

REQUEST FOR PROPOSALS (RFP)

REQUEST FOR PROPOSALS FOR CANTEEN SERVICES AT CEF HOUSE

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Mineral Resources and Energy (DMRE). For more information on the company, you can visit our current website: www.cefgroup.co.za.

1. BACKGROUND

The CEF Canteen is situated within the CEF House Building (Block C) within the Office Park and is requesting bids from bidders for running the Canteen Services in Block C, Upper Grayston Office Park, Strathavon, Sandton.

Our goal is to partner with a Service Provider that can help us increase food service participation, and support corporate initiatives to promote healthy lifestyles and sustainable practices.

Our workforce of about +/- 100 people will support the canteen services daily. It has a fully equipped cafeteria in the ground floor of the main admin building. We view the dining facility as an extension of our company-wide employee wellness program and providing a variety of tasteful menu options accompanied by as much nutritional information as possible is our goal. Local sustainability is also important and encouraged. These views inform our priority to partner with a suitably qualified food Service Provider that has demonstrated success balancing food costs with ecological responsibility and nutritional value. Services rendered will be for the Service Provider's own account, taking responsibility for all risks including profit/loss, stock and cash control (no subsidy or management fee payable).

The successful bidder will be expected to provide breakfast and lunch to CEF employees, visitors and tenants on a daily basis during CEF official business hours as well as catering services needed with offerings that include a variety of nutritious choices and local cuisines made with local ingredients when possible.

The bidder should have successfully performed running Canteen services or Catering services or Restaurant Services for at least a period of five (5) years. The Canteen Services shall be taken up on a rental basis. The contract is being offered for a period of five (5) years with no option to renew.

Bidders must furnish full data and information as required in this bid document. Based on the evaluation of the proposal submitted by the bidder, one of the bidders will be selected. Award of the bidder is at the discretion of the Central Energy Fund. Proposal of

the successful bidder would form the basis for future negotiations and lead to signing of a contract/lease agreement for setting up the Canteen of the building on a rental basis.

2. INVITATION FOR PROPOSAL

Proposals are hereby invited from suitably qualified Service Providers for the provision and management of onsite sit-down and take-away staff cafeteria which provides meals and refreshments for staff working at CEF House. This also includes catering services for various meetings as and when required by CEF.

3. PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this RFP (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

4. SCOPE OF WORK

This Scope of Work is subject to all conditions and requirements as stated in this section of this document as well as any other accompanying documents in this pack and shall be undertaken in the manner stated herein as well as the Service Level Agreement.

CEF's business hours are from 07h30 to 16h30, Monday to Friday.

- 4.1** This is an all-inclusive canteen and catering service providing basic meals (breakfast and lunch, cooked and fast foods), non-alcoholic beverages, snacks and other items on a daily basis to on-site personnel, tenants and visitors.
- 4.2** This facility will be operated and managed on a full risk (no subsidy or management fee payable by the CEF) basis. A minimal service fee will payable by the Service Provider and discussed at contract negotiation.
- 4.3** The contract will make provision for:
 - a) Canteen services
 - b) Catering Services
 - c) Maintenance of own equipment (CEF owned equipment to be maintained by CEF on a fair wear and tear basis).
- 4.4** The Canteen operates from 07:00 to 16: 00 (Monday to Friday). CEF retains the right to utilise the services of other catering service providers, for either on-site or off-site functions, if the CEF deems it necessary. The catering services will be rendered as follows but are not limited to:

4.5 Daily Catering For Staff

The service provider will be required to prepare and serve adequate food to the CEF staff from Monday to Friday; excluding public holidays. The CEF staff will pay the service provider directly for their orders on cash basis. The requirements for staff catering are as follows:

4.5.1 Breakfast

- Breakfast must be served from 07:00am till 11:30am (seated and takeaways). Breakfast service includes hot and cold items: examples - eggs, bacon, sausages, toasted sandwiches, tomatoes, loose seasonal fruit, soup, porridge, slices of bread (brown & white bread), hot and cold cereals, yogurt, smoothies, fresh juice, fruit salads, muffins, tea, coffee, cappuccinos, etc.

4.5.2 Lunch

- Lunch must be served from 12:00am till 15:00pm (seated and takeaways).

4.5.3 Over the Counter Snack Shop

- The service provider will be required to sell various types of snacks (chocolates, sweets, peanuts etc.) ; various healthy treats , various types of crisps, various types of soft drinks (bottles & cans) , various types of juices (bottles & cans) etc

4.5.4 Catering for Meetings

- The service provider will also be required, on an ad hoc basis, to render catering services for CEF meetings e.g. Staff Imbizo's ; EXCO, Board and other committees. These meetings are held on-site within CEF premises. Some of the meetings can be held very early in the morning and or late after hours. The service provider will bill the CEF for such orders; and CEF will pay the service provider in accordance with the CEF standard terms and conditions.

4.5.5 Catering for Functions/ Events

- The service provider will also be required, on ad hoc basis, to render catering services for CEF functions/events. The events may be held on-site (within CEF premises) or off-site.

4.6 Canteen Management:

- Service from 07h00 to 16h00 on weekdays
- The catering service provider will be responsible for inter alia:
 - Hygiene maintenance and cleaning of area where food is prepared and served;
 - Manage daily canteen service requirements
 - Provide competitive pricing
 - Provide a variety of menu changes weekly

- Services to includes catering for vegetarian meals; assorted warm meals; fresh vegetable, fruit salad and platters
- Efficient flow of order handling
- Plated and take-away meals
- Preparation and presentations of food;
- Monitoring the quality of service, reviewing the variety and soliciting feedback from patrons;
- Provide various options that would accommodate the particular needs of various religious and ethnic groups.
- Use the preparation area (no cooking facilities) exclusively for the preparation of catering for consumption by CEF personnel and guests.

5. SERVICE POINT DELIVERY

CEF House
Upper Grayston Office Park
152 Ann Crescent Avenue
Strathavon
Sandton

6. CONTRACT TERM

The contract will be effective over a period of 5 years.

7. EVALUATION CRITERIA

7.1 Phase 1- Mandatory Requirements

The bidder must comply with the requirements listed below and it must be noted that failure to comply with any of these requirements will lead to bidder being disqualified from further evaluation.

No	Mandatory	Comply	Not Comply
7.1.1	The Head Chef must be have at least a Bachelor's Degree in Culinary Arts (NQF 7) Attach copy of the certificate		
7.1.2	The Sous Chef/ assistant must have completed the Occupational Certificate: Chef/ Level 5 (SAQA ID : 101697) Attach copy of the accreditation		

7.1.3	The Head Chef must be have the SA Chefs Association Certification Attach copy of the certificate		
7.1.4	The company should have a valid accreditation/affiliation with the recognised hospitality association: South African Chefs Association (SACA) Attach copy of the certificate		
7.1.5	The company should have a valid registration with COIDA Attach copy of the certificate		

7.2 Phase 2 - Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

Minimum Technical Threshold 70%			
Technical Information	Scoring	Proof of documents	Weighting Percentage
7.2.1 COMPANY EXPERIENCE IN THE INDUSTRY			
Company to demonstrate catering and canteen management experience			
Above 10 Years experience	5	Company Profile with previous contract details	20%
7-10 Years experience	4		
4-6 Years experience	3		
2-3 Years experience	2		
1 Years experience	1		
No Experience	0		

Company to demonstrate catering and canteen management experience			
The reference letters must: a) Be in a company letterhead b) Include the period of service, c) Reference contact details			
5 Reference Letters	5	Reference Letters on client's letter head	20%
4 Reference Letters	4		
3 Reference Letters	3		
2 Reference Letters	2		
1 Reference Letter	1		
No reference submitted	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
7.2.2 RESOURCE ALLOCATION			
KEY PERSONNEL Years of experience of key personnel to be directly responsible for the implementation of this project. a) Head Chef		CV	15%
10 or more years	5		
Between 8 -9 years	4		
Between 5 -7 years	3		
Between 3 -4 years	2		
Between 1 -2 years	1		
Less than 1 Year or No relevant experience	0		

b) Sous Chef		CV	15%
5 or more years	5		
4 Years	4		
3 Years	3		
2 Years	2		
1 Year	1		
Less than 1 Year or No relevant experience	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
7.2.3 BUSINESS PROPOSAL			
<p>Bidder must submit a Business Proposal, which must include but not limited to the below :</p> <ul style="list-style-type: none"> a) Operating procedures for Kitchen Staff b) Business Profile c) Staff Training Plan d) Emergency Preparedness Plan , disaster plan and any preventative measures to be implemented in case of emergency in the work place e) Cleaning schedule plan f) Waste removal plan g) Hygiene audit plan 		Business Proposal indicating the listed milestones	30%
Plan addresses 6-7 listed points	5		
Plan addresses 5 listed points	4		
Plan addresses 4 listed points	3		
Plan addresses 2-3 listed points	2		
Plan addresses 1 listed points	1		
No Proposal submitted	0		

7.3 Phase 3: Food Presentation and Tasting.

Bidders will need to score a minimum of **50 points in phase 3** in order to qualify for further evaluation in Phase 4 (Price and B-BBEE)

Food Presentation and Tasting	50 Points
Bidders will be evaluated on food presentation and tasting	

7.4 Phase 4: 80/20 Preference Point System

All tenders that will achieve the minimum qualifying score for technical will be evaluated further in terms of the preference point system as follows:

CRITERIA	POINTS
Price	80
BEE	20
TOTAL	100 points

7.4.1 80/20 preference points system for tenders for income-generating contracts with Rand value equal to or below R50 million

7.4.1.1. The following formula must be used to calculate the points for price in respect of an invitation for tender for income-generating contracts, with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

Where:
$$PS = 80 \left(1 + \frac{Pt - Pmin}{Pmin} \right)$$

Ps = Points Score for the Tender under consideration

Pt = Price of Tender under consideration, and

Pmin = Price of highest acceptable tender

7.4.1.2. A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

7.4.1.3. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

7.4.1.4. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

* Shortlisted bidders may be contacted for site visits.