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City Power Johannesburg

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## Canteen services provision for Dry groceries

### SPECIFICATION FOR DRY GROCERIES

- The supplier is to ensure that products shall be of good quality as indicated in this specification.
- The supplier shall ensure that the products supplied complies with all the relevant South African legislation and National Standards.
- All products supplied shall be produced in South Africa, except if proven that it cannot be sourced within the country.
- Any changes in product or change in delivery date and time should be communicated to the company, in advance, telephonically and in writing.
- Letter of intent must be signed by both parties.
- Products shall be traceable from the food manufacturers/producer that supply the dry groceries to City Power Johannesburg.
- The supplier is required to provide skilled and fully trained food handlers of dry groceries.
- A training schedule shall be provided to ensure refresher training is provided to food handlers
- Suppliers should adhere to all COVID-19 protocols.

### Acts and Regulations

- Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), as amended
- Regulation R.638 of June 2018 under the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), as amended
- Labelling Regulations under Foodstuffs, Cosmetics and Disinfectants Act 1972 (Act 54 of 1972), as amended
- Agricultural Product Standard Act,1990 (Act 119 of 1990), as amended
- Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended
- Meat Safety Act, 2000 (Act 40 of 2000), as amended
- National Water Act, 1998 (Act 36 of 1998), as amended
- Animal Disease Act,1984 (Act 35 of 1984), as amended

### National Standards

- ISO: 9001:2015/SANS 9001:2015 "Requirement for Quality Management Systems"
- ISO 14001:2015 / SANS 14001:2015 "Requirements for Environmental Management Systems"
- SANS 10330:2007 "Requirements for HACCP System"

- ISO 22000:2005 in a 3-year transition to ISO 22000: 2018 “Food Safety Management Systems – Requirements for any organization in the food chain”
- FSSC 22000: “Food Safety Management System certification”
- SANS 10049: 2012 “Code of Practice Food Hygiene Management”
- SANS 10133: “The application of pesticides in food handling, food processing and catering establishment

### **Packaging requirements**

- The company/manufacturer name, product name and production date, as well as best before date should be visible on the package for storage and rotation purpose.
- The label should reflect the name of the product, weight, nutritional information and expiry date.
- All food items should be dry when delivered.
- All items should be free from dent and cracks.
- The pre-preparation products should be packed into thick plastic bags. With company name and product name and pre-preparation/ production date and best before date should be visible on the packaging for storage and rotation.

### **Labelling requirements** (as per Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972), as amended

- The following information is required: name of the product, class, size, weight, use-by date, batch identification and the address of the manufacturer or person on whose behalf the product is repacked.
- Items must have mixing and preparation instructions attached.

### **Transportation**

- Dry Groceries shall be handled and transported in a hygienic way and covered suitably so that it is protected against dust and contamination.
- Personnel hygiene, PPE and cleanliness should also be strictly adhered to by the delivery driver and dry groceries handlers.
- An insulated vehicle, without windows shall be used for the transportation of Dry Groceries product only
- The insulated vehicle shall be inspected daily before loading to ensure that the vehicle is clean and weatherproof. Records of daily checks and maintenance shall be kept and inspection by end user will be done from time to time.
- All Dry Groceries shall be transported and stored at a temperature of between 0 - 5°C
- Transportation meaning all delivery vehicles must be cooled and not only insulated.
- Dry Groceries should be transported in one vehicle in different containers/pallets, to avoid cross contamination.
- All products shall be delivered according to delivery schedule
  - Monday to Thursday 06:00 am to 08:00 am and 13:00 pm to 15:00 pm.
  - Friday 06:00 am to 08:00 am and 12:00 pm to 14:00 pm.
  - For Emergency/Lead Time will be as and when required (maximum 6 hours after receiving PO.)

- A truck with a canopy is therefore unsuitable.

### **Shelf Life**

- Upon delivery, container must be sealed, must not affect or be affected by the other products, and must be protected against deterioration for 12 months after delivery.
- Service Providers may make written applications to deliver Product with a shorter shelf life, provided such applications are accompanied by an undertaking that such short-dated stock will be unconditionally replaced before or after expiry.

### **Return conditions**

- All products qualify to be returned if the quality of the product is not completely satisfactory as long as the product is within the expiry date.
- All products will be returned should it be defective.

### **General requirements**

- All employees to adhere to food handling hygiene and safety standards, personnel safety and should be trained accordingly.
- Pest control should be monitored.

### **Administration Compliance**

- Certificate of Acceptability (R638) must be submitted
- If the supplier is an independent Distributor (sourcing the products from another company), a letter of commitment from the Principal Company formalising the Distribution Agreement including specific responsibilities and accountabilities between the two companies should be included in the letter of commitment.

### **Special conditions of the contract**

- Submit 3 price schedule for each year indicating suggested price increase.
- For purposes of this contract prices can be reviewed quarterly, meaning every 3 months, with a maximum of CPI average for the past quarter.
- This does not mean price can be escalated all the time, it can be reduced also.
- This price review will be subject to City Power expectant.