



**PROVISIONING OF CATERING SERVICES TO  
RTMC TRAINING COLLEGE**

**RTMC BID NO:24 /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 one all bound in a sealed envelope endorsed, **RTMC BID 24/2018/19: Provision of catering services to RTMC Training College.**

### 5.2 Closing Date

Bid documents in sealed envelopes must be placed in the bid box at the Main Reception area of the RTMC Building, **Eco-Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion** by no later than **11:00 AM on 09 April 2019.**

### 5.3 Compulsory briefing session

**Compulsory briefing session will be held on the 25 March 2019 at 10h00, Boekenhoutkloof Traffic College, Cnr Sandui and Kenneth Road, Rietfontein, Pretoria West Mahem. GPS Coordinates: 25° 42' 45.4" South,  
28°04'35.0" East**

**5.3.1 Contact person for directions to the venue: 012 372 8053 Switchboard 012 372 8000**

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

<b>DETAILS OF THE CONTACT PERSON</b>	
<b>Name of Contact Person</b>	
<b>Telephone Number</b>	

<b>Fax Number</b>	
<b>Cellphone Number</b>	
<b>E-Mail Address</b>	

## 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 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;

10.3.2 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.

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

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

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

10.3.6 **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

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<p><b>CENTRALISED SUPPLIER DATABASE (CSD)</b></p> <p>Bidders must be registered on National Treasury Central Supplier Data base (CSD)</p> <p>Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a>)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: <a href="mailto:CSD@Treasury.gov.za">CSD@Treasury.gov.za</a></p> <p><b>Compliance requirement:</b></p> <p>CSD report or reference number</p>	
<p><b>STANDARD BIDDING DOCUMENTS</b></p> <p>Bidders must sign all SBD bidding forms attached.</p> <p><b>Compliance requirement:</b></p> <p>Fully completed SBD forms</p>	
<p><b>BRIEFING SESSION CERTIFICATE</b></p> <p>Submission of signed Briefing Certificate issued by RTMC as proof of attendance of compulsory briefing session.</p> <p>(In case of joint venture etc briefing session certificate from any party that attended the briefing session will suffice)</p>	

<b>Compliance requirement:</b>	
Briefing session certificate to be 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 parameters:

<b>A. Experience, Reference letters and Key personnel</b>	<b>20</b>
<p><b>A1</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 24 months. Furthermore, the reference table should be completed with the following information provided for: 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 previous references (20 points)</li> <li>(2) Four previous references (16 points)</li> <li>(3) Three previous references (12 points)</li> <li>(4) Two previous references (8 points)</li> <li>(5) One previous reference (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>A2 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 =<b>10 points</b></li> </ul> <p><b>a.</b> 2 x Chefs / Cooks with a minimum of 5 years experience</p>	<b>25</b>

<p><b>Requirements:</b></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> <p>(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></p> <p><b>Requirement:</b></p> <p>1 point for each CV provided reflecting/ confirming the above.</p> <p>(3) Canteen Manager with a minimum of five years experience (responsible for stock levels, hygiene standards, customer relations and overall management of the shift) <b>10 points</b></p> <p><b>Requirements:</b></p> <p>CV reflecting/ confirming the above = 5 points</p> <p>Any Diploma or NQF level 6 = 5 points</p>	
<p><b>B Financial Capacity</b></p>	<p><b>10</b></p>
<p><b>B1</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>	

<b>C Supply Source</b>		<b>20</b>
<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><b>Requirements:</b></p> <p>Bidder/ to attach proof in the form of invoice/s or order/s or delivery note/s 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>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 amongst others the following:</p> <p>a) Access to Transportation/ Vehicle:(delivery of supplies) = 13 points</p> <p><b>Requirement:</b></p> <p>Vehicle proof of ownership/rental contract or agreement</p> <p>b) Means of transportation for staff or access to transportation = 12 points</p> <p><b>Requirement:</b></p> <p>Proof of vehicle ownership/ Relevant agreement/contract to transport staff</p>		
<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:

<b>VALUE</b>	<b>DESCRIPTION</b>
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 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE

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

## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

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

### **1. PURPOSE**

1.1 The purpose of the bid is to appoint a suitably qualified service provider to render catering services to the RTMC Training College.

### **2. PROBLEM STATEMENT**

2.1 The current catering contract at the Boekenhoutkloof Traffic College is expiring in March 2019, therefore a need to arrange a new contract exists

### **3. 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.

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.

#### 4. SCOPE OF SERVICE / SPECIFICATION

##### 4.1 SERVICE REQUIRED

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

- The provision of three meals per day for an estimate of 220 students for the College (N.B. This number of learners is not consistent throughout as it will fluctuate overtime or depending on which course is being presented and the number of students enrolled); See table below for more details:

<b>Number of Students who will be served Lunch Only</b>	<b>Number of Students who will be served Full Meals (breakfast, lunch and super)</b>
135 EOV & EDL students who will attend per course in a month	<ul style="list-style-type: none"><li>• <b>65</b> RTI Inspectors for Special T/O <b>(Training programme starts in June 2019)</b></li><li>• <b>21</b> RT Inspectors for Revision of EOV Course</li></ul>
150 RSO who will be attending 2 times in a month (divided into two teams and each team will attend for a week)	
160 Facilitators who will be attending 2 times in quarter for a week (divided into groups of 40 per week in a month)	

- The performance of the service provider regarding the above shall be monitored over the period of the contract and any repeat non-compliance observed in line with the specification provided shall affect the service provider's performance rating for the current and future contracts with the Corporation.

## 5. OPERATIONAL REQUIREMENTS FOR THE CATERER:

### 5.1 MEAL TIMES

- The Meal provision will be based on the following serving intervals:

#	Meal Type	Time
1.	Breakfast	06:45 – 07:30
2.	Morning Tea/Coffee	10:00 – 10:15
3.	Lunch	12:00 – 13:00
4.	Afternoon Tea/Coffee	15:00 – 15:15
5.	Supper	17:00 – 18:00

### 5.2 PROPOSED / INDICATIVE MENU'S

- Broadly the Caterer will be expected to provide meals in line with a Menu determined by the College.

OPTION 1					
	Breakfast	Tea Break	Lunch	Tea Break	Supper
<b>Day One</b>	Soft porridge/Cereals	Tea (Five Roses / Rooibos) with sugar / canderel and fresh milk	1 x starch	Tea (Five Roses / Rooibos) with sugar / canderel and milk	1 x starch
	Tea (Five Roses / Rooibos) with sugar / canderel and fresh milk	Coffee (Ricoffy or similar) with sugar / canderel and fresh milk	1 x beef stew	Coffee	2 x veggies
	2 x Fried eggs	2 x Rashers of beacon	1 x chicken (Option for no mutton)	1 x chicken (option for no mutton)	1 x mutton
	1 x Serving spoon beans		2 x salad		
	Brown / White bread		1 x drink		

OPTION 2					
Day Two	Breakfast	Tea Break	Lunch	Tea Break	Supper
	Soft porridge/Cereals Tea (Five Roses / Rooibos) with sugar / canderel and fresh milk Coffee (Ricoffy or similar) with sugar / canderel and fresh milk 2 x Scrambled eggs 2 x Viennas Tomato gravy Brown / White bread	Tea (Five Roses / Rooibos) with sugar / canderel and milk Coffee	1 x starch 1 x roast beef 1 x savoury chicken or Fish 2 x salad 1 x drink	Tea (Five Roses / Rooibos) with sugar / canderel and milk Coffee	Macaroni (250g-300g) Mince Lean (150g) Fish (Option for no beef) 2 x veggies 1 x drink

OPTION 3					
Day Three	Breakfast	Tea Break	Lunch	Tea Break	Supper
	Soft porridge/Cereals Tea (Five Roses / Rooibos) with sugar / canderel and fresh milk Coffee (Ricoffy or similar) with sugar / canderel and fresh milk 2 x Fried eggs 2 x Sausages Chicken gravy Brown / White bread	Tea (Five Roses / Rooibos) with sugar / canderel and milk Coffee	1 x starch 1 x mutton stew 1 x savoury chicken or Fish 2 x salad 1 x drink	Tea (Five Roses / Rooibos) with sugar / canderel and milk Coffee	1 x starch 2 x veggies 1 x Fish Hake 1 x chicken (option for no Fish) 1 x drink

OPTION 4					
Day Four	Breakfast	Tea Break	Lunch	Tea Break	Supper
		Soft porridge/Cereals Tea (Five Roses / Rooibos) with sugar / canderel and fresh milk Coffee (Ricoffy or similar) with sugar / canderel and fresh milk 2 x Boiled eggs 1 x Chicken strips Brown / White bread	Tea (Five Roses / Rooibos) with sugar / canderel and fresh milk Coffee	1 x starch 1 x T- Bone 1 x savoury chicken or Fish 2 x salads 1 x drink	Tea (Five Roses / Rooibos) with sugar / canderel and fresh milk Coffee

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

The service provider is expected to render a service for 7 days per week, following a distribution and frequency of eight-day cycle. The Menu should be flexible and adaptable to clients with special dietary needs, cultural preferences and medical requirements. These special needs will be communicated in writing to the service provider.

#### **7. PROVISION OF STAFF:**

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

#### **7.1 STAFFING STRUCTURE:**

The staff component shall comprise of the following:

- 1x Canteen Manager;
- 2x Chefs;
- 5x Food Service Assistant;

## **8. BASIC REQUIREMENTS 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. (Thirty days after occupation)

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. (Prior occupation)

## **9. PERISHABLES AND MEAL PLAN**

- 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**

<b>WEEK 1</b>					
	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
<b>Monday</b>	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%)

<b>Tuesday</b>	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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%)		
<b>Wednesday</b>	<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	Samp (250g-300g)	Tea/Coffee	Mielie Pap (250g-300g)
	Bacon (140g)	Bread (Brown/White)	Lamb Chops (180g)	Bread (Brown/White)	Grilled Steak (150g)
	Toasted Bread (2 Sliced)	Margarine & Jam	Cabbage (70g)	Margarine & Jam	Vegetable Salad (70g)
<b>Thursday</b>	<b>Break-fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	Tea/Coffee (150ml)		Vegetable Salad (70g)		Apple
	Milk (20ml)		Juice (100%)		Juice (100%)
	Sugar 20g				
<b>Thursday</b>	<b>Break-fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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	Margarine &	Beetroot (70g)	Margarine &	Vegetable

	(150ml)	Jam		Jam	Salad (70g)
	Milk (20ml)		Green Beans (70g)		Orange
	Sugar (20g)		Ice Cream & Chocolate Sauce (80g) Juice (100%)		Juice (100%)
Tuesday	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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	<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)
	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		Juice (100%)

			Sauce (80g)		
	Sugar (20g)		Juice (100%)		
Thursday	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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	<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	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	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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	<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	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 &		Juice (100%)

			Chocolate Sauce (80g)		
	Sugar (20g)		Juice (100%)		
Thursday	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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**

da on	Break-Fast	Tea Break	Lunch	Tea Break	Supper
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		<b>(10h00)</b>		<b>(15h00)</b>	
	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%)		
<b>Tuesday</b>	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	Milk	Tea/Coffee	Samp (250g-300g)	Tea/Coffee	Rice (250g-300g)
	Porridge Oats (125ml)	Bread (Brown/White)	Chicken Fried (180g)	Bread (Brown/White)	Mince (150g)
	Tea/Coffee (150ml)	Margarine & Jam	Sweet Potato (70g)	Margarine & Jam	Vegetable Salad (70g)
	Milk (20ml)		Juice (100%)		Apple
	Sugar (20g)				Juice (100%)
<b>Wednesday</b>	<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	<b>Break-Fast</b>	<b>Tea Break (10h00)</b>	<b>Lunch</b>	<b>Tea Break (15h00)</b>	<b>Supper</b>
	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%)		
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**10. SPECIAL EVENTS:**

The service provider may be required to provide additional catering service for official functions/events.

**11. 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 according 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.

**12. 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 in properly dressed in clean and neat uniforms from day one of operation;
- ✓ Ensure that food is prepared and ready for distribution at times as agreed upon by the RTMC;
- ✓ 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;

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

- ✓ 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, dinnerware and cooking equipment in order to accomplish his/her catering obligations.

### **14. 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;
- ✓ 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;

#### **15. 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.

#### **16. 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

#### **17. CONTRACT PERIOD**

17.1 Period of the contract is minimum of four (4) to twelve (12) months.

- Four (4) months with an option to extend on a month-to-month basis for a period not exceeding twelve (12) months (This is due to pending relocation of the training facility which is to be confirmed)



# **SECTION: 3**

## **PRICING SCHEDULE**

**Separate envelope to be used for pricing**

**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.**

**SECTION: 4**

**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>Declaration of Interest (SBD 4)</b>
<b>Annexure 4</b>	<b>Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)</b>
<b>Annexure 5</b>	<b>Certificate of Independent Bid Determination (SBD 9)</b>
<b>Annexure 6</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.