kept liable for any payment if requisitioned items for training and meetings are delivered late or not at all.
- ✓ The institution will not be kept liable for any payment if requisitioned items are stale and not suitable for use.

### **13. HANDOVER:**

- ✓ Catering manager to develop and implement a kitchen register when food is handed over in units;
- ✓ A monitoring register for all meals to be implemented and signed daily by the unit manager and House organiser before food leaves the kitchen;
- ✓ The contractor to ensure accountability of utensils and resources owned by institution;
- ✓ The contractor to ensure loss control and facilitates of a damages register and matters to be discussed in meetings;
- ✓ Assets register to be in place and all losses & damages to be reported immediately to procurement/ police station where applicable;
- ✓ For all losses and damages incurred, the caterer will be held liable for replacement of these items;
- ✓ Handover of all storeroom and access points keys;
- ✓ A communications register to be kept to monitor complaints /compliments from both staff and clients.

### **14. MEETING ATTENDANCE:**

- ✓ Monthly meetings to be held with the contract manager/ supervisor and Boekenhoutkloof Traffic College management, emergency meetings to be held when necessary.
- ✓ Monthly meeting between the staff and the manager should be held and minutes of the meeting should be available to the Project co-ordinator.

## **VERY IMPORTANT**

**NB: PLEASE TAKE NOTE: ALL OVERHEADS (Salaries, training, staff uniform, staff meals, site vehicle, Sundry expenses, Day to day management) ARE INCLUSIVE OF THE TENDER PRICE INCLUDING VAT.**

**INVOICES WILL BE PRICED ACCORDING TO THE NUMBER OF MEALS SERVED INCLUDING THE OVERHEADS.**

**THE CONTRACTOR MUST HAVE FINANCIAL BACKUP IN THE EVENT OF ANY EMERGENCIES RELATED TO THE CONTRACT.**

**15. GENERAL DESCRIPTION (INCLUDING CUSTOMER SPECIFIC REQUIREMENT)**

The Health Act 63 of 1977 requires and covers the following areas which shall apply:

- Prohibition on the handling and transport of food
- Standards and requirements for food premises
- Standards and requirements for facilities on food premises
- Standards and requirements for food containers
- Standards and requirements for the display, storage and temperatures of food
- Standards and requirements for protective clothing
- Duties of a person in charge of a food premises
- Duties of a food handler
- Standards and requirements for the handling of meat
- Standards and requirements for the transport of food
- Provisions concerning unprocessed products



**SECTION: 3**

**ANNEXURE AND STANDARD  
BIDDING DOCUMENTS**

**ATTACHED**

**BIDDERS MUST SIGN AND SUBMIT ALL  
ATTACHED SBD FORMS**

## **ANNEXURE AND STANDARD BIDDING DOCUMENTS**

<b>DOCUMENT</b>	<b>DESCRIPTION</b>
<b>BDGI</b>	<b>Bid Documents General Information</b>
<b>Annexure 1</b>	<b>Invitation to Bid (SBD 1)</b>
<b>Annexure 2</b>	<b>Acceptance of Bid Conditions and Bidder's Structure</b>
<b>Annexure 3</b>	<b>Tax Clearance Requirements (SBD 2)</b>
<b>Annexure 4</b>	<b>Declaration of Interest (SBD 4)</b>
<b>Annexure 5</b>	<b>Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)</b>
<b>Annexure 6</b>	<b>Certificate of Independent Bid Determination (SBD 9)</b>
<b>Annexure 7</b>	<b>Pricing Schedule (SBD 3.3)</b>
<b>Annexure 8</b>	<b>Preference Points Claim Forms (SBD 6)</b>



## **BIDDING DOCUMENTS : GENERAL INFORMATION**

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.