



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUPPLIER FOR THE PROVISION OF CANTEEN SERVICES FOR A PERIOD OF SIX MONTHS.

Department of Public Works and Infrastructure ('DPWI')

Property Management and Trading Entity ('PMTE')

1. INTRODUCTION

DPWI/ PMTE is the custodian of immovable state-owned assets across the country. PMTE is entrusted to manage immovable assets which belong to the National government (Buildings, vacant land, and related infrastructure, occupied/ not occupied) across the country in all eleven (11) DPWI regional offices. Ideally these assets should be used to generate maximum revenue for the State. DPWI has recently receive request from Justice College to source service provider to render canteen service for a period of six (6) months.

In light of the above DPWI/PMTE seeks to procure a potential service provider for the provision of canteen operation services for a period of six (6) months.

2. BACKGROUND

National Department of Public works and Infrastructure intends to appoint a service provider to provide canteen services to commissions and staff at Justice College. Currently Justice College has employed approximately 50 staff members, it should furthure be noted that Justice College will be housing commissions which is estimated to last for a period of six months , total number of estimated people per day +- 400 and they will also be services from this canteen . DPWI will enter into a Short term lease agreement with a prospective service provider who will provide the services as required. The services rendered will be for the Service Provider's own account, taking responsibility for all risks including profit/loss, stock and cash control. The canteen services required will NOT be on a subsidy basis.

3. SCOPE OF WORK

COMPULSORY/MANDATORY TENDER REQUIREMENTS:

Bidders need to comply with all the mandatory requirements listed below in order to proceed to next phase of evaluation:

CRITERIA	COMPLY	NOT COMPLY
Provide a minimum of 3 contactable completion letters on bidder's clients' letterhead on the projects done relating to canteen/catering services.		
A copy of the Company Profile that fulfils the RFQ requirements.		
Proof of basic training of food handlers and their personal details (records / certificates)		
Complete, sign and submit all compulsory standard bidding document		

Specifications for the supply and provision of canteen service

DPWI requests proposal for the operation of a cafeteria facility at its state owned property known as Justice College Institution in Pretoria Central (332 Johannes Ramokhoase, Pretoria, Central).

This scope of work shall form part of the contract

The services rendered must comply with the following: The menu will be in accordance with the guidelines as per food preparations requirement in the food preparation industries and department of health.

3.1. Canteen Operation

The on-site canteen is a 340,69 square meters facility with the following facilities:

- Dining Area and Service Area: 227.560m²
- Kitchen with office space: 79.11m²
- Office: 11.215m²
- Dry store room: 4.950m²
- Cold Room: 11.941m²
- Industrial Machinery

3.2. Objectives

- 3.2.1. The operation of a canteen on the Justice College premises, will be utilizing the allocated area for the supply of a set menu of basic meals, beverage and other items on a daily basis, to on-site personnel, provision of one (1) vending machine.
- 3.2.2. Provide a few options of 'Meals-of-the day' at an affordable. Market-related and reasonable price.
- 3.2.3. Provide suitable disposable containers for the serving of food & beverages (to be inclusive in the pricing schedule).
- 3.2.4. Use dry fresh ingredients in the food preparation and ensure that no items that are beyond expiry date are on offer or used in the preparation of any food offered to patrons.
- 3.2.5. Prepare all foods/meals to exceptionally high standards expected of the food industry whilst also ensuring that no food preparation other than specified takes place on the premises.
- 3.2.6. Successful service provider will be expected to pay market related monthly rental to the department, furthermore the provider will enter into agreement with the department.

3.3. Normal Working Hours

Justice College operating hours are between 07h30 and 15h30 Monday to Friday.

The operation of the canteen will be between **07h30 and 15h30 (8 hour)** Monday to Friday (Excluding Public Holidays – no service)

3.4. Food Specification

3.4.1. Application of guidelines as laid down by the Heart and Stroke Foundation S.A and Department of Health for preparation of a combination or variation of the following meals:

Menu of the day:

BREAKFAST:

- Toast (ham & cheese, cheese & tomato)
- Muffin
- Scones
- Cakes
- Banana bread
- Bacon and eggs
- Chicken mayo
- Cold beverages
- Hot beverages

LUNCH:

- STARCH
- Pap
- Rice
- Samp (plain)
- Pasta
- Dumpling

MEAT

- Chicken stew
- Beef stew
- Grilled chicken
- Tribe VEGETABLE
- Spinach
- Pumpkin
- Beetroot
- Grilled potatoes
- Carrots etc.

FRUITS

- Apples
- Bananas
- Pears etc.

3.4.2. Call order counter meal:

- not limited to the below listed in the pricing schedule in paragraph 4

3.4.2. Customers must be allowed to make their own combine- healthy meal from variety of ingredients not limited to the below:

- Raw tomato
- Low fat cheese varieties
- Cold meat
- onions

- cucumbers
- peppers
- Sauces (tomato or low fat based)
- Health breadbasket

4. PRICING SCHEDULE

#Provide fair and reasonable rental offer payable to the department, bear in mind that the Department will be liable for electricity and water usage.

ITEM	DESCRIPTION	QUANTITY	PRICE PER MONTH	TOTAL
1.	Leasing of a Canteen for period of 6 months	6		
			15% VAT	
			Grand Total	

5. LEGAL COMPLIANCE

- Occupational Health and Safety Act, 1993 (Act 85 of 1993)
- Protection of Personal Information Act, 4 OF 2013 (POPIA)

National Department of Public Works and Infrastructure adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021. As DPWI, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal

of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

TIMELINES AND DURATION

Upon appointment, the recommended supplier is expected to start operation within agreed time not more than 15 days of receipt of the appointment letter, DPWI reserve the right to cancel the appointment letter issued. In cases whereby the service provider wants to increase the price within the same year of the contract negotiations with DPWI Management must be contacted prior such increases.

TERMS AND CONDITIONS

RESPONSIBILITIES

SERVICES	STATE	LESSOR
Water Consumption	X	
Electrical Consumption	X	
Municipal Rates	X	
Waste Services	X	
Domestic Cleaning		X
MAINTENANCE		
Equipments Maintenance		X
Internal Building Maintenance		X
External Building Maintenance	X	
Garden (if applicable)		X
Air conditioning	X	
Lift	X	
Fire Fighting Equipment maintenance	X	

The bidder will be responsible of paying monthly rental to the department no later than 7th of every month.

N.B The above terms and conditions are not all inclusive, some conditions will be outlined on the lease agreement.

FINANCIAL PAYMENT

The service provider will receive income in the form of sales made from customers buying from the canteen.