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**ENQUIRY NO: AHT26842**

**DESCRIPTION: PROVISION OF REFRESHMENTS TO PetroSA IN MOSSEL BAY**

## **1. SCOPE OF WORK**

### **1.1 BACKGROUND**

PetroSA seeks to appoint a suitably qualified and experienced service provider to provide refreshments twice every month, over a period of 4 months, from 01 July 2026 to 31 October 2026,

### **1.2 PURPOSE**

The purpose of this tender is to appoint a service provider capable of delivering quality refreshments and meals that support a positive environment and participant experience.

### **1.3 FREQUENCY**

- Schedule: Three (3) days per week, twice a month (that is, 2 occurrences a month)
- Total Days: Twenty-four (24) days
- Estimated participants: Minimum of twenty-five (25) participants per session

### **1.4 SCOPE OF SERVICES**

The appointed service provider shall provide refreshments and meals for a minimum of twenty-five (25) participants on each day. PetroSA shall advise the time of service for the days in advance. PetroSA also reserves the right not to procure all 24 service requirements for whatsoever reason.

#### **1.4.1 Morning Tea**

To be served during the morning break and include but not be limited to:

- Tea and coffee
- One (1) freshly baked scone or muffin per participant
- Accompaniments such as butter, jam, sugar, sweeteners, and milk

#### **1.4.2 Lunch**

To include options:

- A nutritious and balanced meal
- Protein option
- Vegetarian option
- Starch accompaniment
- Vegetables and/or salad
- Finger lunch

#### **1.4.3 Afternoon Tea**

To be served during the afternoon break and include:

- Tea and coffee
- No snacks required

### **1.5 DIETARY REQUIREMENTS**

The service provider, upon request, must be able to accommodate dietary requirements, including:

- Pork-free meals
- Other special dietary requirements

### **1.6 SERVICE REQUIREMENTS**

The appointed service provider shall:

- Deliver refreshments and meals at the designated venue (PetroSA GTL, Admin Block) on time. Access to site shall be pre-arranged by PetroSA.
- Ensure food quality, freshness, and hygienic preparation and handling.
- Ensure professional presentation of all refreshments and meals at all times.
- Maintain health, safety, and food handling standards in accordance with applicable legislation.
- Provide enough quantity to cater for all participants and facilitators.
- Personnel to be appropriately dressed when delivering the food
- No provision of any crockery, cutlery, or other such items necessary for consumption, required
- Refreshments and meals to be served in good quality serving dishes and/or platters with required serving lifters, spoons, etc, as required accordingly.
- Hot meals to be delivered in a bain-marie basin. PetroSA has its own bain-marie to keep the hot food.

### **1.7 Deliverables**

The successful bidder shall:

- Provide refreshment services on all twenty-four (24) days
- Submit proposed menus for each meal option for review with their quotation
- Accommodate approved dietary requirements, when needed
- Ability to deliver to the GTL Plant timeously according to the requested times
- Ensure consistent quality and service throughout the contract period.

### **1.8 Evaluation Criteria**

Bidders will be evaluated based on:

- Relevant catering experience
- Capacity to provide services over the contract duration
- Quality and variety of proposed menus but keeping costs to a minimum
- Ability to accommodate dietary requirements