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KZNB01/DSD/2025/26 ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE CATERING SERVICE FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT KWAZULU - NATAL FOR A PERIOD OF SIXTY (60) MONTHS

Company Name	
Central Suppliers Database Registration Number	

The Department invites prospective bidders to submit offers for the establishment of a panel of service providers to provide Catering services to the KwaZulu-Natal Department of Social Development for a period of sixty months (60). This invitation is issued in terms of section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and Preferential Procurement Regulations, 2022.

The evaluation criteria are divided into Two Phases:

1. PHASE 1: SUPPLY CHAIN ADMINISTRATIVE COMPLIANCE

- (a) The bid submitted must be complete in all respects.
- (b) The following forms must be duly completed and stamped (where applicable) and be submitted with the bid at the time of closing of the bid:

COMPULSORY BID FORMS	
PART A	Invitation to Bid (SBD 1)
PART B	Terms and Conditions for Bidding (SBD 1)
SECTION C	Declaration that information on central suppliers
SECTION G	Bidder's Disclosure (SBD 4)
SECTION M	Authority to Sign the Bid
SECTION N	Conditions of Bid

Failure to comply with the Supply Chain Administrative Compliance shall result in the offer being considered non-responsive and shall be rejected.

1. PHASE 2: FUNCTIONALITY CRITERIA

To assess the execution capacity of the bidder, all the documents outlined in the bid document must be submitted on the closing date and time of the bid.

2.1 Phase 2: Technical Evaluation Criterion

An overall minimum of 60% must be attained to qualify to be in the panel of service providers to render catering services.



Criterion	Maximum points to be awarded
1.Approach and Methodology	20
2.Competency, Capacity and Expertise of the Company	25
3.Competency and expertise of the Employee's on Site	30
4.Financial Capacity	10
5.Locality	15
Total Score	100
Minimum Passing Score	60

A service provider who fails to score a minimum of 60 % on functionality will be considered non-responsive and shall be disqualified automatically.

2. CONTACT PERSON FOR SCM AND TECHNICAL ENQUIRIES

SCM enquiries may be directed to:

- Ms T. Dandile Tel No. (033) 897 9908 /e-mail: thandeka.dandile@kzndsd.gov.za

Technical enquiries may be directed to:

- Mr E.S.S. Ndlovu Tel. No. (033) 897 9901 /e-mail: sphephelo.ndlovu@kzndsd.gov.za

3. BRIEFING SESSION

The briefing will be held as follows:

Date: 25 November 2025

Time: 10:00 am

Venue: MS Teams Virtual Meeting:

https://teams.microsoft.com/join/19%3ameeting_OTVjZTBmZGIhMTY2Ny00MmJhLWJjMTMtYzM5YzExZDY5NDRj%40thread.v2/0?context=%7b%22Tid%22%3a%22fb382490-0792-48ef-a18d-34a769447a9e%22%2c%22Oid%22%3a%2226353d43-cab8-4a30-aacb-bfb59f13ca3f%22%7d

https://teams.microsoft.com/join/19%3ameeting_OTVjZTBmZGIhMTY2Ny00MmJhLWJjMTMtYzM5YzExZDY5NDRj%40thread.v2/0?context=%7b%22Tid%22%3a%22fb382490-0792-48ef-a18d-34a769447a9e%22%2c%22Oid%22%3a%2226353d43-cab8-4a30-aacb-bfb59f13ca3f%22%7d



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INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	KZNB01/DSD/2025/26	CLOSING DATE:	11 DECEMBER 2025	CLOSING TIME:	11H00
DESCRIPTION	ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE CATERING SERVICE FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT KWAZULU - NATAL FOR A PERIOD OF SIXTY (60) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
KZN DEPARTMENT OF SOCIAL DEVELOPMENT					
208 Hoosen Haffejee Street					
Pietermaritzburg					
3200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. L.T Dandile		CONTACT PERSON	Mr. E. S. S. Ndlovu	
TELEPHONE NUMBER	033 – 897 9908		TELEPHONE NUMBER	033 – 897 9901	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	thandeka.dandile@kzndsd.gov.za		E-MAIL ADDRESS	sphephelo.ndlovu@kzndsd.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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 PERSONS IN THE SERVICE OF THE STATE."</p>

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

SECTION A

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. Bidder must initial each and every page of the bid document.

SECTION B

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.



SECTION C
DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE
(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative), WHO
REPRESENTS (state name of bidder)CSD Registration
Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND
REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF
SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM
THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS
BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:



SECTION D

NOT APPLICABLE, SERVICE PROVIDER MUST COMPLETE THE ELETRONIC ATTENDANCE REGISTER ON MS TEAM

BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE COMPLETED WHEN APPLICABLE TO THE BID.

Site/Building/Institution Involved: N/A

Bid Reference No: **KZNB01/DSD/2025/26**

Goods/Service/Work: ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE CATERING SERVICE FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT KWAZULU - NATAL FOR A PERIOD OF SIXTY (60) MONTHS

This is to certify that (bidder's representative name) _____

On behalf of (company name) _____

Visited and inspected the site on ___/___/_____ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

Signature of Bidder or Authorized Representative
(PRINT NAME)

DATE: ___/___/_____

KZN DEPARTMENT OF SOCIAL DEVELOPMENT
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE
(PRINT FULL NAMES)

Departmental Stamp With Signature

SECTION G

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder 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 the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious 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 may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM

INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM

SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium 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.

SECTION K

GENERAL CONDITIONS OF CONTRACT

1. Definitions

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 subsidized 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 consignees 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.
- 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 subcontractors) 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.

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 clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 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

- 7.1.1 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.
- 7.1.2 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.
- 7.1.2 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:
8. 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
9. A cashier's or certified cheque
- 9.1 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.

10 Inspections, tests and analyses

- 10.1 All pre-bidding testing will be for the account of the bidder.
- 10.2 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 contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 10.3 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.
- 10.4 If the inspections, tests and analyses referred to in clauses 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.
- 10.5 Where the supplies or services referred to in clauses 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.
- 10.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 10.7 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.
- 10.8 The provisions of clauses 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 Clause 23 of GCC.

11. Packing

11.1. 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.

11.2. 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.

12. Delivery and documents

12.1. 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.

12.2. Documents to be submitted by the supplier are specified in SCC.

13. Insurance

13.1. 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.

14. Transportation

14.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

15. Incidental Services

15.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

15.2. 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.

16. Spare parts

16.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.



17. Warranty

- 17.1. 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.
- 17.2. 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.
- 17.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 17.4. 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.
- 17.5. 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.

18. Payment

- 18.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 18.2. 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.
- 18.3. 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.
- 18.4. Payment will be made in Rand unless otherwise stipulated in SCC.

19. Prices

- 19.1. 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.

20. Contract amendments

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

21. Assignment

- 21.1. 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.

22. Subcontracts

22.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts 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.

23. Delays in the supplier's performance

23.1. 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.

23.2. If at any time during performance of the contract, the supplier or its subcontractor(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 discretion 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.

23.3. 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.

23.4. 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.

23.5. Except as provided under GCC Clause 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 Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

23.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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.

24. Penalties

24.1. Subject to GCC Clause 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 Clause 23.

25. Termination for default

25.1. 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 Clause 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.

25.2. 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.

25.3. 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.



- 25.4. 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.
- 25.5. 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.
- 25.6. 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.
- 25.6.1. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 25.7. 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 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 not less than five years and not more than 10 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.

26. Anti-dumping and countervailing duties and rights

- 26.1. When, after the date of bid, provisional payments are required, or antidumping 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 subsidized 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor 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.

27. Force Majeure

- 27.1. Notwithstanding the provisions of GCC Clauses 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.
- 27.2. 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.

28. Termination for insolvency

- 28.1. 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.

29. Settlement of Disputes

- 29.1. 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.

29.2.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.

29.3.Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

29.4.Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

29.5.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.

30. Limitation of liability

30.1.Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 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.

31. Governing language

31.1.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.

32. Applicable law

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

33. Notices

- 33.1. 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
- 33.2. 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.

34. Taxes and duties

- 34.1.A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 34.2.A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 34.3.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.

35. National Industrial Participation (NIP) Programme



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

36. Prohibition of Restrictive practices

- 36.1. 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).
- 36.2. 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.

SECTION L

SPECIAL TERMS AND CONDITIONS OF CONTRACT

SECTION 1: DEFINITION OF TERMS

1.1 SERVICE

Appointment of panel of a panel of service providers to provide Catering Service for the Department of Social Development KwaZulu - Natal for a period of sixty (60) months

1.2 CONTRACTOR

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

1.3 AGREEMENT

This comprises the agreement signed by parties, the conditions of bid, the bid, and the specifications.

1.4 AGREEMENT PERIOD

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended, or renewed in accordance with stipulations of the agreement.

1.5 PARTIES

The parties to this contract are The Head of Department for Social Development in the KwaZulu-Natal and the successful Bidder.

1.6 DEPARTMENT

The Department of Social Development.

1.7 CURTAILMENT OF SERVICE

The Department reserves the right to withdraw from the service any parts of the contract as a whole, with one month's written notification to the contractor. In a case such as this, the contract sum will be adjusted pro rata from the date of withdrawal.

SECTION 2: INTRODUCTION AND RELEVANT INFORMATION

2.1 This bid is invited and will be awarded and administered in terms of the following:

2.1.1 KwaZulu-Natal Supply Chain Management Policy Framework,

2.1.2 Section 217 of the Constitution,

2.1.3 The PFMA and its Regulations in general,

2.1.4 The Preferential Procurement Policy Framework Act, and Regulations of 2022,

2.1.5 National Treasury guidelines, and

2.1.6 Provincial Treasury Supply Chain Management Practice Notes and guidelines.

2.2 The purpose of the above-mentioned KwaZulu-Natal Supply Chain Management Policy is to change the procurement system in KwaZulu- Natal and for that purpose:

2.2.1 To promote the achievement of equity in the government contracts.

2.2.2 To create a procurement system which is fair, equitable, transparent, competitive and cost effective;

2.2.3 To create uniformity and simplicity in the procurement process;

2.2.4 To provide for an advisory service to promote access to and knowledge of procurement process; and

2.2.5 To provide for an independent and impartial Appeal structure.

SECTION 3: SPECIAL CONDITIONS OF CONTRACT

3.1 ACCEPTANCE OF BID

3.1.2 The KwaZulu-Natal Department of Social Development is under no obligation to accept the lowest or any bid.

3.1.3 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

3.2 APPEALS

3.2.1 Entities aggrieved by a decision of a KZN Department of Social Development Bid Adjudication Committee or a delegate of an accounting officer, may appeal to the Bid Appeals Tribunal in the prescribed manner by the Supply Chain Management Policy Framework.

3.3 AMENDMENT OF CONTRACT

3.3.1 Any amendment to or renunciation of the provisions of the contract shall always be done in writing and shall be signed by both parties' subject to the Legal Services screening the amendment before it is signed.

3.4 BID PRICING

3.4.1 Bid prices reflected, will be taken as firm.

3.5 CHANGE OF ADDRESS

3.5.1 Bidders must advise the KwaZulu-Natal Department of Social Development should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

3.6 COMMUNICATION

3.6.1 All correspondence regarding this bid must be addressed or hand delivered to the:

GROUND FLOOR
KZN DEPARTMENT OF SOCIAL DEVELOPMENT
208 HOOSEN HAFJEJEE STREET
PIETERMARITZBURG
3201

3.7 COMPLETION OF SPECIFICATION

3.7.1 Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

3.8 COMPLETENESS OF BID

3.8.1 Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

3.9 CONDITIONS OF BID

3.9.1 The successful Contractor must be in a position to assume duty on the date stipulated in the letter of acceptance.

3.9.2 No bid received by telegram, telex, or facsimile will be considered.

3.9.3 It shall be noted that the KZN Department of Social Development is under no obligation to accept the lowest or any bid.

3.9.4 The offer shall be made strictly according to the specification. No alternative offers will be considered.

3.9.5 Bidders must provide the following particulars about themselves as part of the bid:

- a) Where they have their Headquarters
- b) Where they have their Regional Office.
- c) Name, address and telephone number of bankers together with their bank account number.
- d) The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

3.9.6 In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided:

- a) By whom, or with whose assistance, was the business plan drafted?
- b) By whom, or with whose assistance, were the bid prices calculated?
- c) Whose advice is relied on?
- d) Who will provide financial support?

3.9.7 A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.

3.10 CONFIDENTIALITY

3.10.1 The contractor's staff that comes into contact with confidential information and documents may be required to sign confidentiality agreements so as to protect the Department's information.

3.11 CONTRACT PERIOD

3.11.1 The contract period shall remain in force for a period of from award of purchase order until the final delivery and acceptance of goods.

3.11.2 The KZN Department of Social Development reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

3.12 DETAILS OF CURRENT CONTRACTS HELD BY THE BIDDER

3.12.1 The bidder must furnish the following details of all current contracts:

- (i) Date of commencement of contract/s;
- (ii) Expiry date/s;
- (iii) Value per contract; and
- (iv) Contract details. That is, with whom held, phone number and address/s of the company.

3.13 EQUAL BIDS

3.13.1 In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

3.14 EXECUTION CAPACITY

3.14.1 The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document.

3.15 EXTENSION OF CONTRACT

3.15.1 An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed to

3.16 FINANCIAL CAPACITY

3 Bidder must have the necessary capital resources to commence services should they be awarded this contract, for at least a period of Two (2) Months.

3.16.2 No advance payments will be made to the service provider.

3.16.3 Payments will be made monthly as per the Departments payment policies and procedures.

3.17 GENERAL EVALUATION CRITERIA

3.17.1 The Department will assess offers and adhere to the following basic guidelines when evaluating.

- i. Whether all the required information called for in the bid document has been submitted by the bidder.
- ii. Has the bidder supplied references or stated his/her experience as a Company to undertake the contract? References of past experience must accompany the bid document.

- iii. The financial standing of the bidder and ability to render a service may be examined before an award of bid take place.
- iv. Documented reports received from an institution/s pertaining to past bad performance by a company who is tendering, may be taken into consideration.
- v. Will the bidder be in a position to successfully execute the contract?
- vi. The 80/20 Point System will apply in the evaluation of this bid.

3.18 INFORMATION REQUIRED FROM BIDDER

3.18.1 Bidders must provide the following particulars about themselves as part of the bid:

- a) Where they have their Headquarters.
- b) Where they have their Regional Offices.
- c) Details to be supplied on Company's letterhead.

3.19 IRREGULARITIES

3.19.1 Companies are encouraged to advise the KZN Department of Social Development timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

3.20 JOINT VENTURES

3.20.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI members, be entitled to equity ownership in respect of an HDI.

3.20.2 Should this bid be submitted by a joint venture, a certified copy of the joint venture agreement **must** accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.

3.20.3 Failure to submit the joint venture Agreement will result in preference points not being allocated to all companies participating in the joint venture.

3.21 LATE BIDS

3.21.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.

3.21.2 A late bid shall not be considered and, where practicable, shall be returned unopened to the Bidder. No late bids are accepted.

3.22 NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS

3.22.1 Notification of the Adjudication of bid shall be in writing by a duly authorized official of the KZN Department of Social Development

3.23 PRO RATA DECREASE OF COMPENSATION

3.23.1 Should the services not be rendered to the satisfaction of the Department and unsatisfactory items/ aspects/ events have already, in writing, been brought to the attention of the Contractor, the Department reserves the right in terms of paragraphs 3.26 and 3.27 hereunder, to retain payment to the Contractor for as long as the unsatisfactory service continues.

3.24 CENTRAL SUPPLIERS DATABASE

- 3.24.1 A bidder submitting an offer must be registered on the Central Suppliers Database. A bidder who has submitted an offer and is not registered on the Central Suppliers Database at the time of closure of the bid will not be considered.
- 3.24.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

3.25 TAX CLEARANCE CERTIFICATE

- 3.25.1 The bidder must furnish a copy valid Tax Compliance Status pin issued by South African Revenue Services (SARS), it must be submitted with the bid document before the closing date of the bid.
- 3.25.2 Each party to a Joint Venture/Consortium must submit a copy valid Tax Compliance Status pin issued by South African Revenue Services (SARS), together with the bid at the closing date and time of bid.

3.26 TERMINATION OF SERVICES

- 3.26.1 Should the Contractor fail to meet the conditions of the contract, or continue rendering unsatisfactory service, the Department reserves the right to terminate the contract, after written notification has been served on the Contractor, with retention of the right to recover from the Contractor any losses which the Department may suffer/ incur as a result of the failure, without prejudicing any other rights it may have.
- 3.26.2 The Department reserves the right to terminate the agreement, should the Institution, for any reason, be permanently closed or transferred to another location.

3.27 UNSATISFACTORY PERFORMANCE

- 3.27.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
- 3.27.2 Before any action is taken, the KZN Department of Social Development shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (14 days minimum). If the contractor does not perform satisfactorily despite the warning the KZN Department of Social Development will:
- (a) take action in terms of its delegated powers
 - (b) make a recommendation for cancellation of the contract concerned.

3.28 VALIDITY PERIOD AND EXTENSION THEREOF

- 3.28.1 The validity (binding) period for the bid must be **180** days from close of bid. However, circumstances may arise whereby this KZN Department of Social Development may request the bidders to extend the validity (binding) period. Should this occur, the KZN Department of Social Development will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

3.29 VAT

- 3.29.1 Bid prices must be inclusive of VAT.
- 3.29.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:



- (a) The name, address and registration number of the supplier;
- (b) the name and address of the recipient;
- (c) an individual serialised number and the date upon which the tax invoice is issued;
- (d) a description of the goods or services supplied;
- (e) the quantity or volume of the goods or services supplied;
- (f) either –
 - (i) the value of the supply, the amount of tax charged and the consideration for the supply; or
 - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

SECTION M
AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

..... hereby
authorise Mr/Mrs/Ms..... acting in the
capacity of whose signature
is.....

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough please list all the director in the resolution letter)

Note:

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

SECTION N
CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

2. I/we agree that:
 - (a) The offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
 - (b) This bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal General Conditions of Contract, with which I/we am fully acquainted;
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
 - (d) If my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) The law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :

.....

.....

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.

4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.

5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me as a result of such action.

7. I/we firm confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

8. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I/WE, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
 - (a) Recover from the Service Provider all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS DAY OF 20 AT

SIGNATURE OF BIDDER OR DULY.....

NAME IN BLOCK LETTERS AUTHORISED REPRESENTATIVE.....

ON BEHALF OF (BIDDER'S NAME):

CAPACITY OF SIGNATORY:

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

POSTAL ADDRESS:.....

TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

SECTION O

TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE CATERING SERVICE FOR THE DEPARTMENT OF SOCIAL DEVELOPMENT KWAZULU - NATAL FOR A PERIOD OF SIXTY (60) MONTHS

PERIOD: SIXTY (60) months

1. INTRODUCTION AND BACKGROUND

The KwaZulu - Natal Department of Social Development seeks to appoint a qualified service provider to render in – House catering services for residential facilities

2. SCOPE OF WORK:

- The **CATERER** will provide the Institution with good quality, safe, wholesome and nutritious meals, snacks and beverages for the institution’s clients in accordance with the bid contract.
- It will be the responsibility of the **CATERER** to ensure that all clients serve their meals and snacks daily in accordance with the specifications outlined.
- Clients who are admitted 90 minutes prior to service delivery will be given the meal of the day.
- The **CATERER** will be obliged to ensure that all requirements of food safety legislation are met, and the company shall apply operational policies, procedures and practices to ensure food hygiene is maintained at all stages.
- The **CATERER** must be prepared to cater for all dietary preferences, religions, cultural, etc. e.g. vegetarian, kosher and halaal. Bidders must provide proof of halaal certification OR halaal certification of subcontracted providers to provide halaal meals.
- All weights specified throughout the document are raw weights.

3. MENU CYCLES AND SPECIAL REQUIREMENTS:

Comprehensive menus for the children/adults are to be provided by the **CATERER** on the following basis.

- 3.1 A four-week cycle menu is required.
- 3.2 All menus should provide a 3-day nutritional analysis, which should be included and completed by the **CATERER’S** food service dietician each time the menus are reviewed.
- 3.4 Processed meats including tinned meats should not appear on the menu as a main meal more than 1x per week.



- 3.5 Special diet requests made to the kitchen that are reasonable or have medical, ethical, religious, or cultural implications e.g. spice free, beef free, etc. must be met by the **CATERER** at no extra charge.
- 3.6 **The CATERER'S Food Service Dietician** will be responsible for compiling 12 different festival menus so that each month there is a festival day. These menus must be submitted for approval to the institutional head one month before they are required, these should be approved 3 weeks before they are required. The budget allocation for this will come out of the cost of the normal meal. Suggested ideas for these are as follows:
- January New Years Day Lunch
 - February Valentines Day Lunch
 - March 2nd Eid
 - April Easter Friday Lunch
 - May Mother's Day Lunch
 - June Father's day Lunch
 - June Youth Month
 - July Winter Lunch
 - August Mexican Lunch
 - September Heart Week Lunch
 - September Heritage Month
 - October Spring Lunch
 - November Diwali Lunch and Eid Lunch
 - December Christmas Day Lunch

4. DIETARY REQUIREMENTS

- 4.1 The following list of the types of diets will apply to all KwaZulu Natal Department of Social Development Institution.
- 0 - 24 months
 - Children 3 – 6 years of age;
 - Children 7 – 12 years of age;
 - Children 13 – 18 years of age [including adults];
 - Lunch packs 5 – 9 years of age and 10 – 18 years of age; and
 - Emergency packs.
- 4.2 Additional diets not specified in the above list may be required in certain institutions and should be used when appropriate. The CATERER'S Food Service Dietician will be responsible for developing a 31-day menu cycle for each addendum diet which should include a 3-day nutrition analysis.
- 4.3 The food type for all diets should essentially be the same, however, the portion sizes may vary e.g. infants < 1 year.
- 4.4 Food may be required to be processed in several ways and the menus should reflect this e.g. old age menu that does not contain sugar and is low in fat. It will be the responsibility of the **CATERER'S** Food Service Dietician to take this into account when compiling menus.



- 4.5 31 days' menu cycles should be approved by the institutional head and other role players prior to implementation.
- 4.6 The 2 – 18-year-old including adults diet is a standard specification which may encompass the following diets where and when necessary:
 - 4.6.1 Light Diet.
 - 4.6.2 Soft Diet
 - 4.6.3 Low Cholesterol / low fat / Low salt / Reducing Diet.
 - 4.6.4 Vegetarian (except for meat specifications).
 - 4.6.5 Hypertensive Diet.
 - 4.6.6 Frail Care diet.
 - 4.6.7 Others.
- 4.7 For those homes with less than 150 people a food service dietician employed by the **CATERER** will be expected to visit the institution on a monthly basis.
- 4.8 The information in respect to diet types are to be used as guidelines only for menu planning. The one specification 3-18 years including adults can be adapted to suit the varying needs of the diet e.g. no spicy food for a light diet. Another example could be that for diabetics all free sugar would be removed from the specification and replaced with an alternative sugar free alternative. Desserts can be given following a meal or an alternative of an extra fruit could be offered. However, the **main aspects of the specification** remain the same.

5. TIMES OF SERVICE

- 5.1 There shall not be more than a 12-hour period between the evening meal and breakfast being served.
- 5.2 Times of service are to be agreed upon with the institutional head but are suggested to follow the guidelines outlined below:

Meals Time:

5.2.1	Breakfast	-	06:30 - 7:30
5.2.2	AM Tea	-	10:00 – 10:30
5.2.3	Lunch	-	12:30– 13:30
5.2.4	PM Tea	-	15:00 – 15:30
5.2.5	Supper	-	18:30 – 19:30
5.2.6	L/Night Snack	-	20:00 – 20:30

6. PREPARATION AND STANDARDS

- 6.1 The meals/beverages served will be of high quality, healthy and prepared in a clean and hygienic manner in accordance with all health and safety regulations.
- 6.2 The bidder must abide by all State and KZN Department of Social Development policies, standards and procedures related to the catering service, including but not limited to:
 - 6.2.1 Hygiene Regulations R918 as published in the Government Gazette.
 - 6.2.2 Food Based Dietary Guidelines.

7. CONTRACT PERIOD

- 7.1 The term of the contract will be (36 months) from date of awarding the contract.

8. OCCUPATIONAL HEALTH AND SAFETY

- 8.1 The successful bidder shall comply with the compensation for occupational injuries and diseases act and regulations, as amended, from time to time.

9. INDUSTRIAL REGULATIONS

- 9.1 The service provider must ensure that he/she complies with the minimum wage requirement as prescribed by law.

10. DOCUMENTATION

- 10.1 The KZN Department of Social Development reserves the right to request references pertaining to the outsourced services from the service providers.

11. ON-SITE PREPARATION FACILITY

- 11.1 The KZN Department of Social Development reserves the right to inspect the facility where meals are prepared on-site to ensure compliance with the Occupational Health and Safety Act.

12. MENU COSTING:

- 12.1 Prices to be fixed for the first 12 months and only one escalation per year thereafter aligned with the Consumer Price Index (CPI)/ Food Price Index (FPI). Rates are to be inclusive of labour, consumables, overheads, profit, etc. Any price increase must be discussed and agreed with the KZN Department of Social Development prior to implementation.
- 12.2 Price must include VAT.
- 12.3 The KZN Department of Social Development may require a breakdown of rates on any of the items priced and the Service Provider is to provide the same without any additional cost.
- 12.4 The KZN Department of Social Development will not accept any responsibility for accounts/expenses incurred by the Service Provider not agreed upon.



13. AD HOC REQUEST

13.1 Meetings that will be held within the facility and surrounding areas.

14. CONTIGENCY ITEMS

14.1 In the event of load reduction/load shedding, service provider to provide cooking equipment, gas stove and more.

15. BRIEFING SESSION:

A briefing session will be held as follows:

Time: 10H00

Date:

Venue: Microsoft Teams



**MEAL PLAN – QUANTITIES PER INDIVIDUAL ACCORDING TO
DEPARTMENTAL RATIONS SCALE
ANNEXURE A**

Description	Serving portions 0-24 Months	Serving portions 3-6 Years	Serving portions 7-12 Years	Serving portions 13-18 years
1. Raw Porridge/Cereals	30g	40g	40-50g	60g
2. Fresh Milk per day	100ml	150ml	200ml	250ml
3. Sugar	3g	5g	5g	5g
4. Beverage with milk	100ml per serving	200ml per serving	250ml per serving	300ml per serving
5. Bread (Standard slice)	1 slice per serving	2 slices per serving	4 slices per serving	4 slices per serving
6. Bread Rolls	1 portion	1 portion	2 portions	2 portions
7. Filling (Polony/cheese)	1 slice, 30g per serving	1 slice, 30g per serving	1 slice, 50g per serving	1 slice, 50g per serving
8. Filling (Butter, jam, peanut butter etc.)	3g per serving	5g per serving	10g per serving	10g per serving
9. Fruit				
Apple, Nartjie, Nectarine, Pear, Orange, Peach, Banana, Plum	Medium	Medium	Medium	Large
Mango	Small	Small	Medium	Medium
Pineapple, Watermelon, PawPaw, Grapes	50g	60g	120g	180g
10. Raw weight: Starch (Pap, Rice, Samp etc.)	50g	30g	40g	55g
Raw chips, potato	40g	70g	100g	200g
11. Raw weight: Meat and chicken	50g	95g	110g	180g
Fish	55g	70g	110g	120g
Sausages/Viennas/Wors	1 portion	1 portion	2 portions	2 portions
12. Raw weight: Vegetables per serving	50g	70g	110g	120g
13. Juice	100ml	120ml	250ml	300ml
14. Yoghurt	100ml	120ml	150ml	180ml
15. Dessert	40g	100g	120g	180g
16. Scones/rusks/muffins	1 slice/serving	1 slice/serving	2 slices/servings	2 slices/servings
17. Eggs	1 large	1 large	2 large	2 large

MENU A

Baby's Menu 0-24 months

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
M/Meal Fresh Milk Rooibos Tea Margarine Bread Peanut butter	Oats Fresh Milk Rooibos Tea Margarine Bread Jam	Mabelle Fresh Milk Rooibos Tea Margarine Bread Peanut butter	M/Meal Fresh Milk Rooibos Tea Margarine Bread Jam	Oats Milk Rooibos Tea Margarine Bread Peanut butter	Weetabix Fresh Milk Rooibos Tea Margarine Bread Russian Fried eggs& sausage	Rice krispies Fresh Milk Margarine Bread Liverspread
AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA
Milk Bread Margarine Jam	Juice Smooth peanut butter	Juice Bread Margarine Chicken Polony	Milk Bread Margarine Cheese	Juice Bread Margarine Beef Polony	Milk Bread Margarine Fish paste	Juice Bread Margarine Marmite
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Mashed potatoes Chicken Gravy Green peas Purity juice	Mine and noodles Purity juice	Chicken livers in sauce Rice Baby marrow & carrots Purity juice	Soft pap Beef stew with mixed vegetables Purity juice	Boiled fish Mashed potato & baby marrow Gravy Purity juice	Macaroni & cheese Purity juice	Fish cakes Gem squash Gravy Banana & custard
PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA
S/Fruit & Yogurt	S/Fruit & Yogurt	S/Fruit & Yogurt	S/Fruit & Yogurt	S/Fruit & Yogurt	S/Fruit & Yogurt	S/Fruit & Yogurt
SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER
Macaroni & cheese	Beef stew with mixed vegetables Rice Gravy	Cottage pie Green peas	Chicken Gravy Mashed potatoes Pumpkin	Chicken livers in brown onion sauce Rice butternut Spinach	Roast chicken and brown gravy Soft pap	2minute noodles Mince with mixed vegetables
LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK
Drinking yoghurt	Rooibos tea & milk Bread Margarine jam	Custard and jelly	Rooibos tea & milk Bread Margarine Cheese spread	Rooibos tea & milk Bread Margarine Liver spread	Cooked custard Sponge cake	Rooibos tea & milk Bread Peanut butter

MENU B

Children's Menu 3 – 18 years (WEEK 1)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
M/Meal Milk Tea Bread Margarine Jam Sugar	Oats Fresh Milk Coffee Bread Margarine Peanut Butter Sugar	Mabelle Milk/Milo Bread Margarine Jam Sugar	Oats Milk/Tea Bread Margarine Peanut Butter Sugar	M/Meal Milk/Coffee bread Margarine Jam Sugar	Corn Flakes Milk / Milo Bread toasted Margarine Fried Eggs Smoked Viennas Sugar	Oats Milk/Milo Bread Margarine Gouda Cheese Sliced Sugar
AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA
Bread Margarine Peanut butter Fresh milk Juice/ coffee Sugar	Bread Margarine Jam Juice/Tea Fresh milk Sugar	Bread Margarine Chicken Polony Fresh milk Juice / Coffee Sugar	Bread Margarine Cheese Fresh milk Juice / Tea Sugar	Bread Margarine Beef Polony Fresh milk Juice / Coffee Sugar	Bread Margarine Fish paste Fresh milk Juice / Tea Sugar	Bread Margarine Marmite Fresh milk Juice / Coffee Sugar
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Wors Roll Cool drink squash	Pap Mixed vegetables tin fish Cool drink squash	Beef hamburger Juice 250 ml	Rice Mince (savory) Cool drink squash	Fish & chips Coleslaw salad bread Cool drink & squash	Toasted cheese sandwich Cool drink squash	Roast chicken & roast potato Savory Rice Sweet Cinnamon Beetroot salad Jelly & custard
PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA
Tea/ Juice Milk Sugar Bread Cheese	Coffee / juice Milk Sugar Bread Marmite	Tea/Juice Milk Sugar Bread Fish paste	Coffee / juice Milk Sugar Bread Chicken Polony	Tea / Juice Milk Sugar Bread Jam	Coffee / Juice Milk Sugar Bread Peanut butter	Tea / juice Milk Sugar Bread Beef Polony
SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER
Vegetable chicken Casserole Pap Beetroot Salad Mixed vegetables Cool drink squash	Meat loaf Tomato Gravy Rice Butternut Green Salad (Separate dressing) Cool drink squash	B/chuck Brown gravy Dumpling Spinach & potato Cool drink squash	Wors Braised cabbage Pap Tomato gravy Cool drink squash	Chicken curry Rice Carrot salad Cool drink squash	Beef Goulash Samp & beans Sweet potato Braised cabbage Cool drink squash	Mince savory Rice Mixed vegetable Green Salad Cool drink squash

LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK
X2 Slices bread Margarine Cheese slice Juice 250 ml	X2 SlicesBread Jam Tea	X2 slices bread Peanut butter Juice	X2 Slices Bread Jam Juice / Hot chocolate	X2 Scones Beverage/ Tea	X2 Bran Muffins Jam Ginger beer	Sponge cake Beverage Tea/ Juice

MENU C

Children's Menu 3 – 18 years (WEEK 2)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
M/Meal Fresh Milk Tea X4 Slices bread Margarine Jam	Oats Fresh MilkCoffee X4 Slices bread Margarine Peanut Butter	Mabelle Fresh Milk Milo X4 Slices bread Margarine Jam	Oats Fresh Milk Tea X4 Slices bread Margarine Peanut Butter	M/Meal Milk Hot chocolate X4 Slices bread Margarine Jam	Corn Flakes Fresh Milk Tea X 4 Slices Bread toasted Margarine Scrambled Eggs Fish fingers	Oats Fresh Milk Tea X 4 Slices bread Margarine Cheese spread
AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA
Bread Margarine Peanut butter Fresh milk Juice/ coffee Sugar	Bread Margarine Jam Juice/coffee Fresh milk Sugar	Bread Margarine Chicken Polony Fresh milk Juice / Tea Sugar	Bread Margarine Cheese Fresh milk Juice / Coffee Sugar	Bread Margarine Beef Polony Fresh milk Juice / Coffee Sugar	Bread Margarine Fish paste Fresh milk Juice / Coffee Sugar	Bread Margarine Marmite Fresh milk Juice / Coffee Sugar
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Chicken liver Pap Juice 250 ml	Toasted sandwich Juice 250 ml	Mince Pap Juice 250 ml	Chicken burger Salad Juice 250 ml	Fish & chips Salad Juice 250 ml	Wors Pap Vegetable salad Gravy Juice 250 ml	Chicken Roast potato Rice Beetroot salad Apple sponge & custard Juice 250 ml
PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA
Tea/ Juice Milk Sugar Bread Cheese	Coffee / juice Milk Sugar Bread Marmite	Tea/Juice Milk Sugar Bread Fish paste	Coffee / juice Milk Sugar Bread Chicken Polony	Tea / Juice Milk Sugar Bread Jam	Coffee / Juice Milk Sugar Bread Peanut butter	Tea / juice Milk Sugar Bread Beef Polony
SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER
Cabbage Rice Carrot salad Cool drink squash	Beef Sausage Brown gravy Mealie rice Mixed vegetables Cool drink squash	Roast chicken Tomato Gravy Rice Green salad Sweet Cinnamon Pumpkin Cool drink squash	Wors Brown gravy Pap Spinach & potato Cool drink squash	Liver & onion Tomato gravy Pap Chakalaka Cool drink squash	Braised Chuck Samp and beans Gravy Butternut Beetroot Cool drink squash	Frikaddel (flat) Tomato gravy Rice Pineapple & carrot salad Cool drink squash

LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK
X2 Slices bread Margarine Cheese Juice 250 ml	X2 Slices Bread Margarine Peanut butter Juice 250 ml	X2 slices bread Margarine Cheese Juice 250 ml	X2 slices bread Margarine Jam Juice 250 ml	X2 Choc chip Muffins Juice 250 ml	X2 Scones Raisin Juice 250 ml	queens' cake Juice 250 ml

MENU D

Children's Menu 3 – 18 years (WEEK 3)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
M/Meal Milk Tea X4 Slices bread Margarine Peanut butter	Oats Fresh Milk Milo X4 Slices bread MargarineJam	Mabela Fresh Milk Tea X4 Slices bread Margarine Peanut butter	Oats Fresh Milk Hot chocolate X4 Slices bread Margarine Jam	M/Meal Milk Tea X4 Slices bread Margarine Peanut butter	Oats Fresh Milk Milo X 4 Slices Bread toasted Margarine Chicken liver Scrambled Eggs	Corn Flakes Fresh Milk Tea X4 Slices bread Margarine Slice Cheese
AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA
Bread Margarine Peanut butter Fresh milk Juice/ coffee Sugar	Bread Margarine Jam Juice/coffee Fresh milk Sugar	Bread Margarine Chicken Polony Fresh milk Juice / Tea Sugar	Bread Margarine Cheese Fresh milk Juice / Coffee Sugar	Bread Margarine Beef Polony Fresh milk Juice / Coffee Sugar	Bread Margarine Fish paste Fresh milk Juice / Coffee Sugar	Bread Margarine Marmite Fresh milk Juice / Coffee Sugar
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Toasted Savory mincesandwich Juice 250 ml	Pap Liver Juice 250 ml	Tin fish Baked Beans Rice Juice 250 ml	Beef burger Juice 250 ml	Fish & chips Carrot salad x2 slices bread Juice 250 ml	Wors Pap Tomato gravy Juice 250 ml	Chicken Savory rice Carrot salad Fruit, Jelly & ice cream Juice 250 ml
PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA
Tea/ Juice Milk Sugar Bread Cheese	Coffee / juice Milk Sugar Bread Marmite	Tea/Juice Milk Sugar Bread Fish paste	Coffee / juice Milk Sugar Bread Chicken Polony	Tea / Juice Milk Sugar Bread Jam	Coffee / Juice Milk Sugar Bread Peanut butter	Tea / juice Milk Sugar Bread Beef Polony
SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER
Beef stew Spinach Pap Cool drink squash	Meat balls in tomato gravy Rice Pumpkin Cool drink squash	R/ chicken Gravy Pap Mixed vegetables Beetroot salad Cool drink squash	Beef Goulash Braised Cabbage Samp & beans Cool drink squash	Chicken stew Pap Gems Cool drink squash	Beef stew Butternut Dumpling Potato salad Cool drink squash	Mince Rice Green salad Bread crusts for elder children Cool drink squash
LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK
X2 Slices bread Margarine Peanut butter Juice 250 ml	X2 Slices bread Margarine Cheese Juice 250 ml	X2 Slices bread Margarine Peanut butter Juice 250 ml	X2 Slices bread Margarine Cheese Juice 250 ml	Sponge Beverage	X2 Muffins Banana Gemmer Juice 250 ml	X2 Queens cake coconut Margarine Tea

MENU E

Children's Menu 3 – 18 years (WEEK 4)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
M/Meal Fresh Milk Tea X4 Slices bread Margarine Jam	Oats Fresh MilkTea X4 Slices bread Margarine Peanut Butter	Mabela Fresh Milk Milo X4 Slices bread Margarine Jam	Oats Fresh Milk Tea X4 Slices bread Margarine Peanut Butter	M/Meal Milk Hot chocolate X4 Slices bread Margarine Jam	Corn Flakes Fresh Milk Tea X 4 Slices Bread toasted Russian Boiled Eggs	Oats Fresh Milk Tea X4 Slices Bread Margarine Cheese spread
AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA	AM TEA
Bread Margarine Peanut butter Fresh milk Juice/ coffee Sugar	Bread Margarine Jam Juice/coffee Fresh milk Sugar	Bread Margarine Chicken Polony Fresh milk Juice / Tea Sugar	Bread Margarine Cheese Fresh milk Juice / Coffee Sugar	Bread Margarine Beef Polony Fresh milk Juice / Coffee Sugar	Bread Margarine Fish paste Fresh milk Juice / Coffee Sugar	Bread Margarine Marmite Fresh milk Juice / Coffee Sugar
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Toasted cheese sandwich Juice 250 ml	Beef burger Salad Juice 250 ml	X2 Hot Dog and Chicken Condiments Juice 250 ml	Wors Pap Juice 250 ml	Fish & chips Juice 250 ml	Chicken liver Pap Juice 250 ml	Chicken Roast PotatoGem squashwith sweet corn Kentucky chicken Fruit salad, ice cream
PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA	PM TEA
Tea/ Juice Milk Sugar Bread Cheese	Coffee / juice Milk Sugar Bread Marmite	Tea/Juice Milk Sugar Bread Fish paste	Coffee / juice Milk Sugar Bread Chicken Polony	Tea / Juice Milk Sugar Bread Jam	Coffee / Juice Milk Sugar Bread Peanut butter	Tea / juice Milk Sugar Bread Beef Polony
SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER
Vegetable Beef Stew Cream Spinach Dumplings Cool drink squash	Roast chicken Mixed vegetables Brown Gravy Beetroot salad Rice Cool drink squash	Pap Sausages Cabbage Gravy Cool drink squash	Chicken curry Rice Tomato & cucumber Salad Cool drink squash	Vegetable cabbage Peas Beef sausages Brown Gravy Samp Cool drink squash	Braised Chuck Chakalaka Pap Brown Gravy Cool drink squash	Meatloaf Brown Onion Gravy Sweet Potatoes with cinnamon Vegetable savory Rice Cool drink squash

LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK	LATE NIGHT SNACK
X2 Slices bread Margarine Peanut butter Beverage	X2 Slices bread Margarine Jam Beverage	X2 Slices bread Margarine Peanut butter Beverage	X2 Slices bread Margarine Jam Beverage	X2 Scones Margarine Jam Beverage	X2 Raisin muffins Margarine Beverage	X2 Queens cake Lemon/ Orange Essence

Lunch Packs & Emergency Packs:

ANNEXURE B

Meal	Food Category	Raw Specification Gram mage	Commodity	Frequency
Lunch Pack 5 – 9 year olds	Fruit Juice	200ml	Prepared	X14
	Brown Bread	120g	4 slices	X14
	Margarine	20g		X14
	Fillings:			
	Eggs	60g		X2
	Cheese (not slices)	60g		X2
	Polony	60g		X2
	Beef Slices	60g		X2
	Chicken Slices	60g		X14
	Peanut Butter	40g		X2
	Sandwich Spread	40g		X2
	Dessert	1 Piece	Fruit	X14
	Confectionary	30g	Crisps	X7
		30g	Sweets	X7
Lunch Pack 10 – 18 year olds	Fruit Juice	200ml	Prepared	X14
	Brown Bread	180g	6 slices	X14
	Margarine	30g		X14
	Fillings:			
	Eggs	100g		X2
	Cheese (not slices)	100g		X2
	Polony	100g		X2
	Beef Slices	100g		X2
	Chicken Slices	100g		X2
	Peanut Butter	80g		X2
	Sandwich Spread	80g		X2
	Dessert	1 Piece	Fruit	X14
	Confectionary	30g	Crisps	X7
		30g	Sweets	X7

QUALITY SPECIFICATIONS:

1. MEAT AND MEAT PRODUCTS

- 1.1 The meat content of raw processed products shall contain 80% meat with not more than 20% of the meat portion to be replaced by fillers, emulsifiers, bone, skin, fat or textured vegetable protein, as per the listed ingredients provided by the manufacturer. The **DEPARTMENT** reserves the right to request chemical analysis of the product to determine acceptable quality.
- 1.2 The grade of meat for mutton and beef shall not be less than C1 grade. The grade for pork shall not be less than grade 1. No other grades shall be accepted. Bacon shall have a good proportion of meat to fat.
- 12.1 All mutton, beef, chicken and pork products served to staff and patients on all diets containing meat, shall not have a fat content of more than 20% and not more than 5% of visible fat.
- 12.2 Frozen fish cakes and / or other fish products shall contain no less than 90% fish.
- 12.3 Chicken should be of a high quality.
- 12.4 Provisioning of Halaal meat will be provided as and when required, the prospective bidder will be notified accordingly.
- 12.5 Meat specifications are raw weights; meat shrinkage will be expected in the cooked product but only up to 25-30% in size.
- 12.6 All meat cooked should have the excess fat removed prior to cooking e.g. skin of chicken.
- 12.7 All meat content of raw processed products should contain > 80% meat with no more than 20% of the meat portion to be replaced by emulsifiers, fillers, bone, fat or textured vegetable protein, as per listed ingredients provided by the manufacturer.
- 12.8 The **DEPARTMENT** requests prospective bidders to provide certified copies of all Halaal certificates.
- 12.9 All weights specified are raw weights of food.

2. VEGETABLES AND FRUIT

- 2.1 The grade of frozen vegetables that may be used for vegetables and vegetable containing dishes is caterer's grade and not constitute chunky mix or stew mix.
- 2.2 Fresh fruit and vegetables shall be of a good standard and quality and will be issued as a unit/piece and not in gram mase.
- 2.3 Fruit juice shall be prepared from a concentrate requiring dilution. The dilution ratio required should be 60:40.
- 2.4 No forms of cordials or lesser juice blends are acceptable.
- 2.5 The **DEPARTMENT** reserves the right to request chemical analysis of the product to determine acceptable quality.

3. **MILK AND DAIRY PRODUCTS**

- 3.1 Only whole fresh milk/maas and full cream milk powder (cooking purposes) may be used for children up to the age of 10* years.
- 3.2 Low fat (2%) milk/maas may be used for adults or children over the age of 10*years of age.
- 3.3 Milk powder may only be used for cooking purposes it should not be used for drinking purposes or to go in hot drinks.
- 3.4 No milk blends or coffee creamers and/or whiteners allowed.
- 3.5 Powdered full cream milk for cooking purposes shall be 100% dairy and shall be reconstituted in accordance with the manufacturer's specifications (Analysis of milk powder brands to be included).
- 3.6 All fresh milk/maas must be pasteurized.
- 3.7 The same applies for drinking yoghurt and yoghurt.
- 3.8 The **DEPARTMENT** reserves the right to request chemical analysis of the product to determine acceptable quality.
- 3.9 Cheese should be of good quality and not processed sliced variety.
-In terms of Prudent dietary guidelines children from 6 years onwards should have low fat milk, but this exception has been included as an institutional request.

4. **BREAD AND STARCHES**

- 4.1 Brown bread for children and adults is to be used.
- 4.2 Whole-wheat bread may be given instead of brown bread.
- 4.3 Starches local to the province should be of a high quality.
- 4.4 Maize and mealie meal powder should be finely sifted and vitamin/mineral enriched.
- 4.5 All weights specified are raw weights.
- 4.6 The **DEPARTMENT** reserves the right to request chemical analysis of the product to determine acceptable quality.
- 4.7 Alternative starches such as amadumbe, sweet potato, green mealies on the cob, pasta and others may be used in place of the potato specification.

5. **COFFEE AND TEA**

- 5.1 Good quality ground or granulated coffee to be used, which has not more than 25% chicory.
- 5.2 Good quality Ceylon-type blended tea.
- 5.3 This should not take the form of caterer's bags with powdered milk and sugar already in the bag.
- 5.4 Good quality Milo and drinking chocolate should be used.
- 5.5 The **DEPARTMENT** reserves the right to request chemical analysis of the product to determine acceptable quality.

6. **FATS AND OILS**

- 6.1 A good quality vegetable oil is to be used for cooking when required.
- 6.2 The use of animal fat based products should be avoided in the cooking process and be replaced by an appropriate vegetable based oil/margarine instead.
- 6.3 Good quality soft tub margarines that are made produced from vegetable oils should be used.
- 6.4 The **CATERER** must consult with a **food service dietician** which should be in the employ of the company, on how to decrease the amount of fat used in the preparation of cooked dishes, so as to diminish the morbidity and mortality due to diseases of lifestyle as a result of excessive polyunsaturated/saturated fat in the diets of both children and staff.
- 6.5 Good quality soft tub margarine products should be high in polyunsaturated/monounsaturated fats and low

in saturated fats and be of the **soft tub** and **non-brick variety**, in place of animal fat e.g. butter/ghee/margarines/shortenings.

6.6 No brick margarine for spreading or cooking is acceptable.

6.7 A good quality vegetable oil should be used for cooking, when required.

6.8 The **DEPARTMENT** reserves the right to request chemical analysis of the product to determine acceptable quality.

7. **DESSERTS**

7.1 These can range from sponges, jellies, custards, yoghurt and ice-cream.

7.2 Once a week a 30g packet of chips and a 50g packet of sweets has been included in specifications in lieu of dessert.

7.3 Fruit plays an important role in a healthy lifestyle and living and should be encouraged instead of too many sweets and desserts.

7.4 At least one portion of fruit should be given every day as per the specification.

7.5 Seasonal fruit may be given each day such as apples, oranges, bananas but once a month a portion of fruit such as grapes, peaches, paw - paw, water melon, mango, granadilla, nectarine, melons, pineapples, plums should be given.

7.6 The **DEPARTMENT** reserves the right to request chemical analysis of the product to determine acceptable quality.

8. **COOKING METHODS**

8.1 The dishes in these specifications should all be cooked in line with **COMA or prudent dietary guidelines** in order to provide healthy low fat meal options to all Department of Welfare wards.

8.2 A Food Service Dietician from the **CATERER'S** company should ensure that all staff have received adequate training in order for this objective to be achieved.

8.3 Training of the catering staff in low fat cooking/preparation methods by the **CATERER'S** Food Service Dietician should take place quarterly when the menus are revised.

9. **STANDARDIZED RECIPES**

9.1 In order to maintain quality assurance and control of the menus it will be important to develop standardized recipes and dishes of known nutritional composition.

9.2 Recommend that the contracts are serviced by a Food Service Dietician and in those institutions with over 250 children a full time dietician is based at the contract at the expense of the company to ensure that specifications are being adhered to and standards met.

9.3 Nutritional analysis for 3 days on each menu cycle offered should be submitted to the institutional head each time the menus are revised.

9.4 All staff should be adequately trained in how to produce healthy low fat meals in line with Prudent/COMA dietary guidelines.

9.5 All menu cycles should be reviewed and changed every 3 months.

10. **HYGIENE**

10.1 The following generalized analysis (Table 1) of Critical Steps, Hazards, Controls and Monitoring must be employed by the Caterer in order to establish good manufacturing practice in the production of quality meals for staff and children.

Table 1: Generalised Analysis of Critical Steps, Hazards, Controls and Monitoring

Step	Hazard	Control*	Monitoring
Purchase and Delivery	Intrinsic contamination (Micro-organism or foreign material)	Use reputable suppliers	Check delivery vehicles, check date codes, temperatures and condition of the food.
Storage	Bacterial growth further contamination (by micro-organisms, foreign material or chemicals)	Store at correct temperatures, cover/wrap foods, separated raw/cooked foods, stock rotation	Check temperatures, Visual checks Check date marks
Preparation	Bacterial growth	Limit time at kitchen temperatures Use clean equipment Good personal hygiene	Visual Checks Cleaning schedules 3 monthly staff hygiene checks –MC&S for throat swabs, urine and faecal cultures
Cooking	Survival of Bacteria	Cook to centre temperature above 75 degrees centigrade	Check Temperature
Cooling	Growth of surviving spores. Further contamination	Cool food rapidly. (Set a time period appropriate to dish). Refrigerate when cooled – below 5 degree centigrade. Keep foods covered when possible	Check time and temperature
Chilled Storage	Growth of Bacteria	Store at correct temperature 8 degrees centigrade, but 5 degrees centigrade is recommended as the optimal temperature Use clean equipment Good personal hygiene	Check time and temperature
Reheating	Survival of Bacteria	Reheat to centre temperature above 75 degrees centigrade	Check temperature
Hot Holding & Service	Growth of bacteria Further contamination	Keep food above 63 degrees centigrade Use clean equipment Keep covered where possible	Check temperature Visual checks

Cold Service	Growth of Bacteria	Keep cool or display for a maximum of 4 hours Use clean equipment Keep covered where possible	Check temperature and time Visual checks
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* Suggested controls in this chart are indicative of good catering practice and for some foods only. For example, come cuts of meat may have no significant contamination in the centre, and cooking temperatures to below 75 degree Celsius (rare) is acceptable. They are not intended to be minimum compliance standards for all foods. Other foods and drinks may involve different handling or preparation steps. These will need to be analysed accordingly. (Adapted from: Food Safety (General Food Hygiene Regulations 1995); Food Safety (Temperature Control) Regulations 1995: Industry Guide to Good Hygiene Practice: Catering Guide 1997; Chadwick House Group Ltd. UK) Application for reproduction should be made to Chadwick House Group Ltd.

10.2 The following essentials of food hygiene must be implemented by the **CATERER**;

- 10.2.1 The **CATERER** must ensure that all Catering Staff must keep themselves clean and wear appropriate clean clothing.
 - 10.2.2 The **CATERER** must ensure that all Catering Staff must wash their hands thoroughly: before handling food, after using the toilet, handling raw foods or waste, before starting work, after every break, after blowing their nose.
 - 10.2.3 Catering Staff must inform the manager or supervisor on shift, before commencing work, of any skin, nose, throat, stomach or bowel trouble or infected wound, appropriate action must then be taken e.g. providing the worker with alternative work away from any food preparation or service.
 - 10.2.4 The **CATERER** must ensure that all cuts and sores on Catering Staff are covered with a waterproof, high visibility dressing e.g. coloured plasters.
 - 10.2.5 The **CATERER** must ensure that all Catering Staff avoid unnecessary handling of food.
 - 10.2.6 The **CATERER** must ensure that Catering Staff do not eat, smoke or drink in a food room, and must further never cough or sneeze over food.
 - 10.2.7 The **CATERER** must ensure that food is not prepared too far in advance of service.
 - 10.2.8 The **CATERER** must ensure that perishable food is either kept in the refrigerator or kept piping hot.
 - 10.2.9 The **CATERER** must ensure that the preparation of raw and cooked food is kept strictly separate.
 - 10.2.10 The **CATERER** must ensure that when reheating food it reaches the recommended temperatures as indicated in table.
 - 10.2.11 The **CATERER** must ensure that the Catering Staff employ the practice of A clean as you go@, ensuring that all equipment and surfaces are kept clean.
- 10.3 The **CATERER** must ensure that No Raw Eggs are to be given to children or adults and all other eggs are well cooked so as to decrease the risk of Salmonella spp. Infection.

11 The following 9 important points are important to consider for a healthy lifestyle

- 11.1 Eat regular meals (breakfast, lunch and supper), which contain different kinds of foods.
- 11.2 Make starchy foods the basis of your meals.
- 11.3 Eat less fat.
- 11.4 Eat less salt and salty foods.
- 11.5 Eat more vegetables and fruit with skin and wholegrain foods. These foods are a good source of fibre.
- 11.6 Eat dry or tinned beans, peas, lentils and soya (pulses) at least once a week.
- 11.7 Chicken, fish, low fat dairy foods, lean meat, or eggs may be eaten every day.
- 11.8 Be active and stay at or reach a healthy weight.
- 11.9 Drink as much clean water as you can throughout the day (6-8 glasses).

12 DIETS

12.1 Normal Diet Indications:

- 12.1.1 This diet is appropriate for all children over the age of 5 years and adults (low cholesterol, diabetics, soft, light, maternity, puree, weight reducing, high fibre, low salt), and any person who does not have a medical condition that requires strict dietary management e.g. chronic renal failure.

12.2 Macronutrient recommendations: Adults

Protein:	70-90g (+/-10g).
Energy:	1,500-2,000kcal (+/-500kcal).
Fat:	30% of the total energy. 50-65g/day. 10% MUFA/ 10% PUFA/ 10% SAFA.
Fibre:	15-25g/day.
Cholesterol:	300mg/day.

12.3 Guidelines:

- 12.3.1 It is recommended that the full diet be made in line with the prudent or COMA guideline recommendations. Prudent guidelines advocate a well balanced, healthy diet and ideally should be taken into consideration when catering for the majority of people.

Table 2: Prudent guideline recommendations for all adults.

Eat a variety of foods

Increase fibre intake

Eat plenty of fruit and vegetables preferably raw. (5 servings a day)

Give a preference to unrefined cereals. (15-25g / day)

Make use of legumes such as dry beans, peas and lentils.

Decrease total fat intake particularly saturated fats and cholesterol.

Use skim milk products.

Choose meat with as little fat on as possible.

Make use of more fish and chicken (no skin) – Use low fat spreads and as little as possible.

Avoid non-dairy creamers.

Only have chocolates, cream, cakes, pudding and fried take-aways occasionally.

Limit intake of pastries, e.g. Pies, croissants, etc.

Restrict salt intake.

Use only a little salt in food preparation.

Don't add salt at the table.

Use herbs and spices rather than monosodium glutamate containing substances and seasoning salts.

Limit the use of commercial soups, gravy powders, meat extract cubes, tomato sauce, soy sauce, Worcestershire sauce, and achar.

Limit the intake of savoury biscuits, chips, nuts, popcorn and crisps.

Decrease sugar and sweetened product intake.

Limit sugar and jam intake.

Have sweets and cool drinks only on special occasions.

Moderate alcohol intake.

If you take alcohol limit the maximum of two tots per evening.

Drink plenty of water.

Drink at least 6-8 glasses of water a day.

Maintain or achieve ideal body weight.

12.4 Soft diet Indications

- 12.4.1 For those patients with mild swallowing difficulties or who have dentures and or are frail and require food that is softer in texture.

12.5 Recommended Macronutrient content

- 12.5.1 Follow Full Diet macronutrients recommendations

12.6 General Guidelines

- 12.6.1 The meal should not contain food that will slow the rate of gastric emptying; such as fatty foods.
- 12.6.2 Gas forming foods should be avoided.
- 12.6.3 Tough foods should also be avoided.

Table 3: A table to indicate best food choices

Food Group	Best Choices	Gas forming or high fat foods
Milk	All forms of milk and milk products	
Vegetables	Tender soft vegetables cooked, e.g. carrots, peas, gems, other pureed veg, tomato juice	Raw veg, brussel sprouts, broccoli, cabbage, onion, tomato
Fruit	Ripe bananas, pie apple, canned/cooked peaches, pears – no skin	Raw fruit and vegetables, skin
Starch	Brown bread, white bread, refined breakfast cereal, sifted oats, rice, macaroni, spaghetti, noodles, boiled potato, mash	Fried foods
Meat	Tender cuts, fish, mince, poultry (steamed, boiled, poached), cottage cheese, eggs, cheese	Roast meats, fried fish, eggs, sharp flavoured cheeses
Fat	Avocado, margarine, butter, sunflower oil	Fried foods

12.7 Light Diet Indications:

12.7.1 Gastro-intestinal discomfort e.g. distension, acute infection and fever, acute diverticulitis.

12.8 Recommended Macronutrient content

12.8.1 Follow Full Diet macronutrient recommendations

12.9 Guidelines

12.9.1 A light diet is chemically, mechanically and thermally non-irritating, foods are easily digestible with no sharp flavours or gas forming properties.

12.9.2 Gastric stimulants e.g. strong tea/coffee, meat extracts, fried or fatty foods, pastries, strongly flavoured vegetables are avoided.

12.9.3 Food other than mince or mash can be given.

12.9.4 Whole pieces of fish, chicken and tender meat are permitted. Meat must, however, be mince if it is tough.

12.9.5 Mechanical irritants include fibre, seeds, pips and sinews. Chemical irritants are spices, acids and highly seasoned foods.

12.9.6 Sufficient fluids must be drunk between meals and only limited amounts at meals.

12.9.7 Establish which foods on the A food to avoid list affect the patient.

Table 4: A table to indicate best food choices

Food Group	Best Choices	
Milk and milk products	Milk, fresh, powdered or evaporated (whole Skim), smooth yoghurt, maas, buttermilk, cream	Yoghurt containing whole fruit, fruit pips, nuts or chocolate
Cheese	Cream cheese, cottage cheese, Gouda, mild cheddar, mild processed cheese	Strongly flavoured e.g. mature cheddar, Camembert, Roquefort
Meat, fish, chicken	Tender or minced beef, mutton, pork, internal organs, chicken or fish (grilled, baked, or steamed, tinned salmon or tuna in brine)	Tough, fatty or fried meat or chicken, highly seasoned or cured meat e.g. sausage, bacon, boerewors, luncheon meat, biltong, smoked, fried or fatty fish e.g. pilchards. Sardines, snoek, textured vegetable protein (soya), legumes (dried beans, dries peas, lentils)
Bread/cereal	White or brown bread, rolls (plain or toasted), plain biscuits, e.g. cream crackers, marie, plain white scones, refined cereals e.g. rice krispies, cornflakes, mealie meal, maltabella strained oats, noodles, spaghetti, white rice	Whole-wheat, rye or mealie bread, fresh hot baked products, wholegrain or savoury biscuits, wholegrain cereals, e.g. All bran flakes, weetbix, Muesli, oats, barley, whole-wheat pasta, brown rice, samp, popcorn, wheat rice, bran
Fruit	Apple, avocado, banana, melon, pawpaw, peach, pear, juice-guava, apple, granadilla, grape, peach, pear. The above fruit may be fresh (ripe), cooked or canned. Avoid skin and pips.	All except those allowed pips, skins and peel off all fruit, dried fruit, raisins, sour juice e.g. citrus, pineapple
Vegetables	Asparagus tips, beetroot, carrots, butternut, gem squash, green beans, hub bard squash, marrow, pumpkin, spinach, brinjal. The above vegetables must be well cooked or canned.	All raw vegetables, strongly flavoured veg e.g. broccoli, brussel sprouts, cabbage, cauliflower, celery, cucumber, onion, peppers, radish, tomato, turnip
Starchy vegetables	Potato, sweet potato, pureed peas	Dried peas, baked beans, mealies, sweet corn, roast potatoes, chips
Fats	Butter, margarine, oil	Fried or greasy food
Soup	Soup made with permitted ingredients. Sieve or liquidise soups. Tolerated tinned soups, can be used, e.g. mushroom, asparagus, chicken – prepare with milk	Soups made with meat or chicken stock or extracts, soups containing dried legumes.
Sauces	Mild, cheese, cream or white sauce	Gravies and strongly flavoured sauces, Tabasco, tomato, Worcestershire, chutney

Beverages	Milk drinks, fruit squash, rooibos, tea, plain Horlicks	Alcohol, carbonated beverages, tea, coffee including decaffeinated), milo, ovaltine, cocoa, lucozade, all coffee, chocolate or flavoured drinks.
Cakes and desserts	Custard, jelly, gelatine, plain ice-cream, sorbet, instant pudding, blamange, rice, bread, sago, tapioca, pudding without raisins, plain cake, plain biscuit	Any dessert, cake or biscuit containing disallowed fruit, nuts, spices, chocolate, cocoa, coconut, or peppermint, pastries and tarts.

12.10 Low cholesterol/Low fat diet Indications:

12.10.1 Hyperlipidaemia(s), pancreatitis, fat malabsorption, biliary obstruction/cholecystitis, hepatitis.

12.11 Macronutrient recommendations

12.11.1 Follow Full Diet recommendations.

12.12 Guidelines

12.12.1 Prudent guidelines should be followed.

12.12.2 No visible fat on meat, skinless chicken, no fried foods, maximum of 3 egg yolks per week, low fat milk should be given.

12.12.3 See Table 2 & 3 for further guidelines.

12.13 Diabetic Diet Indications:

12.13.1 For those patients with either Insulin Dependent or Non Insulin dependent Diabetes.

12.13.2 Follow prudent diet guidelines.

12.13.3 Omit the sugar allocation in the specification for diabetics.

12.13.4 Give fruit twice a day, once at lunch instead of the dessert and again at supper.

12.14 **Macronutrient Recommendations**

12.14.1 Follow Full Diet macronutrient recommendations.

12.15 **General Guidelines**

12.15.1 The majority of diabetics do not require snacks and should be able to maintain glycemic control on three equally spaced and proportioned meals. Foods that should be avoided or had sparingly are white sugar, brown sugar, honey, highly refined carbohydrates and diluted fruit juice, if these foods are to be eaten they should be done so following a mixed meal. Caterer's Food Service Dietician will accordingly guide the Caterer.

12.16 **Vegetarian Diet (lacto-ovo) Indications:**

12.16.1 Lacto-ovo vegetarians will generally eat no animal flesh but will eat eggs, milk, and dairy products in their diet.

12.16.2 The following principles must be remembered combine eggs or dairy products with any vegetables.

12.16.2.1 Combine legumes (dried peas, beans, peanuts) with seeds (sunflower seeds, sesame seeds) and nuts (almonds and other nuts).

12.16.2.2 All nutrient requirements can be met in a vegetarian diet except B12, so careful planning is required.

12.16.2.3 Vitamin B12 can only be found in foods of animal origin, it can also be obtained via a tablet, injection or through Vitamin B12 fortified soya milk or nutritional yeast.

12.16.2.4 The absorption of iron can be improved by taking in vitamin C rich foods at meal times such as and citrus fruit and avoid excessive intake of tea, soya and bran.

12.16.2.5 Legumes, peanuts, peanut butter and whole grains are good sources of Zinc whereas fruits and vegetables are poor sources.

12.16.2.6 Many of the same vegetables are good sources of riboflavin.

12.16.2.7 Molasses, almonds and most dried fruits are other sources of calcium as is fortified soya milk.

12.17 **Macronutrient recommendations:**

12.17.1 Follow Full Diet macronutrient recommendations.

12.18 **Low protein diet (40g) Indications:**

12.18.1 Adult patients who have chronic renal failure who are to be conservatively managed and acute renal failure.

Dietary Prescription

Protein:	40g (70-75% high biological value (HBV))
Energy:	1,500 – 2,000kcal
Fat:	30% of total energy
Sodium:	2,000mg
Potassium:	1,500 – 2,500mg
Calcium:	1,000mg – 1,500mg
Phosphorous:	,800mg
Magnesium:	200-300mg

12.19 Guidelines:

- 12.19.1 Fruit: Apples, pears – no oranges, bananas.
- 12.19.2 Bread: White bread (but in the case of diabetics brown bread) – avoid quick breads made with baking soda, commercial baked products, savoury biscuits, biscuits and cake containing nuts, chocolate and dried fruit.
- 12.19.3 Vegetables: Certain vegetables must be avoided, others must be soaked for up to 2 hours before cooking such as potato, hub bard squash, butternut, pumpkin. Baked/dried beans, tinned or dried vegetables must be avoided.
- 12.19.4 Seasonings: The following should be avoided: Garlic salt, meat extracts, meat sauces, meat tenderizers, tomato sauce, olives, salt, Worcestershire sauce, bistro, mayonnaise, chilli, soya, barbecue sauce, fish paste, aromats, salt substitutes, e.g. celery, garlic, onion salt.
- 12.19.5 Meat/Fish/Chicken: The following should be avoided: processed meats e.g. polony, viennas, salami, salty or smoked fish e.g. anchovies, crabmeat, mussels, oysters, shrimps, salty or smoked meat, e.g. bacon, biltong, tinned fish or meat.
- 12.19.6 Drinks: The following drinks should be avoided: coffee, drinking chocolate, nesquick, wine, beer or any dark coloured cool drink such as coke, diet coke.
- 12.19.7 Miscellaneous: The following should be avoided: Oxo cubes, marmite, chicken cubes, canned or packet soups, chocolate, instant cocoa mixes, instant powdered fruit juice and prepared beverage mixes, commercial candies (except hard boiled sweets, jelly beans), peanut butter, dried fruit sweets, fruit gums, liquorice, coconut bars, golden syrup, molasses, brown sugar, nuts.

12.20 Low protein diet (60g) Indications:

- 12.20.1 Adult patients that are in renal failure that are managed on haemodialysis.

Dietary Prescription

Protein:	60g (50%HBV)
Energy:	1,500 – 2,000kcal
Fat:	30% of total energy
Sodium:	2,000mg
Potassium:	1,500 – 2,700mg
Calcium:	1,400mg – 1,500mg
Phosphorous:	<1,000mg
Magnesium:	200-300mg

Guidelines:

See 40g Low protein guidelines.

12.21 Pureed / Semi Solid Food Indications for use:

- 12.21.1 Patients with swallowing difficulties; Dementia and other neurological disorders such as Alzheimer, Parkinson's.
- 12.21.2 Developmental disabilities; cerebral palsy.

12.22 Macronutrient recommendations:

12.22.1 Follow Full Diet macronutrient recommendations.

12.23 Recommendations for preparation:

- 12.23.1 The puree diet consists of similar foods in the full diet.
- 12.23.2 Start with fresh foods prepared daily – don't use leftovers.
- 12.23.3 Puree foods when they are hot, using a blender or liquidizer.
- 12.23.4 Puree to a moist pudding consistency.
- 12.23.5 Garnish the meat with a gravy or sauce.

12.24 Full Fluid Diet Indications for use:

- 12.24.1 People who cannot handle solid foods.
- 12.24.2 Disease of the throat and oesophagus.

12.25 Recommended Macronutrient content

- 12.25.1 Follow Full Diet recommendations
- 12.25.2 **Volume:** 2-3 litres

12.26 Basic dietary guidelines

- 12.26.1 A normal liquid diet includes all foods that are liquid or become liquid at room temperature or have been reduced to a liquid e.g. blenderised solids.
- 12.26.2 Taste fatigue is a common problem, people should be regularly assessed and offered alternative nutritious supplements.

12.27 General Guideline:

- 12.27.1 **NB: No Raw Egg containing drinks must be given.**
- 12.27.2 Limit the intake of drinks that have limited nutritional value such as tea, coffee and cool drinks.
- 12.27.3 Limit the amount of jelly given as it is of little nutritional value and can be replaced with something that is more nutritious.
- 12.27.4 Nutritional complete drinks may be used.
- 12.27.5 It must also be remembered that taste fatigue in these patients is quite high, so it is important to give a variety of flavours of liquids.

12.28 Puree Diet (4-8 months)

- 12.28.1 Breast milk or breast milk substitute remains the main source of nutrition for a baby during this period. Initially the milk is given first followed then by the solid food. Although iron reserves in an infant are adequate for the first four months it is important to give the child iron enriched cereals.

Table 5 : A suggested sequence for the introduction of solid foods to the baby's diet

Age	Suggested meal items
	Iron enriched cereals, for example rice cereal, plus breast milk

6-8 months:	<p>Pureed vegetables, such as butternut, carrots, sweet potato. Introduce single foods at a time at half weekly intervals to that there is time to recognize allergy or other intolerance to each food, plus breast milk.</p> <p>One to two teaspoons are sufficient at first given after a milk feed. Fruits such as apple, pear, guava and bananas can be introduced. Foods should be semi-solid sieved or blended.</p>
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12.29 Baby/Minced Diet (8-12 months)

12.29.1 At this stage pureed foods should be replaced by textured foods such as minced and mashed foods. Finger foods should also be offered as well as drinks from a feeding cup.

Table 6: A suggested time-table for introduction of foods.

Age	Suggested Foods
8-9 months:	Finger foods (rusks, banana, bread) and minced foods. Protein rich foods such as minced chicken, beef and lamb should be introduced with the mashed starch (potatoes, sweet potato, rice, pasta) and vegetables.
	Cooked egg yolk, fish and citrus.
	Whole egg, and most other foods.

12.30 Children 13 months to 10 years

12.30.1 During this time the child's rate of growth slows in comparison to the first year. She usually needs less energy but more protein and mineral matter.

Table 7: A table to indicate average daily energy needs.

Age	Kilocalorie
	Approximately 1000 – 1,500 calories (4,200 – 6300kj)
	Approximately 1,500 – 2,000 calories (6300 – 8400kj)

12.30.2 Daily protein needs:

12.30.2.1 Animal sources of protein are offered such as meat, chicken, fish, cheese and egg, these should be offered daily.

12.30.3 Daily mineral needs:

12.30.2.2 In order to satisfy the recommended daily allowance for calcium and phosphorous, two to three cups of milk are required daily.

12.31 Gastroenteritis Diet Indications:

12.31.1 For children with gastroenteritis or dysentery in the post-acute or recovery phase; infants with severe and chronic diarrhoea.

12.32 Dietary prescription

12.32.1 Follow paediatric specifications with the following guidelines in mind with respect to meal planning.

12.33 Guidelines

12.33.1 Lactose free, beef free, pork free, mutton free. The diet should be low in fat with no fried or foods high in fat. The food should be boiled, steamed or baked with no added fat. Low fat maas may be given. Foods that should not be given are: cabbage, broccoli, cauliflower, peanut butter, onion, fried fish, pork, beef or mutton.

12.33.2 Fluids used to make a Full liquid, Supplementary feeds or enteral feeds will be charges to the institution by the **CATERER** at cost.

12.33.3 Requests for skimmed milk, infant formula, enteral feeds, full liquids, clear liquids, low potassium fluids, Pro-Nutro and any other reasonable request is to be met by the **CATERER** and charged to the institution at cost on presentation of appropriate written requests no additional handling fee may be levied.

13 EQUIVALENTS

A table 8: to indicate food equivalent list of the purpose of exchanging appropriate food items:

FOOD	EQUIVALENT
Beans (Dried)	Dried peas, lentils textured Vegetable protein (TVP), textured soya concentrate
Cereals	G bread = 70g bread flour = 30g 1 cup of soft porridge = 30g dry maize meal 1 cup of stiff porridge = 45g dry maize meal 1 cup of crumbly porridge = 60g dry maize meal
Tea	Instant coffee
Cooking oil	(1ml=1g)
Vegetarian options	0g
Fresh fruit	= 150g (approx) = 80g concentrate = 200ml
	= 50g = 50g
	= 500ml Low fat = 500ml Full cream = 500ml Amasi = 50g Milk powder = 500ml Yoghurt
Meat/ Fish/ Poultry	(20% bone with 100g meat with bone) = 80g meat without bone = 80g lean mince/sausage
Vegetables	100g fresh as purchased

NUTRITION IN HIV/ AIDS REQUIREMENTS:

1. Clinical malnutrition can be diagnosed when a Person living with HIV/AIDS (PLWHA) has a Body mass index (BMI) of $\leq 18.5\text{kg/m}^2$. [BMI = Weight (kg) divided by Height (m)²]

2. Diet History

2.1 Weight loss and malnutrition occur in PLWHA due to three main reasons:

- i. **Reduction in food intake** as a result of oral thrush, painful sores in the mouth, pharynx and/or oesophagus. Depression, fatigue, alterations in mental state and other psychosocial factors may impact on the person/s appetite or ability to eat. Socio-economic factors may affect food availability and the overall nutrition content and quality of the diet. Various medication may result in altered taste and smell changes, cause nausea, vomiting and / or diarrhoea, abdominal cramps, anorexia resulting in a diminished intake of food causing weight loss.
- ii. **Nutrient malabsorption** PLWHA frequently experience bouts of diarrhoea often caused by giardia, cryptosporidium and other pathogens. An HIV related enteropathy is also thought to occur which often causes fat and carbohydrate malabsorption, which also affects absorption of fat soluble vitamins such as vitamin A, D, E and K.
- iii. **Metabolic alterations** – HIV infection results in increased energy and protein requirements and results in the inefficient use and loss of nutrients. Wasting occurs as a result of cachexia, which affects appetite.

3. PLANNING OF NUTRITIONAL INTERVENTION

3.1 The nutritional management of weight loss in PLWHA is an important and necessary factor in order to maintain / improve current nutritional status and or prevent further progression of the disease.

4. Objectives of nutrition intervention

- Prepare for and prevent weight loss and malnutrition as a result of AIDS related symptoms by the early treatment of infections (e.g. oral thrush, mouth sores and other infections).
- Improve and promote better eating habits by optimizing nutrition status by providing preferred foods which are tolerated by the PLWHA and maximizing their oral intake by promoting a variety of foods that build the body (protein), provide energy (fats and carbohydrates and maintain immune system (vitamins and minerals).
- Provide adequate levels of all nutrients.
- Minimize symptoms of malabsorption.
- Promote appropriate foods for PLWHA in circumstances of food insecurity.
- Prevent weight loss from absorptive and metabolic changes.
- Preserve and/or promote muscle mass gain following an infection.
- Enhance quality of life.
- Prevent food-borne illnesses by promoting food safety principles.

5. Diet and Nutrition Recommendations for Adults

- i. Nutrition support should be viewed as part of the holistic treatment of the PLWHA which incorporates other care philosophies such as: early treatment of infections, stress management, physical exercise, emotional support and effective counselling.
- ii. **Overall Recommendation for Energy and Protein intake are as follows:**
 - v Weight maintenance 40kcal/day
 - v Weight gain 50kcal/day
 - v Protein 1.5g/kg/day
- iii. **A Healthy diet** consists of a varied food sources which includes foods that build (protein: meat, chicken, fish, eggs, milk, maas, cheese, lentils, peas, beans among others), foods that provide energy (starches: phutu, mealie meal, samp, rice, bread, potatoes, roti, pasta, porridge, fats: oil, margarine, lard, ghee, others: sugar honey, peanut butter) and foods that protect (vitamins and minerals: spinach, butternut, pumpkin, oranges, bananas, cabbage among others).
- iv. PLWHA should try to eat 3 meals a day with foods **that build, provide energy and boost the immune system** along with 2 B3 high protein and high energy snacks per day e.g. peanut butter sandwich, cup of full cream maas/milk/buttermilk.
- v. **Recommendations for nutritional support for HIV-positive, asymptomatic individuals.**
 - Eating a healthy diet consisting of 3 meals a day including 2-3 small snacks.
 - Employing good food hygiene.
 - Maintaining or gaining lost weight.
 - Being physically active.
 - Keeping a positive attitude and find support.
 - Avoiding cigarettes and alcohol.
 - Seek early treatment of opportunistic infections.
- vi. **Recommendations for nutritional support for HIV-positive individuals experiencing weight loss.**
 - Early weight loss often occurs as a result of loss of appetite due to secondary infections.
 - PLWHA should eat smaller more frequent meals and snacks focusing on eating food they like.
 - Following these periods of appetite loss, fever or acute diarrhoea PLWHA should try to increase their dietary intake by increasing the frequency of meals and snacks in order to promote weight gain and optimal nutritional status.
 - Meals and snacks should be as energy and protein dense as possible which can be achieved by adding milk powder to foods, fats, oil and sugar if tolerated.
- vii. **Recommendations for nutritional support for people with AIDS.**
 - This advice is based on the need to preserve functional independence.
 - A high protein and high energy diet is important in order to try and maintain lean body mass.
 - If nausea and vomiting is experienced small and frequent meals with snacks should be encouraged with the avoidance of strong aromas.
 - In the presence of severe diarrhoea and or vomiting fluid intake (30ml/kg body weight/day) must be maintained in order to prevent dehydration.
 - For other practical suggestion consult table 10.

Common HIV/AIDS related infections.

Symptom
Fever and loss of appetite
Sore Mouth and throat
Nausea and vomiting
Diarrhoea
Fat malabsorption
Severe Diarrhoea
Fatigue Lethargy

6. PATIENT INTERVENTION/EDUCATION

6.1 Healthy eating and maintaining good nutrition in adults and children.

- Good Food Habits Include: eating a large variety of foods, which is safely prepared and stored?
- Foods that **build the body**: beans, peas, lentils, eggs, meat, fish, chicken, milk/maas, cheese, peanut butter; **foods that give energy: starchy foods**, bread, maize (pap, samp, mealie rice) potatoes, sweet potatoes, pasta, roti, wheat, rice and cereals; **sweet foods**, sugar and jam; the **fatty foods**; sunflower oil, margarine, oil found in tinned fish, animal fat, butter and peanuts, **foods that boost the immune system**; like fruit and vegetables.
- PLWHA should try to eat 3 meals a day which contain foods that build the body, give energy and boost the immune system and 2-3 small snacks in between meals.
- All animal foods should be cooked completely and milk/maas should be pasteurized.
PLWHA should be encouraged to avoid tobacco, drugs and alcohol as they can negatively affect nutritional status and increase the risk of un-safe sexual practices resulting in re-infection and other opportunistic diseases.

6.2 Food Safety Principles

- Hands should always be washed before food preparation, after eating and defecating.
- All food preparation surfaces should be kept clean. Clean utensils should be used in the service and preparation of food.
- All food should be cooked thoroughly e.g. meat, chicken and fish should not be pink inside; food should be very hot or cold prior to eating.
- All eggs should be well cooked with hard yolks. Eggs that have cracked shells should be thrown away.
- Food should be served immediately after preparation, do not leave food lying around.
- Raw and cooked foodstuffs should be kept separate.
- Wash fruits and vegetables before eating them.
- Use safe water that is boiled or filtered.
- Use clean cups and bowls.

- Protect foods from rodents, insects and keep in a dry storage area. Most fresh food needs to be stored in a fridge, if there is no fridge, buy on demand.

6.3 Infant feeding choices for HIV Positive women.

6.3.1 From birth to 6 months.

There are a number of available feeding choices from birth to 6 months.

- Exclusive breastfeeding B no other liquids such as water, juice, medications unless prescribed by a doctor, pacifiers, solids.
- Expressed and heat treated breast milk.
- Breast milk substitutes: Home prepared formula B animal milk, dried milk powder and Commercial infant formula.
- Breast-feeding is the best way to feed a baby as it is safe, cheap and helps to build an infants immune system.
- During the first 4-6 months of an infant's life breast milk alone is adequate to meet the nutritional needs of the infant. Breast milk may protect the infant from poor nutrition and common infections LIKE HIV can be carried in the breast milk. It is important to ensure the increased nutritional needs of a breastfeeding mother are met by providing her with 3 meals and 2-3 small snacks per day. It is important that she does not lose weight during this period. Sugar, fats and oils may be added to her food during this time as well as those which provide **energy**. Breast milk does carry HIV and an infant may become infected from breast milk. (See table 9 for other risk factors)

It is important to therefore adhere to the following guidelines:

- Exclusively breast-feed an infant for 4-6 months (the longer the child is fed the bigger the risk).
- Exclusive breast feeding means no other food, water or fluids should be given during this time as they will increase the risk of infections.
- Abruptly stop breastfeeding at 4-6 months continue with an alternative feeding method such as commercial formula feed.
- If the breast is infected or if the nipple is cracked, the mother should only feed off the unaffected breast.
- If the mother has other infections whilst she is breastfeeding the risk of transmission is increased.
- If the infant has oral thrush or oral sores the risk of transmission is increased.
- If expressed breast milk is heat-treated the virus is killed, this can be done in the home. Once heat-treated the milk must be kept in a very clean container and in a fridge or a cool place before and after the heat treatment. (See table 10 for other advice)
- Wet nursing is not always a safe option as she may be HIV positive and infect the other child or the HIV child can infect the wet nurse, which may happen if she has cracked nipples or the baby, has thrush.

6.3.2 6 Months to 5 years:

- Breast milk may still form part of a child's diet up to 2 years of age for a normal healthy child.
- HIV infection may still be passed on during this period.
- It is important to substitute breast milk with either a commercial formula (infant formula) or a home-prepared formula (modified cow's milk) in order to meet the child's requirements.

- A variety of foods are also necessary which may come from the family pot, mothers should be encouraged to provide 3 meals and 3 snacks throughout the day.
- After 2 years of age it is not essential that children are given milk products, oil and sugar may make up their energy needs.

6.3.3 Nutrition for the child with HIV/AIDS

Malnutrition is common in children with HIV/AIDS, which further weakens the immune system. Children are still growing and require more energy and protein in order to meet their needs.

6.3.4 Reasons for poor nutrition in children with HIV/AIDS

- **Medication.** May cause nausea and vomiting limiting oral intake.
- **Difficulty with eating.** Thrush, oral sores in mouth and pharynx may make eating and swallowing difficult.
- **Lack of food.** As result of poverty or poor understanding of weaning methods.
- **Infections.** When a child is sick, they often not feel like eating.
- **Diarrhoea.** HIV results in changes in the gut leading to malabsorption which results in diarrhoea. Fats, oils and milk sugar (lactose) may make it worse and it may help to avoid milk sugar from dairy foods in the diet and cut down on the amount of fats and oils eaten.
- **Illness of the caregiver.** The caregiver may also be sick and unable to care adequately for a child.

6.3.5 Nutritional support of a child with HIV/AIDS

- The growth and weight of a child should be monitored using road to health charts and other standard anthropometric measurements.
- When a child is unwell it is important to try and maintain a stable weight.
- Smaller and more frequent meals may help to stimulate the appetite.
- Increasing the amount of protein in the diet by adding milk powder to food (only if the child does not have diarrhoea).
- Increase the amount of energy in the diet by adding small amounts of cooking oil or margarine to the child's food (only if the child does not have diarrhoea).
- If a child has oral thrush give food that is soft, moist and easy to chew and swallow.
- If a child has problems digesting milk (e.g. diarrhoea, bloating, cramps) try yoghurt or sour milk foods such as maas and buttermilk.

As children get older their portion sizes of food must increase to supply the extra energy needed for growth. During and after infections children should receive more food in order to provide enough energy and protein for a catch-up @ growth.

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Preble EA, Piwoz EG. HIV and Infant Feeding: A chronology of research and policy advances and their implications for programs. SARA. September 1998.

SECTION P
EVALUATION CRITERIA

The evaluation system will only take effect if all the mandatory requirements are achieved and the bidders score 60% and above on functionality. Bidders that do not meet all the mandatory requirements and score less than 60% will be disqualified for any further evaluation of their bid.

Bids will be evaluated and adjudicated as follows:

Phase 1: Minimum Mandatory Requirements for Administrative Compliance

The Bid Evaluation Committee will assess compliance with the Minimum Mandatory Requirements for Administrative Compliance as outlined below.

Bidders who do not comply with the minimum Mandatory Requirements for Administrative Compliance will be disqualified and will not proceed to Phase 3 in the bid evaluation process.

The bidder shall ensure that all the required information is furnished; viz:-

- Invitation to bid (PART A)
- Terms and conditions for bidding (PART B)
- Declaration that information on Central Suppliers Database is correct and up to date (SECTION C)
- Bidders Disclosure (SECTION G)
- Authority to sign a bid (SECTION N)
- Conditions of Bid (SECTION O)

The bidder shall ensure that the bid document is fully completed and signed

NB: Compulsory Documents to accompany the Bid Document.

- a) Food handling certificate issued by Environmental Health
- b) Certified valid copy of proof of registration as employer with the Workmen's Compensation Commissioner (COIDA) from Department of Labour.

ADDITIONAL RETURNABLES

- a) Certified copies of Company Registration Documents.
- b) Certified Copies of the ID Document for company directors

NOTE: FAILURE TO SUBMIT THE REQUIRED INFORMATION WILL INVALIDATE THE ENTIRE PROPOSAL

Phase 2: Evaluation of Functionality

The evaluation of the bids must be conducted in the following manner:

- 1.1 The KZN Department of Social Development will evaluate the bids on the basis of functionality as set out below.

1.1.1 The percentage scored for functionality may be calculated as follows:

- (a) The value awarded for each criterion should be multiplied by the weight for the relevant criterion to obtain the score for the various criteria;
- (b) The scores for each criterion should be added to obtain the total score.
- (c) The following formula should be used to convert the total score for functionality:

$$P_s = \frac{S_o}{M_s} \times 100$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bid under consideration

Ms = Maximum possible score

1.1.2 The percentage of each panel member should be added and divided by the number of panel members to establish the average percentage obtained by each bidder for functionality.

1.2 Minimum scoring: A service provider who fails to score a minimum of **60 points** on functionality will be disqualified.

1.3 ONLY those bids that obtain a minimum score for functionality i.e. 60 out of 100 points (60%) will qualify to be in the panel of service providers to render catering services.

EVALUATION CRITERIA FOR THE PROVISION OF A PANEL OF SERVICE PROVIDERS TO PROVIDE CATERING SERVICE FOR THE KWAZULU - NATAL DEPARTMENT OF SOCIAL DEVELOPMENT

To be completed for each tender by each valuator

Criterion	Maximum Weight	Scoring Guideline	Means of Verification
Understanding, Organization and approach			
Approach and Methodology (Project Management Plan)	20	<ul style="list-style-type: none"> - Organogram (Director, Finance manager, HR Manager, Chef and Catering manager = 10 points - Bidders submit a risk analysis of the sites and measurements to mitigate and deficiencies = 10 points 	<ul style="list-style-type: none"> - Organogram - Risk analysis plan (handling of food, management contamination, disposing of food, OHS)
Competency, Capacity and Expertise of the Company	25		
	25	<p>Company Experience rendering catering services:</p> <ul style="list-style-type: none"> - <i>Minimum 03-05 years = 05 point</i> - <i>Between 06-10 years = 15 points</i> - <i>Between 11-15 years = 25 points</i> 	<ul style="list-style-type: none"> (a) Copies of appointment letters OR, (b) purchase orders OR (c) signed contracts from previous verifiable clients for catering services. <p><i>The letters/testimonials must indicate workmanship, contract period, contract amount (<u>Minimum uninterrupted experience of 1 year and above</u>)</i></p>
Competency and expertise of the Employee's on Site	30		
	20	<p>Catering Manager's Experience:</p> <ul style="list-style-type: none"> - <i>Minimum 03-05 years = 05 points</i> - <i>Between 06 years & above = 10 points</i> <p>Chef's Experience</p> <ul style="list-style-type: none"> - <i>Minimum 03-05 years = 05 points</i> - <i>Between 06 years & above = 10 points</i> 	<ul style="list-style-type: none"> • Detailed CV's of employees experience as Catering Manager / Chefs.

	10	Employees Qualifications: - Catering Manager = 05 points - Chef = 05 points	<ul style="list-style-type: none"> • Qualifications of Catering Manager and Chefs <i>with Hospitality Management Course</i>
Financial Capacity	10	Financial Capacity: - R200 001 and above = 10 points - Less than R200 000 = 05 points	<ul style="list-style-type: none"> • Does the bidder possess the financial viability to undertake this project? The bidder must attach valid audited financial statements/reports which are more than 3 months old. • A stamped letter from the Bank of Financial Capacity.
Locality	15	- Within KZN Province = 15 Points - Outside KZN Province = 0	<ul style="list-style-type: none"> • Letter from the Ward Councillor OR • Municipality Utility Bill OR • Valid lease agreement together with Lessor's Municipality Bill
Total Score	100		
Minimum Passing Score	60		

- **Note:** All bidders must attach a detailed proposal, including documents identified as per the *Minimum Mandatory Requirements for Administrative Compliance*: marked as "Annexure D" which also addresses each of the functionality criteria listed above in order to assist with the evaluation of this bid.
- In overall a minimum of 60% must be attained to qualify to be in the panel of service providers to render catering services. A service provider who fails to score a minimum of 60 % on functionality will be disqualified automatically.

EXPECTED DELIVERY DATE

The expected date of completion and delivery is sixty (60) months from receipt of official purchase Order.

PROCUREMENT AND CONTRACT PROCESSES WITHIN THE PANEL

Stage 1

The department will advertise a bid for the establishment of a panel of service providers following all competitive bidding processes, service providers will be evaluated based on completion of a bidding document and functionality only.

Stage 2

The Department will only request price quotation from the list of approved panels of service providers, where price and preference points will be considered.

First phase of the potential service providers will be contracted for thirty-six (36) months within the panel. Second phase will be contracted for the period of twenty-four (24) months while the Department is preparing for new contracts.

Preference for invitation of quotation will be given to service providers who are within the District where the facility is situated using the address on Central Supplier Data base (CSD).

The Department will appoint one service provider to a maximum of three (3) sites in the Province Should the bidder still meets the minimum requirements in more than three (3) sites in the Province, the bidder will be passed over to apply the principle of fair distribution of work.