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**REQUEST FOR BID (RFB)**

**THE EASTERN CAPE DEPARTMENT OF EDUCATION INVITES ALL  
INTERESTED PARTIES TO SUBMIT BIDS FOR REQUIREMENTS AS  
STIPULATED BELOW:**

DOCUMENT NUMBER:	SCMU...6-22/23-0021	
PUBLISH DATE:		
VALIDITY PERIOD	120 Days	
CLOSING DATE AND TIME		
DESCRIPTION:	APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CATERING SERVICES AT 55 ECDOE SUBSIDIZED SCHOOLS WITH BOARDING FACILITIES (SCHOOL HOSTELS)	
PERIOD:	TWENTY-FOUR (24) MONTHS	
BRIEFING SESSION:	MANDATORY BRIEFING SESSION WILL BE HELD ON THE..... 2023 AT ECDOE HEAD OFFICE, STEVE TSHWETE BUILDING AT ZWELITSHA, ZONE 6.	
RESPONSES TO THIS MUST BE FORWARDED TO:	BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE TENDER / BID BOX SITUATED AT THE RECEPTION AREA OF THE EASTERN CAPE DEPARTMENT OF EDUCATION HEAD OFFICE, BASED IN STEVE TSHWETE COMPLEX, ZONE 6, ZWELITSHA, 5608	
ENQUIRIES:	Regarding SCM Processes: Mr. P. Nxozana 040 608 4331/4110. <a href="mailto:pakamile.nxozana@ecdoe.gov.za">pakamile.nxozana@ecdoe.gov.za</a>	Regarding Technical Specification: Mr. M. Dangazela 040 608 4494 <a href="mailto:Mfuneko.dangazela@ecdoe.gov.za">Mfuneko.dangazela@ecdoe.gov.za</a>
ATTENTION TO BIDDERS:	BIDDERS MUST ENSURE THAT BIDS ARE DELIVERED IN TIME TO THE CORRECT ADDRESS AND DELIVERED IN THE TENDER BOX WHICH IS ALLOCTED AT THE FOYER IN THE MAIN BUILDING OF THE ECDOE HEAD OFFICE IN ZWELITSHA. IF BID IS LATE, IT WILL NOT BE ACCEPTED FOR CONSIDERATION. THE EASTERN CAPE DEPARTMENT OF EDUCATION'S TENDER BOX IS ACCESSIBLE MONDAY TO FRIDAY, FROM 08:00 TO 16:00. BIDDERS MUST ADVISE THEIR COURIERS OF THE INSTRUCTION ABOVE TO AVOID MISPLACEMENT OR LOSS OF BID RESPONSE. IT IS THE ONUS OF THE BIDDER TO ENSURE THAT THE BID DOCUMENTS ARE DELIVERED ON TIME REGARDLESS OF THE MODE OF DELIVERY. NO BIDS VIA EMAIL WILL BE CONSIDERED.	

Provision of Catering Services at the 55 subsidized schools with boarding facilities for a period of 2 years)



## BID SPECIFICATION FOR CATERING SERVICES AT HOSTELS IN THE EASTERN CAPE DEPARTMENT OF EDUCATION

### 1. THE REQUIRED SERVICE

All potential service providers are invited to bid for the provision of catering services at the 55 subsidized school boarding facilities (school hostels) (see **Annexure A**) of public ordinary schools in the Eastern Cape Province according to their proximity and locality in terms of local and district municipalities of subsidized school hostels.

### 2. BACKGROUND

- 2.1. The Department 's objective of improving access and quality public education is a legislative mandate which is intended to address access to schools by learners, especially from rural areas, reduce absenteeism, improve learner outcome and reduce late arrival to schools through provisioning of hostels at which food is critical.
- 2.2. The Department continues to provide financial, human and infrastructural support for sustainability of the state subsidized hostels in line with South African Schools Act (SASA), Chapter 3(2) for the provision of hostels in public schools.
- 2.3. Service Providers are invited to bid for the provision of catering services at the 55 subsidized school hostels or schools with boarding facilities throughout the Eastern Cape Province according to their proximity and locality in terms of local and district municipalities of subsidized school hostels.

### 3. PROBLEM STATEMENT

- 3.1. The running of these 'state subsidized hostels' is not without challenges ranging from broad base access, equity and redress, quality and effectiveness, efficiency, and national values.
- 3.2. Another challenge is that there is lack of standardization and equity in terms of human resource and infrastructure provisioning in these school hostels due to skewed disparities amongst them to which the new Hostel Policy for Public Ordinary School attempts to respond.



#### 4. OVERALL OBJECTIVES

- 4.1. To provide catering services at schools with boarding facilities consisting of three nutritiously balanced meals per day, late evening snack for learners with a lunch pack when necessary (**Annexure B1, B2, and Annexure F**).
- 4.2. To adhere to the guidelines and standards (**Annexure B1, B2 and Annexure F**) including monitoring mechanisms for the provisioning of this services in line with bidding process.
- 4.3. To ensure that schools benefit from the hostel facility in that a safe and healthy learning environment is created and maintained.
- 4.4. To ensure that the Department receives value for money in respect of catering services.
- 4.5. To encourage promotion of local business community, use of local labour, transfer of skills to the local communities.

#### 5. SCOPE OF WORK

The Service Provider is expected to provide the hostel learners with the following:

- 5.1. **Three hot meals; Breakfast, Lunch, dinner, and evening snack with lunch pack when necessary (Annexure B1, B2 and Annexure F).**
  - 5.1.1. Purchase and acquisition of all foodstuffs (**Annexure B1 and Annexure F**).
  - 5.1.2. Arrange, supply and delivery of all additional ingredients, like salt, spices etc.
  - 5.1.3. Provide for outdoor lunch activities when requested e.g. lunch packs priced accordingly.
  - 5.1.4. Provide for late meals for learners attending certain events or sports.
  - 5.1.5. Ensure quality of foodstuffs (**Annexure B1 and Annexure F**).
  - 5.1.6. The Service Provider must comply with the Food Specification Schedule (**Annexure B1 and the outline provided in Annexure F**) failure of which will warrant application of provisions of clause 8.1.3 with realization of 13.2.3 as outlined in Annexure E.



## 5.2. To provide the staff to prepare and serve the meals.

- 5.2.1. The Service Provider must employ the services of a Food Service Supervisor with good communication skills, working knowledge of basic accounting and experience in the management of catering service. A proof of his/her qualification with a Curriculum Vitae (CV) must be supplied.
- 5.2.2. The Service Provider must make use of the departmental staff first and where there is no staff or inadequate staff to effectively provide its own staff/additional staff.
- 5.2.3. The number of staff needed will vary from hostel to hostel as required proportionally to the number of learners as guided by **Annexure C**.
- 5.2.4. The Service Provider will provide all kitchen staff with uniforms within six weeks of having been granted the contract.
- 5.2.5. The Service Provider must provide training of staff, including departmentally allocated staff through in-service training programme within eight weeks of appointment on food handling and dress code, Safety, Health and Environment (SHE) matters.
- 5.2.6. In line with the provisions of the Provincial Growth and Development Plan, the Department is obliged to ensure compliance with its provisions. Service Providers are therefore required to recruit local communities as employees for the duration of the contract and or buy raw foodstuffs, based on reasonable prices that are available in the vicinity of the institution.

## 5.3. To supervise the provision of the meals.

- 5.3.1. Ensure that only qualifying learners that have been admitted to a hostel (*as listed in **Annexure A and C***) are served. This therefore calls for accurate matching of Hostel Admission Register and Hostel Kitchen Broadsheet for catering purposes. Departmental staff rendering hostel supervision may at their own cost be served by the caterer.
- 5.3.2. The Department will from time to time make use of a dietician who will monitor the quality and quantity of food served to learners. This will be randomly done and no prior notice will be given to the Service provider.
- 5.3.3. A menu cycle covering a four-week period (**Annexure B2**) and drafted from the Food Specification Schedule (**Annexure B1 and as outlined in Annexure F**) and a standardized recipe file must be made available immediately from the date of appointment by each Service Provider in each institution to the Department for approval.





#### 5.4. To Manage and Control the kitchen.

- 5.4.1. The kitchen will, however, fall under the control of Hostel Management at each institution and the Service provider, in consultation with the management at the specific institution, will be responsible for the day-to-day operations at the kitchen including maintaining attendance registers/ log spread sheets/broadsheet for meals served.
- 5.4.2. Any disciplinary matter, in violation of kitchen rules agreed upon between management and the Service provider, will have to be referred to the Department through the Institution's management.

#### 5.5 Additional Requirements.

- 5.5.1. The Service Provider must provide fuel /gas for cooking and include the cost in the price of meals.
- 5.5.2. The Service Provider must maintain kitchen premises and provide equipment, cleaning and eating utensils in preparation and serving of meals. **Any fraudulent misrepresentation will be subjected to penalty which may include the cancellation of the contract as contained in Annexure E.**
- 5.5.3. The Service Provider must be liable for the removal of pigswill and ensure that these containers /areas are maintained in a clean and hygienic condition.
- 5.5.4. The Service Provider must ensure that the kitchen is well stocked with the needed groceries as per specified schedule in **Annexure B1 and as outlined in Annexure F.**
- 5.5.5. The Service Provider must ensure that the kitchen and dining hall are kept clean and well maintained for learner welfare.

#### 6. MANAGEMENT REPORTING REQUIREMENTS

- 6.1. The Food Service Supervisor will report weekly to the Hostel Superintendent/ Principal of the institution for all operational and logistical arrangements as contained in clause 9(9.4) and clause 14(14.1) (All around Food Specification Schedule).
- 6.2. The principal, on the advice of the Matron or Boarding Master, will report monthly to the department on the quantity and quality of meals (All around Food Specification Schedule) served through a broadsheet that must be attached to the invoice.
- 6.3. There must be a daily contact and reporting between the Food service Supervisor and Matron/Boarding Master to monitor operational and logistical arrangements (All around Food Specification Schedule).



- 6.4. The signed contract/ Service Level Agreement entered into by the Department and the Service Provider will be handed to the District Director as well as to local and district municipality for the school to which the hostel/s is attached for the purposes of management and monitoring.
- 6.5. The District Steering Committee should be formed for each district for the purposes of monitoring (All around Food Specification Schedule) across local and district municipalities.

## 7. TIME FRAMES

### 7.1 Contract Period

The contract must be for a period of twenty-four months /2 years with a provision to extend the contract for twelve months based on performance of the service provider and budget availability. In the event of policy changes affecting the schools, the Department reserves the right to terminate the contract earlier up to a maximum of three months' notice.

### 7.2 Commencement of Service

The successful bidders will be required to start rendering services as soon as the bid is awarded.

## 8. CONTRIBUTION BY THE DEPARTMENT

### 8.1. Catering Equipment

- 8.1.1. The department must supply all existing catering premises with basic services, like water and electricity including provision of furniture, fixtures and equipment however the Service Provider must be responsible for the usage cost of water, electricity, as well as gas, wood and any other fuel used for cooking.
- 8.1.2. All additional equipment and repairing thereof or replacement needed to enhance catering service delivery, will be mutually agreed upon between the catering company and the department.
- 8.1.3. The Department will monitor all the above processes and apply penalties where and when deemed necessary as contained in **Annexure E**.
- 8.1.4. The Department and the Service Provider must ensure that a proper handover of equipment and utensils is conducted prior to and after the contract period.



## 8.2 Kitchen staff

- 8.2.1. The kitchen staff in the employ of the Department will remain and have their wages and salaries being paid by the Department.
- 8.2.2. The kitchen will, however, fall under the control of the Service Provider's senior representative at each hostel and he/she will, in consultation with the management at the specific hostel, be responsible for the attendance registers, leave recommendations and report quarterly performance of the staff. Any disciplinary matter referred to the Department should be dealt with by the Hostel management and report on quarterly performance of staff.
- 8.2.3. The Service Provider will be responsible for in-service training of the staff as per training schedule. (See clause 5.2.5)

## 8.3 Professional and management staff

- 8.3.1. The Department will employ the services of a dietician who will spend at least one to two days per month at each institution. The dietician should check the quality of the meals and advise the kitchen staff on the correct preparation of meals including correct measurements of raw and cooked foodstuffs as per Annexure B 1. The dietician must submit reports quarterly to the District Director on the quality of the foodstuffs provided to the learners.
- 8.3.2. The district office will visit hostels to monitor their functionality and report on their conditions and management including catering services to the Provincial Education Office.

## 8.4 Monitoring, control and reports

- 8.4.1. The Head of the Institution must always have access to facilities and goods utilized by the Service Provider for the purpose of:
  - Determining whether the bid conditions are being adhered to.
  - Checking the inventory for furniture, fixtures, equipment, and utensils etc. utilized by the caterer.
- 8.4.2. Monthly inspections will be carried out by a departmentally appointed dietician and/ or Head of the Institution to monitor quality and quantity of food provided.
- 8.4.3. The Head of the Institution must have authority to instruct the Service Provider to rectify any breach of the specification forthwith, failing which the provisions in 13.2.3 below maybe imposed.
- 8.4.4. Regular health inspections will be carried out by bona fide Health Officers.
- 8.4.5. A Steering Committee meeting between the Service Provider, the Head of the Institution and an elected Catering Committee of each institution must be scheduled either monthly or as agreed upon by the parties and proceedings must be minuted.

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- 8.4.6. Food served to staff at the discretion of the Service Provider in conjunction with the Hostel Management Committee is not included in this bid and will not be charged from the Department.

## 9. BID PRICING STRUCTURE

- 9.1 As described in Annexure D

### 9.2 Firmness of price

All bid prices must be firm for the first year of the contract and should it be necessary any request for price adjustment should be supported

by relevant documents from Statistics South Africa, inflation rate and Consumer Price Index (CPI) for the remaining years

All bid prices quoted must be inclusive of Value Added Tax.

### 9.3 Cost factors

- 9.3.1 Service Provider's pricing structure should clearly show the *key cost factors* considered by the Service Provider in line with this bid specification. (See **Annexure D**, as a guide)
- 9.3.2 The Service Provider's proposal should present a price structure with cost details that will enable *annual comparisons* in a simplified nature.
- 9.3.3 Each service provider must fill in a separate pricing schedule i.e. **Annexure D** for each hostel if he /she wishes to provide this service to more than one institution in his /her vicinity of local and district municipality.

### 9.4 Rate of meals

- 9.4.1 The amount claimed monthly from the Department in respect of services must not exceed the amount bided for and will be presented in a detailed broadsheet. In the event of any variation, prior approval of the Department must be obtained for that variation.
- 9.4.2 The Service Provider must have considered the employment of *Food Service Supervisor* and required Kitchen staff.
- 9.4.3 The Service Provider must have considered provision of protective clothing and uniforms of the Kitchen staff.
- 9.4.4 The Service Provider must consider the required training of staff, including departmentally allocated staff as required within eight weeks of appointment.
- 9.4.5 Annexure D on Pricing Schedule should be used as a tool in which all three components of the Tender are costed by the bidding Service Provider.





## 9.5 Additional requirements

- 9.5.1 The Service Provider undertakes to purchase, acquire and to ensure the safe storage of all suitable cleaning materials, insecticides, all consumable items such as packaging materials, bin liners, paper serviettes, mops etc. for the purpose of fulfilling its catering and managing functions.
- 9.5.2 The Service Provider will be responsible for the fumigation of insects in food stock stores, kitchen, and dining rooms every three months or as and when required.
- 9.5.3 All empty containers, packaging material etc. must be placed separately from pigswill in an area / container allocated for this purpose.
- 9.5.4 The Service Provider must ensure that all staff under his/her control know how to handle fire hazards, are made fully aware of where fire extinguishers are situated, and how to use them effectively.
- 9.5.5 All kitchen items and other equipment as well as crockery and cutlery given to the service provider in good condition must be back as such at the end of the contract.
- 9.5.6 The Service Provider must use electricity, water and refrigeration for freezing purposes economically as provided by the Department.
- 9.5.7 All food procured must meet requirements as specified in Annexure F.

## 10 EVALUATION CRITERIA

- 10.1 The 90:10 Preferential Point System in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and the PPR of 2022 will be judiciously applied.
- 10.2 Each Service Provider will be assessed independently but no service provider will be awarded more than three (3) hostels unless exceptional circumstances prevail.
- 10.3 The Department will prefer to award the contract to as many Service Providers as possible provided that the price is within 11% of the lowest acceptable price.



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Bids with a threshold value of more than R50 000 000,00 must be evaluated on 90/10 principle. Preference points must be allocated as per below table:

Preferential Goals	Historically Disadvantaged Individuals	Percentage Allocated	Allocation of Points 90/10
Historically Disadvantaged Individuals		20	2
Women Ownership		30	3
Promotion of Youth through ownership		20	2
<b>Specific Goals</b>			
Enterprises located in the Eastern Cape Province		20	2
Military Veteran Ownership		10	1

### CLAIMING OF PREFERENCE POINTS

- o Preference points allocated Historically Disadvantaged individuals may be claimed by Persons who had no franchise in national elections prior to 1983 and 1993.
- o Preference points for Locality may be allocated Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.
- o Preference points allocated for persons with disabilities may only be claimed there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.
- o Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.
- o For promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be



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situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

- Preference points may be allocated to other RDP goals as follows:
  - Promotion of South African owned enterprises
  - Promotion of export-oriented production to create jobs
  - Creation of new jobs or intensification of labour absorption
  - Promotion of enterprises located in the rural areas
  - Promotion of enterprises located in specific municipal area for work to be done or service to be rendered in that municipal area.

## 11. ELIMINATION CRITERIA

- 11.1. The bid proposal must contain a duly completed and signed ECBD 1 document.
- 11.2. The Service Provider has to be based in the Eastern Cape (Physical address) with highest influence of proximity to the boarding facility to service by locality (local and district municipality). See **Annexure "A"**
- 11.3. Pricing schedule has to be completed with indicative breakdown of costs as per **Annexure "D"**.
- 11.4. Bidders must provide proof of centralized supplier database (CSD) registration.
- 11.5. Non-attendance of compulsory pre-bid briefing meeting will result in the elimination of the Service Provider from this bid.
- 11.6. Bid proposers must complete and sign all the attached standard bidding documents (SBD 1, SBD 2, SBD 3, SBD 4 and SBD 6.2)
- 11.7. Bidders must provide a CV with proof of experience of the food manager (5.2.1)
- 11.8. Proof of site visits must be submitted (13.4)
- 11.9. Proof of training programmes provided (5.2.5)
- 11.10. Adequate experience (proof of one (1) year catering experience to equivalent number of persons) and an impeccable track record and proven success in providing a similar service will be major considerations.
- 11.11. Bidders must display financial capacity and affordability to the value of R300 000.00 and be evidenced to through a stamped bank statement attached to the bid document



## **12. OTHER CONDITIONS OF TENDER**

- 12.1. The Department may, before a bid is adjudicated or at any time, require a Service Provider to substantiate claims it has made regarding preference.
- 12.2. This bid specification must prevail in the event of there being a contradiction between service standard and provisions of this bid specification document.
- 12.3. Joint Venture/contracts or agreements must be submitted with the bid where these are in existence

## **13. OTHER TERMS AND CONDITIONS AFTER AWARD**

### **13.1 Contracted information**

All awarded Service Providers are expected to have the bid document and to be always well-versed with it as this is a binding document.

### **13.2 Unsatisfactory performance**

- 13.2.1 Due to the importance attached to this project by the Department, successful Service Providers will be expected to observe the bid conditions contained in this specification as well as the timeframes relating to the deliverables.
- 13.2.2 Service Providers are therefore requested to take note of all the clauses of the specifications in this invitation to bid.
- 13.2.3 The Department reserves the right to terminate the contract with immediate effect, should a supplier/ service provider perform unsatisfactorily and fails to remedy such poor or non-performance within seven days of receipt of a written request to do so. This excludes cases that can be mutually agreed upon to be beyond reasonable control of the supplier and could be viewed to be a supervening impossibility to perform.

### **13.3. Expiry of the contract**

When the contract expires the Service Provider is to dispose all consumable stock on hand at his own costs.

### **13.4. Site visits**

All prospective Service Providers must visit the institutions and acquaint themselves with the facilities and circumstances. Date of visit/s by the bidders to the institution/s must be attached to the bid document and signed by the principal and with school stamp.





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## 14. BIDDERS' RESPONSIBILITIES

### 14.1. Management and administration

- 14.1.1. The Service Provider will provide management with proper control tools and systems in place related to staff and other resources management.
- 14.1.2. **Note! The service provider must consult the Department to hire any persons should any departmental vacancy occur.**
- 14.1.3. The Service Provider will submit monthly claims accompanied by relevant documents with clear statistical information and be signed by the hostel Superintendent or principal within seven days following the month claimed for.
- 14.1.4. The bidding company must provide accommodation and any other logistics for their own management and staff.
- 14.1.5. Proof of registration as a legal entity with Provincial and Planning Treasury's supplier database must also be submitted with bid documents.
- 14.1.6. The Service Provider must have an office in the Eastern Cape Province where the institutions are situated as determined by proximity and locality in terms of local and district municipality location.

### 14.2. Riot, unrest and stock loss

- 14.2.1. In the event of closure of the institution due to boycotts, riots or unrest irrespective of how they are caused, the Department will not be liable for monthly payments as determined in accordance with the provision of the contract, for the period when there is no feeding.
- 14.2.2. The Service Provider must render catering services irrespective of any boycotts, riots or unrest from the bidder's staff should he be requested to do so by the Department unless the situation is volatile.
- 14.2.3. During any period of riot, boycotts or unrest, the Department will not be liable for any damage or injury to caterer's personnel and property.



## 15. SPECIAL CONDITIONS

- 15.1. In line with the provisions of Learner Attainment Improvement Strategy (LAIS), the Service Provider may be required to serve learners with meals during holidays or vacation classes arranged for the improvement of learner performance.
- 15.2. The contracted Service Provider could be utilised for 15.1 above at the rate and terms of this contract, however a prior arrangement should be done within four weeks before the envisaged event.

## 16. DEVIATION FROM BID FORMAT

Any deviation from the prescribed bid format will invalidate the bid.

## 17. SOURCING STRATEGY

- 17.1. The Service Providers need to indicate preference by ranking hostels from one (1) to fifty-five (55) with one (1) being the most preferred and fifty-five (55) being the least preferred. The Service Provider does not necessarily have to rank all fifty-five (55) hostels. The ranking must be limited to the number of Hostels the Service provider is bidding for.
- 17.2. Ranking must be based on the number of hostels the service Providers intend to bid, e.g. if a Service Provider submits a bid for five (5) hostels the ranking will be from one (1) to five (5) and one (1) being the most preferred with five (5) being the least preferred. If the Service Provider is successful on all the five (5) hostels the Department will award the Service Provider a maximum of three (3) hostels considering, the preferred ranking.
- 17.3. Lunch packs are required for extramural activities as determined by the Department and will be required on an ad hoc basis e.g. sport days, winter and spring schools.
- 17.4. Service Providers may not submit bids for more than two entities where the Directors/members are shareholders (cross linked Service Providers) however, where a shareholder is the sole owner only one bid may be submitted. Service Providers will be totally disqualified at the discretion of the Department should it be found that such transgression had occurred.



17.5 The Service Providers must indicate their preparedness to commence with the required service as required by the Department with effect from date of appointment.

## 18. CONTRACT PERIOD

18.1 The contract is for a period of twenty-four months (24) months / two (2) years with an option to extend at the discretion of the Department.

## 19. CLOSING DATE

Closing date is .....

## 20 ANNEXURES

The following documents are attached:

- 20.1 Annexure A - List of 54 schools to be bided for the catering services in this bid.
- 20.2 Annexure B1- Food Specification schedule: weights, frequency & grouping for meals.
- 20.3 Annexure B2- Food Specification schedule: seven days menu schedule.
- 20.4 Annexure C- Hostel staff requirements for the provision of food service assistants
- 20.5 Annexure D- Pricing Schedule
- 20.6 Annexure E – Outline of penalties when there is breach of contract.
- 20.7 Annexure F – Food quality specification



**ANNEXURE A**

**20.1 LIST OF SCHOOLS WITH HOSTELS IN THE BID.**

Cluster	District	Hostel	No of Learners	Local Municipality	District Municipality
A	ORTC	Ndamase	832	Nyandeni	O. R. Tambo
A	ANW	Mvenyane	1041	Umzimvubu	Alfred Nzo
A	ANW	Osborn	981	Umzimvubu	Alfred Nzo
A	ANW	Makaula	1540	Umzimvubu	Alfred Nzo
A	ORTI	Shawbury	722	Mhlontlo	O. R. Tambo
A	ORTI	Jongilizwe	582	Mhlontlo	O. R. Tambo
B	AME	Blythswood	685	Mnquma	Amathole
B	CHE	Daliwonga	500	IntsikaYethu	Chris Hani
B	CHW	Freemantle	536	Emalahleni	Chris Hani
B	CHW	Ntsokotha	492	Emalahleni	Chris Hani
B	CHW	Mount Arthur	459	Emalahleni	Chris Hani
B	ORTI	Mthatha Tech	467	King Sabata Dalindyebo (KSD)	O. R. Tambo
B	ORTI	St John's College	500	KSD	O. R. Tambo
B	ORTI	Ngangelizwe	300	KSD	O. R. Tambo
B	CHE	Nyanga	500	Engcobo	Chris Hani
B	CHW	Maria Louw	81	Lukhanji	Chris Hani
B	Joe Gqabi	Laerskool-Unie	100	Senqu	Ukhahlamba
B	CHW	Michausdale	115	InxubaYethemba	Chris Hani
B	CHW	Middelands	208	InxubaYethemba	Chris Hani
B	BCM	Byletts	604	Buffalo City	Amathole
B	AMW	Phandulwazi	361	Nkonkobe	Amathole
B	AMW	Thubalethu	524	Nkonkobe	Amathole
B	Sarah Baartman	Aeroville	162	Camdeboo	Cacadu
B	Sarah Baartman	Pearston	48	Camdeboo	Cacadu
B	Sarah Baartman	Daleview	43	Camdeboo	Cacadu

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Cluster	District	Hostel	No of Learners	Local Municipality	District Municipality
B	Sarah Baartman	Naarsing Street	126	Camdeboo	Cacadu
B	Sarah Baartman	Spandau	181	Camdeboo	Cacadu
B	Sarah Baartman	Aberdeen	55	Camdeboo	Cacadu
B	Sarah Baartman	Willowmore S.S.S	142	Camdeboo	Cacadu
B	Sarah Baartman	Wliiowmore Primary	77	Camdeboo	Cacadu
B	Sarah Baartman	Jansenville	112	Baviaanse	Cacadu
B	Sarah Baartman	Reitbron	23	Baviaanse	Cacadu
B	Sarah Baartman	Bracefield	62	Baviaanse	Cacadu
B	Sarah Baartman	Alexandria	40	Sara Bartman	Cacadu
B	BCM	Breidbach	112	Buffalo City	Amathole
B	AMW	St Matthews	314	Amahlathi	Amathole
B	NMM	Gelvandale	129	Nelson Mandela	Cacadu
B	Sarah Baartman	St Calmomile	190	Sarah Baartman	Cacadu
B	NMM	Gamble Street	74	Nelson Mandela	Cacadu
B	Sarah Baartman	Humansdorp	133	Sarah Baartman	Cacadu

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Cluster	District	Hostel	No of Learners	Local Municipality	District Municipality
B	Sarah Baartman	Maclachan (Huis Bester)	20	Sarah Baartman	Cacadu
B	Sarah Baartman	Paul Suawer (Doukama)	40	Sarah Baartman	Cacadu
B	Sarah Baartman	Orange Hof (Kirkwood)	40	Sarah Baartman	Cacadu
B	Sarah Baartman	Carel du Toit	65	Sarah Baartman	Cacadu
B	AMW	Templeton	48	Amahlathi	Amahlathi
B	AMW	Addelaide Gymnasium	161	Amathole	Raymond Mhlaba
B	AMW	Healdtown	104	Amathole	Raymond Mhlaba
B	AMW	Nathaniel Pamla	63	Amahlathi	Amathole
A	ANW	Tyelimhlophe Agrc High	710	Mzimvubu	Alfred Ndzo
A	ORTI	Mtata High	109	KSD	OR Tambo
A	ANW	Mt Hagreaves	405	Mzimvubu	Alfred Ndzo
A	ORTI	Kind Sabata Dalindyebo	344	KSD	O R Tambo
B	AMW	Fort Beaufort Primary	42	Raymond Mhlaba	Amathole
B	CHE	Clarkebury	820	WB Xuma	Chris Hani
B	CHE	Elliot	74	Sakhisizwe	Chris Hani

**N.B learner numbers are based on 2022 figures.**

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## ANNEXURE B 1

### 20.2 FOOD SPECIFICATION SCHEDULE

#### 20.2.1 WEIGHTS OF MEALS

##### A. BREAKFAST

Item	Weight
Porridge made of Mealie-meal/Mabele/Oats	160g
Tea/coffee	250ml
Margarine/ Jam/peanut butter	20g
Bread	4 slices (80g/slice)
Eggs (Large) boiled or fried	2
Russians (only weekends)	50g
Polony	50g
Vegetables / Vegies	120g
Soup	250ml

##### B. LUNCH

C. Item	Weight
Soup – vegetable	250ml
Bread	4 slices 80g
Soya mince	20g
Tea/Coffee/juice	250ml
Mvubo or Thick vegies	120g
Russians	150g



**C. DINNER**

Item	Weight
Samp (Mngqusho)	100g
Beans	50g
Pap	100g
Soya Mince	20g
Rice	100g
Potato	150g
Cabbage	120g
Carrot Salad	130g
Pumpkin	180g
Green Beans	120g
Beetroot Salad	130g
Potato Salad	150g
Beef Stew/mutton stew	160g
Sausage stew	200g
Chicken Stew	200g
Pork	200g
Mince meat	20g
Fruit (Assorted)	1 x 3
Dessert – Once a week (jelly, custard, fruit salad)	300ml
Fruit Juice (fruit juice must be at least 50% juice)	250ml
Pilchard	160g
Umvubo /Thick Veggies	100g

**D. LATE EVENING SNACK**

Item	Weight
Fruit	Two fruits (Apple/orange /banana)





### 20.2.2 FREQUENCY FOR PROTEIN DISHES PER WEEK.

#### A. BREAKFAST

- ❖ Russian x 01
- ❖ Vienna x 01
- ❖ Eggs x 03

#### B. LUNCH

- ❖ Mutton x 02
- ❖ Chicken x 01
- ❖ Beef Stew x 01
- ❖ Chicken Stew x 01
- ❖ Pork x 01

#### C. DINNER

- ❖ Chicken x 01
- ❖ Beef Sausage x 02
- ❖ Mince Bredie x 01
- ❖ Beef x 01
- ❖ Mutton x 01

### 20.2.3 GROUPINGS OF VEGETABLES

Potatoes/ Sweet potatoes with anyone of the following on daily basis during lunch:

Spinach / Cabbage
Green Beans/peas
butternut/pumpkin
Beetroot
Carrots

#### Suggestions:

- In summer one vegetable to be served as a salad and one hot for dinner;
- In winter both vegetables to be served hot and
- Juice to be served daily for dinner



### 20.2.3 EXEMPTIONS AND PROVISION OF ALTERNATIVES

Learners who have other preferences from the above and with medical proof to that effect would need to do submissions to School Hostel Management who in turn would advise the appointed caterer. Based on the above advice the appointed caterer would adjust to purchases of food stuff to provide the learners with other preferences in all the affected categories in the above.



## ANNEXURE B 2

### 20.3 FOOD SPECIFICATION SCHEDULE:

#### SEVEN (7) DAYS MENU SCHEDULE

		MENUS FOR HOSTELS					
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
<b>BREAKFAST</b>							
Cereal/ Porridge	Oats	Mabele	Oats	Mealie meal	Mabele	Oats	Mealie Meal
Protein	Fried egg /Boiled egg	Marg &Jam/pea nut butter	Fried / Scrambled egg	Marg & Jam	Polony	Eggs & veggie soup	Russian and bean soup
Bread 4 slices	B/Bread	B/Bread	B/Bread	B/Bread	B/Bread	B/Bread	B/Bread
Beverages	Coffee/tea /Juice	Coffee/tea /Juice	Coffee/tea /Juice	Coffee/tea /Juice	Coffee/tea /Juice	Coffee/tea /Juice	Coffee/tea /Juice
<b>LUNCH</b>							
Meat dish	Chicken stew	Soya mince	Pilchard	Thick Veggies	Soya mince soup	Sausage	Mvubo /Thick veggies
Starch/carb	Rice	pap	Bread	Bread	Rice	Bread	Bread
Beverage	Tea / Coffee/Juic e	Tea / Coffee/Jui ce	Tea / Coffee/Juice	Tea / Coffee/Juic e	Tea / Coffee/Juic e	Tea / Coffee/Jui ce	Tea / Coffee/Jui ce
<b>DINNER</b>							
Meat dish	Sausage stew	Grilled chicken	Mince with mixed veggies	Sausage stew	Pork	Samp	Mutton /Beef stew
Starch	Pap	Rice	Samp & beans	Rice	Pap	Chicken stew with veggies	Rice
Vege	Two Veggies	Two vegies		Two veggies	Three veggies		Three veggies/sa lads
Fruit juice	Fruit juice	Fruit juice	Fruit juice	Fruit juice	Fruit juice	Fruit juice	Fruit juice

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EVEN.SN ACK	DAY 1	DAY 2	DAY3	DAY 4	DAY 5	DAY 6	DAY 7
Two fruit	Apple/ora nge /banana	Apple/ora nge /banana	Apple/ora nge /banana	Apple/ora nge /banana	Apple/ora nge /banana	Apple/ora nge /banana	Apple/ora nge /banana

LUNCH PACK	DAY 1	DAY 2	DAY3	DAY 4	DAY 5	DAY 6	DAY 7
Three slices	Sandwich	Sandwich	Sandwich	Sandwich	Sandwich	Sandwich	Sandwich
Roasted Chicken	Roasted Chicken	Roasted Chicken	Roasted Chicken	Roasted Chicken	Roasted Chicken	Roasted Chicken	Roasted Chicken
Juice (250 ml)	Juice (250 ml)	Juice (250 ml)	Juice (250 ml)	Juice (250 ml)	Juice (250 ml)	Juice (250 ml)	Juice (250 ml)
Seasonal Fruit (two types)	Seasonal Fruit (two types)	Seasonal Fruit (two types)	Seasonal Fruit (two types)	Seasonal Fruit (two types)	Seasonal Fruit (two types)	Seasonal Fruit (two types)	Seasonal Fruit (two types)

### Suggestions:

- In summer one vegetable to be served as a salad and one hot for dinner;
- In winter both vegetables to be served hot and
- Juice to be served daily for dinner

### 20.3.1 EXEMPTIONS AND PROVISION OF ALTERNATIVES

Learners who have other preferences from the above and with medical proof to that effect would need to do submissions to School Hostel Management who in turn would advise the appointed caterer. Based on the above advice the appointed caterer would adjust to purchases of food stuff to provide the learners with other preferences in all the affected categories in the above.





**ANNEXURE C**

**20.4 HOSTEL STAFF REQUIREMENTS FOR THE PROVISION OF FOOD SERVICE**

CLUSTER	DISTRICT	HOSTEL	NO. OF LEARNERS	MAX. NO. OF FOOD SERVICE ASSISTANTS- 3 PER 50 (Not to exceed maximum of 20 within which are cleaners)	ACTUAL NO. OF FOOD SERVICE ASSISTANTS	NO. OF FOOD SERVICE ASSISTANTS REQUIRED
A	ORTC	Ndamase	832	32(20)	03	17
A	ANW	Mvenyane	1041	42(20)	04	16
A	ANW	Osborn	826	33(20)	00	20
A	ANW	Makaula	1540	41 (20)	00	20
A	ORTI	Shawbury	722	29 (20)	01	19
A	ORTI	Jongilizwe	582	23(20)	00	20
B	AME	Blythwood	685	23 (20)	01	15
B	CHE	Daliwonga	500	20	03	17
B	CHW	Freemantle	536	21 (20)	01	19
B	CHW	Ntsonkotha	492	(20)	03	17
B	CHW	Mt Arthur	459	18	00	18
B	ORTI	Mthatha Tech	467	18	00	18
B	ORTI	St John's College	500	20	06	14
B	ORTI	Ngangelizwe	300	12	00	12
B	AB XUMA	Nyanga	500	20(16)	03	17
B	Sakhisizwe	Elliot (Bersig)	74	03	00	03
B	CHW	Maria Louw	81	03	04	00

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B	Joe gqabi	Laerskool Unie	100	04	01	03
B	CHW	Michausdal	115	4	01	03
B	CHW	Middelans e	208	08	01	07
B	BCM	Blyetts	604	24(20)	00	20
B	BCM	Phandulwazi	361	14	07	07
C	BCM	Thubalethu	524	21	00	11
C	Sarah Baartman	Aeroville	162	06	00	06
B	Sarah Baartman	Daleview	43	02	03	00
B	Sarah Baartman	Spandau	181	06	01	05
B	Sarah Baartman	Willowmore SSS	142	08	02	06
B	Sarah Baartman	Naaringstraat	126	05	03	02
B	Sarah Baartman	Jansenville	112	04	03	01
B	Sarah Baartman	Willowmore Primary	77	05	02	03
B	Sarah Baartman	Bracefield	62	03	00	01
B	Sarah Baartman	Rietbron	23	03	00	03
B	Sarah Baartman	Pearston	48	03	00	03
B	Sarah Baartman	Arbedeen	55	03	01	02
B	Sarah Baartman	Alexandria	40	02	01	03

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B	BCM	St Matthews	314	12	04	08
B	NMM	Gelvandale	129	05	00	05
B	Sarah Baartman	St Calmomile	190	08	02	06
B	NMM	Gamble Street	74	05	00	05
B	Sarah Baartman	Humansdop	133	05	00	05
B	Sarah Baartman	Huies Bester (McaLach a)	20	03	01	02
B	Sarah Baartman	Orange Hof (Kirkwood)	40	03	01	02
B	Sarah Baartman	Doukama (Paul Saucer)	44	03	00	03
B	Sarah Baartman	Carel du Toit	65	04	02	02
B	AMW	Templeton	48	3	00	03
B	ANW	Tyelimhlo phe	710	28(20)	00	20
A	ORTI	Mtata High	109	04	02	02
A	ANW	Mt Hagreaves	405	16	00	16
A	ORTI	King Sabata Dalindyeb o	344	14	00	14
A	AMW	Fort Beaufort Primary	42	03	00	03
B	CHE	Clarkebury	820	33 (20)	08	08

### ASSISTANTS (Sectoral determination to apply on salaries)

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**20.5 ANNEXURE D**

20.5.1 Pricing Schedule – Institutions: Composed of three components.

- Material cost/ Daily rate across daily meals
- Labour costs for staff employed.
- Management costs/ Overheads

**Material cost picture:**

PRICING SCHEDULE						
BIDDER'S NAME:						
SCHOOL/ INSTITUTION:						
PREFERENCE RANKING:						
ITEM	Number of Learners	Per day/Unit Cost	PER MONTH	ANNUALLY	TOTAL FOR 2 YEARS	
<b>A. MEALS</b>						
A1. Breakfast						
A2. Lunch						
A3. Lunch Pack						
A4. Dinner						
A5. Snacks						
<b>A. TOTAL</b>						

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**Labour Cost:**

POSITION	QUANTITY	NO. OF MONTHS	SALARY PER MONTH	TOTAL FOR THE YEAR X 2 YEARS
Food Service Manager		24 Months		
Food Cooks		24 Months		
TOTAL				

**Management costs/ Overheads:**

DESCRIPTION	NO. OF MONTHS	MANAGEMENT FEE PER MONTH	TOTAL PER YEAR X 2 YEARS

**Total Bid Price:**

COMPONENT	PRICE OVER THREE YEARS
Material cost	
Labour cost	
Management cost	
SUB TOTAL	
VAT	
OVERALL TOTAL	

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20.6 ANNEXURE E

**PENALTY OUTLINE/CLAUSE**

ACTIVITY	PENALTY
Provision of additional ingredients	5%
Provision of approved menu	10%
Quality of food stuff	15%
<b>NB:-</b> <ul style="list-style-type: none"><li>• Penalty is charged on the total price of the invoice for the meal served.</li><li>• In the event of the activity having been provided not within the scheduled time coupled within deviation from the menu. The penalty provided above will be doubled.</li></ul> <b>(i.e. If the penalty is 10% as per schedule, then the total penalty will be imposed will be 20%)</b>	



**20.7 ANNEXURE F**

**FOOD QUALITY SPECIFICATION**

Number of Item	Item name/ food Stuff	Item / Food Stuff description
1.	<b>Poultry</b> Chicken stew	Chicken stew portions must be Grade A Caterers pack, well fleshed, free from diseases, bruises or torn skin and must be cut clean. Portion sizes must range between 80 - 100g, must be Halaal and/or non-halaal. Packed in individual transparent plastic packets and in white woven polyethylene bags or cardboard boxes wrapped in thick transparent plastic. Packaging must be stamped with the grade, grammage, Manufacturer's details and date of packaging. Delivered in a refrigerated mobile vehicle temperature must not exceed (minus) -ICC.
2.	<b>Red meat</b> Beef stew/mutton	<p>Must be Fresh diced beef/ mutton, lean &amp; boneless and have 78% meat, 20% bone, 2% visible fat. Colour of meat must be bright red not dark, must not have greenish traces and bad odor and meat must be stamped A grade on packaging.</p> <p>Must be delivered fresh and not frozen or defrosted in a delivery truck. Temperature during transporting must not exceed 5<sup>o</sup> C) and must be packed in transparent plastic bags. Red meat must be tightly sealed to avoid oxygen penetration.</p> <p>Packaging must be transparent thick plastic bag, labelled with type of meat cut, grade, weight, packaging date, manufacturer's name and address. (Delivery in a refrigerated mobile vehicle must not exceed (minus) -ICC.</p>
3.	Pork	Loin cut taken perpendicular to the spine of the pig and is usually a rib or part of a vertebra.

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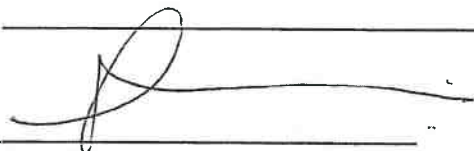
Number of Item	Item name/ food Stuff	Item / Food Stuff description
4.	<u>Processed meat</u>  Vienna  Pilchard  Beef Sausage	Grade A, reddish-brown outside with pink or light emulsion, soft and juicy with no cartilage or grittiness. No rancidity, Minimum shelf life must be 180 days.  Pilchard tins must be dent free.  Grade A beef sausage must be finely chopped and seasoned meat, must be fresh, smoked, or pickled and stuffed into a casing.
	<u>Requirements for meat products</u>	With regards to meat, the classes should be in accordance with the regulations relating to the classification and marking of meat as contained in Government Notice R. 1748 OF 26 June 1992. Animals should be slaughtered in a recognized abattoir and the carcasses should be eviscerated and stamped by a meat hygiene inspector. Meat should be transported in a hygienic way and be properly covered so that it is protected against dust and other contaminations, to the satisfaction of the receiving officer.
5.	<u>Packaging</u>	Meat must be packed in a see through packaging. Film packages used to cover fresh meat must be permeable to oxygen so that the meat will remain bright and red.
6.	<u>Fresh bread</u>  Brown Bread	High energy, free from trans fatty acids. Low in total and saturated fat. Fortified with essential vitamins, minerals. Fresh, sliced packed in covered clear/ transparent plastic bag, labelled.





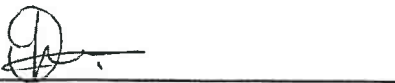
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**RECOMMENDATION BY THE BID SPECIFICATION COMMITTEE (Provision of Catering Services at the 55 subsidized schools with boarding facilities for a period of 2 years)**



**CHAIRPERSON:  
BID SPEC COMMITTEE**

03/02/2023  
**DATE**



**MEMBER  
BID SPEC COMMITTEE**

03/02/2023  
**DATE**



**MEMBER  
BID SPEC COMMITTEE**

03/02/2023  
**DATE**



**MEMBER  
BID SPEC COMMITTEE**

03/02/2023  
**DATE**

**APPROVED/~~NOT APPROVED~~**

  
**HEAD OF DEPARTMENT - ECD&E**

10/02/2023  
**DATE**