



## NKANGALA DISTRICT MUNICIPALITY



### APPOINTMENT OF A PANEL OF CATERERS TO RENDER CATERING SERVICES IN VARIOUS MUNICIPALITIES WITHIN THE NKANGALA DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS (AS AND WHEN REQUIRED)

#### SCOPE OF WORK

#### Part C3: Scope of Work

#### C3 1. PURPOSE

The purpose of this request is to call for proposals from suitably qualified catering service providers who are registered in terms of Regulations Governing General Hygiene Requirements for food premises and the transport of food Government Notice R 198 of 30 July 1999 (Regulation 3(6) (9) Certificate of Acceptability for Food Premises or Certificate in Foodstuffs, Cosmetics and Cosmetics and Disinfectants Act 1972 (Act 54 of 1972) obtainable from various municipalities under the (MHS) Municipal health Services Unit obtainable from various municipalities under the (MHS) Municipal Health Services Unit or have a to submit their proposals in order to be included in the panel of catering service providers at Nkangala District Municipality (NDM) for a period of three (3) years months based on performance.

#### 2. BACKGROUND

#### 2.1 NKANGALA DISTRICT MUNICIPALITY OVERVIEW

Nkangala District Municipality (NDM) requires the services of catering companies that are duly qualified and specializing in providing catering services. NDM's political structure consists of the Mayoral Committee, which is constructed out of 9 Mayoral Portfolios, which is headed by the Executive Mayor. The Offices of the Speaker and the Chief Whip also resort under the municipality.

Nkangala District Municipality's administration is headed by the Municipal Manager. Municipal officials and councilors from time to time hold meetings and there are annual calendar events that need catering such as, State of the District Address, Budget Indaba, IDP/LED forums, Youth and Women's Month etc.



## 2.2 BACKGROUND

Service Providers are required to respond to this RFT (Request for Tender) demonstrating that their propose approach and solutions are a probable fit to NDM's requirements and are required to complete all categories stipulated within this document.

All information contained in this RFT or given by management or staff of NDM is solely for the purpose of providing Service Providers with relevant information with which to complete and submit their proposals.

Recipients of this document will be expected to respect the confidentiality of the information contained therein or another information obtained in the course of business. It is expected that Service Providers will take all reasonable steps to ensure that their employees and associates are aware of the need for confidentiality.

The selection of a Service Provider will not constitute a binding agreement and any such acceptance will be subject the negotiation of satisfactory contractual agreements with the selected Service providers.

## 3. OBJECTIVE AND DELIVERABLES

The appointed panel of caterer's services will be utilized by the municipality throughout the thirty-six month. The panel will be used on rotational basis depending on the rates, performance, delivery and quality of services received from the preferred service provider.

Preferred service providers will be evaluated from time to time on the following basis:

- Timeliness of service delivery;
- Quality of the service provided;
- Provision of services in compliance with clearly stated specifications;
- Professional conduct of service providers, e.g. uniform, cutlery etc.; and

The panel will be categorized or classified as follows:

CATEGORIES	Expected people to be served / catered	Certificate
A. Catering for VIP	1 -50	Valid COA
B. Catering for adhoc / regular meetings	1 – 50	Valid COA
C. Catering for medium functions	51 -50	Valid COA
D. Catering for large functions	101 – 250	Valid COA
E. Catering for big events / Gala Dinners	251 – indefinite	Valid COA

Service providers who perform well will be placed in the category for catering services for high profile events/meetings.



Potential service providers should be in place to provide catering services and make arrangements for the following meetings and events:

Expected meetings	Expected no. of people to attend	Suggested NDM menu
a) Premier, Mayors, MM and CFO's forum <b>(refer to categories A)</b>	1-50 people are expected at these meetings	VIP or Finger Lunch
b) Council meetings <b>(refer to categories B or C)</b>	101-250 people are expected at these meetings	Standard western lunch and African cuisine
c) Mayoral Committee meetings <b>(refer to categories A or B)</b>	30 people are expected at these meetings	Standard western lunch or VIP or finger lunch
d) Meetings of the portfolio committees (section 80) <b>(refer to categories A or B)</b>	10 – 45 people are expected at these meetings	Standard western lunch or VIP
e) Meetings of the TOPMANCO (top management) and other management meetings <b>(refer to categories A or B)</b>	10 – 20 people are expected at these meetings	Standard western lunch or VIP or finger lunch
f) Training and workshops and other committee meetings i.e LLF <b>(refer to categories B or C)</b>	51 - 100 people are expected at these meetings	Standard western lunch or pre-packs
g) Big events/Gala Dinners i.e State of the District Address, Budget and IDP Indabas <b>(refer to categories D or E)</b>	251 indefinite people are expected at these meetings	Three menu course NDM Users will propose menus for these category
h) Public participation meetings <b>(refer to categories C &amp; D)</b>	There will be clear specifications provided to preferred service providers for this category	

The standard menu will be as in the **Bill of Quantities**, it serves a guide, service providers are encouraged to be innovative and suggest other menus or dietary requirements such as Halaal food and vegetarian.

Inspection of registered premises of caterers will be done as and when required by the evaluators, which would include a formal presentation by shortlisted service providers.

#### 4. BUDGET

A detailed breakdown of costs per unit/head must be included in the proposal according to the terms of reference. Payment will be made to the service provider within 30 days from a receipt of an acceptable invoice after the service has been provided and is subject to the payment procedure of NDM.



## 5. CONDITION AND EVALUATION OF TENDER

Responses will be evaluated using a predefined set of evaluation criteria. The evaluation criteria are designed to reflect NDM requirements in terms of identifying a suitable service provider and to ensure the selection process is transparent and afford all bidders a fair opportunity for evaluation and selection.

- **APPOINTMENT OF A PANEL OF CATERERS TO RENDER CATERING SERVICES AT VARIOUS LOCAL MUNICIPALITIES WITHIN THE NKANGALA DISTRICT MUNICIPALITY FOR A PERIOD OF ONE (01) YEAR (AS AND WHEN REQUIRED)** The Nkangala District Municipality wishes to enter into contracts with a panel of caterers to provide catering services in various municipalities within the Nkangala District Municipality for a period of three (03) years (as and when required)
- The preferred service provider/s must be prepared to cater for all dietary preferences, including but not limited to religions, culture, vegetarian, kosher and halaal with valid certification from respective bodies where applicable.
- The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.
- The preferred service provider/s should provide adequate catering equipment, cutlery and crockery when required.
- The preferred service providers should be able to respond within 8 hours.
- Service providers must price each category and indicate the price per category from the below.
- Service provider must be able to deliver services within 12 hours of placing the order
- Shortlisted candidates will be subjected to hosting, food tasting coupled with site visit.
- Variety of menus to be provided
- The Supply Chain Management unit will be responsible for the implementation and co-ordination of the agreement.
- **The rates are valid for 12 months after the date of submission, where after an escalation of the smaller of CPIX + 2% or 10% be allowed for the next 12 months (CPIX based on the first 12 months average)**



The menu for all the categories is listed below and must be completed by service providers:

<b>ORDINARY BREAKFAST</b>
<ul style="list-style-type: none"><li>➤ Coffee and a variety of teas served with,</li><li>➤ Muffins</li><li>➤ Scones</li><li>➤ Sandwiches</li></ul>
<b>VIP BREAKFAST</b>
<ul style="list-style-type: none"><li>➤ Coffee and a variety of teas served with,</li><li>➤ Full English breakfast</li><li>➤ Fruits</li></ul>
<b>ORDINARY LUNCH</b>
<ul style="list-style-type: none"><li>➤ 2 x Starch</li><li>➤ 2 x meats</li><li>➤ 100 % juice or Assorted cans of cold drinks</li></ul>
<b>ORDINARY LUNCH (PRE-PACKED)</b>
<ul style="list-style-type: none"><li>➤ 2 x Starch</li><li>➤ 2 x meats</li><li>➤ 100 % juice or Assorted cans of cold drinks</li></ul>
<b>STANDARD LUNCH</b>
<ul style="list-style-type: none"><li>➤ 2 x Starches</li><li>➤ 2 x Meat</li><li>➤ 1 x Salad</li><li>➤ 1 x Vegetable</li><li>➤ 100 % juice or Assorted cans of cold drinks</li></ul>
<b>STANDARD LUNCH (PRE-PACKED)</b>
<ul style="list-style-type: none"><li>➤ 2 x Starches</li><li>➤ 2 x Meat</li><li>➤ 1 x Salad</li><li>➤ 1 x Vegetable</li><li>➤ 100 % juice or Assorted cans of cold drinks</li></ul>
<b>LUNCH (AFRICAN)</b>
<ul style="list-style-type: none"><li>➤ 2 x Starches</li><li>➤ 2 x Meat</li><li>➤ 1 x salad</li><li>➤ 1 x Vegetable</li><li>➤ 100 % juice or Assorted cans of cold drinks</li></ul>
<b>FINGER LUNCH</b>
<ul style="list-style-type: none"><li>➤ Variety of meat</li><li>➤ Platters</li><li>➤ 100 % juice or Assorted cans of cold drinks</li></ul>



### **LUNCH PRE-PACKS**

- Hotdogs/Burgers
- Fruits
- 100 % juice or Assorted cans of cold drinks

### **VIP LUNCH (WESTERN LUNCH)**

- 3 x Starches
- 3 x Meat
- 2 x salad
- 2 x Vegetables
- 100 % juice or Assorted cans of cold drinks

### **AFTERNOON TEA**

- Coffee and a variety of teas served with,
- Variety of cakes