

C3: Scope of Work for Catering Services

C3.1 Service Information

1. DESCRIPTION OF SERVICE

The supplier is required to provide catering for Grootvlei Power Station employees, contractors and its visitors at Grootvlei Power Station Canteen. Meals will be provided 5 days a week as per the working Hours and Service Schedule information below.

The contractor to be a suitably, qualified, experienced and well-established supplier with the capacity to give an excellent service to Grootvlei Power Station employees, contractors and its visitors. Eskom will provide the supplier with a kitchen and building and therefore it is the suppliers responsible to ensure they provide equipment which will be utilized for food storages, preparation areas, all equipment, crockery, cutlery, and foodstuff.

Key areas:

1. Food preparation
2. Food Cooking
3. Food Service
4. Food Preservation
5. Food Safety and Hygiene

NB: The contractor must make provision for overtime, bonuses, people going on leave (sick, maternity and contingency) as the legislation requirements Act.

➤ SPECIFICATIONS

- Provision of 4 skilled, qualified, and experienced staff
- Medical fit to work in a hot environment , standing long hours
- To adhere to all food safety and food hygiene practices (SANS 10049:2011) (Occupational Health and Safety Act No. 85 Of 1993)
- Comply with the Local Municipality Regulations for that area to have a certificate of acceptability.
- Health Act, Food and Cosmetic Act, R918 facilities regulation
- Service provider and staff to reside in and approximately 60km around Dipaleseng District Municipality area. (Provide proof of residence)

Grootvlei has a staff complement, including contractors of approximately 600, who at their own discretion would buy breakfast and lunch on a daily basis.

1. Delivery Requirements

Be able to provide /sell on a daily basis (Monday to Friday)

- Breakfast
- Lunch
- Fruits/snacks

Be able to provide special catering on request.

SUPPLIER TO SUBMIT PROOF OF QUALIFICATIONS AT SUBMISSION OF TENDER

SITE MANAGER/CATERER (1)		
MINIMUM REQUIREMENTS	SKILLS AND COMPETENCY	KEY RESPONSIBILITY
<ul style="list-style-type: none">• Matric + 3-year Diploma in food and beverage management /Chef/	<ul style="list-style-type: none">• Knowledge of the industrial cooking equipment• Computer literate	<ul style="list-style-type: none">• Accepts total responsibility for the catering functions as well as related services ensuring that they

<p>Hospitality or related qualification</p> <ul style="list-style-type: none"> • Experience: 1 year working experience • Valid code C1 with PDP 	<ul style="list-style-type: none"> • Planning and organising skills • Applicable legislation • Communication • Stock control • Advanced cooking methods • Staff supervision • Mass catering skills (food preparation methodology) • Safety and Hygiene 	<p>are performed at the highest industry level in compliance with set standards, procedures and within budgetary parameters. Example: Ordering of stock, receiving of stock, Food safety and Hygiene control, portion control, administration, Maintenance and defects in the kitchen, staff management contract, staff meetings. Operation duties, pre-preparation and preparation of Food, serving and quality control.</p> <ul style="list-style-type: none"> • Perform supervisory activities • Co-ordinate and control assets and stock • Perform administrative activities • Plan menus and recipes • Perform on job training • Perform any other legitimate activities as required • Mass catering skills (food preparation methodology) • Conduct regular customer surveys to ensure a high-quality service • Check vehicle for roadworthy • Perform driving activities • Collect goods from different areas as per requirements and needs of the department • Perform any legitimate activities as required • Perform safety and hygiene practices
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CATERING ASSISTANT (3)

MINIMUM REQUIREMENTS	SKILLS AND COMPETENCIES	KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Matric + 1 year certificate in cooking or any related formal training • Experience: 6 Months working experience 	<ul style="list-style-type: none"> • Knowledge of the industrial cooking equipment • Communication skills 	<ul style="list-style-type: none"> • Prepare food according to the menu and recipes • Perform safety and hygiene practices • Portion control • Crockery and cutlery set-up as per requirements (venue setting) • Serving meals as per standards – Daily meal serving • Collect crockery and cutlery after all functions • Deliver meals on time to dedicated areas • Perform safety and hygiene practices • Dish up salads and desserts in the event venue • Prepare take-away meals

➤ **WORKING HOURS**

<p>Normal working hours (all) Monday –Thursday : 7h15-16h30 Friday: 7h15-12h15</p>	<p>There might be request to work outside of normal working hours, however this is limited and on request only.</p>
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➤ **SERVING SCHEDULE**

<p>Meal of the day for Eskom Employees and contractors is mainly served in the canteen and on special request in other areas such as GCD Open area, Procurement Open area, Training rooms and Boardroom’s as per the times requested</p>

➤ **SPECIAL CATERING REQUEST**

<p><u>Breakfast</u> 7H15-10H00 Monday - Friday</p>	<p><u>Lunch</u> 11H00-14h00 Monday - Friday</p>
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Quality Requirements

The *Contractor* shall comply with the ISO 9001:2015 Quality Management System and Employer’s Quality Requirements as specified in Eskom Quality Management document

- Quality documents for inspections and tests plans shall be required to be submitted to the Project Manager for approval before the works begin on site

Health, Safety and Environment (SHE)

The *contractor* must comply with the following standards and SHE:

- Eskom SHEQ policy 32-727
- SHE requirements for Eskom commercial process
- Adhere to the OHS Act 85 of 1993.
- Adhere to Eskom lifesaving rules
- Incident management procedure 32-95
- Compensation for Occupational Injuries and Diseases Act (COIDA)
- All staff will undergo Safety Induction, presented by *Employer’s* Safety Department.
- *Contractor* must obtain a permit and adhere
- Foodstuff, Cosmetics and Disinfectant Act 54 of 1972

Grootvlei Power Station is ISO 14001: 2015 certified therefore the *Contractor* must comply with the requirements of the following procedures:

- Waste Management Work Instruction GVLE 0002
- Environmental Non-Conformances, Corrective and Preventive Action/s GVLE 0010
- Emergency Preparedness Plan GVL 0495
- Control Of Environmental Competence, Training And Awareness GVLE 0018
- Eskom SHEQ Policy (32-727)

- Environmental Management Internal and External Communication and Reporting GVLE 0024
- Environmental Legal and Other Requirements GVLE 0021

The above mentioned procedures will be given to the appointed *contractor* before the commencement of the project. The procedures must always be available in the file and must be communicated with the *Contractor's* employees. Proof of communication must be kept in the file.

Grootvlei Power Station procedures are applicable to the *Contractor's* area of responsibility to assist the *Contractor* and his or her employees to prevent pollution and comply with legislative requirements and to familiarize themselves on such procedures within 30 days from the date of commencement of work at Grootvlei. Copies of the above-mentioned documents shall be obtained from the Eskom Agent and / or Environmental Officer on the first day prior to commencement of work at Grootvlei.

The *Contractor* must identify all Environmental aspects and impacts related to his or her activities. The *Contractor* must have copy of the legal register related to the scope.

The non-adherence to the rules will result in a non-conformance, hence immediate termination of the contract.

Rules are as following:

- Arrange for sufficient storage containers, labelled depicting general or hazardous waste and store in a designated storage area as per the Grootvlei Waste Management Work Instruction GVLE 0002
- Ensure that all waste (Hazardous and General) is stored as per the Grootvlei Waste Management Work Instruction GVLE 0002
- Ensure compliance with the general good housekeeping practices.
- Report all Environmental Incidents before the end of the shift or within 24hrs as per the Environmental Non-Conformances, Corrective and Preventive Action/s GVLE 0010

2. Specifications

Title	Mandatory	Tick if publicly available
<u>General Specifications:</u>		
Health and Safety requirements		
Environmental requirements		
Quality requirements		
Site regulations and access control		
<u>Technical specifications:</u>		
Lease or proof ownership of equipment as per list		