



YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF WESTERN CAPE GOVERNMENT HEALTH

BID NUMBER: **WCGHWSC0006/1/2026**

CLOSING DATE: **FRIDAY, 3 JULY 2026**

CLOSING TIME: **11:00**

FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

Please submit your bid on the official, **not re-typed** forms. Only original, signed documents will be considered. Failure to complete and sign bidding documents, certificates, questionnaires and specification forms may invalidate the bid. **The date stamp on each page is for official use and not for completion by bidders.**

Each bid must be deposited in a **sealed envelope** with the **name and address of the bidder, the bid number and closing date**. These conditions also apply to **a bid sent by courier** that is delivered in a courier pouch and is either signed off by the responsible official, or deposited in the bid box by the courier's representative. The envelope shall not contain documents related to any bid other than that indicated on the envelope.

Bid documents must be deposited in the **bid box marked DEPARTMENT OF HEALTH** in the foyer of the Western Cape Government Building **next to the Cape High Court** at the junction of Dorp and Keerom Street, Cape Town. The bid box is generally open **24 hours a day, 7 days a week**. If you are uncertain about the location of the bid box, please call the responsible official, **Mr Rashaad Matthews** at **(021) 483 2550** for assistance during office hours from **7:00 to 15:00 daily**.

Please ensure that bids are delivered **to the correct address before bid closing**. **Late bids** will not be accepted for consideration and, where possible, will be **returned unopened** to the bidder accompanied by an explanatory letter. **No bidders' names or prices will be read out** after closing time when the bid box is opened and bids are removed by Sourcing officials.

All bidders must be registered on the Central Supplier Database (CSD) at the time of bid closing. **Bidders already registered on the CSD** must have **confirmation of their registration** AND **ensure that their status is up to date** prior to bidding by contacting www.csd.gov.za.

Unregistered bidders or bidders with suspended registration will be deemed non-compliant and their bids will not be considered. Any prospective unregistered bidder must register as a supplier on the CSD prior to bidding. CSD self-registration only: www.csd.gov.za; **Contact email:** SCM.eProcurementDOH@westerncape.gov.za

Where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance for the bid to be considered.

The B-BBEE status **on form WCBD 6.1 in your bid document** will be used to evaluate the bid, **not your B-BBEE status on the SEB or CSD**. Please complete your claims for **both the 80/20 and 90/10 preference points systems** in the WCBD6.1, as well as the attached **form WCBD4**. All other mandatory documents held on the CSD will be accepted by the Department of Health (WCGHW) for consideration of formal bids.

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

The successful bidder will be required to complete and sign a written contract form (WCBD7.1).

Please refer all technical/specification enquiries to **Ms Sisanda Mgumane** at telephone no. (021) 360 4614 or email sisanda.mgumane@westerncape.gov.za.

 **S Cloete**
for **HEAD: HEALTH AND WELLNESS**

DATE: 29 May 2026

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
3 JULY 2026	
1)	2)
SIGNED	SIGNED

**PART A
INVITATION TO BID**

ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)

The Western Cape Government ('WCG') is committed to govern ethically and to comply fully with anti-fraud, theft and corruption laws and to continuously conduct itself with integrity and with proper regard for ethical practices.

The WCG has a zero-tolerance approach to acts of fraud, theft and corruption by its officials and any service-provider conducting business with the WCG.

The WCG expects all its officials and anyone acting on its behalf to comply with these principles to act in the best interest of the WCG and the public at all times.

The WCG is committed to protecting public revenue, expenditure, assets and reputation from any attempt by any person to gain financial or other benefit in an unlawful, dishonest or unethical manner.

Incidents and suspicious activities will be thoroughly investigated and where criminal activity is confirmed, responsible parties will be prosecuted to the full extent of the law.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH					
Bid no	WCGHWSC0006/1/2026	Closing date:	Fri, 3 JULY 2026	Closing time	11:00
Description	Provision of a comprehensive catering service at Khayelitsha District Hospital for a 3-yr period				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
The foyer of the main entrance, Western Cape Government Building (next to Cape High Court)					
Junction of Dorp and Keerom Streets, Cape Town 8001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
Contact person	Mr Rashaad Matthews		Contact person	Ms Sisanda Mgumane	
Telephone no	(021) 483 2550		Telephone no	(021) 360 4614	
E-mail address	rashaad.matthews@westerncape.gov.za		E-mail address	sisanda.mgumane@westerncape.gov.za	
SUPPLIER INFORMATION					
Name of bidder					
Postal address					
Street address					
Telephone no	Code		Number		
Cellphone no					
Facsimile no	Code		Number		
E-mail address					
Vat registration no					
Supplier compliance status	CSD registration no.  MAAA				
B-BBEE status level verification certificate	[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE status level sworn affidavit	[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, was certificate issued by verification agency accredited by SANAS (SA National Accreditation System)			[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QEs) MUST BE SUBMITTED WITH A COMPLETED 6.1 TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
Are you the accredited representative in South Africa for the services offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, enclose proof]		Are you a foreign based supplier for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer part B3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
Is the entity a resident of the Republic of South Africa (RSA)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the entity have a branch in the RSA?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the entity have a permanent establishment in the RSA?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the entity have any source of income in the RSA?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the entity liable in the RSA for any form of taxation?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
IF THE ANSWER TO ALL OF THE ABOVE IS "NO", IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS). IF NOT, REGISTER AS PER 2.2 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

- 1. BID SUBMISSION REQUIREMENTS**
- 1.1 Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
 - 1.2 All bids must be submitted on the official (not re-typed) forms provided, or in the manner prescribed in the bid document.
 - 1.3 This bid is subject to the preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
 - 1.4 **The successful bidder will be required to fill in and sign a written contract form (WCBD7).**

- 2. TAX COMPLIANCE REQUIREMENTS**
- 2.1 Bidders must ensure compliance with their tax obligations.
 - 2.2 Application for Tax Compliance Status (TCS) may be made via e-filing through the SARS website, www.sars.gov.za
 - 2.3 Bidders may also submit a printed TCS certificate with a result summary page (downloaded from e-filing) together with the bid.
 - 2.4 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate TCS certificate and CSD number as mentioned in 2.2 above.
 - 2.5 No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members persons in the service of the state.

NB: FAILURE TO PROVIDE/COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY IN WHICH THIS BID IS SIGNED:

(Please submit proof of authority, e.g. company resolution, that bid signatory has been mandated to sign the bid in his/her capacity as the authorized representative of the organization.)

DATE:

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
3 JULY 2026
 1) 2)
 SIGNED SIGNED

WCGHWC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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NOTE: Please index the required **annexures** in the order as above, and add them after the last documents in your bid offer with page separators in-between.

Please insert **any other compulsory forms** (Tax clearance certificates, BBBEE certificates, etc.) where they are specified or requested in the bid document.

DEFINITIONS

For the purpose of the description, financial implications, bid conditions, conditions of bid and contract, bid specifications and annexures, the definition of words below will apply.

Authority	Representatives from the end-user institutions authorized to instruct the service-provider about specified and agreed contract requirements. Authorized persons for the purpose of this bid may include the head of clinical services, doctors, the food services manager and dietitian and their delegated officials.
Bid	A written offer, in prescribed format, from a prospective service-provider, to provide services to an end-end-user.
Bidder	An organization/individual who completes and submits a bid subject to all the terms and conditions embodied in the bid.
Catering facilities	Premises made available by the client in which the service-provider shall perform the catering service according to the provisions of this agreement.
Catering manager	The member of the service-provider's management designated to liaise with the designated manager on all catering and related services.
Catering staff	Staff involved in food preparation, provided by the service-provider for the duration of this agreement as explained further on in this document.
Conditions	All conditions and procedures specified which may affect the legal aspects of the bid or contract.
Contract	A legal, binding document and agreement resulting from the acceptance of a bid, including the full attached documentation, as well as the conditions contained in the General Conditions of Contract (GCC), which form the basis of the agreement resulting from the acceptance of a bid.
Contractor	The successful bidder/service-provider by whom the services specified will be provided subject to all the terms and conditions embodied in the contract.
Contract manager	The appointed manager from Khayelitsha District Hospital assigned to review project effectiveness, and the service-provider's compliance with health and safety regulations.
End-user	The institution, Khayelitsha District Hospital, abbreviated as 'KDH' that requires provision of a specialized outsourced service to fulfil a need for which it does not have the in-house capacity, and who retains the services of a service-provider to carry out such service in accordance with an agreed contract.
Equipment	All furniture, fixtures, fittings, appliances or any other item of equipment which the service-provider might reasonably require in the performance of its duties.
Facility	The end-user's premises/site where the the service-provider shall perform the duties under the provisions of this bid.
Food guidelines	A guideline of food types, quantities and quality to be supplied by the service-provider for bid and evaluation purposes only, upon which bid prices must be based and which is to be paid by the individual client.
Food invoice/invoice	The draft invoice format which forms the basis of all accounting for moneys payable by WCGHW for catering services provided to patients by the service-provider.
Food service staff	Staff serving food prepared by the service-provider for the duration of this agreement as explained further on in this document.
Food specification	The schedule of food types, quantities and quality per meal and menu cycle, to which the service-provider must adhere in all respects, and for which WCGHW must pay.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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DEFINITIONS (continued)

For the purpose of the description, financial implications, bid conditions, conditions of bid and contract, bid specifications and annexures, the definition of words below will apply.

General Conditions of Contract	An explanatory annexure which forms part of the bid specification, detailing the general rights and obligations of entities conducting business with government,.
Hospital:	Khayelitsha District Hospital, abbreviated as 'KDH' , represented by its management
Institutions	Hospitals and associated health and training facilities under the control of WCGHW including KDH, who are participants in a bid and on whose behalf certain services are arranged.
Interpretation	Words referring to the singular also include the plural and vice versa, where required by the context. Any gender includes the other. Reference to a person includes all entities, e.g. corporations, associations, partnerships, close corporations, government or local authorities and other legal and natural persons.
Kitchen	Main kitchen/food service unit and ward kitchens
Management staff	Any management staff provided by the contractor for the duration of this agreement.
Mandatory	A term that denotes an obligation (also shall/should and must) or legal requirement.
May (aux verb)	An expression of discretion (option) or contingency, especially in clauses indicating condition, concession, purpose, result, etc
Ration scale	A list of unprocessed and processed foods and drinks expressed in quantities/portion sizes needed per person per day or week to meet the Recommended Daily Allowances (RDA) for energy and all other nutritional requirements of a specific group of clients.
Service	The outsourced provision of a patient catering service at KDH in accordance with the specified duties, responsibilities and conditions detailed in this document.
Service-provider	The successful bidder/service-provider by whom the specified service will be provided subject to all the terms and conditions embodied in the bid.
Service-provider's staff	Staff responsible for performing the specified duties according to the scope of services required for the contract.
Specification	A document detailing proposed services to be provided for the contract.
State, Government, Department	The Republic of South Africa and/or Government Department/Western Cape Government Health and Wellness, according to the context of the sentence in which it appears.
Status quo	The condition or state of affairs of the bidder and bidding organisation as at the date of bid.
Validity date	Period when a bid is valid, during which it is expected to be evaluated, recommended and concluded. This bid shall be valid for 90 days from the closing date. Validity dates can be extended in agreement with bidders if bids are not concluded within 90 days.
Western Cape Government Health and Wellness	Abbreviated as 'WCGHW' , previously known as the Department of Health, Western Cape Government, this is the provincial government body who invited the bid, under whose control Khayelitsha District Hospital resides.

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Bidders must complete the “details of offer” column of this document in full, and reply “**complies**” or “**does not comply**” to indicate the offer’s compliance with requirements. Failure to reply to all sections will make an offer ineligible for evaluation.

Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case.

Para	Section 1: Introduction	Details of offer
1.1	SCOPE	
1.1.1	This specification establishes the requirements for the provision, operation and management of a patient catering service and related facilities and food service at Khayelitsha District Hospital ('KDH') for a 3-year period , in accordance with the requirements described further on.	
1.1.2	The service must include: <ul style="list-style-type: none"> - a proposal for a 2-week summer and winter menu cycle, consisting of a 14-day summer and 14-day winter menu for normal and therapeutic diets, and - a full hostess service from kitchen to ward to patient on a 24-hour basis or as mutually agreed by KDH and the service-provider. 	
1.1.3	Patient food services will be paid in full by KDH and must comply in all regards with the requirements the Catering and Food Specification. The cost of meals provided to any persons other than patients will be paid by the service-provider .	
1.1.4	The sale and use of cigarettes and alcohol is excluded from the scope of the service and is expressly prohibited .	
1.2	VALIDITY PERIOD	
1.2.1	This bid shall be valid for 90 days from the closing date. If a bidder withdraws his offer during this period, and a less favourable bid has to be accepted as a result, the bidder will be liable to compensate KDH .	
1.3.	CONTRACT PERIOD	
1.3.1	This contract between WCGHW and the service-provider will become effective for 3 years from the day on which it is signed, or the first day of the following month , unless otherwise provided in the contract.	
1.3.2	The contract will end on the last calendar day of the 36th month after the commencement date, with the option to extend the contract for a period determined by WCHW if required, after which fresh bids will be invited.	
1.4	GENERAL	
1.4.1	The bid will be subject to the General Conditions of Contract (GCC) of which a copy is included in the bid documents for the information of bidders. The successful bidder must accept the terms and conditions of the GCC.	

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Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case.

Para	Section 2: Service Specification	Details of offer
2.1	CATERING - OVERVIEW	
2.1.1	The catering service must provide good quality, safe, wholesome and nutritious meals and snacks to patients by means of a standardised 2-week menu cycle for winter and summer , in accordance with South African Food-Based Dietary Guidelines and the Provincial Meal Plan specification. Menu plan guidelines in Section 3 , Catering and Food Specification reflect the existing arrangement and will not be binding on bidders.	
2.1.2	A bidder must offer different types of patient and therapeutic meals for each category in the Catering and Food specification in accordance with bid prices provided in the corresponding pricing schedules , forms WCBD3.2. Traditionally, a special meal at no additional cost is also provided as an option during Easter and on Christmas and New Year’s days.	
2.1.3	A bid price per proposed meal served per patient per day based on diet information supplied in the Catering and Food Specification must be calculated and quoted according to requirements in the pricing schedules, forms WCBD3.2 .	
2.1.4	Categories of persons that are entitled to meals in terms of this service are specified in Section 3, paragraph 3.1.3 in Tables 17.1-17.4 on page 36-37 and items 1-13 of the pricing schedules on pages 56-76	
2.1.5	The service-provider may not issue subsidised meals to KDH staff and visitors . If the service-provider’s management staff is entitled to any meal per shift, the cost will be for the service-provider’s account.	
2.1.6	Dietetics services , liaison meetings between KDH and the service-provider's dietician must be held once a week to ensure that menus for special diets are compliant with the National Food Service Policy and that the portion sizes and meals served are correct.	

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Para	Section 2: Service Specification	Details of offer																				
2.2	PREMISES AND FOOD SERVICE EQUIPMENT																					
2.2.1	Duties and obligations of KDH																					
2.2.1.1	KDH will provide existing food services premises , furniture, fixtures, appliances and equipment including stoves (gas, steam or electrical), any additional catering equipment necessary for the service mutually agreed with the service-provider, cooking utensils , crockery, chopping boards and knives to the service-provider in a good, clean and working condition. A mini-contract for a service plan will be in place to ensure that all capital equipment is serviced regularly																					
2.2.1.2	KDH will supply electrical power, gas or steam and hot and cold water for cooking, cleaning, refrigeration and freezing. A spot fine per incident will be imposed if any taps are found running unnecessarily , or if any electrical appliance is left on , but is not in use . The hospital has no water and electricity meters yet, but they may be installed in future .																					
2.2.1.3	KDH will make its fully equipped main kitchen available to the successful bidder free of charge to prepare all patient meals. This includes:																					
Table 1	Main Kitchen facilities and amenities																					
	<table border="1"> <thead> <tr> <th>Description</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Freezer room</td> <td>1</td> </tr> <tr> <td>Walk-in fridges</td> <td>3</td> </tr> <tr> <td>Medium storerooms</td> <td>4</td> </tr> <tr> <td>Preparation areas</td> <td>6</td> </tr> <tr> <td>Scullery</td> <td>1</td> </tr> <tr> <td>Delivery entrance</td> <td>1</td> </tr> <tr> <td>Large trolley bay</td> <td>1</td> </tr> <tr> <td>Office sections</td> <td>2</td> </tr> <tr> <td>Staff tearoom</td> <td>1</td> </tr> </tbody> </table>	Description	Number	Freezer room	1	Walk-in fridges	3	Medium storerooms	4	Preparation areas	6	Scullery	1	Delivery entrance	1	Large trolley bay	1	Office sections	2	Staff tearoom	1	
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2.2.1.4	<p>Crockery and cutlery will be supplied by KDH in accordance with current stock levels and shall comprise the items below. If crockery stock levels must be increased due to operational requirements, KDH will carry the cost.</p> <p>Crockery: polypropylene plastic dinner plates, side plates, pudding bowls and mugs, all imprinted with the words 'Khayelitsha Hospital Property', water jugs</p> <p>Cutlery: general-purpose knives for peeling, cutting and chopping, etc.</p> <p>Other: meal trays, color-coded chopping boards</p>																					
2.2.1.5	Where necessary, and as a result of fair wear and tear, KDH will maintain, repair, renovate and/or replace unserviceable equipment/consumable stock with the least disruption to its catering services. KDH will not be responsible for the replacement of stock losses and damage due to proven negligence of service-provider staff .																					
2.2.1.6	KDH shall provide free ablution facilities to service-provider's staff at/near service areas, and access to dedicated telephone(s) only for internal calls , to enable the service-provider to provide an efficient service. No speed-dials will be created .																					
2.2.1.7	KDH shall not be obliged to provide housing or accommodation at or near its premises for staff employed by the service-provider.																					

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Para	Section 2: Service Specification	Details of offer
2.2	PREMISES AND FOOD SERVICE EQUIPMENT (continued)	
2.2.2	Duties and obligations of the service-provider	
2.2.2.1	The service-provider is responsible for payment of all applicable rates and service charges for the proper operation and management of the service.	
2.2.2.2	The service-provider must provide its own (independent) telecommunication facilities (e.g. for external calls), IT connectivity and necessary information technology equipment to manage the service efficiently. The service-provider is responsible for payment of associated maintenance, safety expenses, network and equipment costs.	
2.2.2.3	Before the service starts, the service-provider must draw up an inventory with KDH’s Contract Manager and inspect all food services premises , furniture, fixtures, kitchen equipment, food preparation appliances and utensils. The items must be recorded on an inventory schedule and a copy of this document, signed by both parties , will form part of the contract.	
2.2.2.4	At the end of the contract, the service-provider must maintain and restore where necessary all designated areas, facilities , etc. in the same good order and condition in which the inventory schedule confirms them to be at the start of the contract, except for fair wear and tear during the contract term. The service-provider will replace any unserviceable equipment resulting from proven negligence and/or misuse by his staff at his own cost .	
2.2.2.5	If necessary, and subject to the written approval of KDH’s Chief Executive Officer, the service-provider may install any equipment, machines, etc. and replace them at his own cost with any other catering equipment which he may consider necessary to provide an efficient service. The service-provider will carry the cost of any unserviceable equipment resulting from proven negligence and/or misuse by service-provider staff.	
2.2.2.6	The service-provider will facilitate repairs and/or general maintenance of essential kitchen equipment by obtaining and submitting at least 3 quotations for any work considered necessary, for the scrutiny and approval of KDH’s Food Service or Contract Manager, who must ensure costs are market-related . Repairs can only begin upon approval of the quotations by authorised KDH staff, and repair costs must be indicated clearly on the relevant monthly account , supported by quotation/s and invoice/s .	
2.2.2.7	The service-provider must establish a contingency plan for the undisrupted continuation of the service while equipment is being repaired or replaced. Dieticians from KDH and the service-provider must discuss and approve these contingency plan before implementation.	
2.2.2.8	The service-provider is also responsible for the procurement and supply of polypropylene cutlery , including knives, forks, spoons and teaspoons for patients (psychiatric patients use only spoons), as well as Styrofoam (polystyrene) glasses for patients’ drinking water.	

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Para	Section 2: Service Specification	Details of offer
2.2.2	Duties and obligations of the service-provider (continued)	
2.2.9	Crockery and cutlery used in wards must be returned to the kitchen for the service-provider to clean. The service-provider will perform a monthly stock count of all these items and provide a report comprising the stock lists and statistics of breakages and theft to KDH's Contract Manager.	
2.2.2.10	The service-provider will be responsible for maintaining crockery and cutlery in an acceptable and usable condition, free of cracks, chips and scratches at adequate stock-count levels to accommodate continuous monthly patient feeding, and will carry the cost pay for the replacement of crockery and/or cutlery items required due to stock losses or damage .	
2.2.2.11	A month before the contract ends , a stock-count will be undertaken of all equipment, cutlery crockery, knives, pots, chopping boards, etc. The service-provider will receive a list of the deviations and condition of the items, which must be replaced at the service-provider’s expense where required.	
2.2.2.12	A bedside meal service must be provided to all patients at the following locations in liaison with the on-duty nursing staff and must observe the necessary health and safety precautions by wearing the correct Personal Protective Equipment, including clothing, surgical or N95 masks and gloves , in designated areas where required:	

Table 2	Service areas	No of sites
	Medical Ward 1 and 2	2
	Surgical Ward 1 and 2	2
	Mental Health Ward	1
	Ante-Natal Ward	1
	Labour Ward	1
	Post-Natal Ward	1
	Kangaroo Mother Care Ward	1
	Paediatric Ward	1
	Overnight Ward	1
	Trauma Outpatients	1
	Acute Psychiatric Unit (APU)	1
	Total service areas	13

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Para	Section 2: Service Specification	Details of offer
2.3	USE AND CONTROL OF FOOD SERVICE FACILITIES	
2.3.1	The service-provider will have full access to the kitchen, food stock stores, food services and dining areas and their supervision , and custody and control of all keys that allow access to these areas, as well as to lockable furniture, equipment, fixtures and fittings. The service-provider’s access will be limited to those areas and any surrounding buildings and facilities required for the provision of the food service.	
2.3.2	The service-provider will not use the designated food services facilities or premises, or allow them to be used, for any purpose other than food services under the conditions of this bid, nor will the service-provider be allowed to prepare or serve food at any other premises than the designated premises, <u>unless necessitated by operational requirements and formally approved by WCGHW as a contract expansion.</u>	
2.3.3	The service-provider will not be allowed to use the facility and equipment for the preparation of food for private functions ; all preparation for private functions must be done off-site .	
2.3.4	The service-provider will use all furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies, or allow these to be used, economically, only for the purpose for which they are provided , and according to their directions for use. Periodic spot checks may be conducted by KDH’s Contract Manager to ensure that the service-provider’s staff complies with this requirement.	
2.3.5	The service-provider will not make any structural changes to the existing premises. Any proposed change to the structure must be submitted in writing to KDH for consideration and KDH’s decision regarding its necessity will be final . Similarly, the service-provider will not remove any KDH property from the premises or location where it is kept, and shall ensure that these are used in a proper manner. KDH management must grant permission for any catering equipment to be moved into or out of the facility.	
2.3.6	KDH’s Contract Manager and the service-provider’s Catering Manager will have access to the facilities and equipment, material and supplies used by the service-provider at all reasonable times - <ul style="list-style-type: none"> - to monitor compliance with the contract conditions and food specifications, - to establish if the premises, furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies are being used in accordance with these conditions - to conduct inventory control of furniture, fixtures, equipment, utensils, etc., and - for any other reasonable purpose related to contract conditions or the wider interest of WCGHW. 	
2.3.7	The service-provider will carry the cost of any additional security required to safeguard furniture, fixtures, equipment, appliances, utensils, material and supplies in the Kitchen against damage or theft .	

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Para	Section 2: Service Specification	Details of offer
2.4	STAFF MANAGEMENT AND TRAINING	
2.4.1	Staff management	
2.4.1.1	The service-provider must provide all management, catering and food service staff required for the efficient operation of the catering service, including relief staff in designated positions for day/night shift.	
2.4.1.2	The envisaged minimum (core) food service staffing levels , including relief staff in designated positions for day and night shifts, determined by KDH and vetted by a duly appointed Bid Specification Committee, are intended to ensure the continuous availability of staff . Costing provided must include provision for relief staff against each position.	
2.4.1.3	Although the positions of dietician and financial controller must exist in the bidder’s organizational structure and their expertise must be available to KDH for this bid, these posts must not be included in the total staff complement . The service-provider must submit evidence that an employed dietician is on its establishment, or has been/will be contracted in an advisory capacity for contract period.	
2.4.1.4	The service-provider must provide a management service to oversee quantity and quality control and supervision of food preparation by all staff as defined in the Food Specification for the proper execution of the contract. This includes: (i) personal supervision by the manager during meal preparation and at all serving points during meals, (ii) management and control of the premises, equipment, furniture and utensils, (iii) providing additional staff for any food service function, where required, and (iv) providing an accounting service .	
2.4.1.5	The service-provider’s Catering Manager or Assistant Catering Manager must be on site every day to maintain standards and handle queries .	
2.4.1.6	If there should be an unforeseen increase or decrease in clients participating in the service, the service-provider will be entitled to negotiate an increase or decrease of its personnel with KDH. Any fluctuation in the service-provider’s staff numbers must be approved by WCGHW.	
2.4.1.7	Wages paid by the service-provider to management and food service staff must be not less than the minimum wage for the category of employee determined and gazetted by the Department of Labour from time to time. Bidders shall furnish proof that the salaries/wages paid to employees comply with this condition.	
2.4.1.8	KDH encourages the deployment of labour from within the local community as far as possible. Therefore the successful service-provider must assess the number of contract staff members it is able to source from the local community and submit a proposal to the Hospital Board and Facility Manager. This number must be revised annually and be maintained maintained by the service-provider in the event of the resignation, re-employment or death of any of these staff members.	

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Para	Section 2: Service Specification	Details of offer
2.4.1	Staff management (continued)	
Table 3	Catering staff profile - requirements	
	Any catering staff member deployed by the service-provider must be:	
(i)	- a South African citizen , and if not , possess a valid work permit ,	
(ii)	- cleared by South African Police Services to confirm no criminal record ; a certified copy of the SAPS clearance certificate must be submitted by the successful bidder 1 week before the contract starts, as well as before employing any additional staff on this contract,	
(iii)	- able to speak, read and write at least 2 of 3 Western Cape official languages , of which 1 must be English ,	
(iv)	- physically fit and in good health to perform his/her duties, and	
(v)	- able to work independently as well as in a group depending on his/her duties.	
2.4.1.9	The following duly trained contract food service staff , further detailed in the organogram at the end of this document, are required at KDH:	

Table 4 Minimum core food service staff levels

Post description	Shift pattern	Hours	Total
Food service manager ('FSM'), trained, NQF6 qualification in Food Services Management or equivalent	Mon-Fri	06:00 - 15:00	1
Assistant food service manager, trained	Mon-Fri	09:00 - 18:00	1
Food service supervisor, trained	1 per shift	06:00 - 18:00	2
Food service supervisor, hygiene	Mon-Fri	07:00 - 16:00	1
Night food service supervisor, trained	1 per shift	18:00 - 06:00	2
Cook, trained in assistant-chef course	2 per shift	06:00 - 18:00	4
Food services aid (night shift)	3 per shift	18:00 - 06:00	6
Food services aid (day shift)	1 per shift	06:00 - 18:00	2
Ward hostess/food service aid	13 per shift	06:00 - 18:00	30
Storekeeper	1 per shift	06:00 - 18:00	2
Total food service staff			51

2.4.1.10	Of the 15 Ward Hostesses per shift, 7 will be responsible for spreading bread for patients' meals/snacks, 7 will be responsible for cleaning the kitchen between serving meals, snacks and beverages to patients and 1 will be responsible for the scullery .	
2.4.2	Training	
2.4.2.1	The service-provider shall be responsible for the continuous training of all food service staff to ensure the efficient functioning of the catering service. A fully documented in-service training matrix and detailed exposition of all envisaged courses shall accompany the bid document. Training programs shall be instituted from the date of commencement of the contract .	
2.4.2.2	All new staff and/or casuals must have been trained before they are allowed to work in the kitchen. All permanent staff should at least be trained on the level of Ward Hostess/Food service Aid, Chef or Assistant Chef . All ongoing staff training and development must be documented and records to be kept on site.	

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Para	Section 2: Service Specification	Details of offer
2.5	PURCHASE AND SUPPLY OF FOOD	
2.5.1	General	
2.5.1.1	The service-provider will arrange for the supply and delivery of all ingredients and food supplies necessary for the proper preparation of all menus in the food specification at his own cost. The service-provider will also ensure the availability of sufficient reserve food stocks to provide meals to KDH for a minimum period of 3 days .	
2.5.1.2	As compliance with specification requirements for quality is mandatory, the service-provider shall ensure that all food supplied to KDH comply with the specified quality and adhere to SABS specifications for the handling and preparation of food etc.	
2.5.1.3	Where required, the service-provider undertakes to submit food to quality and quantity control inspections and testing of menu specifications by the Contract Manager and/or dietician. Where inspections and tests by the SABS or Environmental Health practitioners are required, paragraph 8 of the General Conditions of Contract will apply.	
2.5.1.4	If the quantity and/or quality of any food or materials supplied to patients does not comply with the standard and specifications in the contract, the contract may be terminated immediately by written notice and without prejudice to any other remedy for breach of contract in terms of paragraph 23 of the General Conditions of Contract.	
2.5.2	Transport	
2.5.2.1	The service-provider shall provide all suitable and approved transport services necessary for the proper execution of its management and food service functions, and shall be fully liable for conveying supplies to KDH.	
2.5.2.2	The service-provider shall provide its own trolley(s) with which to transport products into KDH’s Food Service storage area. Under NO circumstances may the supplier use KDH’s trolleys.	
2.5.3	Waste disposal	
2.5.3.1	KDH has installed two macerators in the Main Kitchen for processing all food-preparation waste excluding bones. The service-provider shall place all refuse, pigswill and bones generated by its food service in sturdy refuse bags of at least 20-micron thickness and seal these bags with cable ties .	
2.5.3.2	Refuse bags shall be placed in KDH’s waste containers in the goods yard for disposal by KDH at its own discretion and at no cost to the service-provider .	

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Para	Section 2: Service Specification	Details of offer
2.6	MEAL SERVICE, MENUS & RECIPES	
2.6.1	The meal service will be based on a conventional cooking system . A proposed 2-week (14 -day) cycle menu must be submitted with the completed bid document for evaluation, and must include all diets required, as well as appropriate summer and winter menus , specified portion sizes, vegetables, salads, gravies, sauces and spreads for all meals in accordance with the Provincial Meal Plan . Failure to comply will invalidate a bidder's offer .	
2.6.2	Along with its completed offer, the bidder must include the following information, which forms part of the compulsory evaluation documents listed in Section 4 , Special Conditions, paragraphs 4.1.3.5, 4.1.3.6.and 4.1.3.7 , and without which your offer will be invalid : <ul style="list-style-type: none"> - standardised recipes for normal and therapeutic meals, which must also be provided to the KDH Contract Manager when the contract has been concluded, and - a complete nutritional analysis of all normal and therapeutic menus. 	
2.6.3	Any reasonable alterations, changes or substitutions required after to menus after award must be agreed between KDH’s dietician/FSM and the service-provider's Catering Manager . A request for a contract amendment must be submitted in advance to Supply Chain Sourcing for recommendation by the Departmental Bid Adjudication Committee (' DBAC ') and approval by the Delegated Official , and will only become valid from the date of the Delegated Official's signature. Such amendments may only be considered by KDH if the remain within budget .	
2.6.4	After the contract's commencement, the service-provider must use and limit itself to standard recipes for all menu items in the menu cycles and must furnish and display menus reflecting the meal of the day in the food service unit .	
2.6.5	KDH will monitor whether the meals served comply with the specified weight requirements for individual food items. A 10% tolerance above or below the weight specified per item shall be allowed. However, if the weight per item should vary more than 10% and the contractor fails to correct it, a fine will be imposed.	

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Para	Section 2: Service Specification	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD & PEST CONTROL	
2.7.1	Staff	
2.7.1.1	The service-provider shall ensure that hygiene standards in accordance with SANS 10049: 2019 edition 5 are followed at all times. KDH's Contract Manager and other responsible staff appointed by KDH shall carry out regular health inspections and internal and external audits to ensure the service-provider's compliance with this requirement.	
2.7.1.2	The service-provider shall ensure that all service staff-members look presentable, and are neatly dressed in required uniforms or protective clothing at all times. The service-provider is responsible for purchasing these uniforms and laundering the non-disposable components.	

Description	Comments
Disposable headgear, gloves, paper masks and aprons (PPE) as required	Masks - N95 or disposable surgical (for use in isolations wards and paper masks during serving)
Chef's jacket & pants/skirt	White jacket
Shirt/blouse (white) and pants/skirt	White shirt/blouse
Cloth/butcher's aprons for cooks	
Safety shoes/boots where required, OR Comfortable closed shoes	In accordance with Occupational Health and Safety Act, Act 85 of 1993
Name/identification badges	Must show name, position & company name Must be worn at all times
Freezer jackets, freezer gloves, white gumboots	Must be made available as required .

2.7.1.4	The service-provider shall ensure that all food service staff-members are in good physical health to perform their daily duties, and do not have any infectious diseases . Proof of the vaccinations of existing staff for hepatitis B must be provided to KDH's Contract Manager at the start of the contract and those of new employees immediately after their appointment. These records must be available at all times for National Core Standards compliance and verification.
2.7.1.5	KDH's Contract Manager will perform regular hygiene audits which will measure acceptable hygiene levels at a minimum of 75% . If the service-provider fails to achieve 75%, KDH will indicate the areas that require improvement and may conduct a follow-up audit within 48 hours . A fine will be imposed if the service-provider fails to achieve 75% during this subsequent audit.
2.7.1.6	The Contract Manager shall, on an annual basis, conduct a Food Service Management Assessment utilising the National Food Service Monitoring Tool, as approved by the Department. The Service Provider shall be required to achieve full compliance with all applicable standards and criteria set out in the said tool. Failure to achieve compliance may constitute a breach of contract and may result in the imposition of remedial measures or penalties, as provided for in the terms and conditions of this Agreement.
2.7.1.7	Apart from regular hygiene audits, random inspections (spot checks) may also be performed and a fine per incident may be imposed if staff hygiene during these inspections is not found up to standard.

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Para	Section 2: Service Specification	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD INCL PEST CONTROL	
2.7.2	Premises	
2.7.2.1	The service-provider shall ensure that all food service and staff areas , including all windows, fixtures, fittings and kitchen drains and all food service equipment, appliances and utensils used for preparing and serving meals are maintained in a clean, hygienic and tidy condition to the satisfaction of KDH’s Contract Manager.	
2.7.2.2	The service-provider must carry the cost of a pest control contract for the monthly extermination (fumigation) of insects in food stock stores and kitchens . <u>A dated fumigation certificate</u> must be provided to KDH’s Contract Manager after each successful fumigation or a fine will be imposed . KDH will be responsible for the installation and service of female sanitary hygiene bins in the Main Kitchen.	
2.7.2.3	The service-provider shall purchase and ensure the safe storage of all suitable requirements and consumables necessary for the fulfillment of the service and management functions at his own risk. The amount claimed monthly from KDH for these requirements shall not exceed the accepted amount in the pricing schedule. This includes , but is not limited to items in the table below.	

Category	Example
Detergents	Dishwashing liquid, bleach, drain-cleaner
Insecticides	Aerosol spray (food-friendly) for flying & crawling insects
Consumable items	Cling wrap, packaging, bin liners, refuse bags, paper napkins
Stationery	Copy paper, printer cartridges, clipboards, pens etc
Cleaning accessories	Dish cloths, brooms, mops, squeegees, dust pans and brushes (Part of service-provider’s inventory; KDH regards these items as consumables)

2.7.3	Food	
2.7.3.1	The service-provider shall implement and operate a system of assured safe catering based on Hazard Analysis and Critical Control Point (HACCP) , which includes monthly laboratory testing for bacteria at the contractor’s cost. Food samples and swabs of equipment and working surfaces must be taken once a month, sent to a laboratory for bacterial tests and the results submitted to KDH’s Contract Manager .	
2.7.3.2	The service-provider shall have procedures in place for the clean, hygienic and safe handling of food from receipt through preparation to serving, to ensure and monitor that all food are: <ul style="list-style-type: none"> (i) examined on receipt for expiry date, damage, pest infestation and temperature, (ii) handled, stored, prepared and cooked appropriately, and (iii) kept at the correct temperature at all times, including when in transit between the food-preparation site and service areas. 	
2.7.3.3	KDH’s Contract Manager will conduct regular inspections to monitor the standard and quality of food , and the general service standard provided by the contractor, and shall be entitled to instruct the service-provider to rectify any breach of the specification immediately. Failing this, the contract may be terminated immediately on written notice without prejudice to any other remedy for breach of contract, in terms of paragraph 23 of the GCC .	

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WCGHWS0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

Bidders must complete the “details of offer” column of this document in full, and reply “**complies**” or “**does not comply**” to indicate the offer’s compliance with requirements. Failure to reply to all sections will make an offer ineligible for evaluation.

Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case

Para	Section 2: Service Specification	Details of offer
2.8	RESTRICTIONS AND PENALTIES	
2.8.1	KDH reserves the right, within reason, to implement such regulatory measures as it may deem necessary to maintain hygiene standards, safety and order on the premises. If the service-provider fails to comply with these measures despite written notification by KDH, its non-compliance may be considered breach of contract .	
2.8.2	In addition to general penalties for the non-performance of contract services within specified timeframes to which KDH is entitled under paragraph 21 and 22 of the General Conditions of Contract ('GCC'), individual penalties mentioned elsewhere in this specification will be imposed on the service-provider for the following infringements:	
Table 7	Infringement	Value of fine
1.	Not adhering to prescribed mealtimes.	R2 000.00
2.	Serving any food item/dish confirmed by KDH's Contract Manager/Food Services Manager, dietician to be spoilt, eg mouldy bread, sour milk, damaged or overripe fruit etc	R2 000.00
3.	Failure to correct weight variations exceeding 10% of specified requirements for individual food items.	R2 000.00
4.	Failure to achieve 75% hygiene level, as per HACCP prescripts, during monthly hygiene audit; omission to correct gaps identified within 48 hours after audit.	R2 000.00
5.	Failure to post appropriate numbers of staff in any specified or designated area	R750.00
6.	Not adhering to staff hygiene standards during routine inspections.	R500.00
7.	Failure to provide fumigation certificate after scheduled treatments for pest control.	R500.00
8.	Water & electricity wastage - taps running when not in use; failure to switch off electrical appliances when not in use.	R500.00

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Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case.

Para	Section 3: Catering and food specification	Details of offer
3.1	MENU & SERVICE REQUIREMENTS	
3.1.1	Menu and planning	
3.1.1.1	The service-provider shall serve meals and snacks to all patients in accordance with a standardised 2-week cycle menu , of which examples appear further on. Patient menus must be developed and implemented for winter and summer for adults and toddlers , in accordance with South African Food-Based Dietary Guidelines. Copies of colour-coded menus must be displayed prominently and be available at all times.	
3.1.1.2	The service-provider shall adhere to the National Food Policy for menu planning in respect of the colour, flavour, texture, cooking methods and variety of food items used.	
3.1.1.3	Where therapeutic meals are required in accordance with the specifications for Therapeutic Meal Guidelines further on, the service-provider’s dietician must confirm details of such diets/menus, including costs , with KDH’s Contract Manager before preparation.	
3.1.1.4	All special/therapeutic diets shall adhere to the portion specification for a normal diet , with the adaptation of snacks and the use of jam and sugar according to specific dietary requirements, except fluid diets and special diets where proteins and/or fats are either restricted or increased, e.g. <u>low protein, high protein, weight reducing</u> , etc.	
3.1.1.5	Bidders must submit the detailed 2-week cycle menu that will be implemented with their bid offer. Failure to comply with this requirement will invalidate the bid.	

Table 8	Menu requirements
1.	A variety of food items must be included.
2.	A sandwich must be served with the late-night or early-morning beverage if the period between supper and the next day’s breakfast exceeds 12 hours .
3.	A serving of fruit , or as substitute, fruit juice must be provided at least once per day ; however juice may not replace fruit more than 3 times per week in normal diets.
4.	Soup must be available throughout the day and year for patients with poor appetite, those on special diets and late admissions.
5.	Lunch and supper dishes must be interchangeable .
6.	Coffee and tea must be served at least 5 times daily .
7.	Portion specifications and portion quantities must be provided for daily meals and snacks.
8.	Portion sizes must be specified for vegetables, salads for dinner, and gravies, spreads and garnishes for all meals, based on the example.
9.	Recommended Dietary Allowance (RDA) or Dietary Reference Intakes (DRI) for macro and micro nutrients must be indicated.

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Section 3: Catering and food specification

Table 9: 2-week cycle menu NORMAL ADULT DIET - WEEK 1

DAY	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
WEEK 1	1		2		3		4		5		6		7	
BREAKFAST														
PORRIDGE	Weetbix	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g
PROTEIN DISH	Pilchards		Chicken livers		Braised mince		Scrambled egg		Baked beans		Fish fingers		Boiled egg	
FRESH FRUIT	MAY BE SERVED AT BREAKFAST, LUNCH OR SUPPER ON WEEKDAYS													
MILK/DAY	400 ml		400 ml		400 ml		400 ml		400 ml		400 ml		400 ml	
LUNCH														
MAIN COURSE	POULTRY		MINCE		STEW		POULTRY		STEW		POULTRY		FISH	
	Roast chicken	120 g	Curry mince	120 g	Irish stew	170 g	Chicken Bredie	170 g	Greenbean stew	170g	Broccoli Chicken	120g	Battered hake	100 g
STARCH	Savory rice	100 g	Rice	90 g	Samp	90 g	Rice	90 g	Samp	90 g	Rice	90 g	Savory Rice	100 g
VEGETABLE 1	Pumpkin	80 g	Gem squash	½	Beetroot	80 g	Mixed veg	80 g	Glased carrots	80 g	Roasted Butternut	80g	Country crop white sauce	80 g
VEGETABLE 2/ SALAD	Country crop	90 g	Mixed veg	80 g			Braised spinach	80g					Beetroot salad	80 g
DESSERT/FRUIT	Jelly custard &	100 ml	Fruit		Fruit		Fruit		Fruit		Fruit		Fruit	
SUPPER														
MAIN COURSE	MEATLESS		FISH		SAUSAGE		MINCE		MEATLESS		MINCE		STEW	
	Beans chili con carne	120 g	Fish cakes	50 g x 2	Boerewors smoor	120g	Cottage pie	220 g	Lentil hot pot	120g	Meat balls with tomato relish	120g	Tomato stew	100g
STARCH	Rice	80 g	Mashed potato	100 g	Pap	80 g			Rice	80 g	Mash	110 g	Rice	90 g
VEGETABLE 2/ SALAD	Green salad	80 g	Babymarro w Rataouille	80 g	Braised cabbage	80 g	Mixed veg	80 g	Gems	½	Peas	60 g	Sweet pumpkin	80 g
SOUP	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g

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Section 3: Catering and food specification

Table 9: 2-week cycle NORMAL ADULT DIET - WEEK 2

DAY	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
WEEK 2	8		9		10		11		12		13		14	
BREAKFAST														
PORRIDGE	Weetbix	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g
PROTEIN DISH	Braised mince		Scrambled egg		Baked beans		Fish fingers		Boiled egg		Pilchards		Chicken livers	
FRESH FRUIT	MAY BE SERVED AT BREAKFAST, LUNCH OR SUPPER ON WEEKDAYS													
MILK/DAY	400 ml		400 ml		400 ml		400 ml		400 ml		400 ml		400 ml	
LUNCH														
MAIN COURSE	POULTRY		MINCE		STEW		POULTRY		STEW		POULTRY		FISH	
	Chutney chicken	120 g	Mince chili con carne	120g	Carrot stew	170g	Curry chicken	120 g	Cabbage stew	170g	Chicken la king	120g	Fish Portuguese	120g
STARCH	Savory rice	100 g	Rice	90 g	Samp	80 g	Rice	90 g	Samp	80 g	Rice	90 g		
VEGETABLE 1	Peas	65 g	Braised Cabbage	80 g	Green beans (Braised)	80 g	Peas	65g	Carrots	80 g	Pumpkin	80 g	Baby carrots	80 g
VEGETABLE 2/ SALAD	Cinnamon Butternut	80 g	Gem Squash	½			Tomato & onion salsa					65g	Green Beans	80 g
DESSERT/FRUIT	Jelly custard &	100 ml	Fruit		Fruit		Fruit		Fruit		Fruit		Fruit	
SUPPER														
MAIN COURSE	MEATLESS		FISH		SAUSAGE		MINCE		MEATLESS		MINCE		STEW	
	Veg & mac bake	170g	Pilchards Stew	120g	Sausage stew	120g	Spaghetti Bolognaise	220g	Lentil & Vegetable Stew	120g	Savoury mince	100g	Brown stew	100g
STARCH		Rice	90g	Pap	80 g			Rice	90 g	Rice	90 g	Rice	90 g	
VEGETABLE 2/ SALAD	Broccoli/Mix salad	65 g	Mixed veg	80 g	Gems Squash	½	Mix veg	80 g	Butternut	65 g	Mix veg	80g	Butternut	80 g
SOUP	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g

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Section 3: Catering and food specification

Table 10: 2-week cycle menu PSYCIATRIC DIET - WEEK 1

DAY	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
WEEK 1	1		2		3		4		5		6		7	
PORRIDGE	Weetbix	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g
PROTEIN DISH	Pilchards		Chicken livers		Braised mince		Scrambled egg		Baked beans		Fish fingers		Boiled egg	
FRESH FRUIT	1 FRUIT PORTION DAILY													
MILK/DAY	400 ml		400 ml		400 ml		400 ml		400 ml		400 ml		400 ml	
MAIN COURSE	POULTRY		MINCE		STEW		POULTRY		STEW		POULTRY		FISH	
	Roast chicken	180 g	Curry mince	180 g	Irish stew	255 g	Chicken Bredie	250 g	Green bean stew	255 g	Broccoli Chicken	180g	Battered hake	150 g
STARCH	Savory rice	120 g	Rice	100 g	Samp	90 g	Rice	100 g	Samp	90 g	Rice	100 g	Savory rice	100 g
VEGETABLE 1	Pumpkin	160 g	Gem squash	1 whole	Beetroot	160 g	Mixed veg	160 g	Glazed carrots	120 g	Gem squash	whole	Country crop white sauce	160 g
VEGETABLE 2/ SALAD	Country crop with white sauce	120g	Mixed veg	120 g			Braised spinach	120g			Mixed Veg	160 g	Beetroot salad	160 g
DESSERT/FRUIT	Jelly custard &	100 ml	Fruit		Fruit		Fruit		Fruit		Fruit		Fruit	
MAIN COURSE	MEATLESS		FISH		SAUSAGE		MINCE		MEATLESS		MINCE		STEW	
	Beans chili con carne	180 g	Fish cakes & parsley sauce	50g x 2 60ml	Boerewors smoor	180g	Cottage Pie	330g	Lentil hot pot	180g	Meat balls	120g	Tomato stew	150g
STARCH	Rice	100 g	Mashed potato	120 g	Pap	90 g			Rice	100 g	Mash	90 g	Samp	80 g
VEGETABLE 2/ SALAD	Green salad	120g	Baby Marrow Ratatouille	160 g	Braised cabbage	160 g	Peas	120 g	Gems	1 whole	Peas	130g	Carrots	160 g
SOUP	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g

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Section 3: Catering and food specification

Table 10: 2-week cycle menu PSYCIATRIC DIET - WEEK 2

DAY	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
WEEK 2	8		9		10		11		12		13		14	
BREAKFAST														
PORRIDGE	Weetbix	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g	Margarine Jam	15 g
PROTEIN DISH	Braised mince		Scrambled egg		Baked beans		Fish fingers		Boiled egg		Pilchards		Chicken livers	
FRESH FRUIT	1 FRUIT PORTION DAILY													
MILK/DAY	400 ml		400 ml		400 ml		400 ml		400 ml		400 ml		400 ml	
LUNCH														
MAIN COURSE	POULTRY		MINCE		STEW		POULTRY		STEW		POULTRY		FISH	
	Chutney chicken	180 g	Mince chili con carne	180 g	Carrot stew 255 g		Curry Chicken	180 g	Cabbage stew	255 g	Chicken a la king	1800 g	Fish Portuguese	180 g
STARCH	Savory rice	120 g	Rice	100 g	Samp	90 g	Rice	100 g	Samp	90 g	Rice	100 g	Rice	100g
VEGETABLE 1	Peas	130 g	Braised cabbage	120 g	Green beans(Braised)	120 g	Peas	90g	Carrots	120 g	Butternut	120 g	Baby carrots	120 g
VEGETABLE 2/ SALAD	Cinnamon Butternut	160 g	Gems	whole			Tomato & Onion salsa	90g					Green Beans	120 g
DESSERT/FRUIT	Jelly custard &	100 ml	Fruit		Fruit		Fruit		Fruit		Fruit		Fruit	
SUPPER														
MAIN COURSE	MEATLESS		FISH		SAUSAGE		MINCE		MEATLESS		MINCE		STEW	
	Veg & mac bake	250g	Pilchards' stew	180g	Sausage stew	180g	Spaghetti Bolognaise	330g	Lentil vegetable stew &	180g	Savoury mince	150g	Brown stew	150g
STARCH			Rice	100 g	Pap	100 g			Rice	100 g	Rice	100 g	Rice	100 g
VEGETABLE 2/ SALAD	Broccoli/Mix salad	120g	Mixed veg	120 g	Gem Squash	1 whole	Mix veg	120 g	Butternut	130 g	Mix Veg	120g	Butternut	120 g
SOUP	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml	Optional	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g	Margarine Jam	15 g	Margarine P'nut butter	15 g

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Section 3 - Catering and food specification

Table 11 Provincial summer menu for full/normal diet					
Meals & snacks	Serving time	Food items	Hospital patients		Private patients
			Adults	Toddlers/children	Adults
EARLY-MORNING SNACK	05:00	Tea/coffee with milk & sugar	✓	✓	✓
		Sandwich (<i>if interval from supper to breakfast exceeds 12 hrs</i>)	✓	✓	✓
BREAKFAST	07:00-08:00	Fruit or fruit juice	✓	✓	✓
		Cooked porridge with milk & sugar, 6 days	✓	✓	✓
		Dry cereal with milk and sugar, once weekly	✓	✓	✓
		Protein dish,	✓ □	✓ □	✗
		Brown bread with margarine & jam, 2 slices	✓	✓	✓
MID-MORNING SNACK	10:00	Tea/coffee with milk & sugar	✓	Sandwich/ snack/fruit	✓
LUNCH	12:00-13:00	Soup, optional, winter only	✓	✓	✓
		Protein main dish	✓	✓	✓
		Starch	✓	✓	✓
		2 Vegetables/1 vegetable & 1 salad	✓	✓	✓
		Fruit, except on Sundays	✓	✓	✓
		Dessert, Sundays only	✓	✓	✓
MID-AFTERNOON SNACK	15:00	Tea/coffee with milk & sugar	✓	Sandwich/ snack/fruit	✓
SUPPER	17:00-18:00	Soup, optional, winter only	✓	✓	✓
		Protein main dish	✓	✓	✓
		Starch	✓	✓	✓
		1 Vegetable/1 salad	✓	✓	✓
		Brown bread with margarine & spread (jam, peanut butter), 2 slices	✓	✓	✓
LATE-NIGHT SNACK	20:00	Sandwich (<i>if interval from supper to breakfast exceeds 12 hrs</i>)	✓	✓	✓
		Tea/coffee with milk & sugar	✓	✓	✓

* Fruit may be served interchangeably either at breakfast, lunch or supper on weekdays, and shall be served at breakfast on Sundays.

Table 12.1 Therapeutic meal guidelines - High-protein diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet similar to full adult/normal diet but comprising 1½ times a full diet to provide more energy & protein to patients.</p> <p>Protein content of diet may be increased by: - adding eggs to porridge & soup, - serving peanut-butter sandwiches as snack, - serving high-protein drinks e.g egg-flips & Build Up.</p> <p>Indications To provide nutrition to patients - - who are malnourished, - who have suffered burns or major trauma - who have had major surgery.</p>	<p>See proposed meal plan for high protein diet under Menu B, item 2 on form WCBD3.2.</p>	<p>No specific food/extras excluded. Based on full adult diet in Table 1b, with increased protein.</p>

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Section 3 – Catering and food specification

Table 12.2 Therapeutic meal guidelines - Low residue/light diet		
Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet with simple, easily-digestible food.</p> <p>Food must not be rich, highly-seasoned or contain harsh fibre.</p> <p>Indications To provide easily-digestible nutrition to patients-</p> <ul style="list-style-type: none"> - with irritable bowel disease eg peptic ulcers, hiatus hernias or other irritations of the gut/gastro-intestinal disturbances (diverticulosis), - with acute infections, - post-operatively after bowel surgery 	Milk & milk products	
	Yoghurt, milk beverages Cheddar & sweet milk cheese, cottage cheese	Milo, cocoa Strong, flavoured cheese
	Beverages	
	All beverages, e.g tea (Ceylon & Rooibos), coffee, clear juices	Strong tea/coffee, carbonated drinks Pulp juice
	Eggs	
	Soft-boiled, scrambled, poached, omelette	Hard-boiled, fried eggs
	Meat, fish & poultry	
	Lean red meat, lean mince, liver Fish boiled, steamed Chicken & other poultry without skin	Fatty & processed meat e.g. braaivleis, bacon, sausage (wors), polony Grilled/smoked fish, meat or poultry
	Fruit & vegetables	
	Fruit – ripe avocado, banana, canned peaches and pears, pears, all juices, strained (excluding acidic juices)	Raw fruit, except as listed, stewed or canned berries, fruit with skin; dried fruit including raisins
	Vegetables, all peeled & well-cooked – carrots, pumpkin, gem squash, butternut, baby marrows, patty pans Lettuce, beetroot	Strongly flavored & gas-forming vegetables –broccoli, Brussels sprouts, cabbage, cauliflower, cucumber, onion, radish, turnip, raw vegetables, fried, baked, roasted or pickled vegetables
	Bread & grains	
	White bread, cream crackers	Whole-wheat bread, bran muffins & biscuits e.g. Pro-Vita, etc.
	Cereal/porridge – cornflakes, Rice Crispies, Tasty Wheat, mealie meal, Maltabella	Coarse cereal & coarse whole-grain cereal e.g. WeetBix, muesli, granola, oats
	Other starches	
	Potato boiled without skin/mashed, sweet potato	Baked potato, corn (mealies)
	Fats & oils	
	Butter, margarine, oil, smooth peanut butter, mayonnaise	Fried or greasy food, salad-dressings
	Soup	
	Strained vegetable soup	Bean & pea soup
Sauces		
White sauce, light cheese sauce, tomato sauce	Gravy, chutney, Worcestershire sauce	
Seasoning/flavouring		
Seasoning – salt, mild spices eg cinnamon, herbs & seasoning in moderation	Pepper, vinegar, barbecue, curry & other hot spices, relish/achar	
Dessert, sweets, spreads		
Plain cake or biscuits, custard, jelly, plain ice-cream, rice, sago or bread pudding, marshmallows, boiled sweets Syrup, smooth jam, honey	Desserts made with dried fruit or nuts, pastries, rich puddings or cake, chocolate, sweets with coconut, dried fruit & nuts Marmalade	

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Table 12.3: GLYCEMIC INDEX FOR DIABETIC DIET

	LOW GI (0 – 55)	INTERMEDIATE GI (56 – 69)	HIGH GI (70 AND ABOVE)
	<i>Eat most of the time.</i>	<i>Eat in moderation.</i>	<i>Try to avoid, or eat after strenuous exercise or when experiencing low blood sugar levels. Try to combine with a low GI food.</i>
DAIRY	Low fat/ fat free milk (plain and flavoured) Low fat/ fat free yoghurt (plain and sweetened) Low fat/fat free custard (sweetened and unsweetened) Low fat ice-cream (sweetened and unsweetened)	None	None
CEREALS	ProNutro wholewheat (original and apple bake) High fibre bran; some mueslis e.g. fine form Cold mealie meal, oats (whole flakes) Oat bran (raw), digestive bran	Strawberry Pops, Fruitful Bran, ProNutro, Tasty Wheat, instant oats, corn pops, Frosties, Choco's, shredded wheat, All Bran flakes, mealie meal – reheated	WeetBix, Nutrific, Maltabella, puffed wheat, ProNutro (original, banana, strawberry, chocolate and honeymelt), rice crispies, cornflakes, Special K, toasted muesli
BREAD	Provita Seed loaf, pumpernickel Any other bread made with lots of whole kernels, crushed wheat (e.g. Albany or Duens dumpy) oats and/or oat bran	Rye bread, Ryvita Pita Bread Rolled barley	All brown, white and regular wholewheat bread All bread rolls and anything made with cake flour, bread flour and wholewheat flour Rice cakes, Snack bread, cream crackers, water biscuits
STARCHES	Legumes: all dried and canned beans, peas, lentils, pea dhal, baked beans and butter beans Boiled barley, barley wheat, crushed wheat Bulgur, buckwheat Pasta (100% Durum wheat /Durum semolina) Sweet potato, mealies/corn Long grain and wild rice	Sweet corn (canned) Basmati rice Brown rice with lentils Baby potatoes – with skin Couscous Samp and beans	All boiled, mashed, baked and fried potatoes Minute noodles Rice Samp Mealie rice Millet Pasta (normal wheat flour)
FRUIT	All deciduous fruit, i.e. apricots, cherries, peaches, plums, pears, apples etc. All citrus fruit (oranges, naartjies, grapefruit) Kiwi and grapes (watch portions!)	Tropical fruit, i.e. banana, mango, paw-paw, pineapple and litchi Dried fruit: sultanas, dates and raisins (watch portions!)	Watermelon and sweet melons Dried fruit rolls
VEGETABLES	All those that are not intermediate or high GI eg beans, broccoli, cauliflower, cabbage, onion, mushroom, cucumber, lettuce, marrows, peas, peppers, tomato etc.	Beetroot, spinach	Carrots and carrot juice, pumpkin, Hubbard squash, butternut, parsnips, turnips
SNACKS/SUGAR	Fructose: not more than 20g (4 tsp) per day. Sugar-free sweets Sugar-free spread e.g. St Dalfour, Naturelite Homemade low fat popcorn	Digestive biscuits Low fat biscuits containing oats/oat bran Low fat bran/fruit muffins or pancakes Low fat oatmeal crumpets Raw honey, spread, sugar	Sweets – boiled and jelly type Marie biscuits Commercial honey Glucose Maltose
DRINKS	Sugar-free cold drink Juice of low GI fruits: only 1-2 glasses per day	Juice of intermediate GI fruits – only 1 glass of diluted juice Regular cool drink: cordials and soft drinks	Sports/energy drinks, eg Energade, Powerade, Lucozade

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Section 3: Catering and food specification

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Table 12.4 Therapeutic meal guidelines - Mixed/full fluid diet			
Definition & Indications	Foods allowed	Foods to avoid	
<p>Definition Diet with foods at room temperature that are liquid or liquefied.</p> <p>Diet should contain sufficient protein, carbohydrates, fats, vitamins & minerals to ensure nutritional adequacy.</p> <p>Patients on prolonged fluid diet may require vitamin & mineral supplements.</p> <p>If patient is lactose-intolerant after surgery, lactose-free products, buttermilk & yoghurt must be used.</p> <p>Diet is high in cholesterol & fat; fat-free products & sunflower oil must be used for patients with high cholesterol.</p> <p>Yoghurt or orange juice must be used for patients who prefer non-sweetened products.</p> <p>Meat, fish & chicken puree & eggs may be added to soup to increase substance & nutritional value.</p> <p>Indications To provide nutrition to patients who are unable to swallow or chew solid foods, e.g. patients -</p> <ul style="list-style-type: none"> - who have broken jaws/have undergone mouth, throat or jaw surgery - who are transitioning between clear fluid diet & light, soft diet, - who are acutely ill. 	<p>Milk and milk products Milk & milk drinks – in any form, smooth yoghurt, Yogi-Sip, milk-shakes</p>	<p>Any food not liquid or liquefied at room temperature</p>	
	Beverages Tea, coffee, iced tea, vegetable & fruit juice, fruit squash, fruit shakes without fibre/pieces, Ensure, Build Up.		
	Eggs In soup & custard		
	Bread & grains Porridge – thin, strained (liquid) porridge		
	Cereal/porridge– cooked porridge e.g Tasty Wheat, mealie meal, Maltabella, oats, Corn Flakes		
	Soup Strained soup and broth		
	Dessert, sweets, spreads Jelly, custard, ice-cream sugar, syrup, honey		
Table 12.5 Therapeutic meal guidelines - Clear fluid diet			
Definition & Indications	Foods allowed	Foods to avoid	
<p>Definition Diet with foods at body temperature that are clear and liquid or liquefied.</p> <p>Diet is not nutritionally adequate and should not be used for more than 1-2 days.</p> <p>Indications To provide temporarily-limited nutrition to patients –</p> <ul style="list-style-type: none"> - who are preparing for bowel surgery - who are in Stage 1 diarrhoea feeding programme - who are unable to tolerate solid food due to nausea, vomiting, diarrhoea & appetite loss, - who cannot tolerate solid food after surgery yet 	<p>Beverages Black tea or coffee, iced tea, strained fruit juice, clear fruit juice, e.g. grape, apple & litchi</p>	<p>Milk & milk products, dairy-fruit juice mixes, fruit juice with fibre/pieces, carbonated drinks</p>	
	Bread & grains Thin, strained (liquid) porridge		
	Soup Strained soup and broth		Thick home-made soup
	Dessert, sweets, spreads Dessert – plain jelly		Custard

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Section 3 - Catering and food specification

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Table 12.6 Therapeutic meal guidelines - Soft diet		
Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet with foods in soft, easily chewable form.</p> <p>Mild herbs, spices & flavourings/seasonings e.g. parsley, cinnamon, salt may be used. Preferred cooking methods for meat, fish & poultry – steam, stew, boil, oven-bake & microwave. Avoid greasy & gas-forming food; it affects the gastric emptying rate. Sufficient fluids should be consumed to prevent dehydration.</p> <p>Indications To provide easily-chewable nutrition to patients –</p> <ul style="list-style-type: none"> - who have trouble eating due to mouth/throat sores, - who have trouble swallowing eg due to oesophageal stenosis, - with no teeth/badly fitting dentures, - who are otherwise unable to chew hard foods. 	Milk and milk products	
	Yoghurt, milk beverages Cheese – cheddar & sweet milk cheese, cottage cheese	Any foods that are hard to chew Hard cheese other than cheddar & sweet milk
	Eggs	
	Eggs – soft boiled, scrambled, poached, omelette?	Hard-boiled, fried eggs
	Meat, fish & poultry	
	Soft-cooked/flaked/diced/minced meat, fish or chicken; fish cakes.	Fatty meat with bones & sinews Bacon, sausage (wors) & polony Fried/roasted meat, fish or poultry
	Fruit & vegetables	
	Fruit – soft ripe fruit e.g. banana, paw-paw, pear, watermelon, sweet melon, stewed fruit, baked apple. Steamed prunes for breakfast/dessert in cases of constipation	Hard fruit, e.g. pineapples, raw apples, pears
	Vegetables – cooked, soft vegetables e.g. carrots, pumpkin Lettuce, beetroot, tomato	Raw or hard, cooked vegetables, e.g. corn; gas-forming vegetables
	Bread & grains	
	Soft white or brown bread, pasta & rice	Whole-wheat bread & whole-wheat products, toast, vetkoek
	Cereal/porridge– cooked porridge e.g. Tasty Wheat, mealie meal, Maltabella, oats, Corn Flakes	Hard cereal, e.g. muesli, granola
Other starches		
Potato boiled without skin/mashed, sweet potato	Baked potato	
Dessert, sweets, spreads		
Dessert- soft puddings		
Table 12.7 Therapeutic meal guidelines - Renal/protein restricted diet		
Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet containing foods with restricted protein content. Diet must be prescribed to patients by dietician/medical practitioner only.</p> <p>Indications To provide nutrition with limited protein content to patients with renal diseases.</p>	Milk and milk products	
	Milk for beverages & porridge/cereal (124 ml per day)	Cheese & cheese spread
	Beverages	
	Tea, coffee, fruit juice	Beverages - high-protein shakes, e.g. Build Up.
	Meat, fish & poultry	
	Pure meat, fish & poultry steamed, stewed, boiled, oven-baked & grilled, 60/90 g for lunch & 30/60 g for supper for 40/60 g renal diets respectively	Commercial cold meat, canned meat & fish, sausage (wors)
	Fruit & vegetables	
	Fresh, stewed & canned fruit	Any canned products except fruit and corn (mealies)
	Fresh (raw) & cooked vegetables, canned whole-kernel corn & sweetcorn	
	Soup	
Clear broth	Quick (instant) and canned soup	
Dessert, sweets, spreads		
Jam, syrup, honey	Peanut butter, meat spread, fish paste Snacks - any nuts, biltong, droëwors	
IMPORTANT		
<p>All therapeutic diets shall adhere to the portion specification for a normal diet, with the adaptation of snacks and the use of jam and sugar according to specific dietary requirements, except fluid diets and special diets where proteins and/or fats are either restricted or increased.</p>		

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Table 13 Portion specifications		
Meals & snacks	Food items	Qty specified
EARLY MORNING TEA/COFFEE	Tea/coffee - e.g Joko, Five Roses/Ricoffy	1.5-2.5 g
	Milk	40 ml
	Sugar	10 g/1 sachet
BREAKFAST	Fruit juice/nectar - Tartrazine/preservative-free	124 ml
	Cooked porridge/dry cereal	124 ml/40 g
	Milk	124 ml
	Sugar	10 g/1 sachet
	Pre-packed yoghurt/ripe, user-friendly fresh fruit e.g apple, banana/stewed fruit	80 ml/1 portion
	Protein dish	2 portions
	Bread	2 slices
	Margarine/butter	1-2 x 8 g
	Jam	15 g
	Tea/coffee	1.5-2 g
	Milk	40 ml
	Sugar	10 g/1 sachet
	MID-MORNING TEA/COFFEE	Tea/coffee
Milk		40 ml
Sugar		10 g/1 sachet
LUNCH	Protein dish	Bone in-150 g Bone out-120 g
	Gravy	60 ml
	Starch	1 portion
	Vegetable in season	1 portion
	Salad in season	1 portion
	Commercially packed salad dressing in sachet	15 ml sachet
	Dessert	80 g
	Tea/coffee	1.5-2.5 g
	Milk	40 ml
	Sugar	10 g/1 sachet
MID-AFTERNOON TEA/COFFEE	Tea/coffee	1.5-2.5 g
	Milk	40 ml
	Sugar	10 g/1 sachet
SUPPER	Soup	200 ml
	Protein dish	1 portion
	Starch	1 portion
	Vegetable in season	1 portion
	Salad in season	1 portion
	Commercially packed salad dressing in sachet	15 ml sachet
	Tea/coffee	1.5-2.5 g
	Milk	40 ml
	Sugar	10 g/1 sachet
	Fresh fruit	10 g
LATE EVENING BEVERAGE	Tea/coffee/hot chocolate	1.5-2.5 g
	Milk	40 ml
	Sugar	10 g/1 sachet
	Margarine	8 g
	Cheese – sliced or grated OR spread (peanut butter & Jam 15g)	20 g
	Commercially sliced & wrapped cheese	20 g

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Section 3: Catering and food specification

Table 14 Portion sizes		
Food items	Hospital patients	
	Adults	Toddlers/children
Porridge, cooked -		
Maize meal ("mieliepap")	124 ml-soft; 200 g-stiff	100 ml-soft
Maltabella	124 ml	100 ml
Tasty Wheat	124 ml	100 ml
Porridge, instant, cooked -		
Creamy meal	124 ml	90-100 ml
Nestum		20-30 g
Rice cereal		20-30 g
Cereal -		
Bran, shredded	40 g	30 g
Cornflakes	40 g	30 g
Rice Crispies	40 g	30 g
Weet-Bix	40 g	30 g
Cheese -		
Breakfast portion	30 g	30 g
Supper portion	60-90 g	60-90 g
Eggs -		
Breakfast-boiled/fried/poached	1 egg	1 egg
Breakfast-scrambled	2 eggs	1 egg
Supper	1 egg	1 egg
Sausage, cooked-		
Breakfast portion	100 g	100 g
Mince, cooked -		
Breakfast portion	100 g	100 g
Lunch portion	120 g	100-120 g
Supper portion	120 g	100-120 g
Stewing beef/mutton, cooked-		
Lunch portion	Bone in-150 g; out-120 g	Bone in-120-150 g
Supper portion	Bone in-150 g; out-120 g	Bone out-100-120 g
Pot roast, cooked: -		
Lunch portion, beef/mutton/	Bone out-120 g	Bone out-100-120 g
Poultry roast, cooked-		
Lunch portion	Bone in-150-180 g; out-120 g	Bone in-120-150 g; out-100-120 g
Supper portion	Bone in-150-180 g; out-120 g	Bone in-150-180 g; out-120 g
Poultry stew-		
Lunch portion	Bone in-150 g; out-120 g	Bone in-120-150 g; out-100-120 g
Steak/schnitzel, cooked, boneless-		
Lunch portion	110-120 g	100-110 g
Fish, cooked-		
Lunch portion	120-150 g	100-110 g
Supper portion	110-120 g	100-110 g
Cold meat, fresh & processed-		
Supper portion	90-100 g	90-100 g
Grain products-		
Bread, brown/white, 1 slice	28-30 g	28-30 g
Roll/bun, white/whole wheat	50 g	50 g
Durum wheat pasta, cooked	100 g	100 g
Rice pasta, cooked	100 g	100 g
Vegetables-		
Potato, cooked	100 g	100 g
Sweet corn, cooked	100 g	100 g
Salad beans, cooked	80 g	60 g
Salad/other cooked vegetables	80 g	60 g
Dessert-		
Baked dessert	80-100 g	80-100 g
Fruit salad	100-124 g	100-124 g
Dessert whip	80 g	80 g
Gravies and sauces-		
Meat/chicken gravy	60 ml	60 ml
Salad dressing	12.5-35 ml	12.5-35 ml
Dessert sauce	30-60 ml	30-60 ml

Section 3: Catering and food specification

Table 14 Portion sizes - patients (continued)		
Food items	Hospital patients	
	Adults	Toddlers/children
Fruit, dried -		
Stewed dried fruit	50 g	50 g
Apricots, cooked	80 g	50 g
Apple rings, cooked	80 g	50 g
Pears, cooked	80 g	
Raisins	30 g	30 g
Fruit, fresh -		
Apricots, medium	2 x 35 g	80 g
Apples, small	1	1
Bananas	1	1
Grapefruit, large	half	half
Grapes	65 g	65 g
Guavas, medium	80 g	80 g
Litchis	10	
Mango without fiber	1	
Melon without skin	100 g	
Oranges, medium	1	
Pawpaw	100-110 g	100 g
Pears, medium	1	1
Pineapple without skin	100 g	100 g
Plums	2 x 60 g	2 x 60 g
Strawberries	124 ml	124 ml
Watermelon without skin	90-100 g	90 g
Fruit, canned-		
Apricots	5 x 15 g	5 x 15 g
Apples	100 g	100 g
Guavas	2 x 50 g	2 x 50 g
Pears	2 x 50 g	2 x 50 g
Pineapple	100 g	100 g

Table 15 Recommended dietary allowance (RDA) or Dietary Reference Intake (DRI) for macro and micronutrients

	Adult 23-55 yrs	Elderly Plus 55 yrs	TB Adult	Infant 6-12 mnths	Toddler 1-3 yrs	Child 4-6 yrs	Child 7-10 yrs
Kilojoules	6 300-8 400 kJ	5 376-6 426 kJ	9 600-12 000 kJ	3 556 kJ	5 460 kJ	8 368 kJ	1 0080 kJ
Carbs	206-272 g	176-210 g	136-287 g	115 g (54%)	177 g (55%)	290 g (58%)	266 g (61%)
Protein	56-99 g	50-63 g	54-115 g	20 g (10%)	30 g (9%)	45 g (9%)	54 g (9%)
Fat	41-55 g	20-27 g	36-76 g	34 g (36%)	52 g (36%)	72 g (33%)	80 g (30%)

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Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case.

Para	Section 3: Catering and food specification	Details of offer
3.1	MENU & SERVICE REQUIREMENTS	
3.1.2	Daily diet list and patient menus	
3.1.2.1	At 15:00 every day KDH's nursing staff must furnish a copy of the provisional diet list of breakfast, lunch, and supper menus for the following day to the contractor.	
3.1.2.2	In the morning, when the updated bed/diet list is finalised, KDH must inform the contractor of any patients with allergies and/or preferences and furnish all correct patient diets. The night sister in charge must sign and send the diet list of breakfast, lunch, and supper menus to the Food Service Unit not later than 7:00 on the same day . KDH shall keep a copy of the diet list on ward level for reference purposes.	
3.1.2.3	Any amendments will be attached to the diet list for record-keeping. In case of such changes, the final cut-off time to inform the contractor shall be at 7:30 for lunch and 14:00 for supper at and failing which <u>soup and 2 slices of buttered bread</u> will be issued in the place of late meal orders.	

Table 16 Meal and beverage service times - daily, 7 days/week		
Meals	Adult patients incl TB, psychiatric & private	Toddles & children ≤ 12 years
7:00-8:00	Breakfast	Breakfast
12:00-13:00	Lunch	Lunch
17:00-18:00	Supper	Supper
Beverages (including in-between snacks as required)		
5:00	Tea/coffee, milk, sugar & rusk	Baby Rooibos, milk & sugar
8:00	Tea/coffee, milk & sugar	Baby Rooibos, milk & sugar/juice
10:00	Tea/coffee, milk & sugar	Baby Rooibos, milk & sugar/juice
15:00	Tea/coffee, milk & sugar	Baby Rooibos, milk & sugar/juice
20:00	Tea/coffee, milk, sugar & snack/sandwich	Baby Rooibos, milk & sugar/juice

3.1.2.4	<p>The service-provider must supply beverages to wards 5 times daily, according to patient requirements. Service-provider staff may not use these supplies to prepare their own beverages, and the beverage service is not available to hospital staff.</p> <p>(i) Ward hostesses shall prepare beverages and serve patients according to individual needs.</p> <p>(ii) Ward hostess shall serve 5:00 and 20:00 beverages in the ward.</p> <p>(iii) Housekeeping staff in the ward shall fill water jugs before 07:00 and after 18:00.</p> <p>(iv) Ward hostesses shall fill water jugs from 7:00 to 18:00 daily or as needed during the day. Cold water shall be supplied by the kitchen.</p>	
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Para	Section 3: Catering and food specification	Details of offer
3.1	MENU & SERVICE REQUIREMENTS (continued)	
3.1.3	Special meal and beverage requirements:	
3.1.3.1	<p>Travelling patients</p> <p>Meal provisions for travelling patients including therapeutic diets e.g. fluid diets, diets for cancer patients, paediatric diets (pureed food for babies, etc.) are supplied according to the number of meals patients will require during their journey.</p> <p>Meals must be ordered <u>in advance</u>, at least 12 hours before the patient’s departure.</p>	
Table 17.1 Example of menu for travelling patients		
	Food/beverage	Example
	Eggs	Boiled egg
	Cheese	Grated, diced, portions
	Milk	Long-life milk
	Meat	Meat loaf/meat balls
	Fruit/fruit juice	Fresh fruit in season/100% fruit juice
	Bread	Brown bread
	Spread	Peanut butter
		Portion size
		1 egg
		25 g
		200 ml
		60-90 g
		150 g/200 ml
		4 slices
		15 g
Table 17.2 Example of lunchbox		
	Protein	Boiled egg/meat balls.
	Starch	4 Slices of bread with spread e.g. jam/peanut butter/cheese
	Fruit	User-friendly seasonal fruit/fruit juice
3.1.3.2	<p>Trauma, dialysis, eye surgery and TOP patients</p> <p>Patients that have been in the Trauma Unit for one day or longer, patients on a renal dialysis regime, patients hospitalized for termination of pregnancy or one-day surgical cases (e.g for eye surgery where a clinical test is required) may receive an economical meal.</p>	
Table 17.3 Example of economical meal		
	Breakfast	Large portion of porridge with milk and sugar Tea/coffee with milk and sugar
	Lunch	Stew with vegetables served with rice/samp/pasta/pap
	Supper	Large portion of thick vegetable soup with two slices of buttered bread.
3.1.3.3	<p>Breast-feeding/Kangaroo mothers</p> <p><u>Healthy breast-feeding mothers</u> will be entitled to the full adult diet. <u>Diabetic breastfeeding mothers</u> will receive a diabetic diet with the necessary snacks.</p>	
3.1.3.4	<p>Day wards and outpatients</p> <p>Meals to patients in day wards and outpatients will be served at the discretion of the hospital's management. Where meals are served, the tariff according to the meal schedule will apply.</p>	

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Para	Section 3: Catering and food specification	Details of offer
3.1.3	Special meal and beverage requirements (continued)	
3.1.3.5	Tonsillectomy patients Tonsil diets vary among institutions and can comprise either jelly and custard , or jelly and ice-cream with a clear juice or Rooibos tea .	
3.1.3.6	Patients who require nutritional supplements/parenteral feeding The service-provider shall not be involved in, or charged for, preparing, and issuing these feeds. KDH and its dietician has sole responsibility for, and control over ordering, preparation and distribution of these supplements.	
3.1.3.7	Lodgers Lodgers (boarders), i.e. <u>mothers who are not breast-feeding</u> , or a family member sitting with a sick child , limited to <u>one person per child</u> , may receive an economical meal .	
3.1.3.8	Triage patients Patients awaiting triage are entitled to a snack meal .	
Table 17.4 Example of snack meal		
Breakfast	Large portion, 350 ml, of porridge with milk and sugar Tea/coffee with milk and sugar	
Lunch	Large portion, 350 ml, of thick vegetable soup with 2 slices of buttered bread.	
Supper	Large portion, 350 ml, of thick vegetable soup with 2 slices of buttered bread.	
3.1.9	Patients’ visitors <u>No meals are served to patients’ visitors</u> ; meals or snacks can be bought at the cafeteria .	

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Para	Section 3 - Catering and food specification	Details of offer
3.2	Food Requirements	
3.2.1	Product quality specification	
NOTE:	Should a manufacturer recall a product, the service-provider will ensure that the product is not used in the production of food for this service until the affected product is declared safe by the relevant authorities.	
A	<i>Meat, meat products and poultry</i>	
A.1	Fresh meat must comply with the specifications for the various grades of meat in the Meat Safety Act, 2000 (Act no 40 of 2000) and related regulations. The Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) relates to the marking and labelling of meat packaging.	
A.2	Only fresh, locally produced, preservative-free mutton and beef, Grade B2 quality or higher, shall be used. No imported meat or poultry will be accepted. Fresh meat and processed meat products must be chilled but not frozen .	
A.3	Fresh meat must be lean (without inherent fat) or defatted (with excess external fat trimmed).	
A.4	Meat must be free from disease and have a mild, clean smell . Strong, foreign or putrid odours must not be present.	
A.5	No amount of grain products or any other fillers (fat, “rusks”, soya, water, offal, etc.), spices or flavourings and food safety preservatives may be added to fresh meat products.	
A.6	No injected meat or poultry will be acceptable.	
A.7	The minimum required mass specified is cooked edible mass only , and excludes bone, fat and skin.	
A.8	The total animal fat content of all meat products shall not exceed 10% (i.e. only 10% or 1-3mm visible fat)	
3.2.1.1	MINCE	
3.2.1.1.1	The product shall consist of ground beef with a maximum fat content of 10%. Not more than 10% cooked mass of a minced meat portion shall be replaced by textured vegetable protein of an acceptable quality.	
3.2.1.2	CUBED BEEF	
3.2.1.2.1	The product shall consist of lean beef with a 1-3 mm fat layer , in 30 x 30 x 30 mm cubes.	
3.2.1.3	BEEF SAUSAGES	
3.2.1.3.1	The product shall consist of three parts (not less than 80%) lean beef, one-part beef fat (10%), not more than 6% cereal and starch products or more than 1.5% salt , mild seasoning and must contain no bone, cartilage or grit.	

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Para	Section 3 - Catering and food specification	Details of offer
3.2.1	Product quality specification (continued)	
3.2.1.4	BOEREWORS	
3.2.1.4.1	The product shall contain at least 90% total meat content, made up of lean beef or mutton plus a maximum fat content of 10%, not more than 6% cereal and starch products or more than 1.5% salt, mild seasoning and must contain no bone, cartilage or grit.	
3.2.1.5	TINNED MEAT	
3.2.1.5.1	These products must comply with SABS 508 and 207/1954 (VC8019) and compulsory specifications published in Government Gazette issue 5359 dated 22 October 1954 and Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) which relates to the marking and labelling of packaging. No tins must be damaged, dented or leaking.	
3.2.1.6	POULTRY	
3.2.1.6.1	Poultry shall comply with requirements prescribed for Grade A in Government Notice R2078 of 25 July 1969 , and any amendments regarding grading, packing and marking of poultry promulgated subsequently. No salt water infusion of the product shall be permitted. All poultry portions must be fresh and refrigerated, but not frozen.	
B	<i>Fish and fish products</i>	
B.1	Fresh fish must comply with the regulations of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) as amended.	
B.2	All fish purchased must be traceable and shall be harvested in accordance with sustainable fishing practices (SASSI).	
B.3	Fish must be in sound, fresh condition with a mild, clean smell , must not show any signs of deterioration and must be suitably and hygienically packed and delivered to the end-user.	
3.2.1.7	FROZEN FISH CAKES	
3.2.1.7.1	The products must contain at least 90% fish , not more than 6% cereal and starch products or more than 1.5% salt and mild seasoning.	
3.2.1.8	TINNED FISH	
3.2.1.8.1	These products must comply with compulsory specifications published in Government Notice R490 dated 28 March 1969, as amended by Government Notice R358 dated 10 March 1972, and SABS 324/1953 (VC801). Fish must be tinned in accordance with Government Notice 2277 dated 17 December 1971. No tins must be damaged, dented or leaking.	

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Para	Section 3 - Catering and food specification	Details of offer
3.2.1	Product quality specification (continued)	
C.	<i>Milk, dairy products and eggs</i>	
C.1	Only dairy products from suppliers whose premises have been found suitable by local health authorities, and who are able to provide a certificate to this effect, will be allowed. Premises will be subject to inspection at the discretion of the contractor. All dairy products shall comply with Government Notice R520 dated 5 April 1973 and any applicable amendments issued.	
C.2	All packaging/containers must be clearly marked or labelled with the following information in legible print, in accordance with Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act 54 of 1972):	
	(i) the name and address of the manufacturer and his trademark,	
	(ii) the name and ingredients of the product (what it is made of),	
	(iii) the net volume of the contents in millilitres or litres, as applicable,	
	(iv) the net weight of the contents in grams or kilograms, as applicable,	
	(v) the date of manufacture (code or serial number), and	
	(vi) the expiry date	
3.2.1.9	FRESH MILK	
3.2.1.9.1	Only pasteurized full-cream milk or skim milk shall be used for adults . Whole milk will be used for children older than 1 year .	
3.2.1.10	CHEESE	
3.2.1.10.1	Where cheese is included in the menu, it will be either cheddar, gouda or cottage cheese.	
3.2.1.11	PLAIN YOGHURT AND BUTTERMILK	
3.2.1.11.1	Where plain yoghurt and buttermilk are included in the menu, the products provided will be commercially prepared.	
3.2.1.12	CREAM	
3.2.1.12.1	Cream will be fresh, and pasteurized and free of preservatives and/or other foreign substances. It shall contain not less than 40% milk fat and not more than 0.2% acid , calculated in terms of lactic acid.	
3.2.1.13	ICE CREAM	
3.2.1.13.1	Ice cream will conform to local health regulations and/or SABS 510/1954 and any applicable amendments issued.	
3.2.1.14	EGGS	
3.2.1.14.1	Where eggs are included in the menu, they will be large and Grade 1 quality, in accordance with Government Notice R62 dated 12 January 1973 and any applicable amendments issued regarding grading, pack-aging and marking of eggs.	

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Para	Section 3 - Catering and food specification	Details of offer
3.2.1	Product quality specification (continued)	
D.	<i>Bread and bread products</i>	
3.2.1.15	BREAD	
3.2.1.15.1	All bread supplied will conform to the provisions of Section 84 of the Marketing Act (Act 59 of 1968) as amended and any applicable amendments issued. Bread and rolls shall be fresh and free from foreign matter .	
3.2.1.15.2	Bread included in the menu will be brown/whole wheat/low GI/high-fibre bread . A slice of bread shall be a minimum of 35 g .	
3.2.1.15.3	Rolls/buns included in the menu shall be long white-hot dog rolls . White rolls may be used as bread substitutes only on special occasions .	
E	<i>Spreads for bread</i>	
3.2.1.16	MARGARINE, JAM AND PEANUT BUTTER	
3.2.1.16.1	Yellow full fat margarine must be used for cooking . Yellow medium fat margarine may be served as spread with bread.	
3.2.1.16.2	Jam shall be South African First Grade quality in accordance with Government Notice 1898 dated 22 October 1971 as amended.	
3.2.1.16.3	Peanut butter can be smooth or chunky and must be aflatoxin-free .	
F	<i>Beverages</i>	
3.2.1.17	COFFEE	
3.2.1.17.1	Ground coffee, instant coffee granules or coffee bags may be used. In each case, the amount of South African chicory shall not exceed 25% of the product's composition.	
3.2.1.18	TEA	
3.2.1.18.1	Good quality Ceylon-type blended tea and Choice Quality Rooibos tea shall be used. (they are both required as we serve rooibos for kids and breastfeeding women)	
3.2.1.19	FRUIT JUICE	
3.2.1.19.1	Only 100% pure fruit juice may be used – no powdered fruit juice (granules), fruit nectar, fruit juice concentrate or dairy-fruit juice blends will be allowed.	
3.2.1.20	Dessert	
3.2.1.20	CUSTARD POWDER	
3.2.1.20.1	The product shall be a fine, pale yellow powder and when reconstituted, shall have a natural egg yolk colour and a pleasant vanilla flavour.	
3.2.1.21	PULSES	
3.2.1.21.1	Dried beans, peas, lentils and barley shall be graded in accordance with Government Notice R493 dated 29 March 1974. Pulses shall be free from moulds and yeast, and when tested, the aflatoxin levels should not exceed 10 mg/kg.	

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Para	Section 3 - Catering and food specification	Details of offer
3.2.1	Product quality specification (continued)	
3.2.1.22	<i>Fruit and vegetables</i>	
3.2.1.22.1	All fresh fruit and vegetables shall be sound and of a good quality and standard.	
3.2.1.22.2	Fresh fruit shall be <u>Choice or Standard Grade</u> quality.	
3.2.1.22.3	Frozen vegetables shall be <u>Choice Caterer's Grade</u> quality.	
3.2.1.22.4	Tinned fruit and vegetables must comply with Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972 related to the marking and labelling of packaging. No tins must be damaged, dented or leaking. Tinned products shall be <u>Choice or standard Grade</u> quality.	

Table 18.1 Quality standards - fresh fruit

Type of fruit	Quality	Size/Weight	Portion
Apple	Grade 1	Medium, ± 150 g each	1 apple
Apricot	Grade 1	Medium, ± 35 g each	2 apricots
Banana	Grade 1	Medium, ± 120 g each	1 banana
Fruit salad	Not applicable	110 g	1 serving
Grapes	Standard Grade	± 230 g	1 bunch
Guava	Grade 1	± 95 g/ 60 mm diameter)	1 guava
Apple	Grade 1	Medium, ± 150 g each	1 apple
Melon (sweet)	Grade 2	124 x 30 mm breakfast/supper 124 x 65 mm – lunch ± 80 g cubes	1 wedge 1 wedge 1 serving
Orange	Choice Grade	± 255 g	1 orange
Pawpaw	Choice Grade	± 80 g/130 x 65 mm ± 70 g cubes	1 wedge 1 serving
Peach	Choice Grade	Medium, ± 150 g each	1 peach
Pear	Choice Grade	± 165 g each	1 pear
Pineapple	Choice Grade	± 10 x 85 mm ring	2 rings
Plum	Choice Grade	± 50 g each	2 plums
Watermelon	Choice Grade	± 330 x 70 mm slice	¼ slice

Table 18.2 Quality standards - fanned (canned) fruit

Type of fruit	Quality	Size/Weight	Portion
Pie apple	Choice Grade	± 90 g slices	1 serving
Apricot	Choice Grade	± 40 x 37 mm halves	4 halves
Fruit cocktail	Choice Grade	± 110 g	1 serving
Grapefruit	Choice Grade	± 90 g segments	± 124 g
Guava	Choice Grade	± 45 g halves	2 halves
Peaches	Choice Grade	± 80 g halves ± 90 g slices	2 halves 1 serving
Pears	Choice Grade	± 50 g halves	2 halves
Pineapple	Choice Grade	± 45 g rings ± 80 g cubes/pieces	2 rings ¾ cup

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Para	Section 3 - Catering and food specification	Details of offer
3.2.2	Product quality specification (continued)	
Table 18.3 Quality standards for selected foods		
	Product	Latest issue of standard
	Baking powder	CKS 140
	Cooking oil	CKS 3
	Corned beef, prime	SABS 274
	Custard powder	CKS 138
	Fish paste	SABS 571
	Gelatine	SABS 49
	Gravy powder	CKS 290
	Jelly crystals	CKS 261
	Mayonnaise	CKS 630
	Meat extracts	CKS 139
	Peanut butter	CKS 339
	Tomato sauce	Best quality, at least 8% solids
	Worcestershire sauce	Best quality

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Para	Section 4: Special Conditions	Details of offer
4.1.	APPLICABLE DOCUMENTS	
	In addition to the specification and annexures which form part of this bid, prospective bidders are responsible for furnishing the following compulsory bid and evaluation documents in their bid offer where the requirement is stated. Bidders shall check the number of the pages and ensure that none are missing or duplicated, as no liability will be accepted for challenges arising as a result.	
4.1.1	Compulsory bid documents	Complies/Doesn't comply Mark with C or DNC
4.1.1.1	WCBD1 - Invitation to Bid.	
4.1.1.2	WCBD3.2 - Pricing schedules	
4.1.1.3	WCBD4 - Declaration of Interest	
4.1.1.4	WCBD6.1(b) - Preference claim form	
4.1.1.5	Tax Clearance Certificate - Proof of current valid certificate	
4.1.1.6	BBEE Certificate - Proof of current valid certificate	
4.1.1.7	Annexure B - Company profile	
4.1.1.8	Annexure C - Guarantee (to be provided by successful bidder within 14 days of award)	
4.1.2	Compulsory evaluation documents – declaration/affidavit	
(a)	WCGHWW will request and verify compulsory evaluation documents from paragraph 4.1.2.1. to 4.1.2.7 , or acceptable, well-motivated written explanations where deviations occur, from the preferred bidder when such service-provider has been determined . Failure to comply with either of these requirements will lead to exclusion of the offer .	
(b)	Please answer every question by marking marking ‘Yes’ or ‘No’ with an X where applicable.	
(c)	Only bidders who comply with the following requirements in this section will be considered for acceptance. Bidders are therefore required to declare their compliance at the end of this section.	
4.1.2.1	Bidder’s organisational status (i) Individual ownership (ii) A company (iii) A close corporation (iv) Partnership (v) Joint venture	Mark ‘Yes’ or ‘No’ with an X where applicable
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1.2.2	Compensation for Occupational Injuries and Diseases Act (COIDA), Act 130 of 1993 - Is the bidder registered with the Commissioner for COID?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1.2.3	Unemployment Insurance Fund (UIF) - Is the bidder registered with the Commissioner for UIF? -	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1.2.4	Skills Development Levies Act (9 of 1999) - Is the bidder registered with SARS and has it been specified during registration under which Sector Education and Training Authority (SETA) their business resides? - If your response is no, please provide a written reason in your bid offer.	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

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Para	Section 4: Special Conditions	Details of offer			
4.1.2	Compulsory evaluation documents – declaration/affidavit (continued)	Mark ‘Yes’ or ‘No’ with an X where applicable			
4.1.2.5	Value Added Tax (VAT) Is the bidder VAT registered?	Yes		No	
		Yes		No	
4.1.2.6	Pay as you earn (PAYE) - Is the bidder registered with the Commissioner for PAYE?	Yes		No	
		Yes		No	
4.1.2.7	SABS/SANS 10049:2019/ISO compliant - Can the bidder prove that all food supplied to KDH comply with the specified quality standard and adhere to SABS specifications for the handling and preparation of food?	Yes		No	
		Yes		No	

DECLARATION

Name of company/ entity:

VAT registration number:

Company Registration number:

I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that I/we comply with the requirements in **section 4.1.2.**

Signature:.....

.....
FULL NAMES: Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:..... Place

Business Address:

.....

.....

.....

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Para	Section 4: Special Conditions	Details of offer			
4.1.3	Other compulsory evaluation documents (continued)				
(a)	Documents requested in paragraphs 4.1.3.1-4.1.3.7 shall be either originals or copies of originals not older than 3 months, certified by a Commissioner of Oaths , attached to the last page of the bid document, confirming that a bidder is:	Mark ‘Yes’ or ‘No’ with an X where applicable.			
4.1.3.1	A FEDHASA or similar Hospitality Association member - A copy of your current, valid membership certificate	Yes	No		
4.1.3.2	Registered for Public Liability Insurance - Is the bidder registered for public liability insurance - please provide proof - Minimum amount insured - R3 million	Yes	No		
4.1.3.3	Experienced in providing goods in the Public Health Sector - Proof of a least 3 years’ experience in hospital environment food services management (quotation/contract numbers) - Reference letters and contact details of 3 clients , attesting to the bidder's ability to provide a professional, punctual, reliable and cost-effective service, a sound accounting process and suitable contingency plans in emergencies.	Yes	No		
4.1.3.4	Able to provide competent staff - Certified copies of the qualification of the food service manager, assistant managers, supervisors, team leaders, dietician and cooks. - Curriculum Vitae supplied must be clearly linked to a position on the contract staff establishment e.g. ‘CV of Miss Ann Other, Food Services Manager’. - The Food Services Manager shall have a National Senior Certificate (Matric) and an NQF6 qualification in Food Service Management or equivalent . The assistant managers, supervisors, team leaders and cooks must have a certificate of proof of formal training , either in-house or by an outsourced company.	Yes	No		
4.1.3.5	Able to provide a standard menu - A proposed standard 2-week cycle menu with winter and summer menus for all diets, normal as well as therapeutic , based on the provincial menu. All portion sizes must be included on the menus. Failure to comply will invalidate a bidder’s offer.	Yes	No		
4.1.3.6	Able to provide standardised recipes - All recipes for the proposed 2-week winter and summer cycle menu for normal and therapeutic diets must be submitted with each bid. Failure to comply will invalidate a bidders offer.	Yes	No		
4.1.3.7	Able to provide nutritional analysis of all menus: The bidder must submit nutritional analysis for all normal and therapeutic diets in the proposed 2-week cycle winter and summer menu. Failure to comply will invalidate a bidder’s offer.	Yes	No		

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Para	Section 4: Special Conditions	Details of offer								
4.1.3	Other compulsory evaluation documents (continued) The successful service provider will have to apply for documents requested in paragraphs 4.1.3.8 from the relevant regulatory bodies once the kitchen premises is handed over for use:									
4.1.3.8	Compliant with the Health Act, 2003 (Act 61 of 2003), Regulation 638, 'Regulations Governing General Hygiene Requirements for Food Premises, the Transport of Food and Related Matters', 2018 The successful bidder must apply for a Certificate of Acceptability (CoA) immediately after taking over KDH's kitchen and must furnish proof of application to the Contract Manager within 2 weeks of occupancy. Until the local authority (municipality) issues the CoA, all updates/ correspondence must be shared with the contract manager at all times.	<p>Mark 'Yes' or 'No' with an where applicable</p> <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No		Yes		No	
Yes		No								
Yes		No								
4.1.4	Acts that are applicable to this bid and should be read in conjunction with the specification include, but are not limited to:									
4.1.4.1	The Constitution of the Republic of South Africa (Act 108 of 1996)									
4.1.4.2	The Employment Equity Act (Act 55 of 1998)									
4.1.4.3	The Labour Relations Act (Act 66 of 1995)									
4.1.4.4	The Basic Conditions of Employment Act (Act 75 of 1997)									
4.1.4.5	Occupational Health and Safety Act (Act no 95 of 1993) and regulations									
4.1.4.6	Occupational Injuries and Diseases Act (Act 130 of 1993),									
4.2.	BRIEFING SESSION									
4.2.1	All prospective bidders must attend a compulsory information session and site inspection. Failure to attend will invalidate a bidder's offer. A 15-minute allowance from the starting time will be made after which the doors of the meeting venue will be locked and late bidders will be excluded.									
4.2.2	Bidders must sign an attendance register, attached for information as Annexure A , at the entrance gates, at the information session and at the compulsory site inspection (walk-about). The register will be provided at the relevant venues on the meeting day and will be forwarded to Head Office by the institution after the meeting as proof that the bidder attended the information session and site inspection.									
4.2.3	<p>Date and time: Friday, 19th June 2026 at 11h00</p> <p>Venue: The Boardroom First Floor, Administration Block Khayelitsha District Hospital c/o Steve Biko Drive and Walter Sisulu Drive KHAYELITSHA</p> <p>Contact person: Ms Sisanda Mgumane</p> <p>Tel no: (021) 360 4614</p> <p>E-mail: Sisanda.mgumane@westerncape.gov.za</p>									

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Para	Section 4 - Special Conditions	Details of offer
4.3.	BID EVALUATION	
4.3.1	The specification and conditions here and elsewhere in this bid, any documents where bidders were required to respond, and compliance with inherent requirements, such as CSD and WCSD registration, will all be considered part of the evaluation of received bids.	
4.3.2	The following factors will be considered during evaluation of this bid:	
4.3.2.1	At least 3 years’ experience and knowledge of catering in the Public Sector environment and/or Hospitality industry. Only recognised, reputable catering service-providers with proof of experience providing catering services at facilities with a 300-bed capacity similar to KDH will be considered.	
4.3.2.2	Provision of references for similar food services undertaken. Bidders must provide detailed information of their experience in the catering trade, acceptable proof of the ability to supply high quality meals and a list of present catering contracts with their bid documents.	
4.3.2.3	A detailed, documented system analysis for a functional organisational structure as a basis for managing this contract. Please see Annexure C. Bidders must clearly indicate envisaged organisational principles, procedures and functions for the effective management and operation of the institution in the analysis submitted with their bid documents.	
4.3.2.4	Neither offers deviating from the specified requirements, nor alternative, qualified, conditional or incomplete offers will be considered . The Department will not be obliged to enter into correspondence with bidders about this condition.	
4.4.	PRICING	
4.4.1	The bidder undertakes to provide the specified services to KDH in accordance with bid prices it has provided according to the requirements in the WCBD1 and WCBD3.2 forms. Under no circumstances, either before or after the award of the bid, shall the WCGHW negotiate with any party regarding alternative methods of calculating the cost of the service.	
4.4.2	Bid prices must be firm 3-tier prices , where all annual escalations that may be reasonably expected (e.g. labour such as mandatory annual wage increases by the Department of Labour , food & transport cost, inflation) have been incorporated into the prices for each year of the contract, and must include VAT. <u>No additional requests for increases will be considered, during the contract term.</u>	
4.4.3	15% VAT is only charged on taxable supplies and does not include exempt supplies (any supply of goods or services made by a taxable person.) It is compulsory for a business entity to register for VAT: <ul style="list-style-type: none"> - where the value of taxable supplies made in any consecutive 12-month period exceeded or is likely to exceed R1 million; or - where the value of taxable supplies to be made in a 12-month period will exceed R1 million in terms of a written contractual obligation. 	
4.4.4	Due to compulsory VAT registration requirements, ALL offers may be subject to VAT . For this bid, bidders who are not yet registered for VAT are required to submit an offer that factors in the possibility that they may need to register for VAT due to the value of the total offer and/or any price adjustments that may follow during the contract period.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
3 JULY 2026
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WCGHWSC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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Para	Section 4 - Special Conditions	Details of offer
4.5	ACCOUNTING	
4.5.1	The service-provider must adhere to generally acceptable accounting practices and will maintain all accounting records for the provision of the catering service.	
4.5.2	The accounting period shall be from the first day to the last day of each month. Accounts received by KDH for the food service must be remitted within 30 days of receipt of an accurate, certified account . KDH does not accept responsibility for delays in payment due to the submission of inaccurate accounts.	
4.5.3	The service-provider shall provide food on an all-risk basis and KDH will only pay for <u>actual</u> meals and beverages issued to patients. The amount claimed from KDH for meals served shall not exceed the amount in the pricing schedules , forms WCBD3.2, subject to the provisions under Pricing. This will enable KDH’s Contract Manager to monitor and keep account of <u>all meals, snacks and beverages actually served</u> on each occasion to patients in terms of the contract.	
4.5.4	The service-provider must provide KDH with a document to verify patient meals served per month. Monthly payment claims for meals must be submitted to KDH’s Contract Manager on the service-provider’s official invoices by the 2nd weekday of the next month , and must be supported by schedules reflecting the total number of meals served and the cost of the meals.	
4.5.5	The actual number of meals served to patients and any costs reflected in the accounting schedules, Annexure E , must be certified as correct by KDH’s Contract Manager or an appointed and authorized representative, to enable KDH to monitor and keep account of all meals consumed.	
4.5.6	At any reasonable time, KDH, in the capacity of its Contract Manager or other duly authorized person, shall be entitled to inspect all the records and documents of the service-provider relating to the provision of the catering service (e.g. purchase orders, accounts, invoices etc.).	
4.6	LIAISON	
4.6.1	The service-provider must have the full-time services of (a) fully qualified dietician(s) registered with the Health Professions Council of South Africa (HPCSA) on the pay-roll of the company or must undertake to acquire the services of such (a) qualified person(s).	
4.6.2	KDH shall appoint a Contract Manager and the service-provider shall appoint a Catering Manager who shall form a communication link with the between the patients, KDH and the service-provider. This liaison committee shall co-operate closely to facilitate the flow of information regarding operational issues between the parties.	
4.6.3	Both Managers must ensure that a contact person is available 24 hours a day to manage emergency situations relating to the catering service that might arise either on the side of KDH or the service-provider.	

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Para	Section 4 - Special Conditions	Details of offer
4.6	LIAISON (continued)	
4.6.4	The service-provider must furnish the curriculum vitae of this Catering Manager , who will manage the specialist food service operation of KDH for the duration of the contract, within 14 days before commencement of the contract.	
4.6.5	To promote efficient liaison between KDH and service-provider after award of the contract, the service-provider shall provide the following information: (i) the physical address of <u>its nearest office to the location of the contract</u> , and (ii) confirmation that the in-house Catering Manager is stationed at this office , and that the dietician will visit KDH every week .	
4.7	PUBLIC LIABILITY AND INSURANCE INDEMNITY	
4.7.1	The service-provider shall indemnify KDH and hold it harmless against:	
4.7.1.1	any damage to KDH’s movable or immovable property , any loss resulting directly or indirectly from damage to such property, any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of KDH’s property by the contractor,	
4.7.1.2	legal liability for any claims that may be made against KDH arising from damage to movable or immovable property of any third parties, including any damage resulting directly or indirectly from any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of KDH’s property by the service-provider,	
4.7.1.3	legal liability claims in the event of the death, injury or illness of any person, including employees of KDH or their dependents, or any associated loss resulting or arising from any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of KDH’s property by the service-provider, or	
4.7.1.4	any reasonably incurred legal costs , including attorney and client costs, relating to claims or actions against KDH arising from any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of KDH’s property by the service-provider.	
4.7.2	For the proper fulfilment of the indemnity, the service-provider shall submit proof of the insurance cover held and maintained to cover the risks above as well as the amount of such cover, within 14 days of the date of the letter of acceptance. If KDH deems this amount insufficient , it reserves the right to request the service-provider to increase the cover at his expense to the value determined by KDH	
4.7.3	This bid will be accepted on condition that KDH may terminate the agreement in its sole discretion and without prejudice to any other rights it may have, if the service-provider fails to submit proof of the insurance cover required above. The service-provider shall be liable for any damage which KDH may sustain due to the termination of the contract and the appointment of another service-provider.	
4.7.4	If the service-provider fails to pay the premiums required to maintain the insurance cover, an equivalent amount will be deducted from its monthly service account to ensure that cover is maintained.	

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Para	Section 4 - Special Conditions	Details of offer
4.8	GUARANTEE AND SURETY	
4.8.1	Please see paragraph 7 of the General Conditions of Contract. The prospective service-provider shall furnish the Directorate Sourcing, WCGHW, Head Office with a financial guarantee equivalent to 2.5% of the total contract value, the monetary value which shall be determined in the letter of acceptance, within 14 days of notification of the bid’s acceptance.	
4.8.2	The proceeds of the performance security shall be payable to KDH as compensation for any loss resulting from the service-provider’s failure to complete his obligations under the contract.	
4.8.3	If the prospective service-provider fails to comply with this requirement, the Directorate Supply Chain Management at Head Office is entitled to terminate the contract without prejudice to any other rights it may have, and to recover any damages suffered due to this failure and the need to accept a less favourable bid for the catering service.	
4.8.4	The type of financial guarantee shall be valid for the duration of the contract and shall be in the currency of the contract , or a freely convertible currency acceptable to the end-user and shall be in one of the following forms, in accordance with <u>paragraph 7.1 of the GCC</u> : (i) a bank guarantee or an irrevocable letter of credit issued by a reputable bank in the end-user’s country or in a foreign country acceptable to the end-user, in the form provided in the bid documents or another form acceptable to the end-user; OR (ii) a cashier’s or certified cheque	
4.9	SECURITY INCLUDING DISTURBANCES	
4.9.1	The service-provider must supply a list with the names of all his staff at KDH to KDH’s Contract Manager for security purposes. Any personnel changes must be reported in writing to the Contract Manager, who will inform KDH security section in turn. Unidentified staff and staff whose names do not appear in the security section’s records will not be allowed access to KDH	
4.9.2	The service-provider shall ensure that his staff complies with the security regulations applicable to KDH. The service-provider’s staff shall wear official name/identification badges at all times. Staff may be subjected to random searches .	
4.9.3	KDH reserves the right to notify the service-provider in writing about any food service staff-member it views as a threat to the security , health or safety of College patients and/or staff, without prejudice to the service-provider’s right to screen personnel prior to employment. The service-provider may not continue to use these staff-member(s) in the execution of the contract and must terminate employment of such staff-member(s) at KDH, within one month of receipt of KDH’s written notification .	
4.9.4	The service-provider shall not facilitate access to, or allow any activity, person or vehicle on the premises of KDH that could pose a disturbance, inconvenience, public nuisance or danger to patients, staff or property. Noise levels must be limited as far as practically possible.	
4.9.5	No information concerning WCGHW, KDH or any of its activities may be disclosed to the public or the media by the service-provider’s staff.	

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Para	Section 4 - Special Conditions	Details of offer
4.10	INDUSTRIAL ACTION, UNREST AND FORCE MAJEURE	
4.10.1	The service-provider shall be liable for the provision of the catering service irrespective of the effect of industrial action and/or unrest on management staff and other food service staff it employs.	
4.10.2	During industrial action and/or unrest the service-provider’s staff will be present on KDH premises at their own risk . KDH shall not be liable for any damage to property or equipment of the service-provider or his staff, or injury to or death of the service-provider’s staff. The service-provider shall indemnify KDH against such damages or claims and legal costs including attorney and client costs.	
4.10.3	Should the service-provider’s staff embark on a strike/industrial action they will not be allowed onto KDH premises.	
4.10.4	If the premises used by the service-provider to provide the catering service should become either partially or completely inaccessible due to force majeure (Act of God, e.g. floods, wind-storms) or fire damage , KDH and the service-provider shall agree mutually on methods to continue the service as best as possible.	
4.11	FIRE AND SAFETY PRECAUTIONS	
4.11.1	The service-provider shall ensure compliance with the provisions of the Occupational Health and Safety Act, No. 95 of 1993 , and regulations.	
4.11.2	The service-provider shall report any hazardous situation in writing to KDH. Similarly, KDH will report any hazardous situations that require the service-provider’s attention, to the service-provider in writing through the Health and Safety Committee structures . KDH management will review the situation and determine a course of action.	
4.11.3	The service-provider shall ensure that all staff under his control are trained in Health and Safety procedures , including fire training, that they know the fire drill procedures of KDH and are aware of the locations of fire extinguishers on the premises. The service-provider must be familiar with KDH Major Incident Plan .	
4.11.4	Fire extinguishing equipment in the service-provider’s designated operational areas must be recorded on his inventory schedule, however, KDH will maintain this equipment and ensure that it is in good working order.	
4.11.5	The service-provider must ensure that all electrical appliances used in the execution of the contract, and for which he is responsible, are in good working order , will not trip the earth leakage system of KDH or pose a fire hazard to any person, property or premises.	
4.11.6	Any power disruptions caused by the service-provider’s faulty equipment can have severe and adverse effects on the operation of KDH in general and patients on life-support systems in particular. The service-provider will be liable for any claims and damages incurred in this way.	

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Para	Section 4 - Special Conditions	Details of offer
4.12	PROMOTIONAL AND ADVERTISING MATERIAL	
4.12.1	The service-provider may not display any promotional sign, poster, name-plate, article or object with its name or logo in KDH or on KDH premises, without the written approval of KDH's Head or his representative. KDH reserves the right to remove any such undesirable item at the service-provider's cost.	
4.13	TRANSFER AND CESSION	
4.13.1	The service-provider must be the sole provider of the catering service. The use of sub-contractors will not be allowed without the prior written permission of WCGHW. If sub-contracting is unavoidable, the relevant paragraphs of preference claim form WBCD6.1(b) will apply.	
4.13.2	The service-provider will not cede, transfer, sell or alienate the contract or a part of it in any way to any other person or company without obtaining prior written permission from the WCGHW, and on condition that the cessionary complies with all requirements of this contract.	
4.14	BREACH AND TERMINATION	
4.14.1	Should either party commit a breach of this contract's provisions and fail to remedy that breach within 14 days after receipt of a written notice, the non-defaulting party, without prejudice to any other right it may have as a result of the breach, shall be entitled to cancel the contract with the other party upon written notice to the address in the contract. The parties agree that the provision of paragraph 23 of the GCC will apply in that event, if it is not conflict with the contract.	
4.14.2	The service-provider's right to use or occupy any part of the premises or use any equipment of KDH, shall cease on termination of the contract.	
4.14.3	The service-provider shall vacate the premises on termination of the contract and return all the items in the Inventory Schedule, Annexure E to KDH in the same condition in which they were received, fair wear and tear excepted.	
4.14.4	KDH shall be entitled to determine the value of any missing items in collaboration with the contractor, and to deduct the amount of the value or reduced value of such items from any amount due to the contractor.	
4.14.5	If KDH should be closed permanently for any reason, KDH shall give the service-provider 3 months prior written notice of the intended closing, and shall reserve the right to terminate this agreement with the service-provider at the time of closing.	
4.14.6.1	The service-provider agrees that the termination of its contract (either when the 3-year term or any extensions have expired) and the commencement of a new service does not constitute a transfer or cession of the service – - either in the legal sense, or - as contemplated in paragraph 16.16 of the Accounting Officer's System for Procurement, Supply Chain and Asset Management issued by the Accounting Officer in terms of section 44(1) and 44(2) of the PFMA, 1999 under Supply Chain Management Instruction 1/2016 dated 24 March 2016 and effective from 1 April 2016, and subsequent amendments.	

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Para	Section 4 - Special Conditions	Details of offer
4.14	BREACH AND TERMINATION (continued)	
4.14.6.2	As such, Article 197 of the Labour Relations Act (Act 66 of 1995) and subsequent amendments of the Act cannot be invoked to compel the incoming service-provider to transfer and permanently appoint any or all of the outgoing service-provider’s staff on its establishment.	
4.14.6.3	If members of the outgoing service-provider’s staff wish to remain on site due to logistical considerations (e.g. living in the area), the incoming service-provider may offer employment contracts to such staff, subject to conditions that are similar or better than those of the outgoing contractor, without interference or obstruction from the outgoing contractor.	
4.14.7	The service-provider agrees that the premises may be viewed by prospective bidders accompanied by KDH’s Contract Manager at any reasonable time during the last 3 months of the duration of the contract.	
4.15	DISPUTE RESOLUTION	
4.15.1	Mediation	
4.15.1.1	Any dispute arising from or relating to this contract may be referred to a mediator without legal representation by the parties.	
4.15.1.2	The dispute shall be heard by a mediator selected by agreement between the parties, at a place and time he/she has determined in consultation with the parties.	
4.15.1.3	If the parties cannot agree on a particular mediator within 5 calendar days after agreeing to refer the matter for mediation, the serving President of the Law Society of the Cape of Good Hope shall nominate a mediator within 10 calendar days after the parties’ failure to agree.	
4.15.1.4	The mediator at his/her sole discretion shall determine whether the referral shall be made by written or verbal representations, on condition that he/she shall consult with the parties about this determination and be guided by their mutual and reasonable desire of how the representations should be made.	
4.15.1.5	The parties shall have 14 calendar days to finalise their representations. Within 14 calendar days of receiving the representations, the mediator shall provide a written opinion on the matter and furnish each party with a copy, by hand or by registered post.	
4.15.1.6	The mediator’s opinion shall be final and binding on the parties unless a party is unwilling to accept it. Should this happen, the unwilling party may institute legal proceedings in a court with appropriate jurisdiction, unless the parties agree to refer the dispute to arbitration. The mediator’s opinion shall not prejudice the rights of either party in any way if either legal proceedings or arbitration should ensue.	
4.15.1.7	The mediator shall determine the cost and liability for the cost of mediation, which shall be due and payable to the mediator on presentation of his/her written account.	

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Para	Section 4 - Special Conditions	Details of offer
4.15	DISPUTE RESOLUTION (continued)	
4.15.2	Arbitration	
4.15.2.1	Any dispute arising from or relating to this contract may be referred to arbitration.	
4.15.2.2	According to the provisions of the Arbitration Act, No. 42 of 1965, arbitration shall be held in Cape Town with the intention that it be concluded within 14 calendar days where possible.	
4.15.2.3	Unless otherwise stated here, if the disputed matter is - - primarily a legal matter, the arbitrator shall be a practising senior advocate of the Cape Bar ; - any other matter, the arbitrator shall be an independent, suitably qualified person mutually agreed upon by the disputing parties	
4.15.2.4	If parties cannot agree whether the question in dispute falls under (a) or 3(b) above and/or on a particular arbitrator within 7 calendar days after agreeing to refer the dispute to arbitration, the serving Chairperson of the Cape Bar Council shall: - determine whether the question in dispute falls under 3(a) or 3(b); and/or - appoint an arbitrator from two arbitrators nominated by each party within 7 calendar days after the parties' failure to agree.	
4.15.2.5	The arbitrator shall provide his/her decision within 14 calendar days after the completion of arbitration. He/she may determine that the arbitration costs be paid either by one or both parties and at a rate he/she considers appropriate.	
4.15.2.6	The arbitrator's decision shall be final and binding and may be made an <u>order of the Western Cape High Court</u> , Cape Town on application by either party.	
4.16	GENERAL	
4.16.1	Receipt of the invitation to bid does not confer any right on any party in respect of the services or in respect of, or against, the Department of Health. The Department reserves the right, in its sole discretion: - to withdraw any services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party; accordingly, parties have no rights, expressed or implied, with respect to any of the services as a result of their participation in the bid process, - to amend the bid process, closing date or any other date at its sole discretion, - to cancel the bid or any part of the bid before the bid has been awarded, - not to accept the lowest or any other bid and to accept the bid which it deems shall be in the best interest of the Department, - not to award the bid to the highest points or lowest price, - to reject all responses submitted and to embark on a new bid process.	

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PRICING SCHEDULE (SERVICES)

WCGHWSC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER: NUMBER **WCGHWSC0006/1/2026**
 CLOSING TIME : **11:00 ON FRIDAY, 3 JULY 2026** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
1.	Meals-3 yrs	MENU A: Normal/full diet for adult patients . See Provincial summer menu for full/normal diet, Table 10 on page 26 for guidelines. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
1.1	358 236	EARLY MORNING SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....
1.2	358 236	BREAKFAST Fruit/fruit juice Cooked porridge/cereal with milk and sugar Protein Side dish Brown bread with margarine and spread, 2 slices Tea/coffee with milk and sugar	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....
1.3	358 236	MID-MORNING SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....
1.4	358 236	LUNCH Protein main dish Side dish 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only Fruit	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....
1.5	358 236	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....
1.6	358 236	SUPPER Protein main dish Starch Vegetables	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....
1.7	358 236	LATE NIGHT SNACK Brown bread sandwich with margarine and peanut butter/jam/ fish paste Tea/coffee with milk and sugar	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....
1.8		OTHER ALLOWANCES Salt and pepper 500 ml milk including milk allowance for beverages and porridge.	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....
1.9		Food cost per patient per day for items 1.1 to 1.8, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT.	R.....	R.....	R.....
		Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1 . This bid will be recommended based on the total cost of service under item 14.5 .			

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IMPORTANT: THE QUESTIONNAIRE BELOW MUST BE COMPLETED IN FULL BY REPLYING TO EACH AND EVERY QUESTION.

- A. Does the offer comply with the specification? Please circle your option. **YES/NO**
- B. If not to specification, please indicate deviations (please list these separately against each applicable item if the space provided here is insufficient.)
.....
.....
- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
.....
- D. **Please note that the total bid cost under item 13.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).**
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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
BID OPENED @ 11:00
3 JULY 2026
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PRICING SCHEDULE (SERVICES)

WCGHWSC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHWSC0006/1/2026**

CLOSING TIME : **11:00 ON FRIDAY, 3 JULY 2026**

OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
2.	Meals-3 yrs	MENU B: High protein/ high energy diet for adult patients . See Therapeutic Meal Guidelines, Table 11.1 on page 26 for foods to allow & foods to avoid. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
2.1	5 580	EARLY-MORNING SNACK Tea/coffee with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
2.2	5 580	BREAKFAST Fresh fruit/fruit juice Cooked porridge/cereal with milk and sugar Protein main dish Side dish Brown bread with margarine and jam, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
2.3	5 580	MID-MORNING SNACK Tea/coffee with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
2.4	5 580	LUNCH Soup, winter Protein main dish Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only Fruit SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
2.5	5 580	MID-AFTERNOON SNACK Tea/coffee with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
2.6	5 580	SUPPER Soup Protein main dish Starch Vegetables Brown bread with margarine and cheese/jam/fish paste SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
2.7	5 580	LATE-NIGHT SNACK Sandwich OR Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.8	5 580	OTHER ALLOWANCES Salt and pepper 500 ml milk including milk allowance for beverages and porridge. SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.9		Total food cost per patient per day for items 2.1 to 2.8, including overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit, delivery and VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1 . This bid will be recommended based on the total cost of service under item 14.5 .	R.....	R.....	R.....

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
3.	Meals-3 yrs	MENU C: Low residue/light diet for adult patients . See Therapeutic Meal Guidelines, Table 11.2 on page 27 for foods to allow & foods to avoid. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
3.1	11 160	EARLY-MORNING SNACK Tea with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
3.2	11 160	BREAKFAST Stewed fruit/fruit juice Cooked porridge with milk and sugar Protein main dish Side dish White bread with margarine and smooth jam, 2 slices Tea with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
3.3	11 160	MID-MORNING SNACK Tea with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
3.4	11 160	LUNCH Protein main dish Starch 2 Vegetables, 1 green, 1 yellow Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
3.5	11 160	MID-AFTERNOON SNACK Tea with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
3.6	11 160	SUPPER Soup Protein main dish Starch or side dish Vegetables, cooked White bread with margarine and smooth jam, 2 slices SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
3.7	11 160	LATE-NIGHT SNACK White bread sandwich Tea with milk and sugar/milk drink SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
3.8		Food cost per patient per day for items 3.1 to 3.7, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1 . This bid will be recommended based on the total cost of service under item 14.5 .	R.....	R.....	R.....

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NAME OF BIDDER:

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
4.	Meals-3 yrs	MENU D: 8 400 Kiloujoules diet for adult diabetics. See Therapeutic Meal Guidelines, Table 11.3 on page 28 and Glycaemic Index on page 29 for foods to allow & foods to avoid. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
4.1	44 640	EARLY MORNING SNACK Tea/coffee with skim milk SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
4.2	44 640	BREAKFAST Fresh fruit Cooked porridge/cereal with skim milk Protein main dish; no processed meat allowed Side dish Brown bread with margarine, 2 slices Tea/coffee with skim milk SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
4.3	44 640	MID-MORNING SNACK Brown bread, 2 slices/Pro Vita with margarine and cheese, 6 biscuits Tea/coffee with skim milk SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
4.4	44 640	LUNCH Protein main dish; no processed meat allowed Starch 2 Vegetables/1 vegetable, 1 salad Diabetic dessert, Sundays only Fruit SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
4.5	44 640	MID-AFTERNOON SNACK Brown bread, 2 slices/Pro Vita, 6 biscuits with margarine and cheese Tea/coffee with skim milk SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
4.6	44 640	SUPPER Protein main dish; no processed meat allowed Starch Vegetables Fruit SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
4.7	44 640	LATE NIGHT SNACK Brown bread, 2 slices/Pro Vita, 6 biscuits with margarine and cheese Tea/coffee with skim milk SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
4.8		Food cost per patient per day for items 4.1 to 4.7, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1. This bid will be recommended based on the total cost of service under item 14.5.	R.....	R.....	R.....

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
5.	Meals-3 yrs	MENU E: Full/mixed fluid diet A variation or choice of 4 fluids of 200 ml at mealtimes, excluding yoghurt at 80 ml and ice cream at 80-100 ml is essential. See Therapeutic Meal Guidelines, Table 11.4 on page 30 for foods to allow & foods to avoid. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
5.1	5 580	BREAKFAST Fruit juice, 2 x 200 ml Porridge, 200 ml, liquidised and strained, with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.2	5 580	MID-MORNING SNACK Fruit puree, 80 ml SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
5.3	5 580	LUNCH Homemade soup, strained, 200 ml Nutritious smoothie, 200 ml Jelly and ice cream, 200 ml Nutritional supplement e.g. Nutren Optimum/Deo Volante, 200 ml SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
5.5	5 580	MID-AFTERNOON SNACK Smooth yoghurt drink/fruit yoghurt, 80 ml Apple juice, 200 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.5	5 580	SUPPER Homemade soup, strained, 200 ml Fruit smoothie/milk shake, 200 ml Jelly and custard, 200 ml Tea/coffee with full-cream milk, 200 ml SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
5.6	5 580	LATE-NIGHT SNACK Ice cream, 125 ml Nutritional supplement e.g. Nutren Optimum/Deo Volante, 200 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.7		Food cost per patient per day for items 5.1 to 5.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1 . This bid will be recommended based on the total cost of service under item 14.5 .	R.....	R.....	R.....

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
6.	Meals-3 yrs	MENU F: Clear fluid diet A variation or choice of 4 fluids of 200 ml at mealtimes, of which one may be jelly, is essential. Only food that is clear and fluid at body temperature , may be included. See Therapeutic Meal Guidelines, Table 11.5 on page 30 for foods to allow & foods to avoid. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
6.1	5 580	EARLY MORNING SNACK Rooibos tea with sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
6.2	5 580	BREAKFAST Clear apple juice Clear grape juice Marmite/Bovril drink/Oxo broth Black tea/coffee with sugar SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
6.3	5 580	MID-MORNING SNACK Clear fruit juice, e.g. apple or grape juice/ Cordial drink, e.g. Oros Black tea/coffee with sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
6.4	5 580	LUNCH Clear apple juice Clear grape juice Marmite/Bovril drink or Oxo broth Jelly Black tea/coffee with sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
6.5	5 580	MID-AFTERNOON SNACK Rooibos tea with sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
6.6	5 580	SUPPER Clear apple juice Clear soup e.g. beef/chicken Jelly SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
6.7	5 580	LATE-NIGHT SNACK Rooibos tea with sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
6.8		Food cost per patient per day for items 6.1 to 6.7, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1 . This bid will be recommended based on the total cost of service under item 14.5 .	R.....	R.....	R.....

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7.	Meals-3 yrs	<p>MENU G: Soft diet For persons unable to chew hard food, or who have trouble eating or swallowing. See Therapeutic Meal Guidelines, Table 11.6 on page 31 for foods to allow & foods to avoid. In accordance with the following meal plan</p>	Cost per patient per day		
			1st year	2nd year	3rd year
7.1	22 320	<p>EARLY-MORNING SNACK Tea/coffee with milk and sugar SUB-TOTAL</p>	R..... R.....	R..... R.....	R..... R.....
7.2	30 960	<p>BREAKFAST Fresh soft fruit/fruit juice Cooked porridge/cereal with milk and sugar Protein main dish Side dish Brown bread with margarine and jam, 2 slices Tea/coffee with milk and sugar SUB-TOTAL</p>	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
7.3	22 320	<p>MID-MORNING SNACK Tea/coffee with milk and sugar SUB-TOTAL</p>	R..... R.....	R..... R.....	R..... R.....
7.4	30 960	<p>LUNCH Protein main dish Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only Soft fruit SUB-TOTAL</p>	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
7.5	22 320	<p>MID-AFTERNOON SNACK Tea/coffee with milk and sugar SUB-TOTAL</p>	R..... R.....	R..... R.....	R..... R.....
7.6	30 960	<p>SUPPER Soup, winter Protein main dish Starch Vegetables Brown bread with margarine and spread, 2 slices SUB-TOTAL</p>	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
7.7	22 320	<p>LATE-NIGHT SNACK Brown bread sandwich with butter and spread Milk/yoghurt/milk drink Tea/coffee with milk and sugar SUB-TOTAL</p>	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
7.8		<p>Food cost per patient per day for items 7.1 to 7.7, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT.</p> <p>Note to bidders:</p> <p>Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1.</p> <p>This bid will be recommended based on the total cost of service under item 14.5.</p>	R.....	R.....	R.....
			<p>WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</p> <p>BID OPENED @ 11:00 3 JULY 2026</p> <p>1) 2) SIGNED SIGNED</p>		

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			1 st year	2 nd year	3 rd year
8.	Meals-3 yrs	MENU H: Renal/ protein-restricted diet, 60 grams For patients with renal disease. Diet must be prescribed by a dietician/medical practitioner . See Therapeutic Meal Guidelines, Table 11.7 on page 32 for foods to allow & foods to avoid. In accordance with the following meal plan:	Cost per patient per day		
8.1	11 160	EARLY MORNING SNACK *Sandwich Tea/coffee with milk and sugar SUB-TOTAL <i>*A rusk or sandwich must be served with the late-night or early-morning beverage if the period between supper en the next day's breakfast exceeds 12 hours.</i>	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
8.2	11 160	BREAKFAST Fruit/fruit juice, 150 ml Cooked porridge/cereal with milk and sugar Brown bread with margarine and spread/jam, 1 slice; no peanut butter allowed Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
8.3	11 160	MID-MORNING SNACK Tea/coffee with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
8.4	11 160	LUNCH Soup, optional Protein main dish, 90 g meat Starch 2 vegetables/ 1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
8.5	11 160	MID-AFTERNOON SNACK Tea/coffee with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
8.6	11 160	SUPPER Soup, optional Protein main dish, 60 g meat Starch Vegetables/salad SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
8.7	11 160	LATE-NIGHT SNACK Brown bread sandwich, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
8.8		Food cost per patient per day for items 8.1 to 8.7, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1 . This bid will be recommended based on the total cost of service under item 14.5 .	R.....	R.....	R.....

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PRICING SCHEDULE (SERVICES)

WCGHSC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0006/1/2026**
 CLOSING TIME : **11:00 ON FRIDAY, 3 JULY 2026** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
9.	Meals-3 yrs	MENU I: Diet for psychiatric patients Similar to high protein diet, comprising 1½ times a full diet. See Therapeutic Meal Guidelines, Table 11.1 on page 26 for foods to allow & foods to avoid. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
9.1	99 000	EARLY-MORNING SNACK Tea/coffee with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
9.2	99 000	BREAKFAST Fresh fruit/ fruit juice Cooked porridge/cereal with milk and sugar Protein main dish Brown bread with margarine and jam, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
9.3	99 000	MID-MORNING SNACK Tea/coffee with low fat milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
9.4	66 000	LUNCH Protein main dish Starch 2 vegetables/1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
9.5	99 000	MID-AFTERNOON SNACK Tea/coffee with milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
9.6	99 000	SUPPER Protein main dish Starch Vegetables Brown bread with margarine and spread, 2 slices SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
9.7	99 000	LATE NIGHT SNACK Brown bread sandwich with margarine and peanut butter/jam/fish paste Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
9.9	99 000	OTHER ALLOWANCES Salt and pepper 500 ml milk including milk allowance for beverages and porridge. SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
9.10		Food cost per patient per day for items 9.1 to 9.9, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1. This bid will be recommended based on the total cost of service under item 14.5.	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
3 JULY 2026
 1) 2)
 SIGNED SIGNED

IMPORTANT: THE QUESTIONNAIRE BELOW MUST BE COMPLETED IN FULL BY REPLYING TO EACH AND EVERY QUESTION.

- A. Does the offer comply with the specification? Please circle your option. **YES/NO**
- B. If not to specification, please indicate deviations (please list these separately against each applicable item if the space provided here is insufficient.)
.....
.....
- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
.....
- D. **Please note that the total bid cost under item 13.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).**
- E. **A bidder's conditions will not supersede those in the bid document.**

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
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PRICING SCHEDULE (SERVICES)

WCGHSC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0006/1/2026**
 CLOSING TIME : **11:00 ON FRIDAY, 3 JULY 2026** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
10.	Meals-3 yrs	MENU J: Pureed diet for babies 6-12 months 2-4 tablespoons each of pureed single foods , minced, mashed or liquidized to a very soft consistency. Porridge must be strained; cereal shall be rice/maize-based infant cereal . A choice of ± 2 types of fruit must be available. Purity Apple must be available at all times for gastro patients . In accordance with the following meal plan	Cost per patient per day		
			1st year	2nd year	3rd year
10.1	4 320	BREAKFAST Fruit puree/water Strained porridge/ rice/maze-based infant cereal SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
10.2	4 320	LUNCH Protein main dish Starch Vegetables Fruit Fruit puree/water SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
10.3	4 320	SUPPER Protein main dish Starch Vegetables Fruit puree/water SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
10.4		Food cost per patient per day for items 10.1 to 10.3, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1 . This bid will be recommended based on the total cost of service under item 14.5 .	R.....	R.....	R.....

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- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**

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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING
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PRICING SCHEDULE (SERVICES)

WCGHWSC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:	BID NUMBER WCGHWSC0006/1/2026
CLOSING TIME : 11:00 ON FRIDAY, 3 JULY 2026	OFFERS SHALL BE VALID FOR 90 DAYS FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
11.	Meals-3 yrs	MENU K: Toddler diet ½ adult portions of specified foods, served with Rooibos tea/fruit juice instead of tea and coffee, an average milk portion of 500 ml daily and a hot beverage available in the early mornings and evenings . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
11.1	3 420	BREAKFAST Fruit puree/water Strained porridge/ rice/maze-based infant cereal with full cream milk and sugar ½ slice brown bread with margarine and a protein filling SUB-TOTAL	R.....	R.....	R.....
11.2	3 420	LUNCH Protein main dish Starch Vegetables Fruit Fruit puree/water SUB-TOTAL	R.....	R.....	R.....
11.3	3 420	SUPPER Protein main dish Starch Vegetables Fruit puree/water SUB-TOTAL	R.....	R.....	R.....
11.4		Food cost per patient per day for items 11.1 to 11.3, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1 . This bid will be recommended based on the total cost of service under item 14.5 .	R.....	R.....	R.....

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- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**

- D. **Please note that the total bid cost under item 13.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).**
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PRICING SCHEDULE (SERVICES)

WCGHWSC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHWSC0006/1/2026**

CLOSING TIME : **11:00 ON FRIDAY, 3 JULY 2026**

OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
12.	Meals-3 yrs	MENU L: Paediatric diet for children 3-6 years Comprising ¼ adult portions of specified foods. A cup of warm cow's milk/apple juice must be served instead of tea and coffee. An average of 500 ml full cream milk must be served daily. A hot beverage must be available in the morning and at night. In accordance with the following meal plan	Cost per patient per day		
			1st year	2nd year	3rd year
12.1	360	BREAKFAST Porridge with full cream milk and sugar Cup of warm cow's milk/apple juice SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
12.2	360	MID-MORNING SNACK Brown bread with margarine, peanut butter and jam, ½ slice SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
12.3	360	LUNCH Protein main dish Starch Vegetables Dessert with custard/yoghurt, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
12.4	360	MID-AFTERNOON SNACK Fresh fruit, ½ portion SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
12.5	360	SUPPER Protein main dish Starch Vegetables SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
12.6	360	LATE NIGHT SNACK Brown bread with margarine and smooth jam, ½ slice Fresh fruit/fruit juice, 150 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
12.7		Food cost per patient per day for items 12.1 to 12.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1 . This bid will be recommended based on the total cost of service under item 14.5 .	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
3 JULY 2026

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.....
.....
- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
.....
- D. Please note that the total bid cost under item 13.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).
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PRICING SCHEDULE (SERVICES)

WCGHWSC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHWSC0006/1/2026**
 CLOSING TIME : **11:00 ON FRIDAY, 3 JULY 2026** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
13.	Meals-3 yrs	MENU M: Snack meal for triage patients. See Table 16.4 on page 36. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
13.1	43 200	BREAKFAST Large portion of cooked porridge with milk and sugar Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
13.2	43 200	LUNCH Large portion of thick soup Brown bread with margarine, 2 slices SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
13.3	43 200	SUPPER Large portion of thick soup Brown bread with margarine, 2 slices SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
13.4		Food cost per patient per day for items 13.1 to 13.3, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-M, items 1-13 for 3 years must be provided under item 14.1. This bid will be recommended based on the total cost of service under item 14.5.	R.....	R.....	R.....

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.....
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- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
.....
- D. **Please note that the total bid cost under item 13.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).**
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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
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PRICING SCHEDULE (SERVICES)

WCGHWSC0006/1/2026 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT KHAYELITSHA DISTRICT HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER WCGHWSC0006/1/2026

CLOSING TIME : 11:00 ON FRIDAY, 3 JULY 2026

OFFERS SHALL BE VALID FOR 90 DAYS FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT			
14.	3 yrs	TOTAL COST OF SERVICE: Breakdown of cost contributors. The sum of costs under item 13.1 to 13.4 must amount to the total cost of this service under item 13.5.	TOTAL COST OF SERVICE			
14.1		FOOD COST: Please indicate the food cost per menu, excluding overheads, staff and miscellaneous costs , all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit, delivery, but including VAT , based on estimated patient numbers per menu for 3 years.	<div style="border: 1px solid black; padding: 5px;"> WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 3 JULY 2026 1) 2) SIGNED SIGNED </div>			
	Meal totals	Patient menu	1st year	2nd year	3rd year	
14.1.1	358 236	Menu A: Normal/ful;l adult diet	R.....	R.....	R.....	
14.1.2	5 580	Menu B: High-protein/high energy diet	R.....	R.....	R.....	
14.1.3	11 160	Menu C: Light/low residue diet	R.....	R.....	R.....	
14.1.4	44 640	Menu D: 8 400 kJ adult diabetic diet	R.....	R.....	R.....	
14.1.5	5 580	Menu E: Full fluid diet	R.....	R.....	R.....	
14.1.6	5 580	Menu F: Clear fluid diet	R.....	R.....	R.....	
14.1.7	22 320	Menu G: Soft diet	R.....	R.....	R.....	
14.1.8	11 160	Menu H: Renal/protein-restricted diet	R.....	R.....	R.....	
14.1.9	99 000	Menu I: Psychiatric diet	R.....	R.....	R.....	
14.1.10	4 320	Menu J: Pureed diet for babies 6-12 months	R.....	R.....	R.....	
14.1.11	3 420	Menu K: Toddler meal	R.....	R.....	R.....	
14.1.12	360	Menu L: Paediatric diet for children 3-6 years	R.....	R.....	R.....	
14.1.13	43 200	Menu M: Snack meal for triage patients	R.....	R.....	R.....	
		SUB-TOTAL	R.....	R.....	R.....	
13.2		SALARIES AND WAGES: Please indicate the salaries and wages paid to staff-members in different occupational classes in the contractor's employ, including applicable taxes (PAYE, income tax, UIF contributions and skills development levies) and VAT , based on staff numbers provided per rank, including relief and rotation staff, for 3 years.	SALARIES AND WAGES			
	No of staff	Occupational class	Cost per day	1st year	2nd year	3rd year
14.2.1	1	Food Services Manager, trained, NFQ 6	R.....	R.....	R.....	R.....
14.2.2	1	Assistant Food Services Manager, trained	R.....	R.....	R.....	R.....
14.2.3	2	Food Services Supervisor, trained	R.....	R.....	R.....	R.....
14.2.4	1	Food Services Supervisor, hygiene	R.....	R.....	R.....	R.....
14.2.5	2	Food Services Supervisor, trained, night shift	R.....	R.....	R.....	R.....
14.2.6	4	Cook, trained in assistant chef course	R.....	R.....	R.....	R.....
14.2.7	8	Food Services Aid	R.....	R.....	R.....	R.....
14.2.8	30	Ward hostess	R.....	R.....	R.....	R.....
14.2.9	2	Storekeeper	R.....	R.....	R.....	R.....
	Total: 51	SUB-TOTAL	R.....	R.....	R.....	R.....
14.3		OVERHEADS AND OTHER COSTS: List the non-food related portion of the contract price, which comprises overheads (e.g. laboratory tests, staff vaccinations, cleaning materials, consumables, transport, delivery, etc.) for 3 years. Please list on separate page in this format if space here is insufficient.	OVERHEADS AND OTHER COSTS			
		Item description	Cost per day	1st year	2nd year	3rd year
14.3.1		R.....	R.....	R.....	R.....
14.3.2		R.....	R.....	R.....	R.....
14.3.3		R.....	R.....	R.....	R.....
14.3.4		R.....	R.....	R.....	R.....
14.3.5		R.....	R.....	R.....	R.....
14.3.6		R.....	R.....	R.....	R.....
14.3.7		R.....	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....	R.....
14.4		COMBINED COST OF SERVICE PER ANNUM (14.1 + 14.2 + 14.3)	A	B	C	
			R.....	R.....	R.....	
14.5		TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS (A + B + C)	R.....			

WESTERN CAPE GOVERNMENT

DECLARATION OF INTEREST, BIDDERS' PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the following legislative framework -
 - (i) the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services),
 - (ii) Public Finance Management Act (PFMA),
 - (iii) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest),
 - (iv) Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations,
 - (v) Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, and
 - (vi) Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.

2. Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).

4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.

5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 3 JULY 2026 1) 2) SIGNED SIGNED	
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6. **Definitions**

“Bid” means a bidder’s response to an institution’s invitation to participate in a procurement process, which may include a bid, price quotation or proposal;

“Bid rigging” (or “collusive bidding”) occurs when businesses that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

“Business interest” means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit; or
- (d) any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“Consortium” or “Joint Venture” means an association of persons combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

This form must be completed annually. Should the information declared here change in the course of the year, or before the next renewal, or in relation to any bid, quotation or contract, it is the entity’s responsibility to advise the Institution in writing of the change of such details.

“Controlling interest” means the power by one person or a group of persons holding the majority of the equity of an enterprise, or alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise;

“Corruption” - General offences of corruption are defined in the Combating of Corrupt Activities Act (Act 12 of 2004) as:

Any person is guilty of the offence of corruption who directly or indirectly-

- (a) accepts, agrees or offers to accept a gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives, agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person, to act personally or by influencing another person to act in a manner -
 - (i) that amounts to the-
 - (aa) illegal, dishonest, unauthorized, incomplete or biased action, or
 - (bb) misuse or selling of information or material acquired while exercising, carrying out or performing any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;
 - (ii) that amounts to-
 - (aa) the abuse of a position of authority;
 - (bb) a breach of trust; or
 - (cc) the violation of a legal duty or a set of rules;
 - (iii) is designed to achieve an unjustified result; or
 - (iv) that amounts to any other unauthorised or improper inducement to do or not to do anything.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00 3 JULY 2026	
1)	2)
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“CSD” means the Central Supplier Database maintained by National Treasury;

“Employee”, in relation to -

- (a) a department, means a person contemplated in Section 8 of the Public Service Act, 1994, but excludes a person appointed in terms of Section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

“Entity” means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

“Entity conducting business with the Institution” means an entity that contracts, applies or bids for the sale, lease or supply of goods or services to the Western Cape Government;

“Family member” means a person's -

- (a) spouse; or
- (b) child, parent, brother or sister, whether such a relationship results from birth, marriage, adoption or some other legal arrangement (as the case may be);

“Intermediary” means a person through whom an interest is acquired, and includes a representative, agent or any other person who has been granted authority to act on behalf of another person;

“Institution” means a provincial department or provincial public entity listed in Schedule 3C of the Act;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

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BID OPENED @ 11:00

3 JULY 2026

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“Western Cape Government” (“WCG”) means -

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

“RWOEE” means **R**emunera**ti**ve **W**ork **O**utside the **E**mple**e**yee's **E**mple**me**nt.

“Spouse” means a person's -

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he/she cohabits and who is publicly acknowledged by the person as his/her life partner or permanent companion.

7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state, unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
 - (a) Therefore, by 31 January 2017, all employees who were conducting business with an organ of state should either have -
 - (i) resigned as an employee of the government institution; or
 - (ii) ceased conducting business with an organ of state; or
 - (iii) resigned as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
8. Any legal person or their family members may make an offer/offers in response to this invitation to bid. In view of potential conflict of interest, should the resulting bid or part thereof be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the institution.
9. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
10. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998 as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a prohibition *pe se*, meaning that it cannot be justified on any grounds.
11. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to -
 - (a) disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and/or committed fraud, or any other improper conduct in relation to such system;
 - (b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
13. In addition, and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious -

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

This form must be completed annually. Should the information declared here change in the course of the year, or before the next renewal, or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change of such details.

SECTION C: PERFORMANCE MANAGEMENT & BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance.

C1.	Did the entity conduct business with an organ of state in the last 12 months? <i>(If yes, complete Table C)</i>	NO	YES
------------	--	----	-----

TABLE C

Complete the table below to the maximum of the last 5 contracts.

CONTRACTOR NAME	PROVINCIAL DEPT/ PROVINCIAL ENTITY	TYPE OF SERVICE/ COMMODITY	CONTRACT/ ORDER NO	CONTRACT PERIOD	CONTRACT VALUE

C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?	NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004? <i>(To access this Register enter National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012 326 3443.)</i>	NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?	N/A	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past 5 years in a court of law (including a court outside the Republic of South Africa)?	NO	YES
C7.	Was any contract between the bidder and any organ of state terminated during the past 5 years on account of failure to perform on, or comply with, the contract?	NO	YES

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3 JULY 2026	
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SIGNED	SIGNED

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

This form must be completed annually. Should the information declared here change in the course of the year, or before the next renewal, or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change of such details.

SECTION D: DEPOSITION OF AFFIDAVIT BY DULY AUTHORISED REPRESENTATIVE

This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

I, _____ hereby swear/affirm;

- (i) that the information disclosed above is true and accurate;
- (ii) that I understand the content of the document;
- (iii) that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor;
- (iv) that the entity undertakes to arrive independently at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates;
- (v) that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract;
- (vi) that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution and that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

I certify that I asked the deponent the following questions and wrote down his/her answers in his/her presence before administering the oath/affirmation:

1.1 Do you know and understand the contents of the declaration?

ANSWER: _____

1.2 Do you have any objection to taking the prescribed oath?

ANSWER: _____

1.3 Do you consider the prescribed oath to be binding on your conscience?

ANSWER: _____

1.4 Do you want to make an affirmation?

ANSWER: _____

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence.

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SIGNATURE

Commissioner of Oaths

FULL NAMES

Designation (rank) _____ ex officio: Republic of South Africa

Date: _____ Place _____

Business Address: _____

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

This form must be completed annually. Should the information declared here change in the course of the year, or before the next renewal, or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change of such details.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE WESTERN CAPE GOVERNMENT'S INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE TO THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOOD PRACTICE

1. DEFINITIONS

- 1.1 **“Acceptable bid”** means any bid which complies in all respects with the specifications and conditions of bid as set out in the bid document.
- 1.2 **“Affidavit”** is a type of verified statement or showing or contains a verification, made under oath on penalty of perjury, which serves as evidence of its veracity and is required for court proceedings.
- 1.3 **“All applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- 1.4 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- 1.5 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of the code of good practice for black economic empowerment, issued in terms of section 9(1) of The Broad-Based Black Economic Empowerment Act.
- 1.6 **“Bid”** means a written offer on the official bid documents in the form determined by an organ of state, in response to an invitation to provide goods or services through price quotations, competitive bidding processes or any other method envisaged in legislation.
- 1.7 **“Bid for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation to originate 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, which produces revenue for the organ of state, and includes but is not limited to leasing and disposal of assets and concessions contracts, but excludes direct sales and disposal of assets through public auctions.
- 1.8 **“Code of Good Practice”** means the generic codes or the sector codes as the case may be.
- 1.9 **“Consortium”** or **“joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- 1.10 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state.
- 1.11 **“EME”** is an Exempted Micro-Enterprise with an annual total revenue of R10 million or less.
- 1.12 **“Firm price”** means a price that is only subject to adjustments in accordance with an actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which is binding on the service-provider in terms of the law or regulation, and demonstrably has an influence on the price of any supplies or the rendering costs of any service for the execution of the contract.

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- 1.13 **“Non-firm prices”** means all prices other than “firm” prices.
- 1.14 **“Person”** includes a juristic person.
- 1.15 **“Price”** means an amount of money tendered for goods and services and includes all applicable taxes less all unconditional discounts.
- 1.16 **“Proof of B-BBEE status level contributor”** means –
- the B-BBEE status level certificate issued by an authorized body or person;
 - a sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - any other requirements prescribed in terms of the Broad-based Black Economic Empowerment Act.
- 1.17 **“QSE”** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million.
- 1.18 **“Rand value”** means the total estimated value of a contract in South African currency calculated at the time of bid invitation, and includes all applicable taxes.
- 1.19 **“Sub-contract”** means that the primary service-provider is assigning, leasing, making out work to or employing another person to support the primary service-provider in the execution of part of a project in terms of the contract.
- 1.20 **“Tender”** is the act of bidding.
- 1.21 **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 1.22 **“the Regulations”** means the Preferential Procurement Regulations, 2022.
- 1.23 **“Total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013.
- 1.24 **Trust** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 1.25 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed for such property to be administered for the benefit of another person.

2. GENERAL CONDITIONS

- 2.1 The following preference points systems are applicable to all bids:
- The **80/20 system** for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included); and
 - the **90/10 system** for requirements with a Rand value **above R50 000 000** (all applicable taxes included).
- 2.2 Preference points system for this bid:
The value of this bid is estimated **not exceed R50 000 000** (all applicable taxes included) and therefore the **80/20** preference points system shall be applicable.
- 2.3 Preference points for this bid shall be awarded for:
- Price; and
 - B-BBEE status level of contribution.

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2.4 The maximum points for this bid are allocated as follows:

	POINTS	
PRICE	80	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20	10
Total points for Price and B-BBEE must not exceed	100	100

2.5 Failure on the part of a bidder to complete and sign this form and submit in the circumstances prescribed in the Codes of Good Practice along with the bid either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS), **or** an affidavit confirming annual total revenue and level of black ownership, **or** an affidavit issued by the Companies Intellectual Property Commission will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

2.6 The organ of state reserves the right to require of a bidder to substantiate any claim in regard to preferences in any manner required by the organ of state, either before a bid is adjudicated or at any time subsequently.

3. ADJUDICATION USING A POINT SYSTEM

3.1 Subject to Regulation 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract will be awarded to the bidder obtaining the **highest number of total points**.

3.2 A bidder must submit proof of its B-BBEE status level to claim points for B-BBEE.

3.3 A bidder failing to submit proof of B-BBEE status level, or who is a non-compliant contributor to B-BBEE will not be disqualified, but will only score:

- (a) points out of **80/90** for **price**; and
- (b) 0 points out of **20/10** for **B-BBEE**.

3.4 Points scored must be rounded off to the nearest 2 decimal places.

3.5 If two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.6 Per Regulation 2 (1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act, which justifies the award to another bidder provided that it has been stipulated upfront in the bid conditions.

3.7 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

4. FORMULAE FOR PROCUREMENT OF GOODS & SERVICES

4.1 POINTS AWARDED FOR PRICE

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A maximum of 80 or 90 points are allocated for price on the following basis:

$$\text{Where } \begin{matrix} \mathbf{80/20} & & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{OR} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{matrix}$$

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS & INCOME-GENERATING PROCUREMENT

5.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points are allocated for price on the following basis:

$$\text{Where } P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \quad \text{OR} \quad P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\max} = Price of highest acceptable bid

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6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the following table:

B-BBEE Status Level of Contributor	No of points (90/10 system)	No of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 6.2 An **EME** must submit a valid originally certified affidavit confirming annual turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission.
- 6.3 A **QSE that is less than 51% (50% or less) black-owned** must be verified in terms of the QSE scorecard issued via Government Gazette and must submit a valid, original or legible certified copy of a B-BBEE Verification Certificate issued by SANAS.
- 6.4 A **QSE that is at least 51% black-owned (51% or higher)** must submit a valid, originally certified affidavit confirming turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission, as well as declare its empowering status.
- 6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 6.6 A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate bid.
- 6.7 A **trust, consortium or joint venture (including unincorporated consortia and joint ventures)** must submit a consolidated B-BBEE status level verification certificate for every separate bid.
- 6.8 **Tertiary institutions and public entities** must submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 6.9 A bidder may not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends **sub-contracting more than 25% of the value of the contract** to any other enterprise that does not qualify for at least the points for which such a bidder qualifies, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 6.10 A bidder awarded a contract **may not sub-contract more than 25% of the value of the contract** to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

7. BID DECLARATION

7.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

8. B-BBEE STATUS LEVEL CLAIMED IN TERMS OF PARAGRAPH 6

8.1 B-BBEE Status Level: = *(maximum of 20 points in terms of 80/20)*

8.2 B-BBEE Status Level: = *(maximum of 10 points in terms of 90/10)*

(Points claimed in paragraphs 8.1 & 8.2 must correspond with the table in paragraph 6.1 and must be substantiated by a B-BBEE certificate issued by a verification agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the bid).

9. SUB-CONTRACTING

9.1 Will any portion of the contract be sub-contracted? *(delete which is not applicable)* **YES/NO**

9.1.1 If yes, indicate:

- (i) what percentage of the contract will be sub-contracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-service-provider? Level
- (iv) whether the sub-contractor is an EME or QSE? *(delete which is not applicable)* **YES/NO**

9.1.2 Sub-contracting relates to a **particular** contract so if sub-contracting is applicable, the bidder must state in its response to a particular RFQ that a portion of that contract will be sub-contracted.

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity:

10.2 VAT registration number:

10.3 Company Registration number:

- 10.4 Type of company/firm (Select applicable (option))
- Partnership/Joint venture consortium
 - One-person business/sole propriety
 - Close corporation
 - Public company
 - Personal liability company
 - (Pty) Ltd
 - Non-profit company
 - State-owned company



10.5 I/we, the undersigned, who am/are are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 8 above, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape bidder reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:

- (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
 - (ii) provides false information or misrepresents information to a B-BBEE verification professional to secure a particular B-BBEE status or any benefit associated with compliance with the B-BBEE Act;
 - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
 - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or any official from another organ of state or public entity becomes aware of the attempted or actual commission of any offence referred to in paragraph 10.5 (b), this will be reported to an appropriate law enforcement agency for investigation,
- (d) Any person convicted of an offence by a court in the case of contravention of paragraph 10.5 (b) is liable to a fine or imprisonment for a period not exceeding 10 years, or to both a fine and such imprisonment, or if the convicted person is not a natural person, to a fine not exceeding 10% of its annual turnover.
- (e) The purchaser may investigate the matter if it becomes aware that a bidder may have obtained its B-BBEE status level fraudulently. If the investigation warrants the imposition of a restriction, this will be referred to the National Treasury for investigation, processing and restriction of the bidder on the National Treasury's List of Restricted Suppliers. After the *audi alteram partem* (hear the other side) rule has been applied, the bidder or service-provider, its shareholders and directors, or only the shareholders and directors who acted fraudulently may be restricted from obtaining business from any organ of state for a period not exceeding 10 years.
- (f) in addition to any other remedy it may have, the organ of state may -
- (i) disqualify the bidder from the bid process;
 - (ii) recover costs, losses or damages it has incurred or suffered as a result of that bidder's conduct;
 - (iii) cancel the contract and claim from the service-provider any damages it has suffered for having had to make less favourable arrangements due to such cancellation; and
 - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

SIGNATURE(S) OF THE BIDDER(S):

DATE:

ADDRESS:

WITNESSES:

1.

2.

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1)	2)
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GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

The purpose of this document is to:

Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
To ensure that clients are familiar with the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and *vice versa* and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract will form part of all bid documents and may not be amended.

Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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TABLE OF CLAUSES

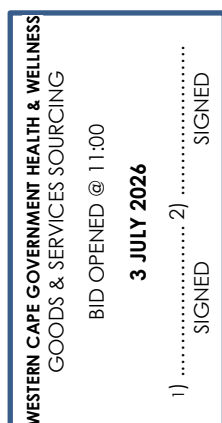
1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidised by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignee's store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.



General Conditions of Contract

1. Definitions (continued)

- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

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3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC paragraph 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC paragraph 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful Bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.



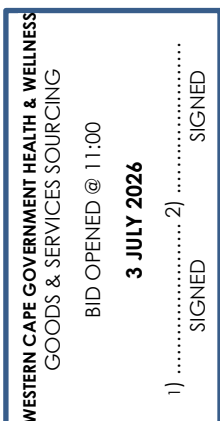
General Conditions of Contract

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or service-provider shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in paragraphs 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in paragraphs 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier
- 8.6 Supplies and services which are referred to in paragraphs 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of paragraphs 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Paragraph 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.



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- 10. Delivery and documents**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation**
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services**
- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts**
- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested



General Conditions of Contract

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

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- 19. Assignment** 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts** 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Paragraph 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Paragraph 22, unless an extension of time is agreed upon pursuant to GCC Paragraph 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties** 22.1 Subject to GCC Paragraph 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Paragraph 23.

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23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Paragraph 21.2;
 - b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

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23. Termination for default (continued)

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004, the court may also rule that such a person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than ten years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act, the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the service-provider to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the service-provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force majeure

25.1 Notwithstanding the provisions of GCC Paragraphs 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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27. Settlement of disputes (continued)

- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Paragraph 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

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33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a Contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the Bidder(s) or contractor(s) concerned.

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BIDDER'S PROFILE

As WCGHW will only consider bids from service-providers with experience in the provision of catering services to hospitals, historically, this section of the bid document was used to establish bidders' **qualifications and experience** in the provision of a comprehensive food service, particularly in a hospital environment, and to determine the **type, structure and operational base (nearest office)** of the organization for the purpose of the bid.

Due to the documentary requirements for compulsory registration as a vendor on the Central Supplier Database (CSD) which is a condition of this bid, however, **certain details are already available to WCGHW on the CSD** and a repetition of this information will not be required in this section. To enable WCGHW to access and verify these details, please **ensure that the following documents required for CSD registration are available and current on the system:**

- Registration documents, in particular your BEE certificate and WCBD6.1 form
- Declaration of Interest
- Business particulars, and
- Owners and shareholders' details

QUALIFICATIONS AND EXPERIENCE

1. Please provide the name of the person who will be responsible for the execution and control of the contract at WCCN on behalf of your company, if your bid is successful. This person's title

2. Please provide the name of the person who will act as the **Catering Manager at Khayelitsha District Hospital** on behalf of your company, if your bid is successful.

3. Please attach as **Annexure B1** both curriculums vitae to this document, which must contain ID numbers, work and private addresses and contact details, including at least two contact numbers and an e-mail address each. The CVs must make specific mention of the qualifications and experience of the designated staff-members in the field of catering services, particularly in WCCN environment.

ORGANISATIONAL STRUCTURE

4. Please attach as **Annexure B2** an organogram and a description of your organizational structure, detailing how this structure will be applied for the purpose of this bid, if your bid is successful.
5. Please attach as **Annexure B3** a list describing the principles and procedures that will be applied in the management of the service, if your bid is successful.

DETAILS OF BIDDER'S NEAREST OFFICE

6. If your bid is successful, the nearest office from where you will execute the contract will be/is already established (*please delete what is not applicable*) at the following physical address:

UNDERTAKING

7. I, (name in print) _____
in my capacity as (designation) _____
and duly authorized, hereby undertake to open and/or maintain an office at the address above from which the catering service shall be conducted and managed during the term of the contract. Staff employed for the purpose of the contract shall be based at the address in the WCBD1 ("the Bid" form)/the address in paragraph 6 above. (*Please delete what is not applicable*).

Signed on behalf of the bidder

Date: _____

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GUARANTEE (SURETYSHIP)

WHEREAS Western Cape Government Health, hereafter called "WCGHW" has entered into an agreement with the service-provider, hereafter called "the Contractor", (name) _____ with its office at (address) _____ for the provision of **a comprehensive catering service at Khayelitsha District Hospital** situated at the corner of **Steve Biko Drive and Walter Sisulu Drive, KHAYELITSHA** for three years, which agreement forms part in all respects of this guarantee, as if incorporated herein,

AND the Service-provider is obliged to furnish WCGHW with a guarantee to the amount of R_____ in terms of its agreement for the due fulfilment by the Service-provider of its obligations under the agreement,

AND Bank/insurance company (name) _____ with its office at (address) _____ hereafter called "the Guarantor" is prepared to furnish the aforesaid

guarantee, NOW, THEREFORE, the Guarantor hereby binds itself as surety and co-principal debtor *in solidum* for the due fulfilment by the Service-provider of all obligations under the agreement. Should the Service-provider fail to carry out any of these obligations, the Guarantor undertakes to pay on demand to WCGHW at (place/date) _____ the agreed amount of R_____.

A certificate issued by the accountant of WCGHW, stating that the Service-provider has failed to comply with the conditions of the agreement, and the amount of damage suffered by WCGHW, shall be *prima facie* proof of such failure and of the amount due and payable to WCGHW.

The Guarantor hereby expressly renounces the benefits of the exceptions *non-numeratae pecuniae, non-causa debiti, excussionis et disionis*, with the meaning of which we declare ourselves to be fully acquainted.

The Guarantor chooses as its *domicilium citandi et executandi*, and for all notices and legal processes, the following street address in South Africa: _____

Signed at _____ on _____ 2022.

Signed on behalf of the Guarantor

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As witnesses

1. _____
2. _____

ACCOUNTING SCHEDULES

The following three schedules are the basis of an accounting system that enables the service-provider to claim for services provided at KDH, and for KDH to pay the service-provider for those services.

ANNEXURE E1: DAILY PROVISIONS ISSUED STATEMENT

The daily statement must be completed by the service-provider to indicate the number of meals actually served to patients per mealtime per day. On completion, it must be certified as correct by KDH's authorized representative.

ANNEXURE E2: BROADSHEET

The broadsheet is a summary of the number of meals actually served per mealtime per month. The broadsheet, with supporting daily statements attached, must be checked and certified as correct by KDH's authorized representative and must be attached to the monthly invoice for payment.

ANNEXURE E3: MONTHLY INVOICE

The monthly invoice is a summary of the number of all meals actually served to patients and the individual and total cost of all meals served by the contractor, which constitutes the service-provider's monthly claim for services to KDH. Before payment can be made, KDH's authorized representative must verify that the amount claimed by the service-provider in the broadsheets supporting the invoice is correct and has been certified. When KDH's authorized representative is satisfied that the furnished invoice is correct, he/she must certify and hand over the invoice with its supporting documents, to KDH accountant for payment.

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EXAMPLE OF DAILY PROVISIONS ISSUED STATEMENT

KHAYELITSHA DISTRICT HOSPITAL

MONTH: _____

WARD: _____

Diets	5:00	7:00-8:00	10:00	12:00-13:00	15:00	17:00-18:00	20:00	Initial	
	Early-morning snack	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late-night snack	Hospital	Contractor
Day 1									
2									
3									
4									
5									
6									
7									
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18									
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20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Meals issued									
Cost/item									
Total cost									

_____ Signed on behalf of Contractor	Designation: _____ _____	_____ Signed on behalf of Khayelitsha District Hospital	Designation: _____ _____
Name (print): _____	Date: _____	Name (print): _____	Date: _____

EXAMPLE OF A BROADSHEET

KHAYELITSHA DISTRICT HOSPITAL

MONTH: _____

WARD: _____

	5:00	7:00-8:00	10:00	12:00-13:00	15:00	17:00-18:00	20:00
Diet/meal each	Early morning snack	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late-night snack
Normal/Full adult							
High-protein							
Light/ Low residue							
8 400 kJ Diabetic							
Full Liquid							
Clear liquid							
Soft							
Renal 60g							
Psychiatric							
Pureed 6-12 mnths							
Paediatric 3-6 yrs							
Snack							
Total no of meals & snacks/month							

THE QUANTITIES ABOVE ARE CERTIFIED AS CORRECT

_____		_____	
Signed on behalf of the contractor		Signed on behalf of Khayelitsha District Hospital	
Name (print) :		Name (print) :	
Designation :		Designation :	
Date :		Date :	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
BID OPENED @ 11:00
3 JULY 2026
1) 2)
SIGNED SIGNED

EXAMPLE OF A MONTHLY INVOICE

KHAYELITSHA DISTRICT HOSPITAL

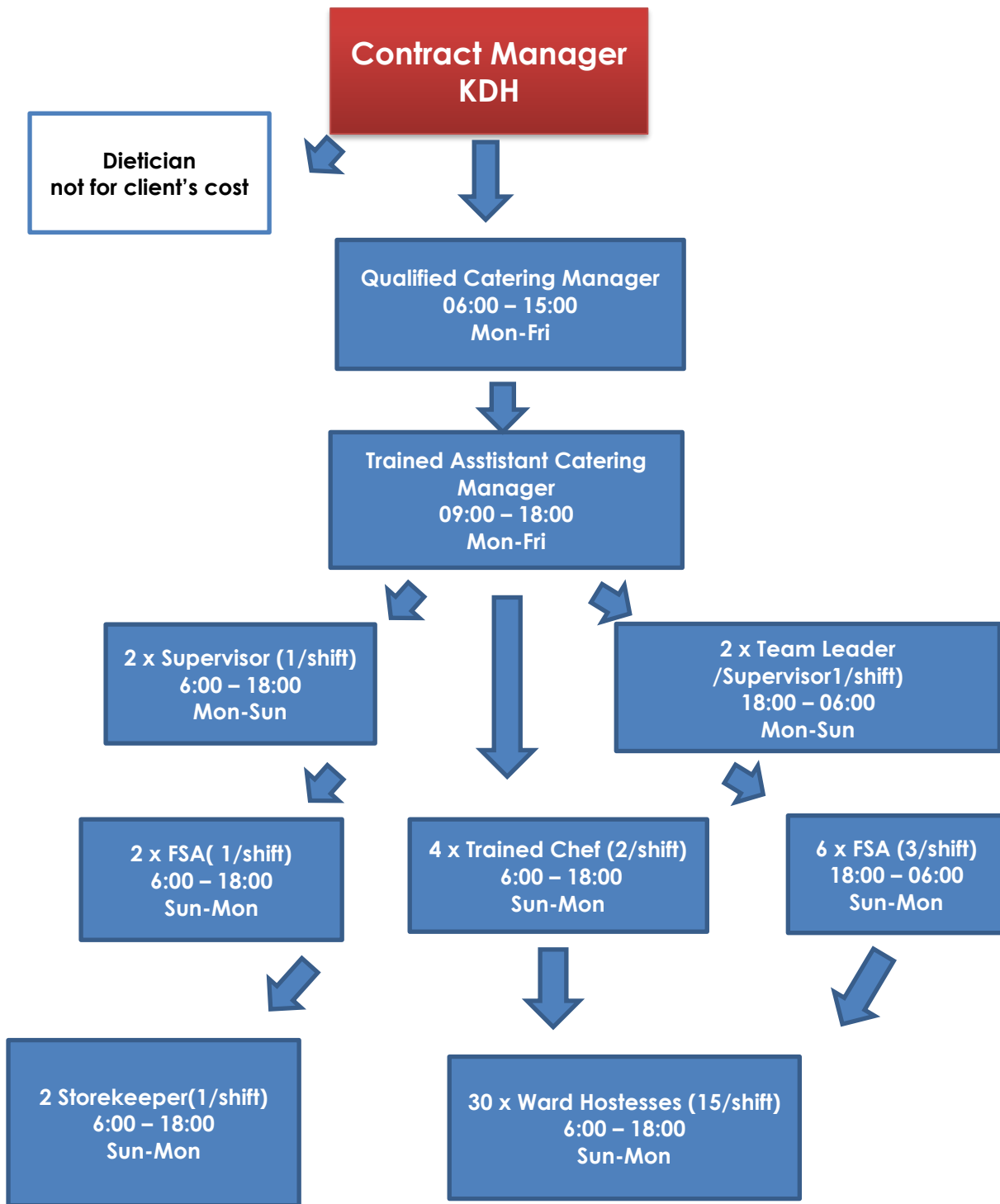
MONTH: _____

WARD: _____

Diet/meal each		5:00	7:00-8:00	10:00	12:00-13:00	15:00	17:00-18:00	20:00	Total cost/ month
		Early-morning snack	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late-night snack	
Normal/Full adult	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
High-protein	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
Light/ Low residue	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
8 400 kJ Diabetic	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
Full Liquid	Qty.								
	Cost		R.....	R.....	R.....	R.....	R.....	R.....	R.....
Clear liquid	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
Soft	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
Renal 60g	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
Psychiatric	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
Pureed 6-12 mnths	Qty.								
	Cost		R.....		R.....		R.....		R.....
Paediatric 3-6 yrs	Qty.								
	Cost		R.....		R.....		R.....		R.....
Snack	Qty.								
	Cost		R.....		R.....		R.....		R.....
Total meals & snacks/month									

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
3 JULY 2026
 1) 2)
 SIGNED SIGNED

FOOD SERVICES STAFF ORGANOGRAM



WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
3 JULY 2026
 1) 2)
 SIGNED SIGNED