



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

BID NUMBER: WCGHSC0113/2025 CLOSING DATE: FRIDAY, 21 NOVEMBER 2025 CLOSING TIME: 11:00

FOR THE PROVISION OF OPERATIONAL KITCHEN MANAGEMENT, CATERING AND A KIOSK SERVICE AT THE WESTERN CAPE COLLEGE OF NURSING METRO WEST CAMPUS, ATHLONE UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS 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 Trevor Damons at (021) 483 0695** for assistance during office hours, 7:00-15:00.

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

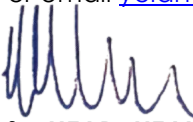
Where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance for the bid to be considered.

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 **Dr Yolande Magerman** at telephone no. (021) 684 1202 or email yolande.magerman@westerncape.gov.za


C Munnik
for HEAD: HEALTH AND WELLNESS

DATE: 24/10/2024

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
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21 NOV 2025	
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**PART A
INVITATION TO BID**

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

The 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	WCGHSC0113/2025	Closing date:	Fri, 21 Nov 2025	Closing time	11:00
Description	Provision of operational kitchen management, catering and a kiosk service at the Western Cape College of Nursing Metro West Campus, Athlone				
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 Trevor Damons		Contact person	Dr Yolande Magerman	
Telephone no	(021) 483 0695		Telephone no	(021) 684 1202	
E-mail address	trevor.damons@westerncape.gov.za		E-mail address	Yolande.magerman@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] ☐ Yes ☐ No		B-BBEE status level sworn affidavit	[Tick applicable box] ☐ Yes ☐ No	
If yes, was certificate issued by verification agency accredited by SANAS (SA National Accreditation System)			[Tick applicable box] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) 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?	☐ Yes ☐ No [if yes enclose proof]		Are you a foreign based supplier for the services offered?	☐ Yes ☐ No [If yes, answer part B3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
Is the entity a resident of the Republic of South Africa (RSA)?			☐ Yes ☐ No		
Does the entity have a branch in the RSA?			☐ Yes ☐ No		
Does the entity have a permanent establishment in the RSA?			☐ Yes ☐ No		
Does the entity have any source of income in the RSA?			☐ Yes ☐ No		
Is the entity liable in the RSA for any form of taxation?			☐ Yes ☐ 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.					

**WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING**

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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, 2022, 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	Bidders must provide their unique SARS-issued personal identification number, ('PIN') to enable the organ of state to view the taxpayer's profile and tax status.
2.3	Application for Tax Compliance Status ('TCS') or PIN may also be made via e-Filing through the SARS website, www.sars.gov.za
2.4	Bidders may also submit a printed TCS certificate along with the bid.
2.5	In bids where consortia/joint ventures/sub-service-providers are involved each party must submit a separate TCS certificate and CSD number.
2.6	Where no TCS PIN is available, but the bidder is registered on the Central Supplier Database ('CSD'), a CSD number must be provided.
2.7	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 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 UNDER 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:	

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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.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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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 are the Head of the College and/or the Principal of the College and/or 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	Also called 'co-ordinator or 'representative', the member of the service-provider's management designated to liaise with Western Cape College of Nursing, Metro West's contract manager about 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.
College/ Western Cape College of Nursing/ WCCN-MW	The Western Cape College of Nursing Metro West, henceforth abbreviated as 'WCCN-MW' and also called ' the College ' is an institution under control of Western Cape Government Health and Wellnes ('WCGHW'), represented by its management, providing formal, accredited vocational training, board and lodging to nursing students. The College has campuses in the Metro West (Athlone), Metro East (Stikland), Boland (Worcester and Paarl) and Garden Route (George) areas.
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 WCCN-MW assigned to review project effectiveness, compliance and monitoring of the services.
End-user	The institution, WCCN-MW in this case, 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 in respect of money payable by the College for catering services provided to students by the service-provider.

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.

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 specifications	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 the WCCN-MW must pay.
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,.
Institutions/facilities	Hospitals and associated health and training facilities under the control of WCGHW including the WCCN and its campuses, 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
Management staff	Any management staff provided by the contractor for the duration of this agreement.
Mandatory	A term which 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 operational kitchen management, catering and a kiosk service at WCCN-MW, 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 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 know as the Department of Health, Western Cape Government, this is the provincial government body who invited the bid, under whose control the WCCN-MW resides.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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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 Halaal food and related facilities and services at the Western Cape College of Nursing Metro West, Athlone ('WCCN-MW') including a proposal for a 5-week summer and winter menu cycle, for a 3-year period , in accordance with the service described further on, for a 3-year period.	
1.1.2	The service will comprise: - the co-management of the current food services staff members on the WCCN MW establishment , in terms of their government employment contracts and service benefits, and - a catering and kiosk service and the implementation of a meal booking system for students.	
1.1.3	No services will be rendered for the 3 weeks each year during December and January when the WCCN-B is in recess , the exact dates which will be communicated to the successful bidder by the Head of Campus . The service provider shall not bill the WCCN-B for meals during these recess periods.	
1.1.4	This principle will also apply in the event and for the duration of national state of emergency/disaster or pandemic during which services cannot be provided due to national and/or provincial regulations, restrictions and/or the College’s logistic considerations .	
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 the WCCN-B .	
1.3.	CONTRACT PERIOD	
1.3.1	This contract between the Department and the service provider/s 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 and contract are subject to the General Conditions of Contract (GCC) of which a copy is included in this documents for the information of bidders. The successful bidder/s must accept the terms and conditions of the GCC.	

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Para	Section 2: Service Specification	Details of offer
2.1	CATERING - OVERVIEW	
2.1.1	WCCN-MW can accommodate a maximum of 420 students per annum . As the College will be accrediting new programs, the following student numbers are estimates , will be determined by the need for accommodation in line with our student accommodation policy and will be dependent on the meal booking system up to a maximum of 420 students per annum .	
2.1.2	The catering service must provide good quality, safe, wholesome and nutritious Halaal meals and snacks to students by means of a standardized winter and summer menu cycle of 5 weeks to prevent menu fatigue, in accordance with South African Food-Based Dietary Guidelines and the Provincial Meal Plan specification.	
2.1.3	All food services provided to students will be paid in full by the College and must comply in all regards with the requirements the Catering and Food Specification.	
2.1.4	The service-provider must prepare and serve meals in each category, breakfast and supper to students in the dining hall, and provide food items at breakfast time for a packed lunch , that will be assembled by students in their own containers.	
2.1.5	The service-provider must implement a meal-booking system , which students will use to order and sign for receipt of their meals, in line with our standard operating procedure. The system will assist the contractor with meal planning and wastage reduction, and enable the College to pay the service-provider strictly according to meals booked.	
2.1.6	Dietetics services must be provided 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.	
2.1.7	The service-provider may not issue subsidised meals to WCCN-MW 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. Similarly, the service-provider is expressly prohibited from selling and/or using alcohol and cigarettes , which is excluded from the scope of the service.	
2.1.8	Bidders must calculate a bid price per proposed meal served per student per day based on diet information supplied in the Catering Service and Food Specification and quote this in accordance with requirements in the pricing schedules, forms WCBD3.2 . The service-provider must only quote per breakfast, lunch box and supper.	

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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 WCCN-MW																							
2.2.1.1	WCCN-MW will provide existing food services premises , furniture, fixtures , major food service ssequiment including stoves (gas, steam or electrical), cooking utensils, other food service equipment, cutlery, crockery, chopping boards and knives, to the service-provider in a good, clean and working condition according to minimum stock levels.																							
2.2.1.2	WCCN-MW will supply electrical power and hot and cold water for cooking, cleaning, refrigeration and freezing.																							
2.2.1.3	WCCN-MW will make its fully equipped main kitchen available to the successful bidder free of charge for the preparation of all student meals, and will enforce strict control to ensure correct use of equipment by the service-provider's staff. The following facilities are included:																							
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 (cold room)</td><td>1</td></tr> <tr> <td>Walk-in fridges</td><td>2</td></tr> <tr> <td>Medium storerooms</td><td>4</td></tr> <tr> <td>Scullery</td><td>1</td></tr> <tr> <td>Preparation areas</td><td>6</td></tr> <tr> <td>Delivery entrance</td><td>1</td></tr> <tr> <td>Large trolley bay</td><td>1</td></tr> <tr> <td>Staff tearoom</td><td>1</td></tr> <tr> <td>Office sections</td><td>2</td></tr> <tr> <td>Locker room</td><td>1</td></tr> </tbody> </table>	Description	Number	Freezer room (cold room)	1	Walk-in fridges	2	Medium storerooms	4	Scullery	1	Preparation areas	6	Delivery entrance	1	Large trolley bay	1	Staff tearoom	1	Office sections	2	Locker room	1	
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	WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 21 NOV 2025 1)..... 2) SIGNED SIGNED																							
Table 2	Kitchen equipment to be provided by WCCN-MW																							
No	Description	Condition																						
1	Bain Marie, ½	Good																						
2	Bain Marie, flat	Good																						
3	Bain Marie, large	Good																						
4	Can opener industrial	Good																						
5	Gas stove 6 burner	Good																						
6	Mixer big	Excellent																						
7	Ovens	Excellent																						
8	Potato peeler	Good																						
9	Steam pots	Good																						
10	Tilting pan large	Good																						
11	Tilting pan small	Good																						
2.2.1.4	WCCN-MW will supply crockery and cutlery to the service-provider in accordance with current stock levels and shall include, but not be limited to, stainless steel knives, forks, soup spoons, dessert spoons, tea spoons, general-purpose knives for peeling, cutting and chopping, etc.																							
2.2.1.3	WCCN-MW shall provide ablution facilities 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.																							
2.2.1.4	WCCN-MW 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, IT connectivity and necessary information technology equipment to manage the service efficiently. The service-provider is responsible for the 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 the Contract Manager and inspect all premises, furniture, fixtures, food service equipment 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	The service-provider will be responsible for maintaining crockery and cutlery in an acceptable and usable condition, free of cracks, chips and scratches, at stock-count levels that are adequate to accommodate student feeding on a continuous monthly basis.	
2.2.2.5	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 the Contract Manager. Where stock losses require the replacement of crockery and/or cutlery items, this will be for the service-provider's account.	
2.2.2.6	If crockery and cutlery stock levels must be increased due to operational requirements, the cost will be carried by the service-provider and the additional items will remain the property of the service-provider.	
2.2.2.7	Where necessary, and as a result of fair wear and tear, the service-provider will maintain, repair, renovate and replace such items with the least disruption to its catering services. The College will not be responsible for the replacement of stock losses and damage due to negligence of staff.	
2.2.2.8	If necessary, and subject to the written approval of WCCN-MW's Chief Executive Officer, the service-provider may install any equipment, machines, etc. and replace them at his own cost with other equipment which he may consider necessary to provide an efficient service. The installation of any equipment, machines, etc. will apply only to the kiosk area, not the main kitchen area.	
2.2.2.9	If gas is used, it must be Liquid Petroleum (LP) gas, for which the service-provider will bear the cost and responsibility. This includes approval, installation, maintenance, refill costs and annual fees. The service-providers shall be expected to provide proof of approval by the Fire Department for the use of gas facilities	
2.2.2.10	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 cost where required.	

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Para	Section 2: Service Specification					Details of offer
2.2.2	Duties and obligations of the service-provider (continued)					
Table 3	Kitchen smalls to be supplied by service-provider					
No	Description	Quantity	No	Description	Quantity	
1	Bath, silver, large	1	18	Scale large		
2	Bottles, sauce	3	19	Silver flat	4	
3	Bucket, mop	1	20	Silver holes salad strainer	9	
4	Chopping board	10	21	Silver no holes old ovens	3	
5	Clippers	3	22	Spoon		
6	Egg lifter	3	23	Spoon, blue	2	
7	Flat	5	24	Spoon, green	1	
8	Fork, long	1	25	Spoon, red	3	
9	Freezer box large		26	Spoon, serving, silver large	2	
10	Grater	3	27	Spoon, serving, silver small	3	
11	Jug, large	2	28	Spoon, silver	6	
12	Ladle	3	29	Square flat/salads	5	
13	Lid, saucepan (pot)	4	30	Strainer	12	
14	Lid, other	19	31	Tray, meat, white	2	
15	Meat slicer		32	Tray, vegetable	3	
16	Roller, wooden	6	33	Whisk	8	
17	Saucepan (pot)	7				

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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 shall 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 shall 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 shall 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. From time to time, spot checks may be carried out by WCCN-MW's Contract Manager to ensure that the service-provider's staff complies with this requirement.	
2.3.4	The service-provider shall not remove any WCCN-MW property from the premises or location where it is kept, and shall ensure that these are used in a proper manner.	
2.3.5	The service-provider shall not make any structural changes to the existing premises. Any proposed change to the structure must be submitted in writing to WCCN-MW for consideration and WCCN-MW's decision regarding its necessity will be final.	
2.3.6	WCCN-MW's Contract Manager, accompanied by the Catering Manager shall have access to the facilities and equipment, material and supplies used by the service-provider at all reasonable times - - 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	Any additional security required to safeguard furniture, fixtures, equipment, appliances, utensils, material and supplies in the Kitchen against damage or theft shall be for the contractor's account.	

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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 will be required to co-manage current food services staff on the WCCN Metro West establishment , in terms of their government employment contracts and service-benefits.	
2.4.1.2	The service-provider will be required to arrange for replacement of these staff members in the event of leave, sick leave or through natural attrition . The replacement-cost must be factored into this bid through a quotation.	
2.4.1.3	The envisaged minimum (core) food service staffing levels in Table 5, determined by WCCN-MW and vetted by a duly appointed Bid Specification Committee, are intended to ensure the continuous availability of staff for shifts and must and include relief staff in designated positions. Costing provided must include provision for relief staff against each position. Job descriptions for the Food Services Supervisor and Food Services Aid appear further on.	
2.4.1.4	The service-provider will determine the need to augment the current staff capacity to fulfil its obligations for the services required, includethrough provision for relief staff, and factoring in sick leave and annual leave . Costing must reflect this provision.	
2.4.1.5	Although the positions of dietician and financial controller must exist in the bidder’s organizational structure and their expertise must be available to WCCN-MW 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.	
2.4.1.6	The service-provider shall 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 .	
2.4.1.7	A sufficiently senior member of staff (Catering Manager or Assistant Catering Manager) must be on site every day to maintain standards and handle queries.	
2.4.1.8	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 WCCN-MW. Any fluctuation in the service-provider’s staff numbers must be approved by WCGHW. Non-compliance must be reported to the appropriate level of institutional management for further action.	
2.4.1.9	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.	

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Para	Section 2: Service Specification					Details of offer
2.4.1	Staff management (continued)					
2.4.1.10	The following numbers and occupational classes of food services staff in the employ of WCGHW currently perform catering duties at the WCCN-MW Campus, Athlone:					
Table 4 Catering staff currently on WCCN-MW establishment						
Area	Post description	Daily	Total	Hours	Shift pattern	
Kitchen	Food Services Aids ('FSA') trained	3	6	7:00-16:00	Day shift – 2 days on, 2 off, 3 on, alternate, incl weekends.	
2.4.1.11	The following duly trained contract food service staff are required to be on-site					
Table 5 Minimum core contract food service staff levels						
Area	Post description	Daily	Total	Days	Shift pattern	
Food Services Manager, at least 5 yrs' experience		1	1	Mon-Fri	Day shift excl weekend, publ holidays & 3 wks recess (Dec-Jan)	
Food Services supervisor		1	2	Mon-Sun	Day shift excl 3 wks recess (Dec-Jan)	
Cooks, trained in at least assistant-chef course		1	2	Mon-Sun	Day shift excl 3 wks recess (Dec-Jan)	
Food Services Aids (FSA), trained		2	4	Mon-Sun	Day shift excl 3 wks recess (Dec-Jan)	
Important	*The service-provider must ensure that there are at least 10 FSA's, i.e. 5 per day, at all times , even in the event of natural attrition.					
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 Food Services 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
2.4	STAFF MANAGEMENT AND TRAINING: (continued)	
Table 6.1	Job description of Food Services Supervisor	
Key result area: Supervise operational food services		
Performance Outputs		Performance Activities
<u>Implement:</u> 1 The standard menu 2 Production planning 3 Correct procedures for receipt, storage, preparation, allocation of portions and distribution		<u>Ensure that:</u> - Correct recipes are used - Special menus are correctly prepared, dished up and served to students - Correct cooking methods and techniques are used <u>Check</u> - Stock against invoices and orders - Quality and quantities - Temperatures where necessary and keep records - Plan production before every meal based on latest figures - Provide food service aids with guidance - Follow correct procedures for storage - Apply FIFO
Key result area: Supervise hygiene, occupational health and safety		
Performance Outputs		Performance Activities
<u>Implement:</u> Safety measures for the preparation of meals and the use of equipment and utensils		<u>Ensure that:</u> - Correct procedures are followed during preparation, cleaning and storage to prevent cross-contamination - Cleaning programme is followed - Personal hygiene measures are followed - Thawing is done correctly Vegetables and fruit are peeled correctly <u>Supervise:</u> - General hygiene in Food Services - Use of cloths - Disinfection of areas - Application of temperature control - Monitor spraying every month
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Key result area: Support Human Resources principles		
Performance Outputs		Performance Activities
<u>Assist with:</u> 1 Checking duty rosters 2 Recruitment, selection and induction programmes 3 In-service training of workers 4 Implementation of discipline and handling of grievances in the division 5 Staff performance management system and personnel evaluation		<u>Assist with:</u> - Motivation, recruitment and selection process - Orientation of new workers - Nominating food services aids for training - Providing food services aids with in-service training - Holding discussions and ensure motivation - Staff evaluation - Forwarding overtime claims to the staff office
Key result area: Support Financial Management		
Performance Outputs		Performance Activities
<u>Take responsibility for:</u> 1 Implementation of saving measures 2 Record keeping of food services statistics 3 Supervision of stock levels		<u>Do:</u> - Issuing according to production planning and standard recipes and rations - Weekly stocktaking and keep records of stock taken - Supervise all issuing (food, cleaning agents and provisions) - Determine food stock levels

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Para	Section 2: Service Specification	Details of offer
2.4	STAFF MANAGEMENT AND TRAINING: (continued)	
Table 6.2	Job description of Food Services Aid	
Key result area: Maintain clean (hygienic) and safe environment		
Performance Outputs		Performance Activities
1 Cleanliness of work area (includes washing of equipment, floors, dusting and polishing and respect for safety)		- Clean and well-kept area - Positive appraisal from staff and students - Positive feedback to supervisors and management
2 Reporting problems to supervisor		- Other staff and students motivated to improve the environment
3 Safe storage of equipment and material		- Positive working environment - Safe working and dining environment
Key result area: Preparation and serving meals to students and staff		
Performance Outputs		Performance Activities
1 Preparing (including cooking) and serving meals to students, staff and visitors.		- Clean and well-kept area - Positive appraisal from staff and students - Positive feedback to supervisors and management
2 Cleanliness of work area before and after mealtime		- Other staff and students motivated to improve the environment - Positive working environment - Safe working and eating environment - Serve well cooked, attractive meals to all clients
Inherent job requirements – competency profile		
- Physically mobile and able to manage the required cleaning tasks		
- Willing to do shift work if required		
- Sound interpersonal skills		
- Wearing protective clothing at all times		

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Para	Section 2: Service Specification	Details of offer
2.5	PURCHASE AND SUPPLY OF FOOD:	
2.5.1	All food purchased and prepared must be Halaal and only Halaal meals shall be provided to students. The service-provider shall submit without objection to inspections by WCCN-MW’s Halaal Committee as and when required.	
2.5.2	The service-provider shall 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 shall also ensure the availability of sufficient reserve food stocks to provide meals to the College for a minimum period of 3 days .	
2.5.3	As compliance with specification requirements for quality is mandatory, the service-provider shall ensure that all foodstuffs supplied to the College comply with the specified quality and adhere to SABS specifications for the handling and preparation of foodstuffs etc.	
2.5.4	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.	
2.5.5	If the quantity and/or quality of any food or ingredients supplied to students 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.	
2.6	MEAL SERVICE, MENUS & RECIPES:	
2.6.1	The meal service will be based on a conventional cooking system . The service-provider shall use and limit itself to standard recipes for all menu items in the menu cycles. The service-provider must be able to plan a 5-week cycle summer and winter menu based on the meal specification per day and submit their own example/interpretation of a 5 -week cycle summer and winter menu according to the Provisional Meal Plan specification. All summer and winter menus must comply with standard meal specifications .	
2.6.2	The 5-week cycle menu , which includes appropriate summer and winter menus, shall specify portion sizes, vegetables, salads, gravies, sauces and spreads for all meals in accordance with the Provincial Meal Plan . Once approved by WCCN-MW and Provincial INP (Integrated Nutritional Programme) , the menus attached to the bid document will be implemented by the successful bidder.	
2.6.3	WCCN-MW reserves the right, in exceptional cases , to make any reasonable alterations, changes or substitutions to the menus submitted where necessary, with prior approval of the site representative/dietician/contract manager and the contractor , provided that such changes remain within budget and meal specification .	
2.6.4	If such changes have cost implications for the facility or service-provider , the facility must first submit a formal request with supporting documents indicating the changes and cost implications to Sourcing for DBAC recommendation . The changes can only take effect after the Delegated Official's approval , and notification to the parties. This is intended to prevent changes being made with the contractor's knowledge, that result in a decrease of revenue for the service-provider or an increase in cost for the facility	

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Para	Section 2: Service Specification	Details of offer																
2.6	MEAL SERVICE, MENUS & RECIPES: (continued)																	
2.6.5	Menus showing the meal of the day must displayed in the dining hall. Failure to comply will invalidate an offer. Furthermore, WCCN-MW 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.																	
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD:																	
2.7.1	Staff																	
2.7.1.1	The service-provider shall ensure that hygiene standards in accordance with SANS 10049 are followed at all times. WCCN-MW's Contract Manager and other responsible staff appointed by WCCN-MW 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 clean and presentable, and are neatly dressed in the required uniform or protective clothing at all times. The service-provider is responsible for purchasing these uniforms and laundering the non-disposable components.																	
Table 7	Minimum uniform requirements																	
	<table><tr><th>Description</th><th>Comments</th></tr><tr><td>Chef's jacket & pants/skirt</td><td>Colour to be agreed; usually white</td></tr><tr><td>Shirt/blouse & pants/skirt</td><td>Shirt/blouse colour to be agreed; usually white</td></tr><tr><td>Butcher's aprons for cooks</td><td>Colour to be agreed; usually white</td></tr><tr><td>Safety shoes/boots/closed shoes, comfortable, as required</td><td>In accordance with Occupational Health and Safety Act 85 of 1993</td></tr><tr><td>Disposable headgear, gloves, aprons, masks</td><td>Masks shall be N95 or disposable surgical, as required</td></tr><tr><td>Protective clothing, gloves, waterproof shoes, goggles, plastic aprons, masks (cleaning staff)</td><td>Masks shall be N95 or disposable surgical, as required</td></tr><tr><td>Name/identification badges</td><td>Must show name, position & company name & be worn at all times</td></tr></table>	Description	Comments	Chef's jacket & pants/skirt	Colour to be agreed; usually white	Shirt/blouse & pants/skirt	Shirt/blouse colour to be agreed; usually white	Butcher's aprons for cooks	Colour to be agreed; usually white	Safety shoes/boots/closed shoes, comfortable, as required	In accordance with Occupational Health and Safety Act 85 of 1993	Disposable headgear, gloves, aprons, masks	Masks shall be N95 or disposable surgical , as required	Protective clothing, gloves, waterproof shoes, goggles, plastic aprons, masks (cleaning staff)	Masks shall be N95 or disposable surgical , as required	Name/identification badges	Must show name, position & company name & be worn at all times	
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Name/identification badges	Must show name, position & company name & be worn at all times																	
2.7.1.3	The service-provider shall ensure that all food service staff-members comply with food safety standards, i.e. are in good physical health to perform their daily duties, and free of infectious diseases . Proof of the vaccinations of existing staff for hepatitis B must be provided to WCCN-MW'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.																	
2.7.1.4	WCCN-MW's Contract Manager/Head of Campus will perform a monthly hygiene audit which will measure acceptable hygiene levels at a minimum of 75% . If the service-provider fails to achieve 75%, WCCN-MW will indicate the areas that require improvement and may conduct a follow-up audit within the following 48 hours . A fine will be imposed if the service-provider fails to achieve 75% during this subsequent audit.																	
2.7.1.5	Apart from monthly 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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WCGHSC0113/2025 FOR THE PROVISION OF OPERATIONAL KITCHEN MANAGEMENT, CATERING AND A KIOSK SERVICE AT THE WESTERN CAPE COLLEGE OF NURSING METRO WEST, ATHLONE 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
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD:	
2.7.2	Premises	
2.7.2.1	The service-provider shall ensure that all food service and dining areas , including all windows, fixtures, fittings and kitchen drains and all equipment, appliances and utensils used for preparing and serving meals are maintained in a clean, hygienic and tidy condition to the satisfaction of the College's Contract Manager. The service provider will also be responsible for the cleaning, maintenance and provision of cleaning material for its staff ablution facilities .	
2.7.2.2	Cleaning materials , e.g. dish cloths, brooms, mops, squeegees, dust pans and brushes) must be provided by the contractor as part of its inventory.	
2.7.2.3	The service-provider shall purchase and ensure the safe storage and continuous availability of all items listed below that are necessary for the fulfillment of the service and management functions, at his own risk. The amount claimed monthly from WCCN-MW for these requirements shall not exceed the accepted amount in the pricing schedule.	

Table 8 Cleaning materials supplied by service-provider

Category	Cleaning Consumables
Detergents	Dishwashing liquid, bleach, drain-cleaner, etc.
Insecticides,	Multi-purpose aerosol spray for flying & crawling insects
Consumable items	e.g. packaging, bin liners, black refuse bags, paper napkins
Stationery	Copy paper, printer cartridges, clipboards, pens etc
Dilution charts, Material Safety Data sheets	Preparation & usage instructions for all chemicals & list of all chemicals utilized in the kitchen must always be available

2.7.3	Food
2.7.3.1	The service-provider shall implement and operate an assured, safe catering system based on Hazard Analysis and Critical Control Point (HACCP) . The service-provider must keep a retention sample of all prepared food for a period of 48 hours . In case of evidence of food poisoning, the sample must be tested and the result submitted to the WCCN-MW'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 foodstuffs are: - examined on receipt for expiry date, damage, pest infestation and temperature, - handled, stored, prepared and cooked appropriately, and - kept at the correct temperature at all times, including when in transit between the food-preparation site and the service areas.
2.7.3.3	WCCN-MW Contract Manager will carry out regular inspections to monitor the standard of service 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 and without prejudice to any other remedy for breach of contract, in terms of paragraph 23 of the General Conditions of Contract .

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Para	Section 2: Service Specification	Details of offer
2.8	PENALTIES:	
2.8.1	In addition to general penalties for the non-performance of contract services within specified timeframes to which WCCN-MW 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 9	Infringement	Value of fine
1.	Water & electricity wastage –taps running when not in use; failure to switch off electrical appliances when not in use.	R2 000.00
2.	Failure to close all windows during recess/when student rooms are unoccupied.	R2000.00
3.	Failure to man the kiosk at any given time.	R2 000.00
4.	Not adhering to staff hygiene standards during routine inspections.	R2 000.00
5.	Failure to adhere to PPE and dress code.	R2000.00/incident
6.	Serving any food item/dish confirmed by the WCCN-MW's Contract Manager/head to be spoilt, eg mouldy bread, sour milk, overripe fruit etc.)	R2 000.00
7.	Failure to correct weight variations exceeding 10% of specified requirements for individual food items.	R1 000.00
8.	Failure to achieve 75% hygiene level, as per HACCP prescripts, during monthly hygiene audit; omission to correct gaps identified within 48 hours after audit.	R1 000.00
9.	Not adhering to prescribed mealtimes.	R1 000.00
10.	Failure to post a per person per day	R500.00/incident
11.	Posting of untrained staff	R500.00
12.	Contract staff found asleep on duty	R500.00
13.	Postings more than 2 hours after scheduled time	R200.00/incident
14.	Failure to display ID cards	R200.00
15.	Not verifying students according to meal booking system.	R200.00
16.	Late postings per person (½ hour after scheduled time)	R100.00/incident

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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 good quality, safe, wholesome and nutritious meals and snacks to all students in accordance with a standardised 5-week cycle menu , developed and implemented for winter and summer , of which example menus appear in the document. 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	Special diets required for food allergies and/or chronic disease management , will be considered upon submission of a medical certificate by the affected student/s. The service-provider's dietician must confirm details of such diets/menus, including costs, with the WCCN-MW's Contract Manager, prior to preparation.																																																				
3.1.1.4	Menus shall comply with the following requirements: - include a variety of food items - provide portion specifications and portion quantities for daily meals and snacks - specify portion sizes for vegetables, salads for dinner, and gravies, spreads and garnishes for all meals, based on the example - indicate the Recommended Dietary Allowance (RDA) or Dietary Reference Intakes (DRI) for macro and micro nutrients																																																				
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Section 3, Table 12 - Summer Menu and food specification Week 1

Summer Menu									
Week:	1								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Oats		Maize Meal	Mabella		
Cereal	4 x p week	50 g	Weetbix		Corn Flakes			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Boiled Egg	Grated Cheese	Egg Mayo	Grated Cheese	Home Baked Muffin	Crispy Bacon	Salami
			Tomato	Cold Meat		Cold Meat	Cheese	Fried Egg	Tomato
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Chutney Chicken	Mince Curry	Brown Stew with Picke Onions and Baby Potatoes	Chicken & Pasta Bake	Homemade Cornish Pie served with Gravy	Butter Chicken	Gammon with Mustard Sauce
Starch	daily	280 g	Potato Wedges	Velkoek	Rice	(Pasta)	Rice	Basmati Rice	Rice & Roasted Potatoes
Vegetable / Salad	daily	2 x 80 g	Green Salad	Mixed Vegetables	Minted Peas	Creamed Spinach	Roasted Butternut	Glazed Carrots	Broccoli Au Gratin
			Beetroot Salad	Tomato Salsa with Fresh Coriander-Yoghurt dressing	Carrot Salad with Orange	Greek Salad	Flash Fried Green Beans	Green Salad	Pumpkin Fritters with Cinnamon Sugar
Cooldrink / Coffee/Tea	daily	250 ml	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink
									Fruit Parfait & Custard

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Section 3, Table 12 - Summer Menu and food specification Week 2

Summer Menu									
Week:	2								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Maltabella		Oats	Maize Meal		
Cereal	4 x p week	50 g	Corn Flakes		Weetbix			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Viennas	Boiled Egg	Cold Meat	Scrambled Eggs	Cold Meat	Tomato	Flap Jacks
			Tomato Relish	Sweet Chilli Mayo	Grated Cheese		Grated Cheese	Fried Egg	Grated Cheese, Syrup
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Spaghetti Bolognaisse	Green Bean Stew	Bobotie	Fried Hake Fillets	Chicken A la King	Hawaiin Pizza wit Bacon	Chicken Schnitzel served with Cheese Sauce
Starch	daily	280 g	(Pasta)	Rice	Yellow Rice	Chips	Rice	(Pizza Base)	Potato Wedges
Vegetable / Salad	daily	2 x 80 g	Gem Squash	Beetroot Salad	Sweet Potato	Coleslaw	Waldorf Salad	Salad Selection	Butternut
			Stir Fry Vegetables	(Green Beans)	Peas	Greek Salad	Roasted Vegetables		Broccoli & Corn Bake
Cooldrink / Coffee/Tea	daily	250 ml	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink
									Yoghurt Tart

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Section 3, Table 12 - Summer Menu and food specification Week 3

Summer Menu									
Week:	3								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Oats		Maize Meal	Mabella		
Cereal	4 x p week	50 g	Weetbix		Corn Flakes			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Boiled Egg	Grated Cheese	Egg Mayo	Grated Cheese	Home Baked Muffin	Crispy Bacon	Salami
			Tomato	Cold Meat		Cold Meat	Cheese	Fried Egg	Tomato
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Beef Goulash Hot Pot with Tomato & Fresh Basil	Chicken Pie	Meatballs with Stroganoff Sauce	Hake Mornay	Beef Burger with Monkey Gland Sauce	Pasta Al Fredo	Roast Beef with Pepper Sauce
Starch	daily	280 g	Brown Rice	Potato Bake	Rice	Mashed Potatoes	Potato Wedges	(Pasta)	Savoury Rice, Roasted Potato
Vegetable / Salad	daily	2 x 80 g	Mixed Vegetables	Beetroot Salad	Oven Roasted Vegetables	Broccoli & Cauliflower Bake	Salad Buffet	Stir Fry Vegetables	Baby Marrow Bake
			Cucumber Salad	Carrot & Pineapple Salad	Tomato Salad	Pineapple Summer Salad		Coleslaw	Baby Carrots
Cooldrink / Coffee/Tea	daily	250 ml	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink
									Custard Slices

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Section 3, Table 12 - Summer Menu and food specification Week 4

Summer Menu									
Week:	4								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Maltabella		Oats	Maize Meal		
Cereal	4 x p week	50 g	Corn Flakes		Weetbix			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Viennas	Boiled Egg	Cold Meat	Scrambled Eggs	Cold Meat	Tomato	Flap Jacks
			Tomato Relish	Sweet Chilli Mayo	Grated Cheese		Grated Cheese	Fried Egg	Grated Cheese, Syrup
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Fish Cakes Served with Tartare Sauce	Chicken Breyani	Cottage Pie served with Gravy	Crumbed Chicken Strips with Sweet Chilli Sauce	Boerewors Rolls	Irish Stew	Chicken Kiev with Mushroom sauce
Starch	daily	280 g	Mashed Potatoes	(Rice/Lentils)	Rice	Chips	Potato Salad	Rice	Roast Potato
Vegetable / Salad	daily	2 x 80 g	Minted Peas	Pumpkin with Spicy Sugar	Gem Squash	Oven Roasted Vegetable Selection	Salad Selection	Mixed Vegetables	Greenbean Bake
			Garden Salad	Coriander & Tomato Salsa Salad	Beetroot Salad	Broccoli Salad		Sweet & Sour Beetroot	Butternut with Citrus Glaze
Cooldrink / Coffee/Tea	daily	250 ml	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea
									Sago Meringue Dessert

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Section 3, Table 12 - Summer Menu and food specification Week 5

Summer Menu									
Week:	5								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Oats		Maize Meal	Mabella		
Cereal	4 x p week	50 g	Weetbix		Corn Flakes			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Boiled Egg	Grated Cheese	Egg Mayo	Grated Cheese	Home Baked Muffin	Crispy Bacon	Salami
			Tomato	Cold Meat		Cold Meat	Cheese	Fried Egg	Tomato
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Beef Lasagne	Coronation Chicken	Pork Bangers & Gravy	Beef Stew	Fried Fish	Chicken Strips with Herb Mayo	Homemade Pepper Steak Pie with Jus
Starch	daily	280 g	(Pasta)	Rice	Mashed Potatoes	Rice	Potato Salad	Tortilla's	Roast Potato, Yellow Rice
Vegetable / Salad	daily	2 x 80 g	Greek Salad	Steamed Broccoli	Baby Carrots	Cabbage Bake with Crispy Bacon	Green Salad	Salad Selection	Creamed Spinach
			Coleslaw	Summer Salad	Minted Peas	Beetroot Salad	Tomato Salad with Red Onions		Pumpkin with Ginger
Cooldrink / Coffee/Tea	daily	250 ml	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink
									Fruit Bake Served with Custard

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Section 3, Table 13 - Winter Menu and food specification Week 1

Winter Menu									
Week:	1								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Oats		Maize Meal	Mabella		
Cereal	4 x p week	50 g	Weetbix		Corn Flakes			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Boiled Egg	Grated Cheese	Egg Mayo	Grated Cheese	Home Baked Muffin	Crispy Bacon	Salami
			Tomato	Cold Meat		Cold Meat	Cheese	Fried Egg	Tomato
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Oven Roasted Chicken	Curry Mince	Beef & Mushroom Hotpot	Chicken a la King	Beef Burger with Monkey Gland Sauce	Fish Cakes with Tartare Sauce	Gammon with Mustard Sauce
Starch	daily	280 g	Savoury Rice	Vetkoek	Rice	Spanish Rice	Chips	Jacket Potato's	Rice, Roast Potato
Vegetable / Salad	daily	2 x 80 g	Peas & Corn	Vegetable Soup	Sweet Pumpkin	Gem Squash	Salad Selection	Roasted Vegetables	Creamed Spinach
			Baby Carrots with Honey		Greenbeans	Beetroot Salad		Coleslaw	Glazed Butternut
Cooldrink / Coffee/Tea	daily	250 ml	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink
									Malva Pudding & Custard

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Section 3, Table 13 - Winter Menu and food specification Week 2

Winter Menu									
Week:	2								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Maltabella		Oats	Maize Meal		
Cereal	4 x p week	50 g	Corn Flakes		Weetbix			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Viennas	Boiled Egg	Cold Meat	Scrambled Eggs	Cold Meat	Tomato	Flap Jacks
			Tomato Relish	Sweet Chilli Mayo	Grated Cheese		Grated Cheese	Fried Egg	Grated Cheese, Syrup
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Spaghetti Bolognaisse	Green Bean Stew	Bobotie	Fried Hake Fillets	Chicken A la King	Hawaiin Pizza wit Bacon	Chicken Schnitzel served with Cheese Sauce
Starch	daily	280 g	(Pasta)	Rice	Yellow Rice	Chips	Rice	(Pizza Base)	Potato Wedges
Vegetable / Salad	daily	2 x 80 g	Gem Squash	Beetroot Salad	Sweet Potato	Vegetables Au Gratin	Waldorf Salad	Salad Selection	Butternut
			Stir Fry Vegetables	(Green Beans)	Peas		Roasted Vegetables		Broccoli & Corn Bake
Cooldrink / Coffee/Tea	daily	250 ml	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink
									Ginger Pudding & Custard

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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Section 3, Table 13 - Winter Menu and food specification Week 3

Winter Menu									
Week:	3								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Oats		Maize Meal	Mabella		
Cereal	4 x p week	50 g	Weetbix		Corn Flakes			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Boiled Egg	Grated Cheese	Egg Mayo	Grated Cheese	Home Baked Muffin	Crispy Bacon	Salami
			Tomato	Cold Meat		Cold Meat	Cheese	Fried Egg	Tomato
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Beef Goulash Hot Pot with Tomato & Fresh Basil	Chicken Pie	Meatballs with Stroganoff Sauce	Hake Mornay	Beef Burger with Monkey Gland Sauce	Pasta Al Fredo	Roast Beef with Pepper Sauce
Starch	daily	280 g	Brown Rice	Potato Bake	Rice	Mashed Potatoes	Potato Wedges	(Pasta)	Savoury Rice, Roasted Potato
Vegetable / Salad	daily	2 x 80 g	Mixed Vegetables	Cauliflower with Smoked Paprika	Oven Roasted Vegetables	Broccoli with Herb butter	Salad Buffet	Stir Fry Vegetables	Baby Marrow Bake
			Roasted Beetroot with Rocket & Feta	Green Salad	Pumpkin Tart	Glazed Carrots		Coleslaw	Baby Carrots
Cooldrink / Coffee/Tea	daily	250 ml	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink
									Milk Tart

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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Section 3, Table 13 - Winter Menu and food specification Week 4

Winter Menu									
Week:	4								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Maltabella		Oats	Maize Meal		
Cereal	4 x p week	50 g	Corn Flakes		Weetbix			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Viennas	Boiled Egg	Cold Meat	Scrambled Eggs	Cold Meat	Tomato	Flap Jacks
			Tomato Relish	Sweet Chilli Mayo	Grated Cheese		Grated Cheese	Fried Egg	Grated Cheese, Syrup
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Fish Cakes Served with Tartare Sauce	Chicken Breyani	Cottage Pie served with Gravy	Crumbed Chicken Strips with Sweet Chilli Sauce	Boerewors Rolls	Irish Stew	Chicken Kiev with Mushroom sauce
Starch	daily	280 g	Mashed Potatoes	(Rice/Lentils)	Rice	Chips	Potato Salad	Rice	Roast Potato
Vegetable / Salad	daily	2 x 80 g	Minted Peas	Pumpkin with Spicy Sugar	Baby Marrow stir-fry	Oven Roasted Vegetable Selection	Salad Selection	Mixed Vegetables	Greenbean Bake
			Gem Squash	Coriander & Tomato Salsa Salad	Beetroot Salad			Sweet & Sour Beetroot	Butternut with Citrus Glaze
Cooldrink / Coffee/Tea	daily	250 ml	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea	Cooldrink / Coffee/Tea
									Sago Meringue Dessert

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Section 3, Table 13 - Winter Menu and food specification Week 5

Winter Menu									
Week:	5								
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Specifications			Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Description									
Cooked Porridge	3 x p week	160 g		Oats		Maize Meal	Mabella		
Cereal	4 x p week	50 g	Weetbix		Corn Flakes			Muesli	All Bran
Yoghurt or Fruit	daily	100g/l	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit	Yoghurt	Fresh Fruit
Milk	daily	250 ml	Milk	Milk	Milk	Milk	Milk	Milk	Milk
Sugar	daily	30 g	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar	Sugar
Bread	daily	6 slices	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread	Selection of Bread
Margarine	daily	30 g	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
Spread	daily	40 g	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread	Variety of Spread
Protein / Sandwich filling	daily	80 g	Boiled Egg	Grated Cheese	Egg Mayo	Grated Cheese	Home Baked Muffin	Crispy Bacon	Salami
			Tomato	Cold Meat		Cold Meat	Cheese	Fried Egg	Tomato
Coffee	daily	3 g	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea	Coffee / Tea
								* Supper is served at lunch time on weekends	
								* Sandwiches is provided for supper over weekends	
Specifications			Supper	Supper	Supper	Supper	Supper	LUNCH	LUNCH
Description									
Protein	daily	160 g	Beef Lasagne	Coronation Chicken	Pork Bangers & Gravy	Beef Stew	Fried Fish	Chicken Strips with Herb Mayo	Homemade Pepper Steak Pie with Jus
Starch	daily	280 g	(Pasta)	Rice	Mashed Potatoes	Rice	Chips	Tortilla's	Roast Potato, Yellow Rice
Vegetable / Salad	daily	2 x 80 g	Buttered Corn	Steamed Broccoli	Baby Carrots	Cabbage Bake with Crispy Bacon	Gem Squash	Salad Selection	Creamed Spinach
			Coleslaw	Summer Salad	Minted Peas	Beetroot Salad	Julienne Carrots		Pumpkin with Ginger
Cooldrink / Coffee/Tea	daily	250 ml	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink	Coffee/Tea/Cooldrink
									Chocolate Pudding & Custard

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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WCGHSC0113/2025 FOR THE PROVISION OF OPERATIONAL KITCHEN MANAGEMENT, CATERING AND A KIOSK SERVICE AT THE WESTERN CAPE COLLEGE OF NURSING METRO WEST, ATHLONE 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 3: Catering and food specification	Details of offer
3.2	FOOD REQUIREMENTS:	
3.2.1	Islamic considerations	
3.2.1.1	Food services provided for this bid, and food used in meals for Muslim students must conform to the laws of the Muslim faith for the preparation and serving of food, and where possible, must bear the Halaal mark of the Muslim Judicial Council's or any other recognised Muslim organization. Kitchen utensils and appliances used for the preparation of Halaal meals must be clearly identified , and washed and stored separately from other utensils.	
3.2.1.2	According to Islamic jurisprudence, different foodstuffs have degrees of suitability , which influence their lawful use. Where the guidelines and specifications further on refer to foodstuffs that are forbidden to members of the Muslim faith, they must be avoided . The following Muslim terminology refers to foodstuffs that are:	
Table 14.1 Islamic terminology for degrees of food suitability		
Term	Description	
Halaal	Completely lawful	
Haraam	Absolutely forbidden	
Makrooh	Abominable	
Makrooh tanzih	Mildly disapproved, but nonetheless lawful; close to Halaal	
Makrooh tahrimi	Severely disapproved, but nonetheless lawful; however, more observant Muslims will abstain from such products, because they are close to Haraam	
Mubah	Neutral or indifferent; may be consumed or avoided	
Table 14.2 Islamic terminology as applicable to basic food groups		
Food group	Requirement/suitability	
Meat	Sheep and cattle must be slaughtered in accordance with the applicable religious laws. Pork, blood and carrion are absolutely forbidden	
Poultry	Chickens and other poultry must be slaughtered in accordance with the applicable religious laws.	
Fish	Completely lawful	
Eggs	Completely lawful	
Fats/oils	Plant and vegetable fats/oils are completely lawful. Animal fats are subject to certain constraints.	
Fruit & vegetables	Completely lawful raw or cooked, dried, canned or preserved, provided that no Haraam ingredient was added during processing.	
Alcohol & alcohol-containing products	E.g. flavouring essences are absolutely forbidden. Vinegar is lawful.	

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GOODS & SERVICES SOURCING
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WCGHSC0113/2025 FOR THE PROVISION OF OPERATIONAL KITCHEN MANAGEMENT, CATERING AND A KIOSK SERVICE AT THE WESTERN CAPE COLLEGE OF NURSING METRO WEST, ATHLONE UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

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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 4 – Kiosk specification	Details of offer										
4.1	OVERVIEW:											
4.1.1	The kiosk will be managed by the same service-provider providing the catering service to students at the Metro West Campus. Quality and standard of the decoration, presentation and food shall be maintained according to WCCN-MW’s College’s requirements. Décor and presentation must be in line with catering standards of the culture of the area .											
4.1.2	Food and snack items offered in the kiosk shall adhere to the guidelines of Circular H86/2017 issued by the Department’s Directorate Facility Based Programmes/Provincial Nutrition (attached) with the emphasis on healthy alternative choices.											
4.2	PREMISES AND FOOD SERVICE EQUIPMENT:											
4.2.1	WCCN-MW shall make allowance for the service provider to operate a kiosk function from within the current kitchen space with no additional cost.											
4.2.2	WCCN-MW shall provide the water and electricity infrastructure and furnishings (tables, chairs etc.) necessary for the operation of the kiosk at the designated site.											
4.2.3	The service-provider shall provide any equipment, appliances and utensils required for its operation, and shall record, maintain, repair and replace such items where necessary, at no additional cost to WCCN-MW.											
4.3	STAFF MANAGEMENT:											
4.3.1	The service-provider will man the kiosk according to its own determination and will solely be responsible for the provision and imbursement of this staff member over and above the existing numbers of staff required to run the kitchen efficiently and rotation staff.											
4.4	MENU AND SERVICE REQUIREMENTS:											
4.4.1	Service hours <table border="1" style="width: 100%;"> <thead> <tr> <th>Day</th><th>Hours</th><th>Trading days</th></tr> </thead> <tbody> <tr> <td>Monday-Friday</td><td>09:30 – 19:30</td><td rowspan="3">} 7 days a week</td></tr> <tr> <td>Saturday & Sunday</td><td>10:00 – 15:00</td></tr> <tr> <td>Public holidays</td><td>10:00 – 15:00</td></tr> </tbody> </table>	Day	Hours	Trading days	Monday-Friday	09:30 – 19:30	} 7 days a week	Saturday & Sunday	10:00 – 15:00	Public holidays	10:00 – 15:00	WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 21 NOV 2025 1)..... 2) SIGNED SIGNED
Day	Hours	Trading days										
Monday-Friday	09:30 – 19:30	} 7 days a week										
Saturday & Sunday	10:00 – 15:00											
Public holidays	10:00 – 15:00											
4.4.1.1	The kiosk shall be manned at all times . A penalty will be imposed on the service-provider if the kiosk is found to be unmanned at any time. Kiosk closing shall be negotiated between the service-provider and the Head of the WCCN-MW.											
4.4.2	Services											
4.4.2.1	The management of the kiosk will be allowed to sell the following items on an <i>ad hoc</i> basis to students, staff and visitors , and will have a card facility available for customers’ payment : - Sit-down meals and take-away meals/snacks - Confectionery, ice cream and sweets - Chips, biscuits - Any hot or cold beverages – coffee, tea, fruit juice, cold drinks, etc. - Newspapers, magazines, stationery and airtime - Milk, coffee and tea - Soap, toothpaste, toothbrushes and feminine hygiene products											

WCGHSC0113/2025 FOR THE PROVISION OF OPERATIONAL KITCHEN MANAGEMENT, CATERING AND A KIOSK SERVICE AT THE WESTERN CAPE COLLEGE OF NURSING METRO WEST, ATHLONE 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 4 – Kiosk specification	Details of offer												
4.4	MENU AND SERVICE REQUIREMENTS: (continued)													
4.4.2.2	The sale or use of the following items by clients or catering staff will not be permitted : - cigarettes - alcohol – wine, beer, malt or spirits													
4.4.2.3	Vending machines which must be stocked, maintained and replenished by the service-provider, shall be installed in the following areas:													
	<table> <tr> <th>Location</th><th>Quantity</th><th>Type</th></tr> <tr> <td>B Block passage</td><td>2</td><td>1 with cold drinks</td></tr> <tr> <td></td><td></td><td>1 with chips and chocolates</td></tr> <tr> <td>Coffee bar</td><td>1</td><td>coffee vending machine</td></tr> </table>	Location	Quantity	Type	B Block passage	2	1 with cold drinks			1 with chips and chocolates	Coffee bar	1	coffee vending machine	
Location	Quantity	Type												
B Block passage	2	1 with cold drinks												
		1 with chips and chocolates												
Coffee bar	1	coffee vending machine												
4.4.3	Menu and planning													
4.4.3.1	All items printed on the menu will be available at all times. The kiosk shall make provision daily for - (i) a healthy meal (ii) a lighter lunch/snack option (iii) take away meals and snacks (e.g. pies, samoosas, hot-dogs, etc.)													
4.4.3.2	The student meal of the day and/or daily special meal shall be on offer at an agreed kiosk purchase price .													
4.4.3.3	All baked goods sold in the kiosk, <u>except muffins and baked items with a warm filling</u> such as curry buns, shall be prepared on the same day in the Main Kitchen. At least one large cake or tart shall be available in the kiosk daily , at the bidders discretion.													
4.4.3.4	The service-provider may introduce theme days, i.e. Mother's Day, Father's Day, Valentine's Day, Christmas, etc. with décor and a special meal or braai.													
4.4.4	Liaison													
4.4.5.1	The Service-provider shall liaise formally and informally with the designated WCCN-MW Contract Manager regarding operational issues, menu changes, complaints and feedback.													

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BID OPENED @ 11:00

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Para	Section 4: Special Conditions	Details of offer										
5.1.	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.											
5.1.1	Compulsory bid documents	Complies/Doesn't comply Mark with C or DNC										
5.1.1.1	WCBD1 - Invitation to Bid.											
5.1.1.2	WCBD3.2 - Pricing schedules											
5.1.1.3	WCBD4 - Declaration of Interest											
5.1.1.4	WCBD6.1(b) - Preference claim form											
5.1.1.5	Tax Clearance Certificate - Proof of current valid certificate											
5.1.1.6	BBBEE Certificate - Proof of current valid certificate											
5.1.1.7	Annexure B - Company profile											
5.1.1.8	Annexure C - Guarantee (to be provided by successful bidder within 14 days of award)											
5.1.2	Compulsory evaluation documents – declaration/affidavit											
	WCGHW will request and verify compulsory evaluation documents from paragraph 5.1.2.1. to 5.1.2.13 , 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 .											
(a)	Please answer every question by marking marking ‘Yes’ or ‘No’ with an X where applicable. 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.											
5.1.2.1	Bidder’s organisational status - Individual ownership - A company - A close corporation - Partnership - Joint venture	WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 21 NOV 2025 1)..... 2) SIGNED SIGNED Mark ‘Yes’ or ‘No’ with X where applicable <table border="1" style="width: 100%;"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Yes	No											
Yes	No											
Yes	No											
Yes	No											
Yes	No											
5.1.2.2	Compensation for Occupational Injuries and Diseases Act (COIDA), Act 130 of 1993 - Is the bidder registered with the Commissioner for COID?	<table border="1" style="width: 100%;"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No						
Yes	No											
Yes	No											
5.1.2.3	Unemployment Insurance Fund (UIF) - Is the bidder registered with the Commissioner for UIF?	<table border="1" style="width: 100%;"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No						
Yes	No											
Yes	No											
5.1.2.4	Pay as you earn (PAYE) - Is the bidder registered with the Commissioner for PAYE?	<table border="1" style="width: 100%;"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No						
Yes	No											
Yes	No											
5.1.2.5	Occupational Health and Safety Act, 1993 (Act 85 of 1993) and Regulations - Is the bidder prepared to accept full responsibility in terms of Section 37(2) of the Act?	<table border="1" style="width: 100%;"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No						
Yes	No											
Yes	No											

WCGHSC0113/2025 FOR THE PROVISION OF OPERATIONAL KITCHEN MANAGEMENT, CATERING AND A KIOSK SERVICE AT THE WESTERN CAPE COLLEGE OF NURSING METRO WEST, ATHLONE 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						
5.1.2	Compulsory evaluation documents – declaration/affidavit (continued)	Mark 'Yes' or 'No' with X where applicable						
5.1.2.6	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.	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No
Yes	No							
Yes	No							
Yes	No							
5.1.2.7	Public Liability Insurance - Is the bidder registered for public liability insurance, and can proof be provided? - The successful service-provider shall maintain public liability insurance with a minimum cover of R5 000 000 for the full duration of the contract. Proof of such insurance must be submitted to WCGHW prior to commencement of the service. The service-provider shall ensure that the insurance policy remains valid for the entire contract period and shall provide updated proof of renewal upon request by WCGHW. Failure to provide proof within the required timeframe may result in withdrawal of the award and appointment of an alternative service-provider.	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No
Yes	No							
Yes	No							
Yes	No							
5.1.2.8	SABS/SANS 10049:2019/ISO compliant - Can the bidder prove that all food supplied to WCCN-MW complies with the specified quality standard and adhere to SABS specifications for the handling and preparation of food?	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No		
Yes	No							
Yes	No							
5.1.2.9	Value Added Tax (VAT) - Is the bidder VAT registered?	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No		
Yes	No							
Yes	No							
5.1.2.10	Tax Clearance Certificate - Is the bidder registered with SARS for Tax?	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No		
Yes	No							
Yes	No							
5.1.2.11	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 WCCN-MW's kitchen. The Contract Manager must be furnished with proof of application within 2 weeks of occupancy . Until the local authority (municipality) issues the CoA, all updates/correspondence must be shared with the Contract Manager continuously.	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No		
Yes	No							
Yes	No							
5.1.2.12	Halaal certification - Can the bidder prove that all food supplied to WCCN-MW is Halaal certified , i.e. that they possess a current, valid Halaal certificate issued by a recognised Islamic certification body (e.g. MJC, ICOSA, HWMEM, etc.) for the handling and preparation of food in accordance with Islamic law? - If not, the successful bidder must apply for the Halaal certification within 2 weeks of occupancy .	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No
Yes	No							
Yes	No							
Yes	No							
5.1.2.13	FEDHASA or similar Hospitality Association membership A copy of your current, valid membership certificate	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No		
Yes	No							
Yes	No							

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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DECLARATION

Name of company/ entity:

VAT registration number:

Company Registration number:

I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that I/we comply with the above-mentioned requirements.

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			
5.1.3	Other compulsory evaluation documents Documents requested in paragraphs 5.1.3.1-5.1.3.5 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 X where applicable.			
5.1.3.1	Experienced in providing goods in the Public Health Sector - Proof of a least 3 years' appropriate experience providing patient catering services within government health facilities . Please provide quotation/contract numbers to support this information. - 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	
		Yes		No	
		Yes		No	
5.1.3.2	Able to provide competent staff - Certified copies of the qualification of the Food Services Manager, Food Services Supervisors, dietician and cooks. - Curriculums 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, Food Services Supervisors, dietician and cooks must each have a certificate of proof of formal training , either in-house or by an outsourced company.	Yes		No	
		Yes		No	
		Yes		No	
		Yes		No	
5.1.3.3	Able to provide a standard menu - A proposed standard 5-week cycle menu with winter and summer menus for all diets , including therapeutic diets, must be provided, 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	
		Yes		No	
5.1.3.4	Able to provide standardised recipes - All recipes for the proposed 5-week winter and summer cycle menu for high protein and therapeutic diets based on the provincial menu must be submitted with each bid. Failure to comply will invalidate a bidder's offer .	Yes		No	
		Yes		No	
5.1.3.5	Able to provide nutritional analysis of all menus The bidder must submit a complete nutritional analysis for all high protein and therapeutic winter and summer diets in the proposed 3-week cycle menu. Failure to comply will invalidate a bidder's offer .	Yes		No	
		Yes		No	
5.2.	Applicable Acts				
5.2.1	Acts applicable to this bid that should be read in conjunction with the specification include, but are not limited to:	Complies/Doesn't comply Mark with C or DNC			
5.2.1.1	The Constitution of the Republic of South Africa (Act 108 of 1996)				
5.2.1.2	The Employment Equity Act (Act 55 of 1998)				
5.2.1.3	The Labour Relations Act (Act 66 of 1995)				
5.2.1.4	The Basic Conditions of Employment Act (Act 75 of 1997)				
5.2.1.5	Occupational Health and Safety Act (Act no 95 of 1993) and regulations				
5.2.1.6	Occupational Injuries and Diseases Act (Act 130 of 1993),				

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Para	Section 4 - Special Conditions	Details of offer
5.2.1	Applicable Acts (continued)	Complies/Doesn't comply Mark with C or DNC
5.2.1.7	The Health Act, 2003 (Act 61 of 2003). Regulation 638 relates to the hygienic handling of food and the inspection of food premises published under this Act, which is also enforced by local authorities (EHPs at municipalities) in their areas of jurisdiction.	
5.2.1.8	The Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972). This Acts addresses the manufacture, sale and importation of food. Authorised local authorities (EHPs at municipalities) enforce it in their areas of jurisdiction. Food import control is conducted by Port Health Services (EHPs of Western Cape Government Health). Regulation 908/1977 relates to the marking and labelling of meat packaging with the required information in legible print.	
5.2.1.9	The Meat Safety Act, 2000 (Act no 40 of 2000) and related regulations. Products shall comply with the specifications for the various grades of meat in this Act and The Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972).	
5.2.1.10	Code of Good Practice for Food Hygiene Management, SABS 049 , Government Notice No. R. 1748 of 26 June 1992 , Government Notice No. R. 2120 of 20 September 1985 and Government Notice No. R. 2178 of 23 November 1990 .	
5.2.1.11	Government Notice R. 2078 of 25 July 1969 , and any amendments regarding grading, packing and marking of poultry promulgated subsequently.	
5.2.2	BRIEFING SESSION	
5.2.1	All prospective bidders are invited to attend a compulsory briefing (information) session and site inspection ('walk-about') at WCCN-Athlone . A 10-minute allowance from the starting time will be made after which the doors of the meeting venue will be locked. Late bidders will not be allowed to enter the venue and will be excluded. Failure to attend will invalidate a bidder's offer.	
5.2.2	Bidders must sign an attendance register at both the information session and the compulsory site inspection. The register will be provided at the venues on the meeting day and will be forwarded to Sourcing by the institution after the meeting as proof that the bidder attended the information session and site inspection.	
5.2.3	Date and time: <u>Thursday, 6 November 2025 @ 10:00</u> Venue: Western Cape College of Nursing Metro West Metro Campus Boardroom Klipfontein Road ATHLONE Contact person: Dr Yolanda Magerman Tel no: (021) 684 1202 E-mail: yolande.magerman@westerncape.gov.za	

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Para	Section 5 - Special Conditions	Details of offer
5.3.	PRICING	
5.3.1	The bidder undertakes to provide the services specified to WCCN-MW in accordance with the bid prices it has provided in the WCBD1 and WCBD3.2 forms. All prices must include VAT, delivery costs and all overhead costs to provide the goods to the institution.	
5.3.2	Regardless of the ingredients used to prepare student meals, a uniform price must be quoted per meal cost per student per day . Student meals must be quoted per breakfast, lunch box packed/prepared by student and supper .	
5.3.3	Bid prices must be firm 3-tier prices , where all annual escalations that may be reasonably expected (e.g. labour such as an annual wage increase mandated 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, therefore, during the contract term.</u>	
5.3.4	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: - where the value of taxable supplies made in any consecutive 12-month period exceeded or is likely to exceed R1 million ; or where in terms of a written contractual obligation , the value of taxable supplies to be made in a 12-month period will exceed R1 million . Due to the 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.	
5.3.5	Under no circumstances, either before or after the award of the bid, shall WCGHW negotiate with any party regarding alternative methods of calculating the cost of the service.	
5.4	ACCOUNTING	
5.4.1	The service-provider must adhere to generally acceptable accounting practices and will maintain all accounting records for the provision of the catering service. The service-provider shall provide foodstuffs on an all-risk basis and WCCN-MW will only pay for <u>actual</u> meals and beverages issued to students in accordance with the booking system.	
5.4.2	The accounting period shall be from the first day to the last day of each month. Accounts received by MMH for the food service must be remitted within 30 days of receipt of an accurate, certified account . MMH does not accept responsibility for delays in payment due to the submission of inaccurate accounts.	

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Para	Section 5 - Special Conditions	Details of offer
5.4	ACCOUNTING (continued)	
5.4.3	The service-provider needs to provide WCCN-MW with a document to verify student meals served per month. Monthly payment claims for meals must be submitted to WCCN-MW’s Contract Manager on the service-provider’s official invoices <u>by the 2nd weekday of the following month</u> , and must be supported by the schedules reflecting the total number of meals served and the cost of the meals. WCCN-MW’s <u>Contract Manager shall certify each monthly invoice received as correct</u> .	
5.4.4	The amount claimed from the College for meals served shall not exceed the amount in the pricing schedules , forms WCBD3.2 subject to the provisions under Pricing. This will enable the College’s Contract Manager to monitor and keep account of <u>all meals, snacks and beverages actually served</u> on each occasion to students in terms of the contract.	
5.4.5	The actual number of meals served to students and any costs reflected in the accounting schedules, Annexure E , must be certified as correct by WCCN’s Contract Manager or an appointed and authorized representative, to enable the College to monitor and keep account of all meals consumed.	
5.4.6	At any reasonable time, the College, 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 (e.g. purchase orders, accounts, invoices etc.) relating to the provision of the catering service at any reasonable time.	
5.5.	BID EVALUATION:	
5.5.1	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 WCSO registration, will all be considered part of the evaluation of received bids.	
5.5.2	The following factors will be considered during evaluation of this bid:	
5.5.2.1	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 in the provision of catering services to the Public Sector will be considered.	
5.5.2.2	The 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.	
5.5.2.3	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.	
5.5.2.4	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.	

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Para	Section 5 - Special Conditions	Details of offer
5.6	GUARANTEE AND SURETY:	
5.6.1	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 within 14 days of notification of the acceptance of the bid.	
5.6.2	The proceeds of the performance security shall be payable to WCCN-MW as compensation for any loss resulting from the service-provider's failure to complete his obligations under the contract.	
5.6.3	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.	
5.6.4	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 General Conditions of Contract</u> :	
5.6.4.1	- 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	
5.6.4.2	- a cashier’s or certified cheque	
5.7	LIAISON:	
5.7.1	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).	
5.7.2	WCCN-MW shall appoint a Contract Manager and the service-provider shall appoint a Catering Manager who shall form a communication link with the between the students, WCCN-MW and the service-provider. This liaison committee shall co-operate closely to facilitate the flow of information regarding operational issues between the parties.	
5.7.3	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 WCCN-MW or the service-provider.	
5.7.4	The service-provider must furnish the curriculum vitae of this Catering Manager , who will manage the specialist food service operation of WCCN-MW for the duration of the contract, within 14 days before commencement of the contract.	
5.7.5	To promote efficient liaison between the College and service-provider after award of the contract, the service-provider shall provide the following information:	
5.7.5.1	- the physical address of <u>its nearest office to the location of the contract</u> , and	
5.7.5.2	- confirmation that the in-house Catering Manager is stationed at this office , and that the dietician will visit the College every two weeks .	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 21 NOV 2025	1)..... 2)..... SIGNED SIGNED
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WCGHSC0113/2025 FOR THE PROVISION OF OPERATIONAL KITCHEN MANAGEMENT, CATERING AND A KIOSK SERVICE AT THE WESTERN CAPE COLLEGE OF NURSING METRO WEST, ATHLONE UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

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Para	Section 5 - Special Conditions	Details of offer
5.8	PUBLIC LIABILITY AND INSURANCE INDEMNITY:	
5.8.1	The service-provider shall indemnify the College and hold it harmless against:	
5.8.1.1	any damage to WCCN-MW'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 WCCN-MW's property by the contractor,	
5.8.1.2	legal liability for any claims that may be made against WCCN-MW's 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 WCCN-MW's property by the service-provider,	
5.8.1.3	legal liability claims in the event of the death, injury or illness of any person, including employees of WCCN-MW 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 WCCN-MW's property by the service-provider, or	
5.8.1.4	any reasonably incurred legal costs , including attorney and client costs, relating to claims or actions against WCCN-MW's 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 WCCN-MW's property by the service-provider.	
5.8.2	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.	
5.8.3	If WCCN-MW's 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 WCCN-MW's.	
5.8.4	This bid will be accepted on condition that WCCN-MW 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 WCCN-MW may sustain due to the termination of the contract and the appointment of another service-provider.	
5.8.5	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 5 - Special Conditions	Details of offer
5.9	SECURITY:	
5.9.1	The service-provider must supply a list with the names of all his staff at WCCN-MW to WCCN-MW’s Contract Manager for security purposes. Any personnel changes must be reported in writing to the Contract Manager, who will inform WCCN-MW 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 WCCN-MW.	
5.9.2	The service-provider shall ensure that his staff complies with the security regulations applicable to WCCN-MW. The service-provider’s staff shall wear official name/identification badges at all times. Staff may be subjected to random searches .	
5.9.3	WCCN-MW 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 WCCN-MW students 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 WCCN-MW, within one month of receipt of WCCN-MW’s written notification .	
5.9.4	No information concerning WCGHW, WCCN-MW or any of its activities may be disclosed to the public or the media by the service-provider’s staff.	
5.10	FIRE AND SAFETY PRECAUTIONS:	
5.10.1	The service-provider shall ensure compliance with the provisions of the Occupational Health and Safety Act, No. 95 of 1993 , and regulations.	
5.10.2	The service-provider shall report any hazardous situation in writing to WCCN-MW. Similarly, WCCN-MW 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 . WCCN-MW management will review the situation and determine a course of action.	
5.10.3	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 WCCN-MW and are aware of the locations of fire extinguishers on the premises. The service-provider must be familiar with WCCN-MW’s Major Incident/Emergency Plan .	
5.10.4	Fire extinguishing equipment in the service-provider’s designated operational areas must be recorded on his inventory schedule, however, WCCN-MW will maintain this equipment and ensure that it is in good working order.	
5.10.5	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 WCCN-MW or pose a fire hazard to any person, property or premises.	
5.10.6	Any power disruptions caused by the service-provider’s faulty equipment can have severe and adverse effects on the operation of WCCN-MW in general. The service-provider will be liable for any claims and damages incurred in this way.	

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Para	Section 5 - Special Conditions	Details of offer
5.11	INDUSTRIAL ACTION, UNREST AND FORCE MAJEURE:	
5.11.1	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.	
5.11.2	During industrial action and/or unrest the service-provider's staff will be present on WCCN-MW's at their own risk . WCCN-MW 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 WCCN-MW against such damages or claims and legal costs including attorney and client costs.	
5.11.3	Should the service-provider's staff embark on a strike/industrial action they will not be allowed onto WCCN-MW premises.	
5.11.4	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 , WCCN-MW and the service-provider shall agree mutually on methods to continue the service as best as possible.	
5.12	COLLEGE RECESS, NATIONAL EMERGENCIES AND PANDEMICS	
5.12.1	No services will be rendered while the WCCN-MW is in recess during December and January , and the service provider shall not bill the WCCN-MW for staff, overhead or service costs for the recess periods when the WCCN-MW is in recess , the exact dates which will be communicated to the successful bidder by the Head of Campus .	
5.12.2	This principle will also apply in the event and for the duration of a national state of emergency/disaster or pandemic during which services cannot be provided due to national and/or provincial regulations, restrictions and/or WCCN-MW's logistic considerations .	
5.13	DISTURBANCES:	
5.13.1	The service-provider shall not facilitate access to, or allow any activity, person or vehicle on the premises of that could pose a disturbance, inconvenience, public nuisance or danger to students, staff or property. Noise levels must be limited as far as practically possible.	
5.14	RESTRICTIONS:	
5.14.1	WCCN-MW reserves the right, within reason, to implement such regulatory measures as it may deem necessary to maintain safety and order on the premises. If the service-provider fails to comply with these measures despite written notification WCCN-MW, its non-compliance may be considered breach of contract .	

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Para	Section 5 - Special Conditions	Details of offer
5.15	TRANSPORT:	
5.15.1	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 WCCN-MW.	
5.15.2	The service-provider shall provide its own trolley(s) with which to transport products into WCCN-MW’s Food Service storage area. Under NO circumstances may the supplier use WCCN-MW’s trolleys.	
5.16	WASTE DISPOSAL	
5.16.1	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 caable ties .	
5.16.2	Refuse bags shall be placed in WCCN-MW’s waste containers in the goods yard for disposal by WCCN-MW at its own discretion and at no cost to the service-provider .	
5.16.3	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 caable ties .	
5.16.4	Refuse bags shall be placed in WCCN-MW’s waste containers in the goods yard for disposal by WCCN-MW at its own discretion and at no cost to the service-provider .	
5.17	PROMOTIONAL AND ADVERTISING MATERIAL:	
5.17.1	The service-provider may not display any promotional sign, poster, name-plate, article or object with its name or logo in WCCN-MW or on WCCN-M’s premises, without the written approval of WCCN-MW or his representative. WCCN-MW reserves the right to remove any such item which is deemed undesirable and the service-provider will carry the resultant cost.	
5.18	TRANSFER AND CESSION:	
5.18.1	The service-provider must be the sole provider of the catering service. The use of sub-contractors will not be allowed without the written permission of WCGHW. If sub-contracting is unavoidable, the relevant paragraphs of preference claim form WBCD6.1(b) will apply.	
5.18.2	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.	

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Para	Section 5 - Special Conditions	Details of offer
5.19	BREACH AND TERMINATION:	
5.19.1	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 General Conditions of Contract will apply in that event, if it is not conflict with the contract.	
5.19.2	The service-provider's right to use or occupy any part of the premises or use any equipment of WCCN-MW, shall cease on termination of the contract.	
5.19.3	The service-provider shall vacate the premises on termination of the contract and return all the items in the Inventory Schedule, Annexure E to WCCN-MW in the same condition in which they were received, fair wear and tear excepted.	
5.19.4	WCCN-MW 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.	
5.19.5	If WCCN-MW should be closed permanently for any reason, WCCN-MW 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.	
5.19.6.1	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.	
5.19.6.2	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.	
5.19.6.3	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.	
5.19.7	The service-provider agrees that the premises may be viewed by prospective bidders accompanied by WCCN-MW's Contract Manager at any reasonable time during the last 3 months of the duration of the contract.	

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Para	Section 5 - Special Conditions	Details of offer
5.20	DISPUTE RESOLUTION:	
5.20.1	Mediation	
5.20.1.1	Any dispute arising from or relating to this contract may be referred to a mediator without legal representation by the parties.	
5.20.1.2	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.	
5.20.1.3	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.	
5.20.1.4	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.	
5.20.1.5	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.	
5.20.1.6	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.	
5.20.1.7	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.	
5.20.2	Arbitration	
5.20.2.1	Any dispute arising from or relating to this contract may be referred to arbitration.	
5.20.2.2	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.	
5.20.2.3	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.	

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Para	Section 5 - Special Conditions	Details of offer
5.20.2	Arbitration (continued)	
5.19.2.4	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.	
5.20.2.5	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.	
5.20.2.6	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.	
5.21	GENERAL	
5.21.1	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, WCGHW 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.	

PRICING SCHEDULE (SERVICES)

WCGHSC0113/2025 FOR THE PROVISION OF OPERATIONAL KITCHEN MANAGEMENT, CATERING AND A KIOSK SERVICE AT THE WESTERN CAPE COLLEGE OF NURSING METRO WEST, ATHLONE UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER:

BID NUMBER **WCGHSC0113/2025**CLOSING TIME : **11:00 ON FRIDAY, 21 NOVEMBER 2025**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT		BID PRICE IN RAND INCL VAT		
1.	3 yrs	WCCN METRO WEST, ATHLONE - daily student catering in accordance with the following menu plans:		Cost per student per day		
1.1	Student no	BREAKFAST, served	Frequency	1st year	2nd year	3rd year
Yr 1	Average p/a - 420	Cooked porridge OR	3 x week	R.....	R.....	R.....
Yr 2	Average p/a - 420	Cereal with milk and sugar	4 x week	R.....	R.....	R.....
Yr 3	Average p/a - 420	Bread	daily	R.....	R.....	R.....
		Margarine	daily	R.....	R.....	R.....
		Spread	daily	R.....	R.....	R.....
		Tea/coffee	daily	R.....	R.....	R.....
		Milk	daily	R.....	R.....	R.....
		Sugar	daily	R.....	R.....	R.....
		SUB-TOTAL		R.....	R.....	R.....
1.2	Student no	LUNCH, packed by students in own containers	Frequency	1st year	2nd year	3rd year
Yr 1	Average p/a - 420	Yoghurt OR fruit	daily	R.....	R.....	R.....
Yr 2	Average p/a - 420	Bread	daily	R.....	R.....	R.....
Yr 3	Average p/a - 420	Margarine	daily	R.....	R.....	R.....
		Protein sandwich filling	daily	R.....	R.....	R.....
		SUB-TOTAL		R.....	R.....	R.....
1.3		SUPPER, served	Frequency	1st year	2nd year	3rd year
		Protein dish	daily	R.....	R.....	R.....
		Starch	daily	R.....	R.....	R.....
		Vegetables/salad	daily	R.....	R.....	R.....
		Tea/coffee, OR	daily	R.....	R.....	R.....
		Cold drink	daily	R.....	R.....	R.....
		SUB-TOTAL		R.....	R.....	R.....
		Food cost per student per day for items 1.1 to 1.3, 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.		R.....	R.....	R.....
		Note to bidders:				
		Food cost for items 1-3 for 3 years must be provided under item 2.1.				
		This bid will be recommended on the basis of the total cost of service under item 2.5.				

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 9.5 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	
BID OPENED @ 11:00	
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PRICING SCHEDULE (SERVICES)

WCGHSC0113/2025 FOR THE PROVISION OF OPERATIONAL KITCHEN MANAGEMENT, CATERING AND A KIOSK SERVICE AT THE WESTERN CAPE COLLEGE OF NURSING METRO WEST, ATHLONE UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER:

BID NUMBER **WCGHSC0113/2025**CLOSING TIME : **11:00 ON FRIDAY, 21 NOVEMBER 2025**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT
2.	3 yrs	TOTAL COST OF SERVICE: Breakdown of cost contributors. The sum of costs under item 2.1, 2.2, 2.3 and 2.4 must amount to the total cost of this service under item 2.5.	TOTAL COST OF SERVICE
2.1		FOOD COST: 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.	
	Student no	Menu	FOOD COST
Yr 1	Average p/a - 420	Breakfast	1st year 2nd year 3rd year
Yr 2	Average p/a - 420	Lunchbox	R..... R..... R.....
Yr 3	Average p/a - 420	Supper	R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
2.2		SALARIES AND WAGES: 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.	
	No of staff	Occupational class	SALARIES AND WAGES
	1	Food Services Manager	1st year 2nd year 3rd year
	2	Food Service Supervisor	R..... R..... R.....
	2	Cook	R..... R..... R.....
Insert no	4	Food Services Aid	R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
2.3		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.	
		Item description	OVERHEADS AND OTHER COSTS
		Cost/day	1st year 2nd year 3rd year
		Management fee of current staff	R..... R..... R.....
			R..... R..... R.....
			R..... R..... R.....
			R..... R..... R.....
			R..... R..... R.....
			R..... R..... R.....
			R..... R..... R.....
			R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
2.4		COMBINED COST OF SERVICE PER ANNUM (2.1 + 2.2 + 2.3)	A B C
			R..... R..... R.....
2.5		TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS (A + B + C)	R.....

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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.



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;

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“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.

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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;

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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**emuneration **W**ork **O**utside the **E**mployee's **E**mployment.

"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 -

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- (a) will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998, and/or
- (b) may be reported to the National Prosecuting Authority (NPA) for criminal investigation; and/or
- (c) may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004, or any other applicable legislation.

SECTION A: DETAILS OF THE ENTITY

CSD Registration number	MAAA_____
Name of the entity	
Entity registration number (where applicable)	
Entity type	
Tax reference number	
Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of the entity, should be disclosed in the Table A below.	

TABLE A

[illegible]

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SECTION B: DECLARATION OF THE BIDDER'S INTEREST

Irrespective of the procurement process followed, the supply chain management system of an institution must prohibit any award to an employee of the state who seeks to conduct business with the Western Cape Government, either individually or as a director of a public or private company or as a member of a close corporation, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA, as prescribed by Public Service Regulation 13(c).

Furthermore, an employee employed by an organ of state conducting remunerative work outside the employee's employment (RWOEE) should obtain the necessary approval by the delegated authority first. Failure to submit proof of such authority may result in disciplinary action, where applicable.

B1.	Are any persons listed in Table A identified on the CSD as employees of an organ of state? (If yes, refer to Public Service Circular EIM1/2016 to exercise the listed action.)	NO	YES
B2.	Are any employees of the entity also employees of an organ of state? (If yes, complete Table B and attach their approved "RWOEE")	NO	YES
B3.	Are any family members of the persons listed in Table A employees of an organ of state? (If yes complete Table B)	NO	YES

TABLE B

Details of persons (family members) connected to, or employees of, an organ of state should be disclosed in Table B below.

FULL NAME OF EMPLOYEE	IDENTITY NO	DEPARTMENT/ EMPLOYMENT ENTITY	RELATIONSHIP TO BIDDER/DESIGNATION	INSTITUTION EMPLOYEE NO/PERSAL NO Indicate if unknown

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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? (If yes, complete Table C)	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	NO	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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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: _____

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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:

PRICE	POINTS	
	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:
- points out of **80/90** for **price**; and
 - 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

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

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

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

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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 |

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 21 NOV 2025	
1)	2)
SIGNED	SIGNED

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 Government 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.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
21 NOV 2025	
1)	2)
SIGNED	SIGNED

SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

1. I, the undersigned

Full name and surname	
Identity number	

2. Hereby declare under oath as follows:

- (i) The contents of this statement are to the best of my knowledge a true reflection of the facts.
- (ii) I am a member/director/owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise name	
Trading name	
Registration number	
Enterprise address	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
21 NOV 2025
 1) 2)
 SIGNED SIGNED

3. I hereby declare under oath that:

- The enterprise is _____ % Black owned;
- The enterprise is _____ % Black woman owned;
- Based on management accounts and other information available for the _____ financial year, the income did not exceed R50 000, 000.00 (fifty million Rands)
- The entity is an Empowering Supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) or (e) as amended (select one) _____ of the dli Codes of Good Practice.
- Please confirm in the table below the B-BBEE contributor **by ticking the applicable box.**

100% Black owned	Level One (135% B-BBEE procurement recognition)
More than 51% Black owned	Level Two (125% B-BBEE procurement recognition)
(a) At least 25% of cost of sales (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; For the service industry, include labour costs capped at 15%.	(b) At least 50% of jobs created are for Black people, provided that the number of Black employees in the B-BBEE measurement verified immediately before is maintained.
(c) At least 25% transformation of raw material/beneficiation, which includes local manufacturing, production and/or assembly, and/or packaging.	(d) At least 12 days per annum of productivity deployed in assisting QSE and EME beneficiaries to increase their operational or financial capacity.
(e) At least 85% of labour costs should be paid to South African employees by service industry entities.	

4. I know and understand the content of this affidavit, I have no objection to taking the prescribed oath, I consider the oath binding on my conscience and not on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date of signature by the commissioner.

Deponent signature: _____

Date: _____

Commissioner of Oaths signature & stamp

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.

TABLE OF CLAUSES

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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 in order 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.

General Conditions of Contract

- 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.

General Conditions of Contract

- | | |
|-----------------------------------|--|
| 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 | <p>13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none">(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. <p>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.</p> |
| 14. Spare parts | <p>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:</p> <ul style="list-style-type: none">(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:<ul style="list-style-type: none">(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.

General Conditions of Contract

- 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.

General Conditions of Contract

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.

General Conditions of Contract

- 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.

General Conditions of Contract

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.
	29.1	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.
29. Governing language		
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.

General Conditions of Contract

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.

EXAMPLE OF COMPULSORY SITE VISIT ATTENDANCE REGISTER

We, the undersigned, hereby declare that we attended the compulsory site visit inspection and information session for bid no **WCGHSC0113/2025**, the **provision of operational kitchen management, catering and a kiosk service at the Western Cape College of Nursing Metro West, Athlone** on **Thursday, 6 November 2025 @ 10:00**.

Arrival time:	Name of company	Address and contact details	Name and position of representative	Signature of representative
_____	_____	_____ _____ _____ Postal code: _____ Tel no : () _____ Fax no : () _____ E-mail : _____	_____ _____	_____ _____
_____	_____	_____ _____ _____ Postal code: _____ Tel no : () _____ Fax no : () _____ E-mail : _____	_____ _____	_____ _____
_____	_____	_____ _____ _____ Postal code: _____ Tel no : () _____ Fax no : () _____ E-mail : _____	_____ _____	_____ _____
_____	_____	_____ _____ _____ Postal code: _____ Tel no : () _____ Fax no : () _____ E-mail : _____	_____ _____	_____ _____

Note: This document is an example of the certificate that will be circulated for completion at the site visit inspection and information session.

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 Project Manager at WCCN 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:

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
BID OPENED @ 11:00
21 NOV 2025
1) 2)
SIGNED SIGNED

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: _____

GUARANTEE (SURETYSHIP)

WHEREAS Western Cape Government health and Wellness, 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 **operational kitchen management, catering and a kiosk service** at the **Western Cape College of Nursing Metro West**, Athlone situated at **Klipfontein Road, Athlone** 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

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 to WCCN-MW, and for WCCN-MW 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 students per mealtime per day. On completion, it must be certified as correct by WCCN-MW'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 WCCN-MW'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 students and the individual and total cost of all meals served by the contractor, which constitutes the service-provider's monthly claim for services to WCCN-MW. Before payment can be made, WCCN-MW'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 WCCN'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 WCCN-MW accountant for payment.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
21 NOV 2025	
1)	2)
SIGNED	SIGNED

EXAMPLE OF DAILY PROVISIONS ISSUED STATEMENT

WESTERN CAPE COLLEGE OF NURSING

MONTH: _____

METRO WEST, ATHLONE

Day	Breakfast	Lunch Box	Supper	Initial	
				Contractor	WCCN-MW
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Meals issued					
Cost/item					
Total cost					

Designation:

Date:

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
21 NOV 2025
 1) 2)
 SIGNED SIGNED

EXAMPLE OF BROADSHEET

WESTERN CAPE COLLEGE OF NURSING

MONTH: _____

METRO WEST, ATHLONE

	Breakfast	Lunch Box	Supper
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			

THE QUANTITIES ABOVE ARE CERTIFIED AS CORRECT

Signed on behalf of the contractor

Signed on behalf of WCCN Metro West, Athlone

Name (print) :

Name (print) :

Designation :

Designation :

Date :

Date :

ANNEXURE E3

EXAMPLE OF MONTHLY INVOICE

WESTERN CAPE COLLEGE OF NURSING

MONTH: _____

METRO WEST, ATHLONE

Diet/meal each		Breakfast	Lunch Box	Supper	Total cost/month
Week 1	Quantity				
	Cost	R.....	R.....	R.....	R.....
Week 2	Quantity				
	Cost	R.....	R.....	R.....	R.....
Week 3	Quantity				
	Cost	R.....	R.....	R.....	R.....
Week 4	Quantity				
	Cost	R.....	R.....	R.....	R.....
Week 5	Quantity				
	Cost	R.....	R.....	R.....	R.....
Total meals & snack/ month					

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

21 NOV 2025

1) 2)
SIGNED SIGNED



DIRECTORATE: FACILITY BASED PROGRAMMES

Acting Director: Ms Edna Arends

Enquiries: Ms HD Goeiman/Ms MA February

Deputy Director Nutrition

Ref: 19/1

**RE: HEALTHY EATING GUIDELINE FOR ORDERING OF CATERING IN THE DEPARTMENT OF
HEALTH: FOOD AND BEVERAGES**

TO: ALL HEADS OF HEAD OFFICE COMPONENTS
ALL DISTRICT /SUB-STRUCTURE / INSTITUTIONAL HEADS

CIRCULAR H86...../2017

Purpose:

The purpose of this circular is to inform the relevant officials of the changes that have been made during the review of the Guideline for Ordering of Catering in the Department of Health: Food and Beverages

Target Audience:

All Heads of Head Office Components

All District/substructure/ Institutional Heads

Revisions that were made:

The following revisions were made;

- Alignment with the National guide for healthy meal provisioning in the workplace (signed by NDOH Director General: Health, 23/02/2016).
- Addressing the questions regarding the use of sweetened juice.
- Removal of diluted sweetened fruit juice as an option for beverages.
- Inclusion of a guideline to serve freshly squeezed fruit juice in 200ml containers and not in jugs or large quantities.

Should you require further information contact the Nutrition Sub-Directorate at Tel 021 483 5663 or send E - mail enquiry to: Hilary.Goeiman@westerncape.gov.za.

Dr. E. Engelbrecht

Western Cape Government: Health – Head of Department

Date: 2017-05-29

DIRECTORATE: Facility Based Programmes

Acting Director: Ms E Arends

ENQUIRIES: Ms HD Goeiman (DD)

Deputy Director: Nutrition

REFERENCE: 19/1

GUIDELINE FOR ORDERING OF CATERING IN THE DEPARTMENT OF HEALTH: FOOD AND BEVERAGES

1. Introduction

The Western Cape is committed to creating healthier working environments as part of increasing wellness. Creating a healthier workplace has benefits for both the employees and employers. Catering provided in the workplace must therefore create the opportunity for employees to have a choice of nutritious food and beverages offered to them during their official duty.

The Western Cape Government encourages and supports employees and visitors in making healthy food choices. Providing a guideline for catering in the workplace thus recognises and values the critical importance of healthy eating in health, wellness and prevention of disease.

2. Purpose

This guideline has been developed to ensure that healthy food and beverages are procured when catering is provided at:

- Conference, Exhibitions or symposia
- Staff training courses or workshops
- Meetings or forums
- Official events eg. Launches

3. Objectives

Increase and promote access to healthier food and beverages choices during interactive opportunities

Decrease the availability of unhealthy food and beverage choices.

4. Guideline for ordering: Food and beverages

Healthy eating means eating a variety of good quality nutritious foods necessary to supply the nutrients your body requires, and eating the right amounts of these foods for a healthy body weight.

For the purpose of this document a portion is defined as the amount of food that a person eats of one food at one time, while a serving size is a specific measured amount. A portion can be more or less the same as a serving.

The table below should be used to inform specifications to order catering for meetings, interviews, workshops, training events and strategic planning sessions. The food items in the recommended column should be selected and the items in the not recommended column should be avoided.

Food item guide:

Food Item	Recommended	Not recommended
Beverages	• Chilled plain water (can be slightly flavoured with mint, lemon slices or fresh fruit pieces) • English or herbal tea • Normal or decaffeinated coffee • Skim or low fat milk • Sugar or artificial sweetener for hot beverages • Unsweetened or freshly squeezed fruit juice (preferably served in 200ml units rather than in jugs or larger quantities)	• Carbonated soft drinks, sweetened or fruit juice blends, energy and sports drinks

Starchy foods (eg. Bread, biscuits, cakes, pies, pastries and muffins)	• Whole-wheat or brown (low GI) bread, rolls and wraps • Unsweetened and uncoated whole wheat biscuits • Bran and whole wheat muffins	• Coated, iced or filled breads, loaves, buns, cakes or those containing confectionary sugar or chocolate • Pies, pastries, samoosas, half-moons, • Croissants, savoury or sweet breads • Sweetened muffins (chocolate, blueberry, caramel, etc.)
Chicken, Fish, Meat or Eggs	• Grilled, baked, boiled meat, chicken or fish • Lean cuts of meat or meat alternatives such as roast beef or chicken (skinless), chicken breast, tinned fish (in water, brine or oil such as canola, sunflower or olive – drain before use), eggs	• Fried meat, chicken or fish, including those in batter and crumbs • High fat and cured luncheon meats such as ham, beef, salami, viennas, polonies, frankfurters or any other processed meats.
Vegetables and Fruit	• In winter consider freshly made vegetable based soups (eg. Carrot, pumpkin, sweet potato, tomato, mixed vegetable) • Salads, made with predominantly raw or blanched, fresh, seasonal vegetables, fruits and/or legumes (eg. Beans, lentil, peas) • Fresh fruit and vegetable sticks with a fruit puree, low fat vanilla yoghurt or whipped ricotta dipping sauce • Whole sliced or cut fresh fruit • Small portions of dried fruit • Steamed or roasted vegetables (drain oil before serving) or vegetable kebabs • Vegetables should be seasoned with lemon, herbs or spices rather than salt • Raw vegetables – carrot sticks, tomato halves, tomato slices, whole cherry tomatoes, cucumber slices or sticks, green pepper rings, cauliflower and broccoli florets, celery sticks, mushrooms etc. • Seasonal fresh fruit such as paw-paw slices, apples, peaches, oranges, pears, bananas, pineapples, plums, grapes, strawberries served as a fruit salad; bite sized pieces that can be eaten with a fork, or as kebabs	• Cream based, rich soups made with high-fat meats • Salted, coated or fried nuts • Sugar coated, carob or yoghurt coated dried fruit • Salads made with large amounts of creamy or mayonnaise based sauces, such as traditional potato and pasta salads • Creamy or mayonnaise based salad dressings • Fried vegetable slices with or without batter • Fruit or vegetables prepared and served with large amounts of butter, margarine or creamy sauces • Fruit, tinned in syrup
Fat	• Low fat dairy products (cottage cheese and yoghurt) • Baked or grilled chicken or fish dishes, and skinless chicken and meat trimmed of all visible fat • Lighter oil and vinegar dressings	• Fried foods with breadcrumbs and flour coatings on meat, chicken or fish, since these absorb more fat • Foods with "hidden fats" such as fried foods, pies, rotis, doughnuts, samoosas, biscuits, chocolate, mayonnaise and ice-cream • Creamy cooking or dipping sauces
Fillings	• Cottage cheese, gherkins and dill • Grated cheese, chopped onion and tomato • Mashed hard-boiled egg mixed with mustard • Scrambled egg and tomato • Cold beef and chicken, cut up thinly and mixed with salads • Flaked cooked fish mixed with lemon juice with	• Butter, dairy blend spreads, mayonnaise, oil, cream and/or cheese based dips, sour cream • High fat luncheon meat (polonies, salami, bacon) • Battered and fried chicken

	finely chopped cucumber • Julienne vegetables • Tomato, olive, herb or salsa-type sauces and spreads	or fish
Cold meals	• Cold meatballs and stuffed eggs • Tuna and pasta salad • Three bean salad • Mixed green salad • Carrot and pineapple salad with lemon juice dressing • Whole-wheat cocktail bread/rolls with fillings • Spicy rice with lentils • Whole-wheat/brown wrap with healthy fillings • Grilled chicken portions	• Savoury pastries (pies, samosas, half-moons) • Meals with oil, cream, mayonnaise, salad dressing (mayonnaise based), salad cream or cheese based sauces/dips • Stews and briedies made with fatty meat or chicken with skin
Hot meals	• Chicken stew with onion, rice with lentils, lightly steamed green beans, baked butternut with cinnamon • Vegetarian pasta, crispy rolls, mixed green salad • Hearty bean casserole, boiled potatoes/rice/samp, green peas, baby carrots boiled • Chicken, fish or beef lasagne with toss salad and whole-wheat bread • Bobotie, mixed vegetables and rice	• Battered and deep fried foods • Dishes with cream based sauces/gravy • Pies, samosas and all varieties of pastries • Stews and briedies made with fatty meat or chicken with skin
Other	• Season with herbs, spices and lemon juice • Unsalted, unflavoured raw or dry-roasted	• Salted nuts and crisps or chocolate coated nuts and raisins

It is healthier not to provide any sweets or peppermints for the participants during meeting and workshops as frequent consumption of these items may result in tooth decay. People frequently nibble when they are bored and this is encouraged when sweets are provided.

5. Setting up your specifications

This section must be read in conjunction with relevant finance instructions pertaining to cost containment measures and expenses related to catering and events.

- 5.1 When quotations are requested for catering from suppliers provide them with detailed specifications. This makes it easier for the service providers to quote on your specific requirements. It will also ensure that you receive what you have asked for, namely a healthy, balanced meal or snack
- 5.2 Ask catering companies for their menu options to inform you of items available when drafting your specifications.
- 5.3 Determine the number of persons who will be attending the event as this will inform the amount of food and beverages to be ordered.
- 5.4 Determine the type of menu you will be providing, 'hot or cold' as well as the type of beverage options you want available at the event using the menus below. Always provide water as the main beverage at events in the workplace.
- 5.5 Specify the type of foods that you want, including the preparation method (grilled, boiled, baked, etc) where possible.

As a general guide serving size per person suggestions are:

- 1 sandwich (prepared with 2 slices of whole-wheat or brown bread/ cut in quarters)
- 1 whole-wheat or brown wrap (2 halves)
- 1 cup of green leafy or raw vegetables or ½ cup cooked vegetables (the weight will depend on the type of vegetables ordered)
- 1 medium fruit (use seasonal fruit) or 2 small fruit or 1 cup diced fruit or 125ml of 100% pure fruit or vegetable juice
- 30g cheese per person
- 120g meat, chicken or fish
- ½ cup (65-90g) of cooked rice
- ½ cup (75g-95g) cooked macaroni
- 90g potato in skin

Sample Menus for Mid-morning or Afternoon tea

	MENU 1	Quantities per person	MENU 2	Quantities per person
Mid-morning or Afternoon Tea	Brown or Whole-wheat bread sandwiches	1 slice of bread/ 2 quarter sandwiches	Scones, rusks or muffins	Scones and muffins: 1 whole or 2 halves Rusks: 2 individual pieces
	Fillings	Please select from the recommended list above		
	Tea, coffee, milk and sugar	According to the number of attendees 40-50ml milk per person and 2 teaspoons of sugar per person		
	Chilled water	Make jugs of chilled water available		

Sample Menus for lunch

Food Item	MENU 1: Hot meal	Quantities per person	MENU 2: Cold meal	Quantities per person
Meat	Chicken, Meat or Fish Stew or Curry or Breyani (without bones)	120g (cooked)	Chicken or fish grilled	120g (cooked)
Starch	Rice Potatoes (in stew) Breyani rice	90g (cooked) 50g (cooked) 90g (cooked)	Noodle salad Bread roll	100g 1 whole or 2 halves
Vegetables	1 cooked vegetable or salad	75g/ ½ cup	1 cooked vegetable or salad	75g per person
Fresh fruit or juice	1 medium fruit or 2 small fresh fruit or 105g of fruit salad or 200ml freshly squeezed fruit juice			

Food Item	MENU 3: Hot meal	Quantities per person	MENU 4: Cold meal	Quantities per person
Meat	Lasagne Or Bobotie	150g (cooked) 100g (cooked)	Roast beef or chicken	120g (cooked)
Starch	Bread roll Or Rice	1 whole or 2 halves 90g (cooked)	Noodle salad Bread roll	100g 1 whole or 2 halves
Vegetables	1 cooked vegetable or vegetable salad	75g / ½ cup	1 cooked vegetable or salad	75g per person
Fresh fruit or juice	1 medium fruit or 2 small fresh fruit or 105g of fruit salad or 200ml freshly squeezed fruit juice			

6. Tips

- 6.1 Limit the number of meat and chicken dishes that are included in a buffet or a finger meal. People are tempted to try at least one of each dish, rather introduce variety through adding different vegetables, salads and bean dishes.
- 6.2 Ensure that participants have water available to drink during meetings as needed. Add a drop or two of lemon juice. A few slices of lemon, orange or mint added to a jug of water makes for a refreshing thirst quencher. Water jugs must be filled during the breaks. Water should also be available at the refreshment breaks and at the lunch service.
- 6.3 High fat foods are frequently found in traditional catered meals. When planning events it is recommended that healthy eating principles are adhered to. Choose dishes that are not deep fat fried and season dishes with herbs and spices rather than with rich sauces, gravies or dressings.

7. Checklist for ordering food

- Did you include a variety of foods? The main part of the meal should be vegetables, salads and fruits, supplemented with healthy, high-fibre starchy foods.
 - Do the meal options and/or snacks overall appear to be lower in fat, sugar and salt?
 - When making menu choices, did you consider the ingredients, and the preparation methods? Creamy buttery and fried foods are usually high in fat and should not be ordered.
 - Have you checked that you have not ordered too much food or too little? Rather order more of the healthier food items, such as salad if you are in doubt.
 - Have you ensured that the catering company understands your needs? You may be their only customer with this type of request. Their understanding of healthy eating plans may be based on incorrect information. *Remember, you are the customer – don't be afraid to ask for what you want.*
 - Have you asked the catering company to deliver the food shortly before the required serving time? This is important to avoid keeping the food at room temperature for a long period as it increase food safety risks.
8. National guide for Healthy meal provisioning in the workplace is attached to the provincial guidelines for reference as it contains details on healthy eating and more menu options.

References

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4. Queensland Government. (2007) A Better Choice. Catering Guideline for Meetings and Functions.
5. Western Cape Province. Healthy Eating WOW resource guide pager, South African Food Based Dietary Guidelines 2012.
6. Public Health England, Department of Health. (2014) Healthier and more sustainable Catering: A toolkit for serving food to adult.
7. National Department of Health 2016: National guide for healthy meal provisioning in the workplace.



National guide for healthy meal provisioning in the workplace



health

Department:
Health
REPUBLIC OF SOUTH AFRICA

A long and healthy life for all South Africans



health

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Health
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Prepared and obtainable free of charge from:

Directorate: Nutrition
national Department of Health
Private Bag X828
Pretoria
0001

Tel: (012) 395-8782
Fax: (012) 395-8802

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ACKNOWLEDGEMENT

The prevalence of obesity is increasing at an alarming rate and it is imperative that all sectors, both in government and private sector work together to create an enabling environment for healthy lifestyles. Efforts are made to address obesity in the entire population but it should be noted that most employed individuals often find it difficult to lead healthy lifestyles and should be supported.

Workplace catering or meal provisioning has the potential to contribute much more positively to individual's health. Given that many more workplaces are implementing employee wellness programmes; it is befitting that a guide be developed to guide caterers, procurement managers and other stakeholders involved in food provisioning in the workplace. Consistency of healthy eating messages and provision of healthy meals in the workplace are important to promote health and wellbeing in the workplace and to support employees to make healthy food choices.

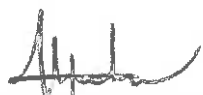
It is disheartening to see that the type of food products, meals and beverages provided in the workplace are often fatty, over seasoned with salt (e.g. potato crisps) and sweetened (e.g. sugar sweetened beverages and chocolates) and

served in large portions. This cannot remain acceptable when we are losing lives daily as a result of non-communicable diseases in South Africa. Caterers that provide meals to any workplace should be willing and committed to adopting healthy meal preparation methods, reduce fat, salt and sugar in the meals and beverages.

The document was accomplished under the strategic leadership and oversight of Lynn Moeng-Mahlangu. My sincere gratitude goes to Pontsho Sepoloane and Maletsema Mahonko of the Directorate: Nutrition whose dedication and commitment led to the finalisation of the guide.

I would like to express my appreciation to all who contributed to the development of the guide. The collective contribution of officials in the directorates: nutrition, health promotion, food control, communication and employee wellness is also noted with great appreciation. Gratitude also goes to the Heart and Stroke Foundation for providing photos of meals and nutritional analysis.

The Department of Health is committed to making a change to meals provided in the workplace. I therefore call upon all employers to strive to create conducive environments and ensure availability and accessibility to healthy food and beverages in the workplace.



MS M P MATSOSO
DIRECTOR-GENERAL: HEALTH

DATE: 23/2/2016

ACRONYMS

BMI	Body Mass Index
DPAS	The Global Strategy on Diet, Physical Activity and Health
ECD	Early Childhood Development
kJ	Kilojoules
NCDs	Non-Communicable Diseases
OHS	Occupational Health and Safety
SANHANES	South African National Health and Nutrition Examination Survey
WHO	World Health Organization
HSFSA	Heart and Stroke Foundation of South Africa

SECTION 1: INTRODUCTION

1.1 Background

It is well recognised that the food environment, defined as the physical, economic and socio-cultural surroundings, opportunities and conditions; influence people's food and beverage choices and can either support or hinder efforts to healthy eating thus impacting on their nutritional status. Unhealthy food environments which people are continuously exposed to, influence the widespread availability and access to cheap, energy-dense and nutrient-poor foods.

It is therefore important that the food environment in the workplaces encourage employees to make healthy food choices thereby enhancing their health and wellbeing, protecting the environment and reducing inequalities. Previously, workplaces were more concerned with removing environmental safety hazards in the workplace, while the onus has been on employees to be responsible for maintaining a healthy diet. It is clear that there is a need to help employees adopt healthy lifestyles including healthy eating habits/practices given that many workplaces are now adopting and implementing health and wellbeing policies and programmes.

1.2 Benefits to the employer and employee

The WHO's Global Plan of Action on Worker's Health 2008-2017 states that health promotion and prevention of noncommunicable diseases (NCDs) should be supported in the workplace, in particular by advocating healthy diet and physical activity among workers as well as promoting mental health at work¹.

Investing in workplace health promotion programmes, results in health and economic gains for both the employer and employee alike. These include enhanced worker productivity, improved workplace morale and workplace culture, reduced absenteeism, improved corporate image, improved staff retention, reduced work-related injuries, and reduced medical costs. Employees who have the benefit of optimal health are more likely to be at work and perform well².

1.3 Legal and strategic frameworks

The following legislative and strategic frameworks are subscribed to:

1.3.1 Legislation

- The Occupational Health and Safety Amendment Act, 1993 (Act no. 181 of 1993); which imposes a general duty on employers to provide a reasonably safe and healthy working environment;
- Regulations governing general hygiene requirements for food premises and the transport of food as published under the Foodstuffs, Cosmetic and Disinfectant Act, 1972 (Act no. 54 of 1972), provide quality standards for food premises and for transportation of food to comply with;
- Public Service Regulations impose a general duty on employers to provide a reasonably safe and healthy working environment.

1.3.2 Strategic Frameworks

The document is aligned to:

- The Strategy for the Prevention and Control of Obesity in South Africa, 2015-2020; provides guidance on the implementation of healthy lifestyle interventions to address obesity, healthy eating and physical activity in the South African population³;
- The National Health Promotion Policy and Strategy, 2015-2019⁴;
- The Strategic Plan for the Prevention and Control of Non-Communicable Diseases, 2013-2017⁵;
- Sport and Recreation South Africa Strategic Plan, 2012 – 2016⁶;
- SOLVE: Integrating Health Promotion into Workplace Occupational Health and Safety Policies (Training package), 2012⁷;
- The WHO Plan of Action on Workers Health, 2008-2017; emphasise the need to protect and promote health and safety at work by preventing and controlling of hazards in the work environment and by promoting health and the work capacity of working people⁸;
- The Employee Health and Wellness Strategic Framework for the Public Service,

1.4 Rationale

Employees obtain their meals by either bringing meals from home, purchasing at work-site cafeterias/canteens, eating during meetings, buying from vending machines and off-site food vendors. The guide therefore aims to provide guidance on healthy meal provisioning in the workplace in order to encourage availability and accessibility of healthy food and beverages.

1.5 Scope of the guide

- it serves as guide in selecting foods and beverages for various workplace events, meetings, conferences, workshops, outdoor/off-site events
- it highlights the standard criteria for quality to be met for foods and beverages purchased, provided, or sold at these events
- it gives examples of menu options that can be provided
- it gives the requirements for food safety and hygiene and their application to ensure food that is safe and suitable for consumption
- it also covers standards and requirements for food transportation, food premises and responsibilities of food handlers and persons in charge of food premises

The guide does not cover provisioning of food and beverages for Early Childhood Development (ECD) centers within the workplace. The provisioning of foods in an ECD centre within the workplace will be addressed in the guidelines for child care facilities in the public sector. The guide also does not apply to foods and beverages brought from home for special occasions, for example, birthday parties.

1.6 Target users

This guide is for all staff particularly those responsible for planning, purchasing and preparing food and beverages for workplace functions and meetings, to assist them to provide healthy food and beverages as it provides guidance on selecting healthy options. The guide applies to:

- caterers catering for workplace meetings and events
- caterers that make food and beverages available for purchase by staff, visitors and the general public, on workplace premises such as at a canteen or coffee shop
- vending machines and kiosks service providers.

1.7 Other stakeholders

Furthermore, there are stakeholders that are critical for the successful implementation and adherence to the guide. **Annexure A** depicts the roles and responsibilities of various stakeholders.

SECTION 2: PRINCIPLES OF HEALTHY EATING

2.1 What is healthy eating?

Healthy eating means eating a variety of foods that give you the nutrients you need to maintain your health. A healthy eating plan is the one that has three or more mixed meals each day. Most mixed meals will include an unrefined starchy food, chicken, fish, meat or eggs, legumes, dairy products, vegetables and fruit.

Key principles of healthy eating also include healthy preparation/cooking methods that uses less fat (oil) or no fat, sugar and salt. Furthermore, the amount of food that a person eats, in other words the portion of food eaten, should be adequate to meet their nutritional needs.

Individuals can achieve healthy eating by following messages on the food-based dietary guidelines (FBDGs) of South Africa, 2012¹¹ (also called the guidelines for healthy eating). The FBDGs serve as a tool that describes the type and amount of food to eat to support good health. **Annexure B** provides key healthy eating messages based on the FBDGs. The FBDGs promote and encourage consumption of a variety of healthy foods that are minimally processed. The foods should also be appetising and well presented to appeal to customers and be culturally acceptable. This principle should be encouraged in foods and beverages offered in the workplace.

The food guide below provides a pictorial representation of variety of foods and proportion distribution per day.

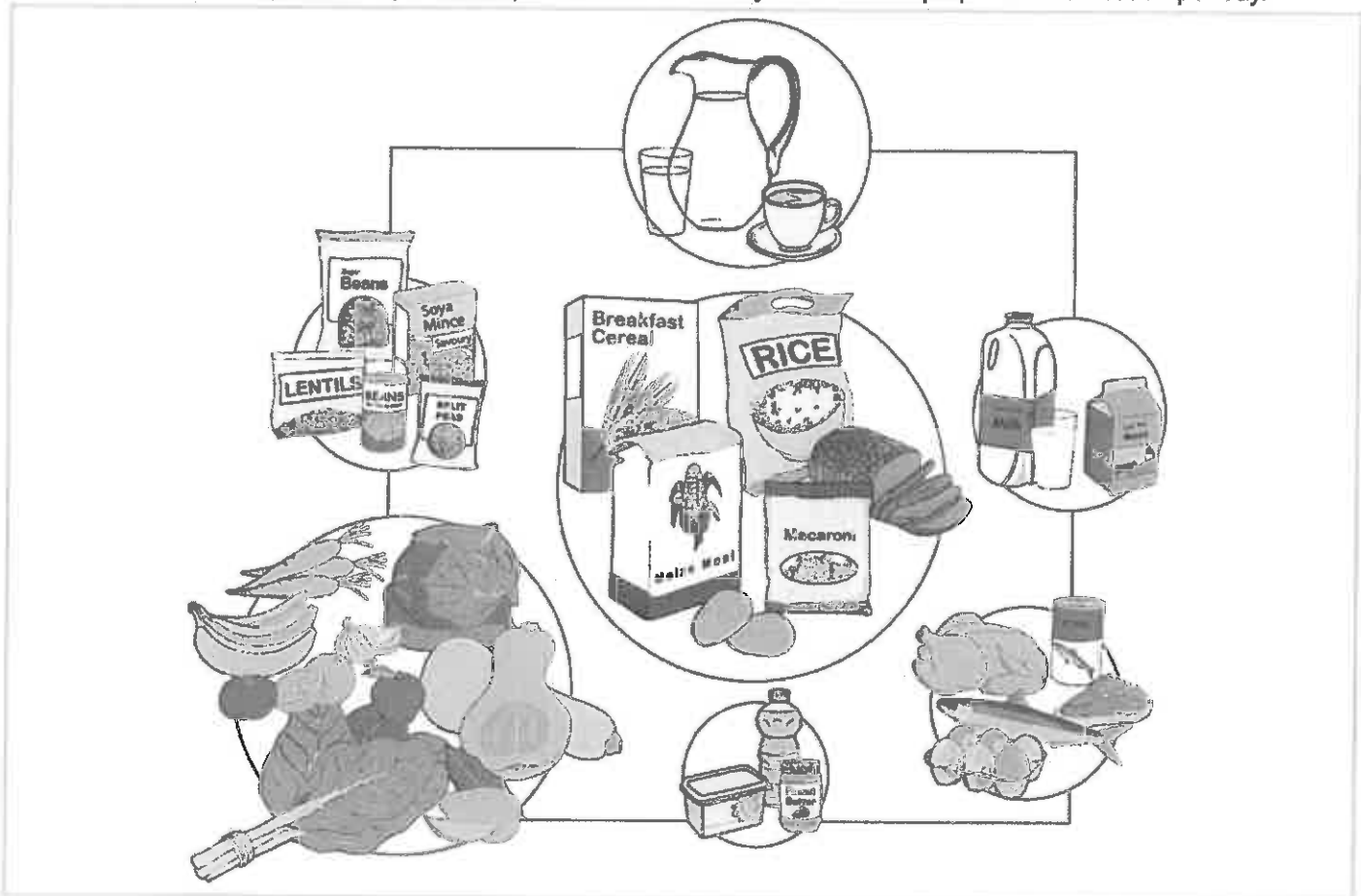


Figure 1: The Food Guide

2.2 Selecting and purchasing food

When purchasing grocery, shop wisely and do the following:

Vegetables and fruit

- ask for local and seasonal vegetables and fruit as they are usually cheaper
- choose a mix of the dark green and yellow/orange flesh vegetables to get all the micronutrients you need
- choose fresh vegetables and fruit as they offer more nutrients

Meats

- choose lean meat cuts that have less or no fat. Buying fatty meat is not value for money, you pay for fat that you have to remove or discard when cooking
- avoid purchasing processed meats like viennas or polony as they are high in fat and salt

Starchy foods

- buy mostly wholegrain starches such as whole-wheat pasta, brown/seed loafs or whole-wheat bread, whole-wheat pita and wraps, brown rice, mabela and whole corn

Dairy products

- choose low-fat or fat-free milk
- choose plain yoghurt (other low fat yoghurts are sweetened)
- choose reduced-fat, low-fat or fat-free cheeses like low-fat or fat-free cottage cheese, reduced-fat feta cheese or low-fat cheese wedges

Beverages

Beverages either have natural fruit sugar, added sugar or both; this is listed in the ingredient list. Juice, even 100%, contains natural sugar but provides few other nutrients. Juice blends that are labelled 100% juice, when prepared with water according to the instructions on the label, contain the same number of kilojoules (energy) as regular juices.

The best beverage is water, which may be flavoured with lemon and/or mint and/or fresh fruit pieces.

Other beverages that may be added as part of a meal are:

- low-fat or fat-free milk
- unsweetened or freshly squeezed fruit juice
- normal or decaffeinated coffee
- English/ceylon or herbal teas including rooibos

The following drinks are not recommended: Carbonated soft drinks, sweetened or fruit juice blends, energy and sports drinks and flavoured sweetened water.

Other items

- purchase 'lite' salad dressings and mayonnaise
- choose soft margarine in a tub instead of butter or hard brick margarines (these contain unhealthy fats)

2.3 Know your facts about healthy eating

There are a lot of myths about healthy eating and the table below outline facts about these common misconceptions.

Table 1: Myths and facts about healthy eating

MYTHS	FACTS
Eating healthy is expensive	It is possible to achieve healthy eating at a low cost if most of the foods are prepared at home. Home food production (e.g. food garden) saves money and can increase access to healthier options.
Starchy foods are fattening	Nutrients are found in a variety of foods including starchy foods. It is important to include unrefined starches since these provide more fibre which can make one feel full longer and assists with digestion and reduces bad cholesterol.
Brown sugar is healthier than white sugar	Brown sugar is simply white sugar that is less refined and contains the same amount of energy. Dark brown sugar has molasses, which adds a toffee flavour and moistness but has no nutritional benefits over white sugar.
Vitamin water is healthier than soft drinks	Vitamin water is not healthier than soft drinks and also contains sugar. All sugar-sweetened beverages have different sugar levels. Some vitamin water contains as much as 7 teaspoons of sugar per 500ml bottle.
Stock cubes and seasoning salts are healthier than ordinary salt	The sodium that is listed in the stock cubes, soups and seasoning salts is also unhealthy and should be taken into account when daily salt intake is considered.
Fruit juice have less energy than other soft drinks	Fruit juice contains some nutrients, but less compared to fresh fruit and contains no fiber. Some juices have added sugar, however even juice with no added sugar has fruit sugar called fructose which is high in energy. Energy in a glass of 100% juice is equivalent to nine teaspoons of sugar as compared to 10 teaspoons in other fizzy drinks.
Eating one huge meal a day is better than eating three meals a day	Eating big meals, containing refined starchy foods lead to rapid rises and falls in blood sugar. Eating smaller and more frequent meals should stabilize blood sugar levels throughout the day and which will provide energy to productivity levels at work.

2.4 Understanding food labelling and nutrition information

Understanding food labels can help people make informed food choices that contribute to a healthy diet. The ingredient list and food label usually printed on packaged food, provide information about which ingredient/foods and nutrients are in the food. Ingredients are listed in a descending order of weight (from the item that makes most part to the one that contributes the least).

Nutritional information is provided per 100 grams or 100ml and per serving of the food. Macronutrients such as carbohydrate, fat and protein are measured in grams, whilst micronutrients (vitamins and minerals) are measured in milligrams or micrograms. The figure below shows typical information on the food label which includes the ingredient list and the nutrition information.

The example of ingredient list indicates that the food item's main three ingredients are whole wheat, sugar and salt. Energy in Kilojoules provides a measure of how much energy you get from 100g and a serving of this food. The energy in food comes from carbohydrate, fat, and protein. **Remember:** eating too much energy per day is linked to overweight and obesity.

INGREDIENTS: Whole wheat (gluten) (97%), sugar, salt, barley malt (gluten), vitamins (B1, B2, Niacin) and electrolytic iron.
CONTAINS ALLERGENS: WHEAT & GLUTEN.
STORE IN A COOL, DRY PLACE

TYPICAL NUTRITIONAL INFORMATION AS PER PACKED PRODUCT:

1 Serving = 2 Biscuits (approximately 40g)

Nutrients		Per 100g	Per serving	%NRV*
Energy	(KJ)	1323	529	
Protein	(g)	10.7	4.3	8
Carbohydrates	(g)	59	2.3	
of which sugars	(g)	1.8	0.7	
Total fat	(g)	1.6	0.6	
of which saturated	(g)	0.3	0.1	
of which trans	(g)	0.0	0.0	
of which monounsaturated	(g)	0.3	0.1	
of which polyunsaturated	(g)	0.9	0.4	
Cholesterol	(mg)	<1	0	
Dietary fibre**	(g)	10.7	4.3	
Total Sodium	(mg)	332	133	
Vitamin B1 (Thiamin)	(mg)	0.8	0.3	25
Vitamin B2 (Riboflavin)	(mg)	0.8	0.3	25
Niacin	(mg)	10.0	4.0	25
Iron	(mg)	11.3	4.5	25

* NRV=Nutrient reference value for individuals 4 years and older

** Method used to determine total dietary fibre: AOAC 985.29

2.5. Food preparation

Healthy eating also encompasses how food is prepared. Some cooking methods are better than others for reducing fat and enhancing the nutritional value of the food. The table below gives tips to healthy meal preparation and recommended cooking methods. **Annexure C** gives a description of the various cooking methods that could be used in food preparation.

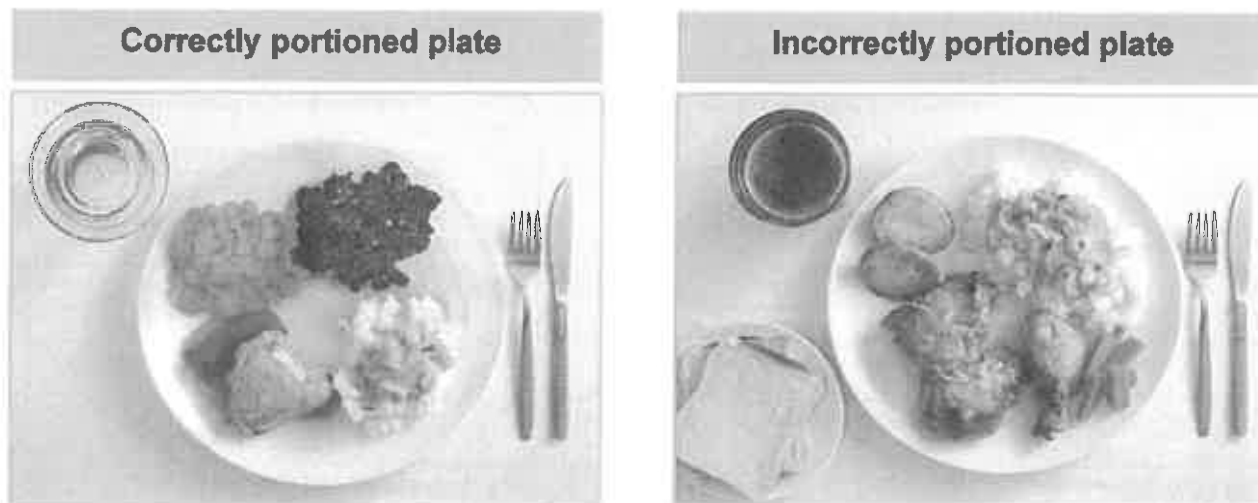
Table 2: Tips for healthier food preparation

UNHEALTHY PRACTICE	HEALTHIER PRACTICE	DID YOU KNOW?
Cooking chicken with skin on and chicken fat	Remove the skin off the chicken. Lemon and herbs can be used to enhance the flavour. Marinade the chicken for hours or even overnight to achieve the desirable flavour BEFORE COOKING	Chicken skin is high in fat; 28 g of skin (on the chicken breast) contains: - an energy value of 795kJ ¹² (10% of an inactive adult woman's daily energy requirement) - a fat content of 19 g (5 level teaspoons)
Cooking red meat without trimming off the fat	Trim fat off meat before cooking or choose lean cuts.	Fat around red meat is high in saturated fat, which can raise bad cholesterol levels and increase the risk for heart disease.
Glazing, deep fat frying, adding batter and cream to vegetables	Roast, steam, simmer or stew vegetables. Add little seasoning and add or brush lightly with oil. Use herbs, lemon and low-salt spices Replace full-cream milk with low-fat milk in sauces.	1 cup of thickened low-fat milk's energy and saturated fat content is respectively 2646 kJ and 53 grams less compared to cream
Peeling vegetables and fruits that do not need peeling e.g. apples, pear, peach, potatoes, sweet potatoes, carrots, tomatoes and butternuts	Leave the skin on vegetables to reduce loss of nutrients during cooking.	The nutrient-rich part of a vegetable and fruit is often right underneath the skin. The skin of vegetables contains a considerable amount of fibre or roughage, which eases digestion and prevents constipation. It also reduces bad cholesterol thereby reducing risk of heart disease.
Soaking/boiling vegetables in water	Avoid cutting vegetables and soaking them. Rather wash vegetables in a colander or under running water just before use.	Soaking vegetables in water for more than two minutes can cause excessive leakage of nutrients.
Using salty and sweetened ready-made sauces when cooking	Make own sauces by using ingredients such as vegetables, herbs, flour and spices that do not contain salt such as paprika, curry powder and/or nutmeg.	Some ready-made sauces are high in fat, salt, sugar, preservatives and additives. E.g. 1 Small sachet of tomato sauce has 2 teaspoons of sugar.
Using white flour for baking bread or making steamed bread	Use whole-wheat flour which is rich in fibre when making dumplings or for baking	During processing, white flour is stripped off its healthy fibre, which is essential for good digestion.
Using coffee creamers instead of milk for cooking	Rather use low-fat or fat-free milk	Coffee creamers are not dairy products and are high in saturated fats which are not good for heart health.
Adding fat to starchy foods	Make starchy food tastier by adding other cooked foods such as beans and mixed vegetables.	Starchy foods provide energy. Adding any fat including cream increases the amount of energy consumed.
Using refined cereals e.g. white pasta, white rice etc	Rather use wholegrain cereals in salads or main dishes.	Wholegrain cereals are high in fibre and nutrients. Fibre eases digestion, prevents constipation and protects the body from more serious conditions like cancer of the colon and heart disease. 1 cup of plain, cooked spaghetti provides 928 kJ and 2.5g of fibre. 1 cup of cooked whole-wheat spaghetti has 730 kJ and 6.3g of fibre

2.6 Portion considerations

Eating healthy means making healthy food choices including choosing portions wisely ("choosing portions with caution"). For the purpose of this guide a portion is defined as the amount of food per food item that a person consumes in a meal.

- using smaller plates, bowls and serving utensils encourages you to dish up sensible portion sizes which can curb overeating and reduce food waste;
- avoid going for second helpings. When eating out try to order half portions or regular sizes;
- avoid dishing up heaps of food/food on top of one another on a plate. The pictures below depict a correctly portioned plate and an incorrectly portioned plate.



This energy is recommended to maintain body functions and allow for adequate nutrient intake. Also note that this intake is not for weight loss but for maintenance.

2.7 Know the amount of energy to consume

An average adult who leads a sedentary lifestyle (mostly sitting) with no form of physical activity needs to get the following from the food he/she eats:

- energy: 6500 kJ (women); 8500 kJ (men)
- carbohydrates: 183g
- protein: 73g
- total fat: 51g, which is 5.1g saturated fat
- total sugar: 25g¹³ (6 level teaspoons)
- salt (sodium chloride) 5g (1 rounded teaspoon)

However, moderately active individuals engage in physical activity such as brisk walking, mowing lawn, cycling or cleaning need a total energy of 8500 kJ per day for women and 10500 kJ per day for men.

It should be noted that some individuals may prefer to eat three meals a day whilst some may prefer to spread meals into four small meals. Whichever preference you have, it is recommended that the total energy requirement should not be exceeded. The tables below give guidance on how to spread the energy per day if you eat three meals or four meals per day respectively

Table 3: Sample menu options for daily energy distribution: three meals a day

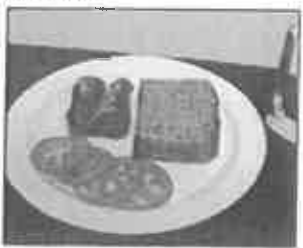
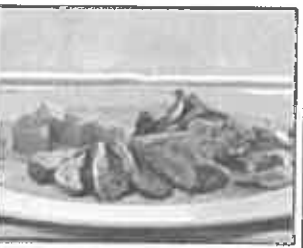
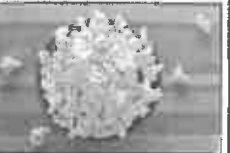
MEALS	BREAKFAST	LUNCH	SUPPER	TOTAL ENERGY
OPTION 1	OATS WITH CINNAMON AND BANANA  1½ tea cup of oats 100 ml (⅔) tea cup low fat milk 10 ml sugar (2 rounded teaspoons) ½ banana, sliced 1 tsp (5 ml) ground cinnamon Energy: 1233 kJ / portion (Source: HSFSa)	DUMPLING, GIZZARDS AND VEGETABLES  1 cup cooked chicken gizzards 2 slices (40g) dumpling ½ cup cooked pumpkin 1 cup steamed mixed vegetables Energy: 2061 KJ	SEEDED BREAD WITH PILCHARDS  2 slices seed bread* 1/2 Cup (2pieces) pilchards in tomato sauce 4 slices tomato Fat: just over 2 level tsp margarine/ oil Energy: 1541 kilojoules 1 glass of water (350ml) * seeded bread has slightly high energy but high in fibre and has a higher satiety value.	4835 KJ
OPTION 2	FRUIT SALAD AND PLAIN YOGHURT  1 cup fruit salad 100g plain low fat yoghurt Energy: 1100KJ	STEAK WITH MUSHROOM SAUCE AND POTATOES  100g grilled steak 2tbs mushroom sauce 1 steamed jacket potato ½ cup green beans ½ cup butternut Energy: 2154 kJ (source: HSFSa CFTH2)	PASTA SALAD  Energy: 972 kJ(source: HSFSa CFTH2)	4226 KJ
OPTION 3	TOASTED BREAD WITH EGGS  (2 eggs scrambled, 1 slice of whole-wheat bread, excluding milk and sugar in coffee/tea) Energy: 1360 kJ (CFTH2)	LENTIL AND RICE  Lentil and rice 1 serving spoon brown rice 1 cup lentils 1 carrot, sliced Energy: 935 kJ(source: HSFSa CFTH2)	VEGETARIAN CHICKPEA SALAD  1 bowl of chickpea salad 2 slices of seed bread Energy: 1942kJ	4237 KJ
OPTION 4	MUESLI WITH FRUIT AND YOGHURT  Homemade muesli with fruit 100g plain low fat yoghurt Energy: 1356 kJ (HSFSa CFTH2)	SALAD SANDWICH  Plain low fat cottage cheese mild mustard, cucumber, tomato, carrot, lettuce 2 slices whole-wheat bread Energy: 1280 kJ (source: HSFSa CFTH2)	SPAGHETTI BOLOGNAISE  2520 kJ(source: HSFSa)	5156 KJ

Table 4: Sample menu options for daily energy distribution: four meals a day

MEALS	BREAKFAST	LUNCH	SUPPER	SNACK	TOTAL ENERGY
OPTION 1	BOILED EGG AND TOMATO SANDWICH  2 slices seed bread 2 boiled eggs 2 tomato slices Energy: 1273 KJ	DUMPLING, GIZZARDS WITH VEGETABLES  1 cup cooked chicken gizzards 2 slices (40g) dumpling ½ cup cooked pumpkin 1 cup steamed mixed vegetables Energy : 2061 KJ	BEEF STEW, RICE WITH VEGETABLES  1 cup rice 1 serving spoon of beef stew ½ cup cooked green beans ½ cup steamed carrots Energy: 2067 KJ	FRUITS  Energy: 732 KJ	6133 KJ
OPTION 2	MABELA WITH MILK  1½ tea cup of mabela/oats porridge 100 ml (½) tea cup milk 10 ml Sugar (2 rounded teaspoons) Energy: 1196 KJ	MEATBALLS WITH VEGETABLES  3 meatballs Vegetables Energy: 1588 kJ (Source: HSFA)	MASHED POTATOES, CHICKEN AND VEGETABLES  1 Cup mashed potato 1 small chicken thigh grilled (skin removed) ½ Cup steamed mixed vegetable ½ Cup cooked green beans Energy: 2252 KJ	FRUIT SMOOTHIE  Energy: 2252 KJ	6036 KJ
OPTION 3	PANCAKE WITH FRUIT  3 pancakes Energy: 1040 kJ (Source: HSFA)	CHICKEN BRIYANI  Energy: 1506 kJ (Source: HSFA)	GRILLED FISH WITH BAKED POTATO AND VEGETABLES  100g grilled fish 3 small baked potatoes ½ cup green beans 1 cup green salad Energy: 1306 KJ	NUT TRAIL MIX  Energy: 705.6 KJ	5463 KJ
OPTION 4	BOILED EGG AND TOMATO SANDWICH  2 boiled egg 2 slices whole wheat bread 2 slices tomato Energy: 1273 KJ (Source: HSFA)	CHICKEN AL KING WITH RICE  120g grilled chicken 200g cottage pie 1 cup rice ½ cup spinach ½ cup beetroot Energy: 2467 KJ	COTTAGE PIE WITH SWEET POTATO  200g cottage pie Energy: 1184 kJ	UNSALTED POPCORN  Energy: 430 kJ	5354 KJ

In both tables, the total meal intake per day has not exceeded the recommended daily intakes of 6500 kilojoules for women. In most cases, employees eat 70% of their meals during the day (breakfast, lunch and snacks) at work and 30% as supper/dinner at home. What is important for employees is to be aware of the amount of energy they are consuming at each meal.

SECTION 3: MEAL PROVISIONING IN THE WORKPLACE**3.1 Meals for meetings and events**

Meetings, conferences or events can be held for the whole day or in some instances for half a day thus provision of meals will be based on the duration of the event. Depending on the duration of meeting, menus for lunch or platters can be selected. It should be noted that these menus were develop to ensure that individuals, consume the required energy.

For better portion control it is recommended that only one meat and one starch option is served per meal. Vegetarians should always be catered for.

At all times:

- only one menu option should be selected and those with special dietary preferences should be accommodated
- the vegetarian option will be accompanied with a salad but in cases where starch is not one of the main ingredient (ratatouilles, bean curries, vegetable stews), the selected starch of the day will serve as a starch accompaniment. The table below shows the recommended lunch and platter menu options for the workplace.



MENU OPTIONS:

Table 5: Red meat lunch options

	OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6
meat stews, goulash 1 serving spoon	120g lamb (chops, grilled)	120g beef stew (no bones, no vegetables)	120g braised beef	120g beef stew	120g mutton stew	120g beef goulash
saucers/gravy	brown gravy		mushroom sauce			
starch options 1serving spoon	maize pap	whole wheat dumpling	brown rice	whole wheat dumpling	lentil rice	samp
cooked vegetable 1 serving spoon	cooked spinach	steamed country vegetables	steamed baby carrots	braised green beans	pumpkin/butternut	roasted vegetable
vegetable salad 1 serving spoon	three bean salad	beetroot salad	cucumber and tomato salsa	carrot pineapple salad	green salad	broccoli salad
fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad
	Water	Water	Water	Water	Water	Water
Nutrition analysis	Energy(kJ): 2649 Carbs(g): 62.2 Protein(g): 33.1 Fat(g): 27.3 Sodium(mg): 571 Fibre(g): 11.8	Energy(kJ): 2143 Carbs(g): 59.3 Protein(g): 24.3 Fat(g): 19.1 Sodium(mg): 803 Fibre(g): 11.9	Energy(kJ): 2357 Carbs(g): 61.6 Protein(g): 26.5 Fat(g): 22.8 Sodium(mg): 788 Fibre(g): 10.6	Energy(kJ): 2568 Carbs(g): 79.5 Protein(g): 27.6 Fat(g): 19 Sodium(mg): 380 Fibre(g): 1.3	Energy(kJ): 2334 Carbs(g): 65.7 Protein(g): 32.6 Fat(g): 17.9 Sodium(mg): 765 Fibre(g): 11.4	Energy(kJ): 2571 Carbs(g): 71.9 Protein(g): 26.4 Fat(g): 22.8 Sodium(mg): 781 Fibre(g): 12.2
vegetarian 1 serving spoon	roasted vegetable tart	ratatouille with chickpeas	vegetable biryani	vegetarian cottage pie	beans curry	vegetable & bean stew

Table 6: Chicken lunch options

	OPTION 7	OPTION 8	OPTION 9	OPTION 10	OPTION 11	OPTION 12
chicken dishes stews: 100g	grilled chicken 120g	chicken stew	roast chicken 120g	mediterranean grilled chicken 120g	chicken stew (no vegetables)	chicken casserole
saucers/gravy	gravy		tomato and onion relish	sauce	none	none
starch options 1 serving spoon	cooked whole wheat pasta	brown rice	yellow rice and lentils	boiled jacket potatoes	samp	parsley baby potatoes
Cooked vegetable 1 serving spoon	Steamed baby carrots	Pumpkin/butternut	Cooked spinach	Braised green beans	Steamed country vegetables	Roasted vegetables
vegetable salad 1 serving spoon	cucumber and tomato salsa	greek salad	beetroot salad	carrot and pineapple salad	three bean salad	broccoli salad
fruit or fruit salad	fruit or fresh fruit salad	fruit or fruit fresh salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad	fruit or fruit salad
	Water	Water	Water	Water	Water	Water
Nutrition Analysis	Energy(kJ): 2285 Carbs(g): 69.9 Protein(g): 29.6 Fat(g): 16.1 Sodium(mg): 789 Fibre(g): 11.5	Energy(kJ): 2698 Carbs(g): 81 Protein(g): 32 Fat(g): 22 Sodium(mg): 494 Fibre(g): 10.8	Energy(kJ): 2344 Carbs(g): 65.6 Protein(g): 25.1 Fat(g): 18.5 Sodium(mg): 662 Fibre(g): 11.6	Energy(kJ): 2228 Carbs(g): 65.9 Protein(g): 26.3 Fat(g): 17.4 Sodium(mg): 670 Fibre(g): 12.8	Energy(kJ): 1997 Carbs(g): 57.8 Protein(g): 22.7 Fat(g): 26.1 Sodium(mg): 446 Fibre(g): 14.5	Energy(kJ): 2401 Carbs(g): 63.6 Protein(g): 26.9 Fat(g): 23.1 Sodium(mg): 728 Fibre(g): 12.9
vegetarian 1 serving spoon	beans curry	ratatouille with chick peas	vegetable & bean stew	roast vegetable pita bread	roasted vegetable tart	vegetable biryani

Table 7: Fish lunch options

	OPTION 13	OPTION 14	OPTION 15	OPTION 16
fish dishes 1 fillet (100g)	grilled fish	baked fish parcel	lemony steamed fish	fish casserole
saucers/gravy	tomato and onion relish	tartare sauce	tartare sauce	none
starch options 1serving spoon	parsley potatoes	wholewheat pasta	boiled jacket potatoes	brown rice
cooked vegetable 1 serving spoon	steamed carrot julienne	pumpkin/butternut	steamed baby carrots	braised green beans
vegetable salad 1 serving spoon	avocado, tomato and cucumber salad	greek salad	broccoli salad	carrot and pineapple salad(fresh)
fruit or fruit salad	fruit or fresh fruit salad	fruit or fruit fresh salad	fruit or fruit salad	fruit or fruit salad
Beverage	Water	Water	Water	Water
Nutrition Analysis	Energy(kJ): 1952 Carbs(g): 58.1 Protein(g): 22.5 Fat(g): 16.4 Sodium(mg): 453 Fibre(g): 13.2	Energy(kJ): 2139 Carbs(g): 64.7 Protein(g): 32.0 Fat(g): 15.8 Sodium(mg): 720 Fibre(g): 12.8	Energy(kJ): 2289 Carbs(g): 60.6 Protein(g): 31.7 Fat(g): 19.8 Sodium(mg): 544 Fibre(g): 13.6	Energy(kJ): 1979 Carbs(g): 52.5 Protein(g): 26.5 Fat(g): 18.1 Sodium(mg): 458 Fibre(g): 11.9
vegetarian 1 serving spoon	beans curry	ratatouille with chick peas	vegetable & bean stew	roast vegetable tart

Table 8: Platter options

PLATTER OPTIONS	OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5
Tea/coffee: regular, decaffeinated, herbal	Tea/coffee Low fat milk Sugar (2 Tsp or 10g sachet per person)	Tea/coffee Low fat milk Sugar (2 Tsp or 10g Sachet per person)	Tea/coffee Low fat milk Sugar (2 Tsp or 10g sachet per person)	Tea/coffee Low fat milk Sugar (2 Tsp or 10g sachet per person)	Tea/coffee Low fat milk Sugar (2 Tsp or 10g Sachet per person)
Platters	Chicken wings/mini skewers/drumstick Vegetable sticks (Celery, carrot, cucumber, peppers) Cocktail/cherry tomatoes	Meatballs/mini skewers Vegetable sticks (Celery, carrot, cucumber, peppers) Cocktail/cherry tomatoes	Scones (Plain/ bran/vegetable) Fresh fruit platter	Sandwich platter	Wrap platter
Topping/ fillings	Tzatziki dip	Tzatziki dip	No icing, cream or jam	Tuna, egg, chicken, cheese, tomato, lettuce and cucumber	Feta and avo, chicken strips and peppers, cucumber salsa, Roast veges, Grilled fish and cucumber salsa
Beverages	Water	Water	Water	Water	Water

3.2 Meals offered in canteens, cafeterias and coffee shops

In order to achieve the goals of this guide; workplace canteens, cafeterias and coffee shops should provide healthy meals at affordable prices. Healthier cooking techniques should be used and nutrition information be provided to promote healthy food choices. The menu options for lunch and platter meals provided in this guide are applicable to all cafeterias, canteens and coffee shops; however, additional menu options can be included. Assistance can be sought from a registered dietitian to determine the total energy of the meal. Snacks and beverages provided should also meet healthy option recommendations.

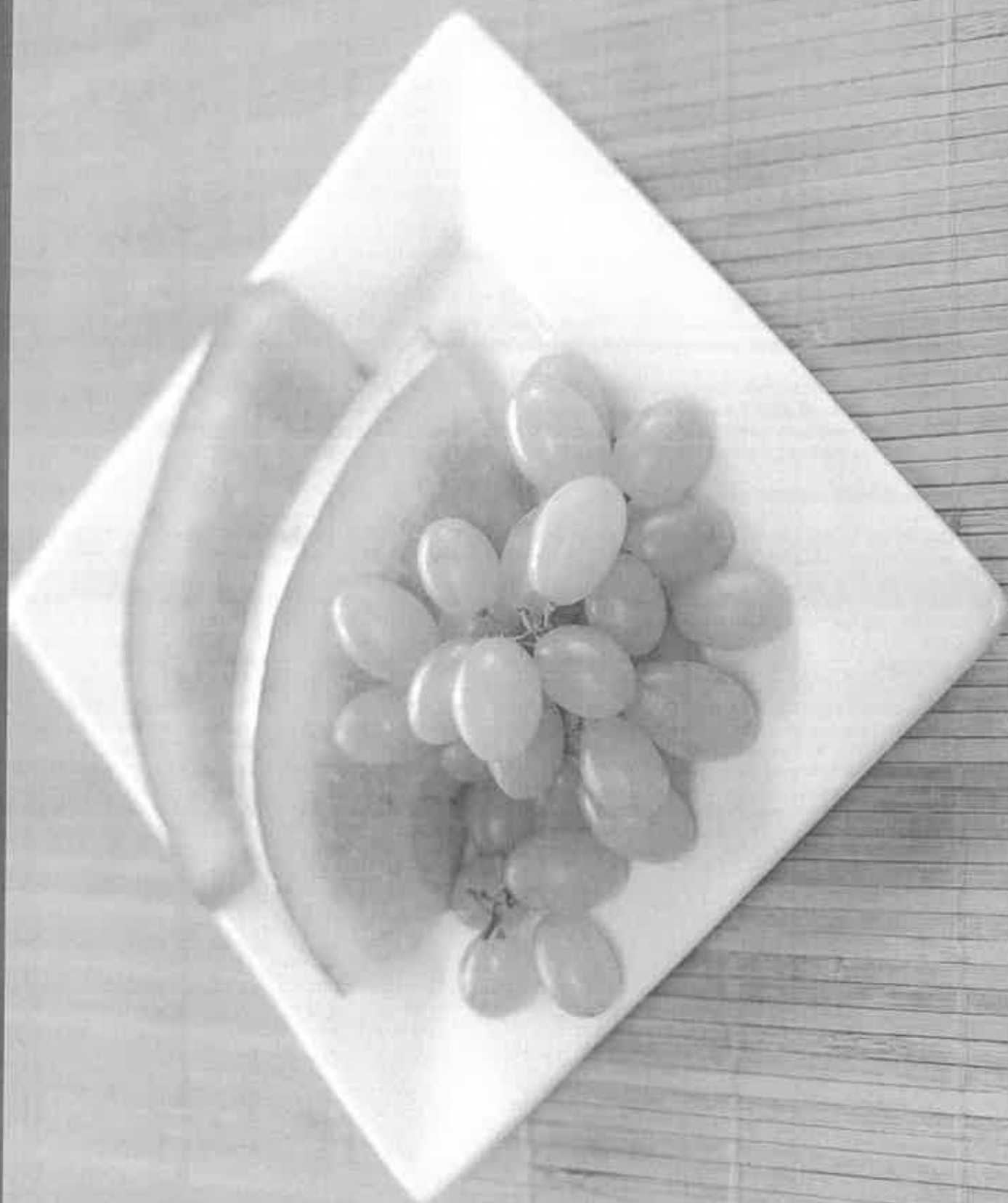
3.3 Vending machines and kiosks

Vending machines and kiosks can be another way of making food available to employees. In paying attention to healthy eating, snacks and foods in vending machines and kiosks should meet the healthy option recommendations. It is therefore critical that the principles provided for in the guide are adopted.

Each vending machine must display the total energy content for each item as sold, clearly and visible, adjacent or in close proximity to each individual item or its selection button, using a font and format that is at least as prominent, in size, appearance and contrast, as that used to post either the name or price of the item and where it can be seen before the consumer selects items. Labelling should be consistent with the latest version of the Regulations relating to the Labelling and Advertising of Foodstuffs.

Table 9: Vending machines and kiosks options

	Recommended options	Not recommended
Beverages	Water, still or sparkling 100% fruit juice with no added sugar (max 250ml) Iced tea lite/diet/light soft drink (max 200ml)	Carbonated soft drinks, sweetened fruit juice blends, energy and sport drinks
Snacks	Unflavoured and low-salt popcorn Unsalted or low-salt pretzels Low salt whole-wheat crackers, Unsalted nut trail mix Unsalted nuts Baked corn crisps Mini rice/corn cakes Muesli or cereal bars Biltong (ostrich or game) Sugar free gums	Coated, iced or sugar laden snacks Sweetened (chocolate, caramel, choc chip) muffins Salted nuts Dry wors Biltong with fat
Dairy products	Low-fat UHT milk (200 ml) Unflavoured, low-fat/fat-free yoghurt	Full cream milk Flavoured low-fat yoghurt Ice-cream
Fruit	Dried fruit, fruit rolls, fruit bars (no added sugar) Fruit in tubs	



SECTION 4: REQUIREMENTS FOR FOOD PREMISES

4.1 Certificate of acceptability for food premises

Food premises should comply with all provisions as per legislation and be approved to operate by the relevant local authority. The premises may only operate provided a certificate of acceptability (COA) has been issued by the relevant local authority. This certificate is not transferrable between facilities and from one person in charge of food premises to another. A certificate of acceptability shall be displayed clearly and visible for the information of the public on the food premises in respect of which it was issued or a copy of the certificate should be made available on request.

Adequate natural or artificial lighting and ventilation should be provided throughout the establishment. Hand washing facilities with hot and cold water, a suitable hand-cleaning product and suitable hygienic means of drying hands, should be provided. Adequate separation between the food preparation area and ablution facilities should be maintained. Facilities should be provided for the storage of waste and inedible material prior to removal from the establishment. These facilities should be designed to prevent access to waste or inedible material by pests and to avoid contamination of food, potable water, equipment, building or roadways on the premises. First aid facilities should be provided in food premises as this is an accident-prone area.

4.2 Responsibilities of a person in charge of food premises

It is the responsibility of the person in charge to ensure that the premises have been issued with a valid certificate of acceptability and complies with all provisions of the applicable regulations. The person in charge should:

- ensure that any person working on the food premises is adequately trained in food hygiene and safe food handling
- ensure that food premises and any land used in connection with the handling of food and all facilities, compartments of vehicles and containers are kept clean
- goods or items that do not form an integral part of the operation and that have a negative effect on the general hygiene of the food premises free from any unnecessary/hazardous materials

4.3 Standards and requirements for the transportation of food

Food should be transported in appropriate containers (made of non-toxic material and thoroughly cleaned and disinfected), properly sealed and protected from outside contamination as well as providing insulation against loss or gain of heat. It is also important that food transportation should be designed to prevent access of pests. Where appropriate, particularly bulk transport, containers and conveyances should be designated and marked for food use only and be used only for that purpose.

4.4 Food safety

Large-scale catering operations are particularly hazardous because of the way food is handled. Therefore, general safety and hygiene requirements and practices concerning handling of food should be strongly adhered to in order to guarantee safety and suitability for their intended use. Food safety refers to the careful handling, storage and preparation of foods to reduce the risk of food poisoning. The risk of food poisoning can be reduced and even eliminated by implementing and observing proper hygiene control measures throughout the food chain. From production through to finished products, food should be stored at appropriate temperatures, for a specified time such that growth or development of food safety hazard will be minimized. Bacteria are most likely to multiply between 7°C (Degrees Celsius) and 60°C. This means that it is best to keep cold food cold and hot food hot. Annexure D provides suggestions to ensuring food safety.

4.5 General and personal hygiene

All food handlers have a responsibility to follow the health and hygiene requirements set out in the applicable regulations. Food handlers should be adequately trained in the hygienic handling of food and in personal hygiene so that they understand the precautions and demonstrate the necessary capacity to prevent contamination and protect food at all times.

Hands and forearms should be carefully washed with potable water and soap after use of the toilet or direct handling of fresh foods, such as meat, fruits and vegetables, and before handling prepared or semi-prepared foods.

Every person engaged in food handling should maintain a high degree of personal cleanliness; nails kept short and clean as well as hair completely covered.

Food handlers should at all times wear clean, suitable protective clothing including head covering. Gloves, if used in the handling of food products, should be maintained in a sound, clean and sanitary condition. The wearing of gloves does not exempt the food handler from washing hands thoroughly.

Food handlers should not wear rings or hand jewellery while handling food. All other jewellery should be well secured to avoid it accidentally falling into food.

Persons preparing or handling food should refrain from behaviours/habits that can compromise food safety such as spitting, sneezing, coughing, smoking or chewing.

Care should be taken to ensure that no person, while known or suspected to be suffering from, or to be a carrier of a disease likely to be transmitted through food or while afflicted with infected wounds, skin infections, sores, or with diarrhoea, is permitted to work in any food handling area in any capacity in which there is any likelihood of such a person directly or indirectly contaminating food with pathogenic microorganisms.

Any person who has a cut or wound should not continue to handle food or food contact surfaces until the injury is completely protected by a waterproof covering which is firmly secured, and which is conspicuous in colour.

SECTION 5: MONITORING

5.1. Assessing current situation

To determine the effectiveness of initiatives on healthy meal provisioning, departments should conduct an employee needs assessment on a periodic basis. This will help to ensure that initiatives implemented are responsive to the needs of employees. Survey instruments and focus group sessions are examples of approaches to conducting a needs assessment. Once the responsible individuals have a good understanding of the guide, it is time to assess the current situation with regard to food and beverage provision at all points including vending machines, on-site and off-site catering in order to start putting plans to change the food environment in line with the guide.

5.2. Monitoring

Once the range of food and beverage items offered for purchase at catering operations reflects the recommendations in the guide, it is time to focus attention on monitoring the impact changes. Implementing the guide involves a series of steps including phasing in healthier options, while reducing less healthy choices. This may be an opportunity to review and streamline the menu, and tailor choices to customer preferences. A checklist has to be developed to ensure ordering of healthy meals and beverages. Refer to **Annexure E** for example of check list.

It is important to seek feedback from the employees on a range of issues related to satisfaction with the menu. New ideas and suggestions for change should be invited and other activities to maintaining the momentum will include; regular committee meetings, liaising with caterers and ongoing promotion and communication.

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ANNEXURES**Annexure A****Stakeholders and their responsibilities**

Stakeholders	Responsibilities
Senior Management	✓ Support the implementation and promotion of healthy food and beverages in accordance with the guidelines
Directorates in the Department of Health Food Control, Environmental Health and municipalities	✓ Advise on nutrition standards, food safety standards ✓ Assist in sample testing of food to ensure safety, advise on accreditation/certification of acceptability for food premises, inspection of food premises and capacity building for catering operations regarding safe food handling
Nutrition	✓ Advise on nutritional analysis of menus, sensitise role players on healthy eating
Health Promotion	✓ Create awareness by promoting healthy eating messages
Supply Chain Management	✓ Assist in the identification and selection of service providers who meet requirements for procurement of healthy food and beverages ✓ Develop specifications for service providers ✓ Keep suppliers and distributors on the database informed about the guidelines and any planned changes
Support/administrative staff	✓ Ensure that foods and beverages served in the workplace are healthy and meet the specifications
Employee Wellness	✓ Create awareness by promoting healthy eating messages
Workers Unions	✓ Ensure worker involvement and participation in the development and implementation of the guide
Catering Committee	Co-ordinate and support the implementation and promotion of healthy food and beverages in accordance with the guidelines. Tasks may include: ✓ develop a strategy for communicating aspects of the guidelines to staff and visitors by conducting information sessions for staff and managers ✓ feature the guidelines, information about the guidelines, general nutrition information and links to websites that have more information, in newsletters ✓ develop an action plan for the implementation of the guide ✓ encourage communication between the different but relevant groups regarding implementation ✓ identify and use vendors who provide healthier foods and beverages

Annexure B**Healthy eating messages:****Enjoy a variety of food**

- include foods from two or more food groups at each meal

Make starchy food part of most meals

- fortified maize meal and bread provide extra vitamins and minerals
- include whole grains

Fish, chicken, lean meat or eggs could be eaten daily

- choose fish with fatty flesh (pilchards, sardines, mackerel and salmon)
- use lean meat, remove fat and skin from chicken and limit use of cheese and processed meat, e.g. polony and sausages are high in salt and fat

Eat plenty of vegetables and fruit every day

- include dark green leafy vegetables and yellow or orange fleshed vegetables and fruit

Eat dry beans, split-peas, lentils and soya regularly

- these foods should be eaten at least two to three times per week

Have milk, maas or yoghurt every day

- use low fat or skim milk or maas and low fat yoghurt preferably. Limit the use of milk with added sugars

Use salt and food high in salt sparingly

- use very little salt at a time during cooking or at the table. Seasoning salts, stock cubes, soup powders commercial salad dressings, yeast extracts and processed meat are high in salt

Use fat sparingly; choose vegetable oils rather than hard fats

- use a little fat at a time and choose fat or oils such as tub margarine or sunflower, canola or olive oil

Use sugar and food and drinks high in sugar sparingly

- a small amount can be added to food and drinks. Sweetened soft drinks contain around 10 teaspoons sugar or more per can

Drink lots of clean, safe water

- children and adults need 6 – 8 glasses of fluids per day

Be active!

- exercise for at least 3-5 times a week for 20-50 min

Annexure C

COOKING METHODS

Cooking method	Description
Bake	To cook in the oven. Food cooks slowly with gentle heat, causing the natural moisture to evaporate slowly
Baste	To brush or spoon liquid over meat during roasting. This adds flavour and prevents drying out. Use fat-free liquids such as water, wine or lemon juice
Blanch	To boil briefly. After 30 seconds in boiling water, plunges the vegetable or other food into ice water to stop the cooking. This keeps it tender-crisp
Boil	To cook food in heated water or other liquid, like broth, that is bubbling vigorously
Braise/stew	To cook food slowly using heat from an oven or stovetop with a little bit of liquid, usually water or broth. Braising tenderizes the meat and enhances flavour
Grill	To cook food on a rack directly over a heat source
Poach	To immerse in simmering liquid over direct heat. This is a good method for cooking fish
Steam	To cook over boiling water in a covered pan. This helps keep foods' shape, texture and nutritional value intact
Stir-fry	Stir-fry: to cook small pieces of meat and vegetables quickly over very high heat with continual stirring, usually in a wok

Annexure D

SOME SUGGESTIONS TO ENSURE THAT FOOD SAFETY CONCERNS ARE MET:

Keep clean

- wash your hands before handling food and often during food preparation
- wash your hands after going to the toilet
- wash and sanitize all surfaces, utensils, chopping boards and equipment used for food preparation with hot soapy water, rinse and dry before re-using
- protect kitchen areas and food from insects, pests and other animals

Separate raw and cooked food

- separate raw and cooked foods to prevent cross contamination
- use separate utensils such as knives and cutting boards for handling raw foods such as meat
- store food in containers to avoid contact between raw and prepared foods

Cook food thoroughly

- cook food thoroughly, especially meat, poultry, eggs and seafood
- bring foods like soups and stews to boiling to make sure that they have reached 70°C
- for meat and poultry, make sure that juices are clear, not pink
- re-heat cooked food thoroughly

Keep food at safe temperatures

- do not leave cooked food at room temperature for more than 2 hours
- refrigerate promptly all cooked and perishable food (preferably below 5°C)
- keep cooked food piping hot (more than 60°C) prior to serving. Serve hot food hot and cold food cold
- do not store food too long even in the refrigerator. Store food as directed on the packaging
- do not thaw frozen food at room temperature. Defrosting of frozen foods especially meat should be done in a refrigerator and cooked immediately after thawing. Do not re-freeze thawed foods.

Use safe water for washing food and raw materials (food)

- use safe water or treat it to make it safe
- Select fresh, do not buy and use food that has expired or has reached its sell-by-date or food with damaged packaging
- wash fruits and vegetables thoroughly, especially if eaten raw
- do not use food beyond its expiry date

Annexure E**Checklist for ordering food and beverages for meetings and events**

- | | | | |
|----|--|-----|----|
| 1. | Did you include a variety of foods? | | |
| | • Wholegrain/high fibre starchy foods | Yes | No |
| | • Cooked Vegetables and salads | Yes | No |
| | • Lean meat, poultry or fish options | Yes | No |
| | • Fresh fruit (whole or fruit pieces) | Yes | No |
| 2. | Did you order vegetarian options as per special requests? | Yes | No |
| 3. | Did you include these beverages? | | |
| | Water, still or sparkling | Yes | No |
| | Coffee | Yes | No |
| | Tea | Yes | No |
| | (no fruit juices and fizzy/carbonated drinks should be ordered) | | |
| 4. | Are the meal options and /or platters overall lower in fat, sugar and salt? | Yes | No |
| 5. | Have you ensured that the catering company understands your needs? | Yes | No |
| | (the caterers understanding of healthy options maybe inaccurate/inadequate). | | |
| 6. | Have asked the catering company to deliver the food shortly before the required serving time? This will ensure food is not kept at room temperature for long periods compromising food safety. | Yes | No |

Meals Checked Specifications checked by:**Date:****Authorised by:****Date:**

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.