



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

BID NUMBER: **WCGHSC0112/2025**

CLOSING DATE: **TUESDAY, 14 OCTOBER**

CLOSING TIME: **11:00**

FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

- 1) CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL AT ERICA RESIDENCE, 84 RIEBEECK STREET, WORCESTER; AND**
- 2) CLEANING AT TUITION SITE, RAINIER STREET, WORCESTER**

Please submit your bid on the official, **not re-typed** forms. Only original, signed documents will be considered. Failure to complete and sign bidding documents, certificates, questionnaires and specification forms may invalidate the bid. **The date stamp on each page is for official use and not for completion by bidders.**

Each bid must be deposited in a **sealed envelope** with the **name and address of the bidder, the bid number and closing date**. These conditions also apply to **a bid sent by courier** that is delivered in a courier pouch and is either signed off by the responsible official, or deposited in the bid box by the courier's representative. The envelope shall not contain documents related to any bid other than that indicated on the envelope.

Bid documents must be deposited in the **bid box marked DEPARTMENT OF HEALTH** in the foyer of the Western Cape Government Building **next to the Cape High Court** at the junction of Dorp and Keerom Street, Cape Town. The bid box is generally open **24 hours a day, 7 days a week**. If you are uncertain about the location of the bid box, please call the responsible official, **Mr Rashaad Matthews at (021) 483 2550** for assistance during office hours.

Please ensure that bids are delivered **to the correct address before bid closing**. **Late bids** will not be accepted for consideration and, where possible, will be **returned unopened** to the bidder accompanied by an explanatory letter. **No bidders' names or prices will be read out** after closing time when the bid box is opened and bids are removed by Sourcing officials.

All bidders must be registered on the Central Supplier Database (CSD) at the time of bid closing. **Bidders already registered on the CSD** must have **confirmation of their registration** AND **ensure that their status is up to date** prior to bidding by contacting www.csd.gov.za.

Unregistered bidders or bidders with suspended registration will be deemed non-compliant and their bids will not be considered. Any prospective unregistered bidder must register as a supplier on the CSD prior to bidding. CSD self-registration only: www.csd.gov.za; **Contact email:** SCM.eProcurementDOH@westerncape.gov.za

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

The B-BBEE status **on form WCBD 6.1 in your bid document** will be used to evaluate the bid, **not your B-BBEE status on the SEB or CSD**. Please complete your claims for **both the 80/20 and 90/10 preference points systems** in the WCBD6.1, as well as the attached **form WCBD4**. All other mandatory documents held on the CSD will be accepted by the Department of Health (WCGHW) for consideration of formal bids.

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

The successful bidder will be required to complete and sign a written contract form (WCBD7.1).

Please refer all technical/specification enquiries to **Ms Liesl Strauss** at telephone no. (023) 814 0090/91 or email liesl.strauss@westerncape.gov.za.

for HEAD HEALTH AND WELLNESS

DATE: 16 September 2025

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

BID OPENED @ 11:00

14 OCT 2025

1)..... 2).....
SIGNED SIGNED

PART A INVITATION TO BID

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

The Western Cape Government ('WCG') is committed to govern ethically and to comply fully with anti-fraud, theft and corruption laws and to conduct itself continuously with integrity and with proper regard for ethical practices.

The WCG has a zero-tolerance approach to acts of fraud, theft and corruption by its officials and any service-provider conducting business with the WCG.

The WCG expects all its officials and anyone acting on its behalf to comply at all times with these principles to act in the best interest of the WCG and the public.

The WCG is committed to protecting public revenue, expenditure, assets and reputation from any attempt by any person to gain financial or other benefit in an unlawful, dishonest or unethical manner.

Incidents and suspicious activities will be thoroughly investigated and where criminal activity is confirmed, responsible parties will be prosecuted to the full extent of the law.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH					
Bid no	WCGHSC0112/2025	Closing date:	Tue, 14 Oct 2025	Closing time	11:00
Description	Provision of services at the Western Cape College of Nursing Boland Campus, Worcester: catering, cleaning, facility management and pest control at Erica Residence, 84 Riebeeck Street and cleaning at tuition site, Rainier Street				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
The foyer of the main entrance, Western Cape Government Building (next to Cape High Court)					
Junction of Dorp and Keerom Streets, Cape Town 8001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
Contact person	Mr Rashaad Matthews		Contact person	Ms Liesl Strauss	
Telephone no	(021) 483 2550		Telephone no	(023) 814 0090/91	
E-mail address	rashaad.matthews@westerncape.gov.za		E-mail address	liesl.strauss@westerncape.gov.za	
SUPPLIER INFORMATION					
Name of bidder					
Postal address					
Street address					
Telephone no	Code		Number		
Cellphone no					
Facsimile no	Code		Number		
E-mail address					
Vat registration no					
Supplier compliance status					
CSD registration no.					
MAAA					
B-BBEE status level verification certificate	[Tick applicable box] <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	
If yes, was certificate issued by verification agency accredited by SANAS (SA National Accreditation System)			[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 WITH A COMPLETED 6.1 TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
Are you the accredited representative in South Africa for the services offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [if yes enclose proof]		Are you a foreign based supplier for the services offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer part B3]	
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 TO ALL OF THE ABOVE IS "NO", IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS). IF NOT, REGISTER AS PER 2.2 BELOW.					

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PART B
TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION REQUIREMENTS
1.1	Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
1.2	All bids must be submitted on the official (not re-typed) forms provided, or in the manner prescribed in the bid document.
1.3	This bid is subject to the preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
1.4	The successful bidder will be required to fill in and sign a written contract form, WCBD7.
2.	TAX COMPLIANCE REQUIREMENTS
2.1	Bidders must ensure compliance with their tax obligations.
2.2	Bidders must provide their unique SARS-issued personal identification number, ('PIN') to enable the organ of state to view the taxpayer's profile and tax status.
2.3	Application for Tax Compliance Status ('TCS') or PIN may also be made via e-Filing through the SARS website, www.sars.gov.za
2.4	Bidders may also submit a printed TCS certificate along with the bid.
2.5	In bids where consortia/joint ventures/sub-service-providers are involved each party must submit a separate TCS certificate and CSD number.
2.6	Where no TCS PIN is available, but the bidder is registered on the Central Supplier Database ('CSD'), a CSD number must be provided.
2.7	No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members in the service of the state.
NB: FAILURE TO PROVIDE/COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RENDER THE BID INVALID.	
SIGNATURE OF BIDDER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED:	
(Please submit proof of authority, e.g. company resolution, that bid signatory has been mandated to sign the bid in his/her capacity as the authorized representative of the organization.)	
DATE:	

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- 1) CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL AT ERICA RESIDENCE, 84 RIEBEECK STREET, WORCESTER; AND**
- 2) CLEANING AT TUITION SITE, RAINIER STREET, WORCESTER**

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NOTE: Please index the required **annexures** in the order as above, and add them after the last documents in your bid offer with page separators in-between.

Please insert **any other compulsory forms** (Tax clearance certificates, BBBEE certificates, etc.) where they are specified or requested in the bid document.

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DEFINITIONS

For the purpose of the description, financial implications, bid conditions, conditions of bid and contract, bid specifications and annexures, the definition of words below will apply.

Authority	Representatives from the end-user institutions authorized to instruct the service-provider about specified and agreed contract requirements. Authorized persons for the purpose of this bid are the Infrastructure manager or Delegated authority
Bid	A written offer, in prescribed format, from a prospective service-provider, to provide services to an end-end-user.
Bidder	An organization/individual who completes and submits a bid subject to all the terms and conditions embodied in the bid.
Catering facilities	Premises made available by the client in which the service-provider shall perform the catering service according to the provisions of this agreement.
Catering manager	The member of the service-provider's management designated to liaise with the designated manager on all catering and related services.
Catering staff	Staff involved in food preparation, provided by the service-provider for the duration of this agreement as explained further on in this document.
Cleaner	A person employed by a cleaning service-provider to carry out cleaning and other related functions. General assistant shall bear the same meaning as cleaner.
Cleaning	The appropriate cleansing, treating and maintenance of designated furniture, fixtures, windows and soft and hard floor surfaces through dusting, sweeping, vacuuming, washing, polishing, buffing, stripping and sealing where applicable, both daily and bi-annually as required.
College/ Western Cape College of Nursing/ WCCN-B	The Western Cape College of Nursing Boland, abbreviated as ' WCCN-B ' is an institution under control of Western Cape Government Health and Wellnes ('WCGHW'), represented by its management, providing formal, accredited vocational training, board and lodging to nursing students. The College has campuses in the Metro West (Athlone), Metro East (Stikland), Boland (Worcester) and Garden Route (George) areas.
Conditions	All conditions and procedures specified which may affect the legal aspects of the bid or contract.
Contract	A legal, binding document and agreement resulting from the acceptance of a bid, including the full attached documentation, as well as the conditions contained in the General Conditions of Contract ('GCC'), which form the basis of the agreement resulting from the acceptance of a bid.
Contractor	The successful bidder/service-provider by whom the services specified will be provided subject to all the terms and conditions embodied in the contract.
Contract manager	Also called 'co-ordinator or 'representative'. The member of the service-provider's management team designated to liaise with WCGHW about contract and contract-related services, AND the appointed manager from WCGHW assigned to review project effectiveness, compliance and monitoring the services.
End-user	The institution that requires provision of specialized outsourced services to fulfil a need for which it does not have the in-house capacity, and who retains the services of a service-provider to carry out such services in accordance with an agreed contract.
Equipment	All furniture, fixtures, fittings, appliances or any other item of equipment which the service-provider might reasonably require in the performance of its duties.

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

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DEFINITIONS	
For the purpose of the description, financial implications, bid conditions, conditions of bid and contract, bid specifications and annexures, the definition of words below will apply.	
Facility	The end-user institutions' premises/sites where the service provided by the service-provider under the provisions of this bid shall be performed.
Food guidelines	A guideline of food types, quantities and quality to be supplied by the service-provider for bid and evaluation purposes only, upon which bid prices must be based and which is to be paid by the individual client.
Food invoice/invoice	The draft invoice format which forms the basis of all accounting in respect of moneys payable by the College for catering services provided to students by the service-provider.
Food service staff	Staff serving food prepared by the service-provider for the duration of this agreement as explained further on in this document.
Food specifications	The schedule of food types, quantities and quality per meal and menu cycle, to which the service-provider must adhere in all respects, and for which the WCCN-B must pay.
General Conditions of Contract	An explanatory annexure detailing the general rights and obligations of entities conducting business with government, which forms part of the bid specification.
Institutions	Institutions/hospitals/ health facilities under the control of the Department of Health, Western Cape Government, including the Western Cape College of Nursing and its campuses, who are participants in a bid and on whose behalf certain services are arranged.
Interpretation	Words referring to the singular also include the plural and <i>vice versa</i> , where required by the context. Any gender includes the other. Reference to a person includes all entities, e.g. corporations, associations, partnerships, close corporations, government or local authorities and other legal and natural persons.
Kitchen	Main kitchen/food service unit
Management staff	Any management staff provided by the service-provider for the duration of this agreement.
Mandatory	A term which refers to an obligation (also shall/should and must) or legal requirement.
May (<i>aux verb</i>)	An expression of discretion (option) or contingency, especially in clauses indicating condition, concession, purpose, result, etc
Polish (<i>noun</i>)	Usually a petroleum-based/synthetic high-solid wax paste/liquid suitable for providing a dust-repellent sheen to porous or semi-porous furniture and floor-surfaces.
Post/service/point of duty	A designated place or workstation where or from where prescribed duties are performed and controlled.
Sealer dressing	A non-ammonia based dry, clear (bright) or buffable polymer-synthetic wax emulsion with not less than 25% built-in solids applied to resilient floors to enhance its appearance and facilitate cleaning of spills, scuff-marks etc.
Service	The outsourced WCCN-B campus in accordance with the specified duties, responsibilities and conditions detailed in this document.
Service-provider's staff	Staff responsible for performing the duties specified in terms of the scope of services required for the contract.

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

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DEFINITIONS (continued)

For the purpose of the description, financial implications, bid conditions, conditions of bid and contract, bid specifications and annexures, the definition of words below will apply.

Site instructions	An operational document detailing specific duties and conditions of the contract (generic and specific).
Specification	A document detailing proposed services to be provided in terms of the contract.
State, Government, Department:	The Republic of South Africa and/or Government Department/Western Cape Government Health and Wellness, according to the context of the sentence in which it appears.
Status quo	The condition or state of affairs of the bidder and bidding organisation as at the date of bid.
Stripper	A non-ammonia based detergent that allows the removal of dumpings and polishes on floor surfaces by breaking down the binding properties in these products.
Supervisor/controller	The person designated to manage on-duty staff.
Validity date:	Period when a bid is valid, during which it is expected to be evaluated, recommended and concluded. This bid shall be valid for 90 days from the closing date. Validity dates can be extended in agreement with bidders if bids are not concluded within 90 days.
Western Cape Government Health And Wellness	Abbreviated as 'WCGHW', previously known as the Department of Health, Western Cape Government, this is the provincial government body who invited the bid, under whose control the WCCN-B resides.

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GOODS & SERVICES SOURCING

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Bidders must complete the “details of offer” column of this document in full, and reply “**complies**” or “**does not comply**” to indicate the offer’s compliance with requirements. Failure to reply to all sections will make an offer ineligible for evaluation.

Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case.

Para	Section 1 - Introduction	Details of offer
1.1	SCOPE	
1.1.1	This specification establishes the requirements for the provision and operation of services detailed further on, at specified sites of the Western Cape College of Nursing Boland (‘WCCN-B’) , for a 3-year period.	
1.1.2	No services will be rendered for the 3 weeks each year during December and January when the WCCN-B is in recess , the exact dates which will be communicated to the successful bidder by the Head of Campus . The service provider shall not bill the WCCN-B for meals during these recess periods.	
1.1.3	The service provider shall not bill the WCCN-B for meals, staff, overhead or service costs in the event and for the duration of a national disaster or pandemic during which services cannot be provided due to national and/or provincial regulations, restrictions and/or the WCCN’s logistic considerations .	
1.1.3.1	Boland Campus, Worcester: Erica Residence, 84 Riebeeck Street Catering , which includes <ul style="list-style-type: none"> - breakfast, - lunch food items, pre-packed at breakfast by students in own containers, - supper, and - implementation of a meal booking system Cleaning , which includes <ul style="list-style-type: none"> - cleaning and refuse disposal in public areas, kitchen, dining and ablution facilities and student bedrooms, - provision of cleaning equipment/consumables, - exchange and maintenance of sanitary bins, and - pest control Facility management , which includes <ul style="list-style-type: none"> - managing student meals, cleaning, grounds maintenance, assets and keys, - issuing rooms to students, - inspecting buildings and systems, and - ensuring that safety standards are upheld. 	
1.1.3.2	Boland Campus, Worcester: Tuition site, Rainier Street Cleaning , which includes <ul style="list-style-type: none"> - cleaning and refuse disposal in public areas, kitchen, dining and ablution facilities and student bedrooms, - provision of cleaning equipment/consumables, - removal of sanitary bins. 	

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Para	Section 1 - Introduction	Details of offer
1.2.	VALIDITY PERIOD	
1.2.1	This bid shall be valid for 90 days from the closing date. If a bidder withdraws his offer during this period, and a less favourable bid has to be accepted as a result, the bidder will be liable to compensate the WCCN-B .	
1.3.	CONTRACT PERIOD	
1.3.1	This contract between the Department and the service provider/s will become effective for 3 years from the day on which it is signed , or the first day of the following month, unless otherwise provided in the contract.	
1.3.2	The contract will end on the last calendar day of the 36th month after the commencement date, with the option to extend the contract for a period determined by WCHW if required, after which fresh bids will be invited.	
1.4	GENERAL	
1.4.1	The bid and contract are subject to the General Conditions of Contract (GCC) of which a copy is included in this documents for the information of bidders. The successful bidder/s must accept the terms and conditions of the GCC.	

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

BID OPENED @ 11:00

14 OCT 2025

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WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

- 1) CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL AT ERICA RESIDENCE, 84 RIEBEECK STREET, WORCESTER; AND**
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Para	Section 2: Service Specification - Catering	Details of offer
2.1	CATERING - OVERVIEW Boland Campus, Worcester: <i>Erica Residence, 84 Riebeeck Street</i>	
2.1.1	Erica Residence can accommodate a maximum of 150 students per annum . Student numbers per year will be determined by the need for accommodation in line with WCCN-B’s student accommodation policy. Meals must be provided for 48 out of 52 weeks . WCCN-B will only pay for booked meals.	
2.1.2	The catering service must provide good quality, safe, wholesome and nutritious meals and snacks to students by means of a standardised winter and summer menu cycle of 5 weeks to prevent menu fatigue, in accordance with South African Food-Based Dietary Guidelines and the Provincial Meal Plan specification.	
2.1.3	All food services provided to students will be paid in full by the College and must comply in all regards with the requirements the Catering and Food Specification.	
2.1.4	The service-provider must prepare and serve meals in each category, breakfast and supper to students in the dining hall, and provide food items at breakfast time for a packed lunch , that will be assembled by students in their own containers.	
2.1.5	The service-provider must implement a meal-booking system , which students will use to order and sign for receipt of meals. The system will assist the contractor with meal planning and wastage reduction, and enable the College to pay the service-provider strictly according to meals booked.	
2.1.6	Dietetics services must be provided once a week to ensure that menus for special diets are compliant with the National Food Service Policy and that the portion sizes and meals served are correct.	
2.1.7	The service-provider may not issue subsidised meals to WCCN-B staff and visitors . If the service-provider’s management staff is entitled to any meal per shift, the cost will be for the service-provider’s account. Similarly, the service-provider is expressly prohibited from selling and/or using alcohol and cigarettes , which is excluded from the scope of the service.	
2.1.8	Bidders must calculate a bid price per proposed meal served per student per day based on diet information supplied in the Catering Service and Food Specification and quote this in accordance with requirements in the pricing schedules, forms WCBD3.2 . The service-provider must only quote per breakfast, lunch box and supper.	
2.1.9	Although the Residence kitchen is not Halaal-certified , Halaal meals may be required from time to time. These meals must be outsourced by the service-provider, from a supplier who must be able to provide a valid Halaal certificate on request. Bidders must specify costing per Halaal meal for the duration of the contract on a separate sheet . Please provide all relevant details by using WCBD 3,2, item 1 as a guideline .	

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Para	Section 2: Service Specification - Catering	Details of offer
2.2	PREMISES AND FOOD SERVICE EQUIPMENT	
2.2.1	Duties and obligations of the College (WCCN-B)	
2.2.1.1	WCCN-B will provide existing food services premises , furniture, fixtures major kitchen equipment and appliances, cooking utensils, other food service equipment, kitchen smalls, chopping boards and knives, to the service-provider in a good, clean and working condition according to minimum stock levels.	
2.2.1.2	WCCN-B will supply electrical power and hot and cold water for cooking, cleaning, refrigeration and freezing.	
2.2.1.3	WCCN-B will make its fully equipped main kitchen available to the successful bidder free of charge for the preparation of all student meals, and will enforce strict control to ensure correct use of equipment by the service-provider's staff. The following facilities are included:	
Table 1	Main kitchen facilities and amenities	
	Description	Number
	Cold room	1
	Walk-in fridges	3
	Medium storeroom	1
	Scullery	1
	Preparation areas	3
	Delivery entrance	1
	Trolley bay	1
	Office	1
	Staff tearoom	1
	Cloakroom and ablution facilities	1
	2.2.1.4	A monthly WCCN-B asset/equipment count of all items shall be undertaken and a report comprising the equipment lists and statistics of breakages and theft be provided to the Contract Manager.
2.2.1.5	Where necessary, as a result of fair wear and tear, WCCN-B shall maintain, repair, renovate and replace kitchen equipment made available to the service-provider in a way that ensures the least disruption to the service provider's catering service.	
2.2.1.6	WCCN-B will provide office space free of charge, where possible, and ensure that free ablution facilities are available to the service provider's staff at/near service areas.	
2.2.1.7	WCCN-B cannot provide housing or accommodation on or near its premises for the service provider's staff, as no accommodation is available.	

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Para	Section 2: Service Specification - Catering		Details of offer
2.2	PREMISES AND FOOD SERVICE EQUIPMENT (continued)		
2.2.1	Duties and obligations of the WCCN-B		
Table 2	Kitchen equipment to be provided by WCCN-B		
No	Description	Supplier	Quantity
1	Bain Marie serving trays		24
2	Bain Marie serving trays - lids		6
3	Deep-fat fryer	Mac Brother	1
4	Dishwasher		1
5	Double wash basin with taps	Mac Brother	2
	Eloma industrial oven/steamer	Eloma Industry	1
6	Food warmer	Mac Brother	1
7	Food warmer/server, top loader	Mac Brother	2
8	Food warming cabinet	Mac Brother	1
9	Gas boiling table	Mac Brother	1
10	Gastronome trolley, steel	Mac Brother	5
12	Kitchen table, stainless steel	Mac Brother	2
13	Kitchen table, stainless steel	Mac Brother	2
14	Kitchen table, stainless steel – working surface	Manaaz Catering	4
15	Shelving stainless steel table with basin/spray tap		1
16	Shelving storage, stainless steel rack	Mac Brother	2
17	Shelving storage, stainless steel - 2 rack for saucepanss	Mac Brother	1
18	Storage rack, stainless steel - 4 shelves		5
19	Storage rack, stainless steel - 4 shelves for cleaning store		2
20	Storage rack, stainless steel - 4 shelves for dry store		5
21	Storage rack, stainless steel - 4 shelves for freezer	Mac Brother	3
22	Storage rack, stainless steel - 4 shelves for packaging store		2
23	Stove, 4-plate gas	Mac Brother	1
24	Tilting frying pan, stainless steel	Mac Brother	1
25	3-Tier rack trolleys with 4 wheels		4
26	Under-counter fridge, 2-door	Mac Brother	1
27	Walk-in cold room		1
28	Walk-in freezer	Mac Brother	1

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Para	Section 2: Service Specification - Catering	Details of offer
2.2	PREMISES AND FOOD SERVICE EQUIPMENT: (continued)	
2.2.2	Duties and obligations of the service-provider	
2.2.2.1	The service-provider is responsible for payment of all applicable rates and service charges for the proper operation and management of the service.	
2.2.2.2	If gas is used, it must be Liquid Petroleum (LP) gas, for which the service-provider will bear the cost and responsibility. This includes approval, installation, maintenance, refill costs and annual fees. The service-provider shall be expected to provide proof of approval by the Fire Department for the use of gas facilities.	
2.2.2.3	The service-provider must provide its own independent telecommunication facilities, IT connectivity and necessary information technology equipment to manage the service efficiently. The service-provider is responsible for the payment of associated maintenance, safety expenses, network and equipment costs.	
2.2.2.4	Before the service starts, the service-provider must draw up an inventory with the Contract Manager and inspect all premises, furniture, fixtures, food service equipment and utensils. The items must be recorded on an inventory schedule and a copy of this document, signed by both parties, will form part of the contract.	
2.2.2.5	Kitchen smalls must be supplied by the service-provider in accordance with Table 3 and typically include: <ul style="list-style-type: none"> - Cooking equipment e.g. ladles, spoons, pans, pots, knives, chopping boards, microwave ovens, bain-marie inserts, cutlery, crockery, strainers, sieves, etc. Wooden utensils may not be used in any kitchen facilities. - Cleaning equipment in accordance with a colour-coded system, e.g. mopping buckets, mops, mop wringers, gloves, squeegees, high pressure hoses, etc. 	
2.2.2.6	The service-provider will perform a monthly stock count of all these items and provide a report, comprising the stock lists and statistics of breakages and theft to the Contract Manager. Where stock losses require the replacement of its own kitchen smalls this will be for the service-provider's account.	
2.2.2.7	Where necessary, and as a result of fair wear and tear, the service-provider will maintain, repair, renovate and replace unserviceable equipment/consumable stock with the least disruption to its catering services. The College will not be responsible for stock losses and damages due to the proven negligence of service-provider's staff.	
2.2.2.8	If necessary, and subject to the written approval of the College Head, the service-provider may install any equipment, machines, etc. and replace them at his own cost with other equipment which he may consider necessary to provide an efficient service.	
2.2.2.9	A month before the contract ends, a stock-count will be undertaken of all equipment, cutlery crockery, knives, pots, chopping boards, etc. The service-provider will receive a list of the deviations and condition of the items, which must be replaced at the service-provider's expense where required.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 14 OCT 2025 1) 2) SIGNED SIGNED
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Para	Section 2: Service Specification - Catering	Details of offer
2.2.2	Duties and obligations of the service-provider (continued)	
Table 3 Kitchen smalls to be supplied by service-provider		
No	Description	Quantity
1	Basting spoon, perforated - 330mm, Kit 1521	2
2	Basting spoon, solid - 330mm	4
3	Can opener, Cater Ace with table clamp – Kit 1230	1
4	Colander, s/steel – 280 mm	21
5	Colander, s/steel – 380 mm Kit 0190	1
6	Cutting board PE - 500 x 380 x 13 mm – green, Kit 0040	1
7	Cutting board PE - 500 x 380 x 13 mm – yellow, Kit 0041	14
8	Cutting board PE - 500 x 380 x 13 mm – blue, Kit 0042	11
9	Cutting board PE - 500 x 380 x 13 mm – brown, Kit 0043	15
10	Cutting board PE - 500 x 380 x 13 mm – red, Kit 0044	13
11	Cutting board Pe - 513 x 385 x 12 mm – white, Kit 0054	12
12	Egg lifter, stainless steel – 400 mm, Kit 1948	2
13	Grater, stainless steel – 6-sided, Kit 0559	18
14	Ice cream scoop - no 16, Kit 1391	2
15	Knife, Victorinox – bread, 200 mm	1
16	Knife, Victorinox - carving/cooks, 250 mm, Kit 0960	1
17	Knife, Victorinox – paring, 100 mm plain, Kit 2353	4
18	Ladle, solid - 236ml / 8oz	1
19	Measuring cup set – stainless steel, 4- piece, Kit 1130	19
20	Measuring spoon set – 4-piece, 9-pack of 12, Kit 1140	20
21	Mixing bowl, s/steel round – 290 mm, 5 litre, Kit 0119	15
22	Mixing bowl, s/steel round – 400 mm, 13 litre	17
23	Oven mitt pyro - 380mm, pair	2
24	Oven mitt pyro - 600mm, pair, Bak 0890	2
25	Pan, stainless steel, frying, Value - 320 x 50 mm	2
26	Potato masher, stainless steel - 150 x 120 x 600mm, Kit 0660	1
27	Potato peeler, Victorinox, universal – black, Kit 4528	4
28	Pot, stainless steel casserole, Value - 16 litre, 280 x 250 mm	2
29	Pot, s/steel casserole, Value - 20 litre, 320 x 260 mm	2
30	Saucepan, stainless steel - 3.1 litre, 200 x 100 mm	1
31	Thermometer, electronic - 120mm, -50 °C to + 150 °C	1
32	Tongs catering – 210 mm	2
33	Whisk, French, stainless steel – 550 mm, Kit 0260	2
2.2.2.10	<p>The contractor shall supply disposable catering containers/paper bags and cups to Erica Residence only at the request of the Campus Head and procured ad hoc as the need arises, in the following situations:</p> <ul style="list-style-type: none"> ➤ Students leaving for WIL placement earlier than 06:00 in the morning, ➤ Students returning from WIL placement after 19:00 in the evening, and ➤ Extraordinary circumstance, e.g. students suffering ill-health (communicable disease). 	

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Para	Section 2: Service Specification - Catering				Details of offer	
2.2.2.11	Duties and obligations of the service-provider (continued)					
	The service-provider must furnish the Campus Head with a quotation that is additional, but separate to, the contract. The Campus Head will approve the purchase, which will be for the WCCN-B's account , while the service-provider will arrange for procurement . Prices provided will be for 3 years and must not be included in the total contract cost.					
Table 4 Disposable catering containers - type and cost						
	Item	Size	Type	Excl VAT	Incl VAT	
1	Cup	250 ml	Non-Biodegradable			
2	Plate	23 cm	Non-Biodegradable			
3	Bowl	250 ml	Non-Biodegradable			
4	Bowl lid		Non-Biodegradable			
5	Container, 2 or 3 division	1.2 litre	Non-Biodegradable			

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Para	Section 2: Service Specification - Catering	Details of offer
2.3	USE AND CONTROL OF FOOD SERVICE FACILITIES:	
2.3.1	<p>The service-provider's access and supervision will be limited to the following service areas and any surrounding buildings and facilities required for the provision of the service:</p> <ul style="list-style-type: none"> - the kitchen, food stock stores, food services and dining areas for provision of a catering and meal-delivery service at Worcester respectively; - all public areas (passages, hallways), ablution facilities, recreational facilities, kitchen and dining rooms, student bedroom, lecture halls and classrooms for provision of a cleaning service at the Worcester residence and tuition site; - custody and control of all keys that allow access to these areas, as well as to lockable furniture, equipment, fixtures and fittings. 	
2.3.2	The service-provider shall not use the designated food services facilities or premises, or allow them to be used, for any purpose other than food services under the conditions of this bid, nor will the service-provider be allowed to prepare or serve food at any other premises than the designated sites, <u>unless necessitated by operational requirements and formally approved by WCGHW as a contract expansion.</u>	
2.3.3	The service-provider shall use all furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies, or allow these to be used, economically, only for the purpose for which they are provided , and according to their directions for use. From time to time, spot checks may be carried out by the College Contract Manager to ensure that the service-provider's staff complies with this requirement.	
2.3.4	The service-provider shall not remove any College property from the premises or location where it is kept, and shall ensure that these are used in a proper manner.	
2.3.5	The service-provider shall not make any structural changes to the existing premises. Any proposed change to the structure must be submitted in writing to the College for consideration and the College's decision regarding its necessity will be final.	
2.3.6	<p>The College Contract Manager, accompanied by the Catering Manager shall have access to the facilities and equipment, material and supplies used by the service-provider at all reasonable times -</p> <ul style="list-style-type: none"> - to monitor compliance with the contract conditions and food specifications, - to establish if the premises, furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies are being used in accordance with these conditions - to conduct inventory control of furniture, fixtures, equipment, utensils, etc., and - for any other reasonable purpose related to contract conditions or the wider interest of WCGHW. 	
2.3.7	Any additional security required to safeguard furniture, fixtures, equipment, appliances, utensils, material and supplies in the Kitchen against damage or theft shall be for the contractor's account.	

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Para	Section 2: Service Specification - Catering	Details of offer
2.3	USE AND CONTROL OF FOOD SERVICE FACILITIES: (continued)	
2.3.8	With the exception of fair wear and tear during the contract term, the service-provider shall maintain and, where necessary, on termination of the contract, restore all designated service areas, facilities, etc. in the same good order and condition in which they are confirmed to be at the start of the contract, as indicated in the inventory schedule.	
2.3.9.1	The service-provider shall accept that the provision of additional food services, e.g. for official functions and meetings , may be required from time to time. However, WCCN-B is under no obligation to use the service-provider exclusively for functions or meetings, and will only accept liability for functions for which a written motivation letter was presented to, and approved by, the Head of WCCN-B.	
2.3.9.2	The total cost of catering for functions, meetings and other special occasions will be discussed prior to the event and agreed with the Head of WCCN-B . A separate accounting record shall be maintained for each event of this kind	

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Para	Section 2: Service Specification - All services	Details of offer
2.4	STAFF MANAGEMENT AND TRAINING:	
2.4.1	The contractor shall provide all management, catering, food service, cleaning and facility management staff required for the efficient operation of all the required services. This shall include relief staff in designated positions for day/night shift.	
2.4.2	The envisaged minimum (core) food service staffing levels , determined by the College and vetted by a duly appointed Bid Specification Committee, are intended to ensure the continuous availability of staff for day and night shifts, and include relief staff in designated positions. Similarly, costing provided for each service must include provision for relief staff against each position throughout.	
2.4.2.1	Boland Campus, Worcester: Erica Residence, 84 Riebeeck Street The catering service contract staff levels and numbers required include weekends (split shifts) and public holidays, but exclude WCCN recess:	<div style="border: 1px solid black; padding: 5px;"> <p>WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</p> <p>BID OPENED @ 11:00</p> <p>14 OCT 2025</p> <p>1) 2)</p> <p>SIGNED SIGNED</p> </div>

Table 5 Catering staff						
Area	Post description	Per day	Total	Days	Actual hrs	Shift pattern
General	*Food Services/Facility Manager/'FSM'	1	1	Mon-Fri	8 hrs	08:00-17:00
General	Food Services Supervisor/'FSS'	1	1**	Mon-Sun	actual time	06:00-20:00 split
Kitchen	Cook/chef	1	2	Mon-Sun	9 hrs	06:00-20:00 split
Kitchen	Food Services Assistant/'FSA'	2	4	Mon-Sun	incl unpaid breaks	06:00-20:00 split
2.4.2.2	<p>* Must have a Food Service Management qualification</p> <p>** A total of one FSS for catering and one General Supervisor for cleaning is required. The supervisors will rotate to cover the 7-day shift from Monday to Sunday.</p> <p>Although the positions of dietician and financial controller must exist in the service-provider's organisational structure and their expertise must be available to WCCN-B for this bid, these posts must not be included in the total staff complement price.</p> <p>The cleaning service contract staff levels and numbers required include weekends (split shifts), but exclude public holidays and WCCN recess:</p>					

Table 6 Cleaning staff						
Area	Post description	Per day	Total	Days	Shift	
General	General Supervisor	1	1**	Mon-Sun	split	
General	Cleaners	2	4	Mon-Sun	split	
General	Cleaner	1	1	Tue & Thu	straight	
2.4.2.3	The facility management contract staff level and number required includes availability after hours in case of emergency, but excludes WCCN recess:					

Table 7 Facility Management staff						
Area	Post description	Per day	Total	Days	Actual hrs	Shift pattern
General	*Facility/ Food Services Manager/'FSM'	1	1	Mon-Fri	8 hrs	08:00-17:00
	* Must have a Food Service Management qualification					

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Para	Section 2: Service Specification - All services	Details of offer
2.4	STAFF MANAGEMENT AND TRAINING: (continued)	
	Boland Campus, Worcester: <i>Tuition Site, Rainier Street</i>	
2.4.2.4	The cleaning service contract staff levels and numbers required exclude public holidays, weekends and WCCN recess:	

Table 8 Cleaning staff

Area	Post description	Per day	Total	Days	Actual hrs	Shift pattern
General	Cleaner full-time	1	1	Mon-Fri	7:50 hrs	7:30-16:00 day
General	Cleaner part-time	1	1	Mon, Wed, Fri	9 hrs incl unpaid breaks	7:30-16:00 day

2.4.3	All new staff and/or casuals must be trained before they are allowed to work on site in their designated areas. All permanent catering staff should at least be trained on the level of Food Service Aid, Chef or Assistant Chef . All ongoing staff training and development must be documented and records be kept on site.	
2.4.4	If there should be an unforeseen increase or decrease in clients participating in the service, the service-provider will be entitled to negotiate an increase or decrease of its personnel with the College. Any fluctuation in the service-provider's staff numbers must be approved by WCGHW. Non-compliance must be reported to the appropriate level of WCCN-B's management for the necessary action.	
2.4.5	Wages paid by the service-provider to management and food service staff must be not less than the minimum wage for the category of employee determined and gazetted by the Department of Labour from time to time. Bidders shall furnish proof that the salaries/wages paid to employees comply with this condition.	
2.4.6	The service-provider shall be responsible for the continuous training of all food service staff to ensure the efficient functioning of the catering service. A fully documented in-service training matrix and detailed exposition of all envisaged courses shall accompany the bid document. Training programs shall be instituted from the date of commencement of the contract .	
2.4.7	The service-provider shall provide a management service to oversee quantity and quality control and supervision of food preparation by all staff as defined in the Food Specification for the proper execution of the contract. This includes: <ul style="list-style-type: none"> - personal supervision by the manager during meal preparation and at all serving points during meals, - management and control of the premises, equipment, furniture and utensils, - providing additional staff for any food service function, where required, and - providing an accounting service. 	
2.4.8	A sufficiently senior member of staff (Catering Manager or Assistant Catering Manager) must be on site every day to maintain standards and handle queries.	

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Para	Section 2: Service Specification - Catering	Details of offer
2.5	PURCHASE AND SUPPLY OF FOOD	
2.5.1	The service-provider shall arrange for the supply and delivery of all ingredients and food supplies necessary for the proper preparation of all menus in the food specification at his own cost. The service-provider shall also ensure the availability of sufficient reserve food stocks to provide meals to the College for a minimum period of 3 days .	
2.5.2	As compliance with specification requirements for quality is mandatory, the service-provider shall ensure that all foodstuffs supplied to the College comply with the specified quality and adhere to SABS specifications for the handling and preparation of foodstuffs etc.	
2.5.3	Where required, the service-provider undertakes to submit food to quality and quantity control inspections and testing of menu specifications by the Contract Manager and/or dietician. Where inspections and tests by the SABS or Environmental Health practitioners are required, paragraph 8 of the General Conditions of Contract will apply.	
2.5.4	If the quantity and/or quality of any foodstuffs or materials supplied to students does not comply with the standard and specifications in the contract, the contract may be terminated immediately by written notice and without prejudice to any other remedy for breach of contract in terms of paragraph 23 of the General Conditions of Contract.	
2.6	MEAL SERVICE, MENUS & RECIPES:	
2.6.1	The meal service will be based on a conventional cooking system . The service-provider shall use and limit itself to standard recipes for all menu items in the menu cycles. The service-provider must be able to plan a 5-week cycle summer and winter menu based on the meal specification per day and submit their own example/interpretation of a 5-week cycle summer and winter menu of the Provisional Meal Plan specification. All summer and winter menus must comply with standard meal specifications .	
2.6.2	The 5-week cycle menu , which includes appropriate summer and winter menus , shall specify portion sizes, vegetables, salads, gravies, sauces and spreads for all meals in accordance with the Provincial Meal Plan . Once approved by the College and Provincial INP (Integrated Nutritional Programme), the menus attached to the bid document will be implemented by the successful bidder.	
2.6.3	The College reserves the right, in exceptional cases , to make any reasonable alterations, changes or substitutions to the menus submitted where necessary, with prior approval of the site representative/dietician/contract manager and the contractor , provided that such changes remain within budget and meal specification .	
2.6.4	Menus showing the meal of the day must displayed in the dining hall. Failure to comply will invalidate an offer. Furthermore, the College will monitor whether the meals served comply with the specified weight requirements for individual food items. A 10% tolerance above or below the weight specified per item shall be allowed. However, if the weight per item should vary more than 10% and the contractor fails to correct it, a fine will be imposed.	

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Para	Section 2: Service Specification - Catering	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD:	
	Staff	
2.7.1	The service-provider shall ensure that hygiene standards in accordance with SANS 10049 are followed at all times. The College's Contract Manager and other responsible staff appointed by the College shall carry out regular health inspections and internal and external audits to ensure the service-provider's compliance with this requirement.	
2.7.2	The service-provider shall ensure that all service staff-members look clean and presentable, and are neatly dressed in the required uniform or protective clothing at all times. The service-provider is responsible for purchasing these uniforms and laundering the non-disposable components.	
Table 9	Minimum uniform requirements to be supplied by the service-provider	
Catering staff:		
1	Disposable headgear, gloves and apron	
2	Chef's jacket & pants/skirt	
3	Shirt/blouse and pants/skirt	
4	Butcher's aprons for cooks	
5	Safety shoes/boots, where required, or comfortable closed shoes in accordance with the Occupational Health and Safety Act, Act 85 of 1993	
6	Name/identification badges, to be worn at all times, which must display, name, position and company name	
Cleaning staff		
1	Protective clothing, gloves, waterproof shoes, goggles, plastic aprons, masks	
2.7.4	The service-provider shall ensure that all food service staff-members comply with food safety standards, i.e. are in good physical health to perform their daily duties, and free of infectious diseases . Proof of the vaccinations of existing staff for hepatitis B must be provided to the College's Contract Manager at the start of the contract and those of new employees immediately after their appointment. These records must be available at all times for Ideal Hospital\OHS compliance and verification.	
2.7.5	The College's Contract Manager/Head of Campus will perform a monthly hygiene audit which will measure acceptable hygiene levels at a minimum of 75% . If the service-provider fails to achieve 75%, the College will indicate the areas that require improvement and may conduct a follow-up audit within the following 48 hours . A fine will be imposed if the service-provider fails to achieve 75% during this subsequent audit.	
2.7.6	Apart from monthly hygiene audits, random inspections (spot checks) may also be performed and a fine per incident may be imposed if staff hygiene during these inspections is not found up to standard.	

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Para	Section 2: Service Specification - Catering	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD: (continued)	
	Premises	
2.7.7	The service-provider shall ensure that all food service and dining areas , including all windows, fixtures, fittings and kitchen drains and all equipment, appliances and utensils used for preparing and serving meals, bathrooms, toilets, students' rooms, public areas, hallways and lecture rooms, are maintained in a clean, hygienic and tidy condition to the satisfaction of the College's Contract Manager.	
2.7.8	The service-provider shall oversee the extermination of insects (pest control) in the food stock stores and kitchen every 3 months , or as required, up to a maximum of 4 treatments per year. These treatments will be for the service-provider's account. A certificate must be available for inspection after every successful fumigation .	
2.7.9	The service-provider shall acquire and/or purchase and ensure the safe storage of all suitable requirements and consumables necessary for the fulfillment of its service and management functions at his own risk. The amount claimed monthly from the College for these requirements shall not exceed the accepted amount in the pricing schedule. Cleaning materials , however, e.g. dish cloths, brooms, mops, squeegees, dust pans and brushes) must be provided by the contractor as part of its inventory.	
Table 10	Cleaning materials to be supplied by the service-provider:	
Category	Example	
Cleaning accessories	Dish cloths, brooms, mops, squeegees, etc., supplied annually by the hospital as part of its inventory, but which must be replaced by the contractor when damaged or lost.	
Ammonia-free detergents	Dishwashing liquid, bleach, drain-cleaner	
Insecticides	Aerosol spray for flying & crawling insects	
Consumable items	Packaging materials, cling wrap, bin liners, black refuse bags, paper napkins	
Stationery	Copy paper, printer cartridges, clipboards, pens	
Dilution charts, Material Safety Data sheets	Where applicable, preparation & usage instructions for all chemicals & list of all chemicals utilized in the kitchen must always be displayed clearly	
Personal Protective Products	70% min alcohol hand sanitizer with dispenser(s)	
2.7.10 2.7.11	Food: The service-provider shall implement and operate a system of assured safe catering based on Hazard Analysis and Critical Control Point (HACCP) . Service-provider shall keep a retention sample of all prepared food for a period of 48 hours . In case of evidence of food poisoning, the sample must be tested and the result submitted to the College's Contract Manager.	
2.7.12	The College's Contract Manager will carry out regular inspections to monitor the standard of service provided by the contractor, and shall be entitled to instruct the service-provider to rectify any breach of the specification immediately. Failing this, the contract may be terminated immediately on written notice and without prejudice to any other remedy for breach of contract, in terms of paragraph 23 of the GCC .	

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Para	Section 2: Service Specification - Catering	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD: (continued)	
2.7.13	The service-provider shall have procedures in place for the clean, hygienic and safe handling of foodstuffs from receipt through preparation to serving, to ensure and monitor that all foodstuffs are: <ul style="list-style-type: none"> - examined on receipt for expiry date, damage, pest infestation and temperature, - handled, stored, prepared and cooked appropriately, and - kept at the correct temperature at all times, including when in transit between the food-preparation site and the service areas. 	
2.8	PENALTIES:	
2.8.1	In addition to general penalties for the non-performance of contract services within specified timeframes to which the College is entitled under paragraph 21 and 22 of the General Conditions of Contract (GCC), individual penalties mentioned elsewhere in this specification will be imposed on the service-provider for the following infringements:	
Table 11	Infringement	Value of fine
1	Water & electricity wastage –taps running when not in use; failing to switch off electrical appliances when not in use.	R2 000.00
2	Failing to close all windows during recess/when student rooms are unoccupied.	R2 000.00
3	Not adhering to staff hygiene standards during routine inspections.	R2 000.00
4	Failing to adhere to PPE and dress code.	R2 000.00/incident
5	Serving any food item/dish confirmed by the College's Contract Manager/head to be spoilt, eg mouldy bread, sour milk, overripe fruit etc.)	R2 000.00
6	Failing to achieve 75% hygiene level, as per HACCP prescripts, during monthly hygiene audit; omission to correct gaps identified within 48 hours after audit.	R1 000.00
7	Failing to correct weight variations exceeding 10% of specified requirements for individual food items.	R1 000.00
8	Failing to adhere to prescribed mealtimes.	R1 000.00
9	Posting untrained staff	R500.00
10	Contract staff found asleep on duty	R500.00
11	Failing to post a per person per day per person	R500.00/incident
12	Postings more than 2 hours after scheduled time per person	R200.00/incident
13	Failing to display ID card	R200.00
14	Not verifying students according to meal booking system.	R200.00
15	Late posting per person; ½ hour after scheduled time per person	R100.00/incident

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Para	Section 2: Service Specification - Catering	Details of offer
2.9	MENU & SERVICE REQUIREMENTS:	
2.9.1	The service-provider shall serve good quality, safe, wholesome and nutritious meals and snacks to all students in accordance with a standardised 5-week cycle menu , developed and implemented for winter and summer , of which example menus appear in the document. Copies of colour-coded menus must be displayed prominently and be available at all times.	
2.9.2	The service-provider shall adhere to the National Food Policy for menu planning in respect of the colour, flavour, texture, cooking methods and variety of food items used.	
2.9.3	Special diets required for food allergies and/or chronic disease management , will be considered upon submission of a medical certificate by the affected student/s. The service-provider’s dietician must confirm details of such diets/menus, including costs, with the College’s Contract Manager, prior to preparation.	
2.9.4	Menus shall comply with the following requirements: <ul style="list-style-type: none"> - include a variety of food items - provide portion specifications and portion quantities for daily meals and snacks - specify portion sizes for vegetables, salads for dinner, and gravies, spreads and garnishes for all meals, based on the example - indicate the Recommended Dietary Allowance (RDA) or Dietary Reference Intakes (DRI) for macro and micro nutrients 	

Table 12 Menu specification: meal items & portion sizes

Food/beverage type	Frequency	Weight/quantity	
Breakfast & lunch snack pack combined			
Cooked porridge	3 x p week	160g	
Cereal	4 x per week	50g	
Yogurt OR fruit	every day	100g/1 portion	
Milk	every day	250ml	
Sugar	every day	30g	
Bread	every day	6-8 slices	
Margarine	every day	20-30g	
Spread	every day	20-40g	
Protein/sandwich filling	every day	60-80g	
Coffee/Tea	every day	250ml; 3g/1 tea bag	
Supper			
Protein:	every day	160g	
Starch	every day	280g	
Vegetable/Salad	every day	2 x 80g	
Cold drink	every day	250ml	

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Table 13 Meal service times

Meal	Served between
Breakfast:	5:30-8:00
Lunch, packed	Assembled by students in own container - 5:30-8:00
Supper (main meal)	Students in residence - 17:00-18:00 Students on clinical rotation - 19:30-21:00

Table 14 - Erica Residence summer menu and food specification WEEK 1

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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

Table 14 - Erica Residence summer menu and food specification WEEK 2

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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

Table 14 - Erica Residence summer menu and food specification WEEK 3

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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

Table 14 - Erica Residence summer menu and food specification WEEK 4

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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

Table 15 - Erica Residence winter menu and food specification WEEK 1

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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

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Table 15 - Erica Residence winter menu and food specification WEEK 4

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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

Table 15 – Erica Residence winter menu and food specification WEEK 5

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

- 1) CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL AT ERICA RESIDENCE, 84 RIEBEECK STREET, WORCESTER; AND**
- 2) CLEANING AT TUITION SITE, RAINIER STREET, WORCESTER**

Bidders must complete the “details of offer” column of this document in full, and reply “**complies**” or “**does not comply**” to indicate the offer’s compliance with requirements. Failure to reply to all sections will make an offer ineligible for evaluation.

Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case.

Para	Section 3: Service Specification - Cleaning and pest control	Details of offer
3.1	CLEANING INCLUDING SANITARY BINS AND PEST CONTROL Boland Campus, Worcester: (i) Erica Residence, 84 Riebeeck Street; (ii) Tuition Site, Rainier Street	
3.1.1	A continuous cleaning service comprising daily cleaning and 6-monthly deep-cleaning is required for designated areas of Block A, B and C at Erica Residence, and the entire Tuition Site. The cleaning service will include the provision of 2 supplementary functions , the provision of sanitary bins and pest control .	
3.1.2	Space inventories indicating areas/m² metre per room , a cleaning service schedule and a list of required cleaning equipment and consumables for both Erica Residence and the Tuition Site are attached.	
3.1.3	The total area that must be cleaned is – (i) 2 760.55m² at Erica Residence, and (ii) 955.25 m² at the Tuition Site, Rainier Street	
3.2	Sanitary bins	
3.2.1	Sanitary bins placed in bathrooms at the Residence and Tuition Site must: <ul style="list-style-type: none"> - be SABS approved - be made of opaque material for discreet use - have a 22 litre capacity - have a hands-free operation - be provided with an antiseptic liquid/ powder to kill germs and prevent odours to ensure a hygienic, odour-free system. 	
3.2.2	Sanitary bins must be exchanged bi-monthly at each service with a hygienically cleaned unit containing an effective sanitary waste treatment preparation .	
3.2.3	The service-provider must indicate whether a deodorizer is placed in the bins and whether disposable plastic bags will be provided for hygiene purposes. Consumables must be included in the service cost.	
3.2.4	The number of sanitary bins required is: (i) 34 bins at Erica Residence, and (ii) 10 bins at the Tuition Site, Rainier Street	
3.3	Pest control	
3.3.1	An accredited service provider is required to render the Fumigation/Pest Control services at Erica Residence for a period of 36 months.	
3.3.2	Areas that must be serviced monthly: <ul style="list-style-type: none"> - Main Kitchen and cafeteria area - Outside fat trap x 1 - Outside areas/gutters at the laundry & heat pump areas, Block A, B and C & boiler room under supervision of artisan assistant. - Residential areas which consist of Block A, B and C; see the room data sheet on pages 40 - 43 of this specification document. 	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

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Para	Section 3: Service Specification - Pest Control	Details of offer
3.3.2.1	<p>Areas within residential blocks that must be serviced monthly:</p> <p>Six (6) kitchenettes inside the residential area</p> <p>Computer lab</p> <p>Lecture hall</p> <p>Security control room</p> <p>All ablution facilities</p> <p>Laundry</p> <p>All common areas</p> <p>Server room (IT)</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</p> <p>BID OPENED @ 11:00</p> <p>14 OCT 2025</p> <p>1) 2)</p> <p>SIGNED SIGNED</p> </div>
3.3.2.2	Student rooms must be serviced bi-annually.	
3.3.3	Pest-control duties:	
3.3.3.1	Fumigation to eliminate ants, cockroaches, rodents, flies, fleas, bedbugs and all other pests in a eco-friendly and safe way .	
3.3.3.2	Monthly strategic supply and installation of mouse traps in the following areas: <ul style="list-style-type: none"> - Main kitchen and dining hall area - Externally behind the kitchen area - Water pump area - Heat pumps area behind kitchen - Six (6) kitchenettes in the residential areas, Block A, B & C - Computer lab - Lecture hall 	
3.3.3.3	- Servicing pest/fly killer units and replacing of fly glue boards in the kitchen and dining hall area 2 monthly .	
3.3.4	Emergency call out(s)	
3.3.4.1	The service-provider shall include 6x call out fees for the duration of the contract. However, WCCN will only pay for call outs that have been utilized , regardless of the number specified .	
3.3.4.2	Call out fees will only be utilized in the event of unforeseen circumstances and will be requested by the WCCN-B . Utilizing callouts is not compulsory , however, and the WCCN-B is not obliged to pay call out fees for unutilized call outs .	
3.3.4.3	The call out fee will be added as an additional line on the purchase order which will contain a fixed call out fee and not exceed 3 hours labour . The call out plus an hourly rate must be clearly indicated in the cost breakdown.	
3.3.5	Compliance and safety requirements	
3.3.5.1	The service provider must provide all products/chemicals necessary for the service with the relevant Safety Data Sheet included with each product. Safety Data Sheets for every product the bidder intends using if successful must also be included in bidders’ offers	
3.3.5.2	All products used must be SABS-approved , environmentally friendly, and safe for use in food preparation, residential, and academic environments, and all work must be carried out in accordance with the Occupational Health and Safety Act .	
3.3.5.3	Visible signage must be provided and displayed at all areas where traps and bait stations have been placed.	
3.3.5.4	A detailed pest control service report must be submitted after each visit .	

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

- 1) CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL AT ERICA RESIDENCE, 84 RIEBEECK STREET, WORCESTER; AND**
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Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case.

Para	Section 3: Service Specification - Pest Control	Details of offer
3.3.8	Operational requirements	
3.3.8.1	Companies must be registered with the South African Pest Control Association (SAPCA) and must have a Certificate of Registration from the Department of Agriculture, which certificate must be attached to the bidder's offer.	
3.3.8.2	The successful bidder must be the sole provider of the service; no sub-contracting will be allowed during the contract terms.	
3.3.9	Payment Conditions	
3.3.9.1	The WCCN will remunerate the service-provider after satisfactory delivery of the specified service and completion and sign-off of a job card/report .	
3.3.9.2	The service provider must notify the WCCN before work commences if it is unable to source the materials and manpower to provide the specified service.	
3.3.9.3	Should there be any deviation of specifications, the request will be cancelled and re-advertised.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

- 1) CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL AT ERICA RESIDENCE, 84 RIEBEECK STREET, WORCESTER; AND**
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Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case.

Para	Section 3: Service Specification - Cleaning and Facility Management	Details of offer
3.4	FACILITY MANAGEMENT	
	Boland Campus, Worcester: Erica Residence, 84 Riebeeck Street	
3.4.1	A facility management service , including supervision and overhead management of service, infrastructure, safety, security and student-related matters is required on the premises.	
3.4.2	The facility manager will report directly to the Head of Campus on matters relating to:	
3.4.3	Services, infrastructure, safety and security , which encompasses <ul style="list-style-type: none"> - catering/student meals and vending - cleaning - sanitary bin exchange in all toilets - pest control - buildings and ground maintenance, reporting defaults timely and informing House Committee - keeping registers of all service-providers with access to Erica Residence - reporting all service-provider defaults/maintenance challenges - asset management - space management - key control - ensuring that Health and Safety standards are upheld - inspecting buildings/systems - co-ordinating evacuation drills quarterly, and 	
3.4.4	Student-related matters , which encompasses <ul style="list-style-type: none"> - liaising with House Committee - ensuring adherence to residence rules - allocating student rooms - issuing access cards in conjunction with Campus Management - issuing laundry machine tokens - procuring and issuing toilet paper to students; 1 x roll/student/week, Twinsaver or equivalent standard. 	

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GOODS & SERVICES SOURCING

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CLEANING SERVICE: ERICA RESIDENCE - SPACE INVENTORY BLOCK A Ground Floor

Room no	Space description	Space use category name	Area/m ²
A0-1	Stage	Study Service	63.64
A0-2	Study Hall	Study Service	200
A0-3	Hall Entrance	Emergency Exit	3
A0-4	Store room	Service	12.49
A0-5	TV Room /Student Recreation	Lounge	60.73
A0-6	Lounge/Student Recreation	Lounge	38.78
A0-7	Laundry room	Sleep/Study Service	15.22
A0-8	Laundry room	Sleep/Study Without Toilet/Bath	12.67
A0-9	Toilets/Showers	Toilet/Showers	5.87
A0-10	Toilets	Toilet	9.84
A0-11	Corridor	Emergency Exit	5
A0-12	Toilets	Toilet	6.35
A0-13	Toilets/Showers	Toilet/Showers	7.72
A0-14	Corridor	Emergency Exit	33.32
A0-15	Reception	Reception	38.4
A0-16	Lobby	Emergency Exit	8.49
A0-17	Security/Services	Security/Services	10.91
A0-18	Managers Office	Services	10.16
A0-19	Lounge/Reception	Services/Student Recreation	12.23
A0-20	Student Health clinic	Services	12.49
A0-9	Toilets/Showers	Toilet/Showers	5.87
A0-10	Toilets	Toilet	9.84
A0-11	Corridor	Emergency Exit	5
A0-12	Toilets	Toilet	6.35
A0-13	Toilets/Showers	Toilet/Showers	7.72
A0-14	Corridor	Emergency Exit	33.32
A0-15	Reception	Reception	38.4
A0-16	Lobby	Emergency Exit	8.49
A0-17	Security/Services	Security/Services	10.91
A0-18	Managers Office	Services	10.16
A0-19	Lounge/Reception	Services/Student Recreation	12.23
A0-20	Student Health clinic	Services	12.49
A0-21	Double Bedroom	Sleep/Study with Toilet& Shower	19.95
A0-22	Toilets/Showers	Sleep/Study Without Toilet/Bath	5.61
A0-23	Toilets/Showers	Toilet/Bath	5.49
A0-24	Dining Hall	Services/Study	117.1
A0-25	Corridor	Emergency Exit	5
A0-26	Student Kitchen	Services	10.58
A0-27	Main Kitchen	Services	55.07
A0-28	Kitchen Office	Services	9.92
A0-29	Cold Room	Services	5.61
A0-30	Store room	Services	4.85
A0-31	Store room	Services	3.84
A0-32	Lobby	Corridor	5.83
A0-33	Server Room	Student Kitchen	2.91
A0-34	Corridor	Corridor	10
A0-35	Triple Bedroom	Sleep/Study Without Toilet/Shower	32.4
A0-36	Triple Bedroom	Sleep/Study Without Toilet/Shower	24.9
A0-37	Double Bedroom	Sleep/Study Without Toilet/Shower	17.48
A0-38	Double Bedroom	Sleep/Study Without Toilet/Shower	17.48
A0-39	Double Bedroom	Sleep/Study Without Toilet/Shower	19.75
A0-40	Student Kitchen	Student Kitchen	2.66
A0-41	Flat Kitchen/Dining	Flat Kitchen/Dining	19.75
A0-42	Flat/Lounge	Flat/Lounge	38.55
A0-43	Flat Single Bedroom	Flat Single Bedroom	14.26
A0-44	Corridor	Corridor	10
A0-45	Flat Toilets/Showers	Sleep/Study Without Toilet/Bath	2.43
A0-46	Boiler Room	Services	19.14
A0-47	Server	Services	1.66
A0-48	Maintenance/Sluice	Services	9.49
A0-49	Outside stoop	Sleep/Study Without Toilet/Bath	14
A0-51	Outside Yard	Services	118.7
A0-52	Corridor to Block B & Block C	Emergency Exit	2
A0-53	Outside Emergency staircase	Emergency Exit	2

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING

 BID OPENED @ 11:00

14 OCT 2025

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CLEANING SERVICE: ERICA RESIDENCE - SPACE INVENTORY BLOCK A 1st Floor

Room no	Space description	Space use category name	Area/m ²
A1-1	Double Bedroom	Sleep/Study Without Toilet/Shower	13.31
A1-2	Double Bedroom	Sleep/Study Without Toilet/Shower	13.31
A1-3	Double Bedroom	Sleep/Study Without Toilet/Shower	13.39
A1-4	Double Bedroom	Sleep/Study Without Toilet/Shower	13.24
A1-5	Double Bedroom	Sleep/Study Without Toilet/Shower	13.74
A1-6	Double Bedroom	Sleep/Study Without Toilet/Shower	13.02
A1-7	Double Bedroom	Sleep/Study Without Toilet/Shower	13.29
A1-8	Double Bedroom	Sleep/Study Without Toilet/Shower	13.28
A1-9	Double Bedroom	Sleep/Study Without Toilet/Shower	13.27
A1-10	Double Bedroom	Sleep/Study Without Toilet/Shower	13.77
A1-11	Double Bedroom	Sleep/Study Without Toilet/Shower	13.52
A1-12	Single Bedroom	Sleep/Study Without Toilet/Shower	8.48
A1-13	Double Bedroom	Sleep/Study Without Toilet/Shower	13.36
A1-14	Double Bedroom	Sleep/Study Without Toilet/Shower	13.33
A1-15	Student Kitchen	Services	10.77
A1-16	Double Bedroom	Sleep/Study Without Toilet/Shower	16.17
A1-17	Single Bedroom	Sleep/Study Without Toilet/Shower	8.84
A1-18	Double Bedroom	Sleep/Study Without Toilet/Shower	14.05
A1-19	Double Bedroom	Sleep/Study Without Toilet/Shower	14.65
A1-20	Double Bedroom	Sleep/Study Without Toilet/Shower	13.61
A1-21	Single Bedroom	Sleep/Study Without Toilet/Shower	8.09
A1-22	Double Bedroom	Sleep/Study Without Toilet/Shower	13.25
A1-23	Double Bedroom	Sleep/Study Without Toilet/Shower	13.28
A1-24	Single Bedroom	Sleep/Study Without Toilet/Shower	8.99
A1-25	Double Bedroom	Sleep/Study Without Toilet/Shower	13.31
A1-26	Double Bedroom	Sleep/Study Without Toilet/Shower	13.13
A1-27	Double Bedroom	Sleep/Study Without Toilet/Shower	13.17
A1-28	Double Bedroom	Sleep/Study Without Toilet/Shower	13.49
A1-29	Double Bedroom	Sleep/Study Without Toilet/Shower	13.33
A1-30	Corridor	Emergency Exit	2
A1-31	Corridor	Emergency Exit	2
A1-32	Corridor	Emergency Exit	2
A1-33	Toilets & Showers	Toilets & Showers	34.97
A1-34	Toilets & Showers	Toilets & Showers	39.88
A1-35	Balcony	Recreation	32.79
A1-36	Balcony	Recreation	22.11
A1-37	Staircase	Access to First Floor	5
A1-38	Server Room	Services	0
A1-39	Server Room	Services	0
A1-40	Storeroom	Services	6,66
A1-41	Fire Escape Staircase	Emergency Exit	5
A1-42	Fire Escape Staircase	Emergency Exit	5
A1-43	Computer Lab	Study	42.17
A1-44	Balcony	Recreation	18.33
A1-45	Toilets & Showers	Toilets & Showers	3.44
A1-46	Fire Services	Student Kitchen	2.11
A1-47	Fire Escape Staircase	Emergency Exit	5
A1-48	Fire Escape Staircase	Emergency Exit	5

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

BID OPENED @ 11:00

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CLEANING SERVICE: ERICA RESIDENCE - SPACE INVENTORY BLOCK A 2nd Floor

Room no	Space description	Space use category name	Area/m ²
A2-1	Double Bedroom	Sleep/Study Without Toilet/Shower	14.53
A2-2	Double Bedroom	Sleep/Study Without Toilet/Shower	13.31
A2-3	Double Bedroom	Sleep/Study Without Toilet/Shower	13.39
A2-4	Double Bedroom	Sleep/Study Without Toilet/Shower	13.24
A2-5	Double Bedroom	Sleep/Study Without Toilet/Shower	13.75
A2-6	Double Bedroom	Sleep/Study Without Toilet/Shower	13.02
A2-7	Double Bedroom	Sleep/Study Without Toilet/Shower	13.29
A2-8	Double Bedroom	Sleep/Study Without Toilet/Shower	11.38
A2-9	Double Bedroom	Sleep/Study Without Toilet/Shower	13.27
A2-10	Double Bedroom	Sleep/Study Without Toilet/Shower	13.21
A2-11	Double Bedroom	Sleep/Study Without Toilet/Shower	13.52
A2-12	Single Bedroom	Sleep/Study Without Toilet/Shower	8.46
A2-13	Double Bedroom	Sleep/Study Without Toilet/Shower	13.36
A2-14	Double Bedroom	Sleep/Study Without Toilet/Shower	13.33
A2-15	Student Kitchen	Services	10.77
A2-16	Double Bedroom	Sleep/Study Without Toilet/Shower	16.17
A2-17	Single Bedroom	Sleep/Study Without Toilet/Shower	8.84
A2-18	Double Bedroom	Sleep/Study Without Toilet/Shower	14.05
A2-19	Double Bedroom	Sleep/Study Without Toilet/Shower	14.99
A2-20	Double Bedroom	Sleep/Study Without Toilet/Shower	14.05
A2-21	Double Bedroom	Sleep/Study Without Toilet/Shower	14.69
A2-22	Double Bedroom	Sleep/Study Without Toilet/Shower	13.32
A2-23	Single Bedroom	Sleep/Study Without Toilet/Shower	8.52
A2-24	Double Bedroom	Sleep/Study Without Toilet/Shower	13.42
A2-25	Double Bedroom	Sleep/Study Without Toilet/Shower	13.23
A2-26	Single Bedroom	Sleep/Study Without Toilet/Shower	10.18
A2-27	Double Bedroom	Sleep/Study Without Toilet/Shower	13.48
A2-28	Double Bedroom	Sleep/Study Without Toilet/Shower	13.31
A2-29	Double Bedroom	Sleep/Study Without Toilet/Shower	13.27
A2-30	Double Bedroom	Sleep/Study Without Toilet/Shower	13.54
A2-31	Double Bedroom	Sleep/Study Without Toilet/Shower	13.33
A2-32	Corridor	Emergency Exit	2
A2-33	Corridor	Emergency Exit	2
A2-34	Corridor	Emergency Exit	2
A2-35	Toilets & Showers	Toilets & Showers	6.83
A2-36	Staircase	Access to First Floor	10
A2-37	Toilets & Showers	Toilets & Showers	39.6
A2-38	Toilets & Showers	Toilets & Showers	39.88
A2-39	Server Room	Services	0
A2-40	Server Room	Services	0
A2-41	Storeroom	Storeroom	6.54
A2-42	Balcony	Recreation	32.06
A2-43	Balcony	Recreation	22.2
A2-44	Fire Escape Staircase	Emergency Exit	2
A2-45	Fire Escape Staircase	Emergency Exit	2
A2-46	Fire Escape Staircase	Emergency Exit	2

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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CLEANING SERVICE: ERICA RESIDENCE - SPACE INVENTORY BLOCK B

Room no	Space description	Space use category name	Area/m ²
B0-1	Main Entrance South Kitchen	Kitchen	6
B0-2	Main Entrance North Lounge	Lounge	10
B0-3	Entrance Dry Yard	Dry Yard	6
B0-4	Emergency Exit	Emergency Exit	2
B0-5	Emergency Exit	Emergency Exit	2
B0-6	Entrance Dry Yard	Dry Yard	6
B0-7	Toilet with wash Basin	Toilet	1.5
B0-8	Toilet with Wash Basin	Toilet	1.5
B0-9	Shower with Wash Basin	Shower	2
B0-10	Shower with Wash Basin	Shower	2
B0-11	Laundry	Laundry	3
B0-12	Cleaning/Store room	Cleaning/Store	3
B0-13	Single Room	Sleeping/study	7
B0-14	Single Room	Sleeping/study	7
B0-15	Single Room	Sleeping/study	7
B0-16	Single Room	Sleeping/study	7
B0-17	Single Room	Sleeping/study	7
B0-18	Single Room	Sleeping/study	7
B0-19	Single Room	Sleeping/study	7
B0-20	Single Room	Sleeping/study	7
B0-21	Single Room	Sleeping/study	7
B0-22	Single Room	Sleeping/study	7
B0-23	Single Room	Sleeping/study	7
B0-24	Single Room	Sleeping/study	7
B0-25	Single Room	Sleeping/study	7
B0-26	Single Room	Sleeping/study	7
B0-27	Single Room	Sleeping/study	7
B0-28	Single Room	Sleeping/study	7
B0-29	Cleaning/Store room	Cleanng/Store	3
B0-30	Laundry	Laundry	3
B0-31	Shower with Wash Basin	Shower	2
B0-32	Shower with Wash Basin	Shower	2
B0-33	Toilet with wash Basin	Toilet	1.5
B0-34	Toilet with wash Basin	Toilet	1.5
	Ablution Areas		7
	Passages		15
	Outside stoops	Outside stoops	
	Outside walls	Outside walls	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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CLEANING SERVICE: ERICA RESIDENCE - SPACE INVENTORY BLOCK C

Room no	Space description	Space use category name	Area/m ²
C0-1	Main Entrance South Kitchen	Kitchen	6
C0-2	Main Entrance North Lounge	Lounge	10
C0-3	Entrance Dry Yard	Dry Yard	6
C0-4	Emergency Exit	Emergency Exit	2
C0-5	Emergency Exit	Emergency Exit	2
C0-6	Entrance Dry Yard	Dry Yard	6
C0-7	Toilet with wash Basin	Toilet	1.5
C0-8	Toilet with Wash Basin	Toilet	1.5
C0-9	Shower with Wash Basin	Shower	2
C0-10	Shower with Wash Basin	Shower	2
C0-11	Laundry	Laundry	3
C0-12	Cleaning/Store room	Cleanng/Store	3
C0-13	Single Room	Sleeping/study	7
C0-14	Single Room	Sleeping/study	7
C0-15	Single Room	Sleeping/study	7
C0-16	Single Room	Sleeping/study	7
C0-17	Single Room	Sleeping/study	7
C0-18	Single Room	Sleeping/study	7
C0-19	Single Room	Sleeping/study	7
C0-20	Single Room	Sleeping/study	7
C0-21	Single Room	Sleeping/study	7
C0-22	Single Room	Sleeping/study	7
C0-23	Single Room	Sleeping/study	7
C0-24	Single Room	Sleeping/study	7
C0-25	Single Room	Sleeping/study	7
C0-26	Single Room	Sleeping/study	7
C0-27	Single Room	Sleeping/study	7
C0-28	Single Room	Sleeping/study	7
C0-29	Cleaning/Store room	Cleaning/Store	3
C0-30	Laundry	Laundry	3
C0-31	Shower with Wash Basin	Shower	2
C0-32	Shower with Wash Basin	Shower	2
C0-33	Toilet with wash Basin	Toilet	1.5
C0-34	Toilet with wash Basin	Toilet	1.5
	Ablution Areas		7
	Ablution Areas		7
	Passages		15
	Outside stoeps	Outside stoeps	
	Outside Walls	Outside Walls	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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CLEANING SERVICE : ERICA RESIDENCE - SERVICE SCHEDULE

Instruction	Equipment/area	Chemicals	Cleaning equipment	Frequency
Public/common areas, corridors and student bedrooms				
1.	Walls, ceilings, incl lighting, air grills, fittings & window sills Burglar-proofing on the inside	<u>Similar or equal to Geosolve</u> Proportion: 1 x by mixer measure Use soft warm water Rinse properly	Dry with colour-coded cloths	Once/month
2.	Floor, staircases, hand rails, passages	<u>Similar or equal to Geosolve</u> Directions: Spray on floor Allow to stand for 5 min Mop-rinse with water.	Dry with colour-coded cloths	Daily
3.	Carpet & upholstery	Carpet shampoo/ Dry clean	Vacuum cleaner Carpet cleaning machine	Quarterly & <i>ad hoc</i> if needed
4.	Refuse bins	<u>Biocide & black dip</u> Proportion: 1 x 10 g packet dissolved in 5 l water Scrub with broom Empty/wipe refuse bins in: - public/common areas - corridors - student room bins put out in corridors	Deck scrub broom Mop Bucket Colour-coded cloths	Daily
5.	Ablution facilities incl showers, toilets & washbasins	<u>Similar or equal to Geosolve</u> Mixer measure for outside clean. Spray on & wipe with clean damp cloth <u>Biocide D 6g x 5L water mix</u> Wipe inside with damp Biocide cloth.	Deck scrub broom Mop Bucket Colour-coded cloths	Twice daily
6.	Deep cleaning of student bedrooms incl furniture, floors, walls, window sills, cupboards, curtain rails, ceilings & light fittings. Burglar-proofing on the inside.	<u>Similar or equal to Geosolve</u> Mixer measure for outside clean. Spray on & wipe with clean damp cloth <u>Biocide D 6g x 5L water mix</u> Wipe inside with damp Biocide cloth.	Deck scrub broom Mop Bucket Colour-coded cloths	Annually & <i>ad hoc</i> as requested by management at mid-year
7.	Wash & issue mattress covers	Washing powder & water	Washing machine in student laundry	Annually & <i>ad hoc</i> as requested by management at mid-year
8.	Wet wipe & clean furniture and equipment	<u>Similar or equal to Geosolve</u> Proportion: 1 x by mixer measure Use soft warm water Rinse properly	Bucket Colour-coded cloths	Weekly
9.	Window Cleaning (up to a height of 2 metres)	Wash as prescribed	Bucket Colour-coded cloths	Common areas monthly Bedrooms annually
10.	Kitchenettes, fridges, micro-waves, flat surfaces, basins, hydro-boil	<u>Similar or equal to Geosolve</u> Proportion: 1 x by mixer measure Use soft warm water. Rinse properly. <u>Bicarbonate of soda</u> Wash inside through once/month with 1 cup bicarb	Dry with colour-coded cloths.	Outside Weekly Inside once/month

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GOODS & SERVICES SOURCING

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CLEANING SERVICE : ERICA RESIDENCE - SERVICE SCHEDULE

Instruction	Equipment/area	Chemicals	Cleaning equipment	Frequency
Common laundry rooms and laundry equipment				
11.	Washing machine & tumble dryers	<u>Similar or equal to Geosolve</u> Proportion: 1 x by mixer measure Use soft warm water. Rinse properly. <u>Bicarbonate of soda</u> Wash inside through once/month with 1 cup bicarb	Dry with colour-coded cloths.	Outside Weekly Inside once/month
12.	Sinks in laundry rooms	Rinse with clean water after use <u>Biocide D- 6 g x 5 l water and Geosan</u> Proportion: 1 x by mixer measure Use soft warm water. Dry with clean cloth.	Use colour-coded cloths	Once/month
13.	Shelves & table tops	Table top <u>Similar or equal to Geosolve</u> Proportion: 1 x measure + 500 ml Water Directions: Spray on surface & wash down. Shelves <u>D10</u> Proportion: 1 x measure & 500 ml Water Directions: Spray on surface & wash down.	Use colour-coded cloths	Once/month
14.	Walls, ceilings, incl lighting, air grills, fittings & window sills	<u>Similar or equal to Geosolve</u> Proportion: 1 x by mixer measure Use soft warm water Rinse properly	Dry with Colour-coded cloths	Once/month
15.	Floor	<u>Similar or equal to Geosolve</u> Proportion: 1 x by mixer measure Use warm water. Directions: Spray on floor Allow to stand for 5 min Mop-rinse with water.	Dry with colour-coded cloths	Daily
16.	Refuse bins	<u>Biocide & black dip</u> Proportion: 1 x 10 g packet dissolved in 5 l water Scrub with broom Empty/wipe refuse bins in: - public/common areas - corridors - student room bins put out in corridors	Deck scrub broom Mop Bucket Colour-coded cloths	Daily
17.	Window Cleaning (up to a height of 2 metres)	Wash as prescribed	Bucket Colour-coded cloths	Common areas monthly Bedrooms annually
18.	Vinyl floors	Public areas & bedrooms Strip & seal vinyl floors Buff floors	Service-provider shall provide buffing machine	Public areas Strip & seal bi-annually Buff 2 x weekly Bedrooms Strip & seal annually Buff annually

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CLEANING SERVICE: TUITION SITE, RAINIER STREET - SPACE INVENTORY

Room no	Space description	Space use category name	Area/m ²
31/12	Classroom	Classroom	54.00
32/12	Store Room - Cleaning Aids	Central Storage	5.25
33/12	Office - Open Plan	Office	30.38
34/12	Store Room	Central Storage	23.22
35/12	Female Toilet	Toilet/Bath	32.68
36/12	Male Toilet	Toilet/Bath	25.03
37/12	Toilet For Disabled	Toilet/Bath	4.73
1/11	Office - Lecturer	Office	28.42
2/11	Office - Lecturer	Office	28.42
3/11	Office - Lecturer	Office	28.42
4/11	Office - Lecturer	Office	28.42
15/4	Store Room - Simulation Lab	Central Storage	10.85
6/4	Simulation Lab	Class Laboratory	113.00
7/11	Office - Lecturer	Office	28.42
8/11	Office - Lecturer	Office	28.42
9/11	Reception	Office	28.42
10/11	Male Toilets	Toilet/Bath	8.46
11/11	Female Toilets	Toilet/Bath	8.46
13/11	Computer Lab	Class Laboratory	54.00
16/11	Staff/Committee Room	Meeting Room Service	31.12
12/11	Store Room - Cleaning Aids	Central Storage	3.13
30/12	Lounge	Lounge Service	40.92
31/12	Kitchen - Students	Food Facility Service	13.53
15/11A	Office - Campus Head	Office	9.92
15/11B	Toilet - Ensuite	Office Service	6.25
A1	Office – Lecturers	Office – Lecturers	51.03
A2	Classroom	Classroom	51.03
G9A	Class Hall - Rm 1 - Front	Classroom	130.98
G9B	Class Hall - Rm 2 - Back	Classroom	153.40
1/14	Library - 1st Floor	Stack	333.84
1/14	Library – 2nd Floor	Stack	78

CLEANING SERVICE: ERICA RESIDENCE & TUITION SITE, RAINIER STREET - REQUIRED EQUIPMENT & CLEANING AGENTS

Equipment	Quantity	Serial no	Designated area
Double-bucket mopping system	1		Tuition site
Mops	2		Tuition site
Buffing machine	1		Tuition site
Buffing machine with accessories	1		Tuition site
Vacuum cleaner	1		Tuition site
Broom	2		Tuition site
Consumables			
Disinfectant cleaner			
Class cleaner			
Chemical trigger sprayer			
Colour coded micro-fibre cloths			
Bon-Ami powder			
Cleaning apron			
Microfibre duster			

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CLEANING SERVICE: TUITION SITE, RAINIER STREET – SERVICE SCHEDULE

Entrance/reception areas:		
Daily	Weekly	Monthly
Damp-wipe all furniture, fixtures & fittings	Clean glass partitions, doors & windows	
Dust/Damp-wipe all furniture	Maslin floors	
Damp-wipe window frames & sills	Vacuum carpeted areas	
Disinfect telephones	Damp-wipe pictures & frames	
Clean glass partitions, doors & windows	Dust light fittings	
Mop & Maslin floors		
Buff hard floor surfaces		
Vacuum carpeted areas		
Empty & disinfect all bins		
Administration departments/offices		
Daily	Weekly	Monthly
Empty bins	Dust/Damp-wipe furniture	Wash windows inside
	Damp-wipe all window frames & sills	Ensure curtains & blinds are clean
	Damp-wipe skirting boards	
	Disinfect telephones	
	Vacuum carpeted areas	
	Remove marks from walls & partitions	
Bathrooms (checked 3 times daily)		
Daily	Three times weekly	Monthly
Clean & disinfect all basins, toilets, baths & showers	Dust light fittings	Remove marks from walls & partitions
Clean tiles & mirrors		When necessary
Clean & polish all metal fittings		Spot mop floors
Maslin & mop floors		Clean window inside
Empty & disinfect all bins		Empty all bins
Replenish toilet roll holders, paper towel holders & soap dispensers		Replenish consumables
Classrooms & residence rooms		
Daily	Weekly	Monthly
Empty Bins	Damp-wipe curtain rails	Clean inside of windows
Clean ad hoc if requested	Damp-wipe all fixtures & fittings	Clean inside of windows
Damp-wipe window frames and sills	Damp-wipe picture rails	When necessary:
Damp-wipe skirting boards	Dust light fittings	Spot clean rooms
Damp-wipe all wardrobes, bedside cabinets & furniture	Dust air vents	Empty bins
Maslin & mop vinyl floors	Defrost & clean fridge/s (Seek staff assistance for removal of food)	Replenish consumables
Empty & clean all bins	Twice weekly	Remove marks from walls & partitions
Clean & disinfect all bins	Buff vinyl floors in public areas	
Clean tiles & mirrors		
Replenish paper towel holders & soap dispensers		
Buff classroom floors		
Passages		
Daily	Weekly	Monthly
Damp-wipe all window frames & sills	Damp-wipe all pictures & frames	Clean windows (inside)
Damp-wipe/dust furniture & fittings	Damp-wipe fire extinguishers	When necessary:
Twice daily:	Dust light fittings	Remove marks from walls
Vacuum carpets		Clean windows
General		
Daily	Weekly	Annually
Empty all outdoor refuse bins	Clean/dust outdoor tables and benches	Deep clean carpets (carpet wash) & upholstery
Maintain & clean walkways	Provide & maintain sanitary bins	
		When necessary:
		Water garden, maintain & weed flower beds

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

- 1) CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL AT ERICA RESIDENCE, 84 RIEBEECK STREET, WORCESTER; AND**
- 2) CLEANING AT TUITION SITE, RAINIER STREET, WORCESTER**

Bidders must complete the “details of offer” column of this document in full, and reply “**complies**” or “**does not comply**” to indicate the offer’s compliance with requirements. Failure to reply to all sections will make an offer ineligible for evaluation.

Bidders shall describe the capabilities and specifications of the offer fully on separate pages where necessary, and **MUST** refer to the relevant corresponding paragraph below in each case.

Para	Section 4: Special Conditions	Details of offer															
4.1.	APPLICABLE DOCUMENTS																
	In addition to the specification and annexures which form part of this bid, prospective bidders are responsible for furnishing the following compulsory bid and evaluation documents in their bid offer where the requirement is stated. Bidders shall check the number of the pages and ensure that none are missing or duplicated, as no liability will be accepted for challenges arising as a result.																
4.1.1	Compulsory bid documents	Complies/Doesn't comply Mark with C or DNC															
4.1.1.1	WCBD1 - Invitation to Bid.																
4.1.1.2	WCBD3.2 - Pricing schedules																
4.1.1.3	WCBD4 - Declaration of Interest																
4.1.1.4	WCBD6.1(b) - Preference claim form																
4.1.1.5	Tax Clearance Certificate - Proof of current valid certificate																
4.1.1.6	BBBEE Certificate - Proof of current valid certificate																
4.1.1.7	Annexure B - Company profile																
4.1.1.8	Annexure C - Guarantee (to be provided by successful bidder within 14 days of award)																
4.1.2	Compulsory evaluation documents – declaration/affidavit																
(a)	WCGHW will request and verify compulsory evaluation documents from paragraph 4.1.2.1. to 4.1.2.8 , or acceptable, well-motivated written explanations where deviations occur, from the preferred bidder when such service-provider has been determined . Failure to comply with either of these requirements will lead to exclusion of the offer .																
(b)	Please answer every question by marking marking ‘Yes’ or ‘No’ with an X where applicable. Only bidders who comply with the following requirements in this section will be considered for acceptance. Bidders are therefore required to declare their compliance at the end of this section.																
4.1.2.1	Bidder’s organisational status <ul style="list-style-type: none"> - Individual ownership - A company - A close corporation - Partnership - Joint venture 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 14 OCT 2025 1) 2) SIGNED SIGNED </div> Mark ‘Yes’ or ‘No’ with X where applicable <table border="1"> <tr> <td>Yes</td><td>No</td><td></td></tr> <tr> <td>Yes</td><td>No</td><td></td></tr> <tr> <td>Yes</td><td>No</td><td></td></tr> <tr> <td>Yes</td><td>No</td><td></td></tr> <tr> <td>Yes</td><td>No</td><td></td></tr> </table>	Yes	No		Yes	No		Yes	No		Yes	No		Yes	No	
Yes	No																
Yes	No																
Yes	No																
Yes	No																
Yes	No																
4.1.2.2	Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993 <ul style="list-style-type: none"> - Is the bidder registered with the Commissioner for COID? 	<table border="1"> <tr> <td>Yes</td><td>No</td><td></td></tr> <tr> <td>Yes</td><td>No</td><td></td></tr> </table>	Yes	No		Yes	No										
Yes	No																
Yes	No																
4.1.2.3	Unemployment Insurance Fund (UIF) <ul style="list-style-type: none"> - Is the bidder registered with the Commissioner for UIF? 	<table border="1"> <tr> <td>Yes</td><td>No</td><td></td></tr> <tr> <td>Yes</td><td>No</td><td></td></tr> </table>	Yes	No		Yes	No										
Yes	No																
Yes	No																
4.1.2.4	Pay as you earn (PAYE) <ul style="list-style-type: none"> - Is the bidder registered with the Commissioner for PAYE? 	<table border="1"> <tr> <td>Yes</td><td>No</td><td></td></tr> <tr> <td>Yes</td><td>No</td><td></td></tr> </table>	Yes	No		Yes	No										
Yes	No																
Yes	No																
4.1.2.5	Value Added Tax (VAT) <ul style="list-style-type: none"> - Is the bidder VAT registered? 	<table border="1"> <tr> <td>Yes</td><td>No</td><td></td></tr> <tr> <td>Yes</td><td>No</td><td></td></tr> </table>	Yes	No		Yes	No										
Yes	No																
Yes	No																
4.1.2.6	Tax Clearance Certificate <ul style="list-style-type: none"> - Is the bidder registered with SARS for Tax? 	<table border="1"> <tr> <td>Yes</td><td>No</td><td></td></tr> <tr> <td>Yes</td><td>No</td><td></td></tr> </table>	Yes	No		Yes	No										
Yes	No																
Yes	No																

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

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Para	Section 4: Special Conditions	Details of offer			
4.1.2	Compulsory evaluation documents – declaration/affidavit (continued)	Mark ‘Yes’ or ‘No’ with X where applicable			
4.1.2.7	Skills Development Levies Act (9 of 1999)	Yes		No	
	- Is the bidder registered with SARS, and has it been specified during registration under which Sector Education and Training Authority (SETA) their business resides?	Yes		No	
	- If your response is no, please provide a written reason in your bid offer.	Yes		No	
4.1.2.8	SABS/SANS 10049:2019/ISO compliant	Yes		No	
	- Can the bidder prove that all food supplied to WCCN-B comply with the specified quality standard and adhere to SABS specifications for the handling and preparation of food?	Yes		No	

DECLARATION

Name of company/ entity:

VAT registration number:

Company Registration number:

I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that I/we comply with the requirements in **section 4.1.2**.

Signature:.....

.....
FULL NAMES: Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:..... Place

Business Address:

.....

.....

.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14 OCT 2025

1) 2)
SIGNED SIGNED

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Para	Section 4: Special Conditions	Details of offer								
4.1.3	Other compulsory evaluation documents (continued) Documents requested in paragraphs 4.1.3.1-4.1.3.8 shall be either originals or copies of originals not older than 3 months, certified by a Commissioner of Oaths , attached to the last page of the bid document, confirming that a bidder is:									
4.1.3.1	A FEDHASA or similar Hospitality Association member - A copy of your current, valid membership certificate	Mark 'Yes' or 'No' with X where applicable <table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No				
Yes	No									
Yes	No									
4.1.3.2	A Contract Cleaning Association member - A copy of your current, valid membership certificate	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No				
Yes	No									
Yes	No									
4.1.3.3	Registered for Public Liability Insurance - Is the bidder registered for public liability insurance - and can proof be provided? - Amount insured	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No				
Yes	No									
Yes	No									
4.1.3.4	Experienced in providing a catering service in the Public Sector - Proof of a least 3 years' experience providing catering in the hospitality/higher education/food services management space. Please provide quotation/contract numbers to support this information. - Reference letters and contact details of 3 clients , attesting to the bidder's ability to provide a professional, punctual, reliable and cost-effective service , a sound accounting process and suitable contingency plans in emergencies.	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No		
Yes	No									
Yes	No									
Yes	No									
4.1.3.5	Experienced in providing a cleaning service in the Public Sector - Proof of of a least 3 years' experience providing cleaning in the hospitality/higher education/food services management space. Please provide quotation/contract numbers to support this information. - Reference letters and contact details of 3 clients , attesting to the bidder's ability to provide a professional, punctual, reliable and cost-effective service , a sound accounting process and suitable contingency plans in emergencies.	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No		
Yes	No									
Yes	No									
Yes	No									
4.1.3.6	Able to provide competent staff - Certified copies of the qualification of the Food Services Manager, Food Services Supervisors, dietician and cooks. - Curriculum Vitae supplied must be clearly linked to a position on the contract staff establishment e.g. 'CV of Miss Ann Other, Food Services Manager'. - The Food Services Manager shall have the relevant qualification in accordance with the service-provider's requirements. The Supervisors, dietician and cooks must each have a certificate of proof of formal training , either in-house or by an outsourced company.	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No
Yes	No									
Yes	No									
Yes	No									
Yes	No									
4.1.3.7	Able to provide a standard menu - A proposed standard 5-week cycle menu for winter and summer based on the. Failure to comply will invalidate a bidder's offer. All portion sizes must be included on the menus. Failure to comply will invalidate a bidder's offer.	<table border="1"> <tr> <td>Yes</td><td>No</td></tr> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No				
Yes	No									
Yes	No									

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
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SIGNED

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

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Para	Section 4: Special Conditions	Details of offer			
4.1.3	Other compulsory evaluation documents (continued)	Mark 'Yes' or 'No' with X where applicable			
4.1.3.8	Compliant with the Health Act, 2003 (Act 61 of 2003), Regulation 638, “Regulations Governing General Hygiene Requirements for Food Premises, the Transport of Food and Related Matters”, 2018 The successful bidder must apply for a Certificate of Acceptability (CoA) from their local authorities (EHPs at municipalities) immediately after taking over WCCN-B's kitchen. The contract manager must be furnished with proof of application within 2 weeks of occupancy . Until the local authority (municipality) issues the CoA, any updates/ correspondence must be shared with the contract manager at all times.	Yes		No	
		Yes		No	
4.1.4	Acts that are applicable to this bid and should be read in conjunction with the specification include, but are not limited to:				
4.1.4.1	The Constitution of the Republic of South Africa (Act 108 of 1996)				
4.1.4.2	The Employment Equity Act (Act 55 of 1998)				
4.1.4.3	The Labour Relations Act (Act 66 of 1995)				
4.1.4.4	The Basic Conditions of Employment Act (Act 75 of 1997)				
4.1.4.5	Occupational Health and Safety Act (Act no 95 of 1993) and regulations				
4.1.4.6	Occupational Injuries and Diseases Act (Act 130 of 1993),				
4.1.4.7	The Health Act, 2003 (Act 61 of 2003). Regulation 638 relates to the hygienic handling of food and the inspection of food premises published under this Act, which is also enforced by local authorities (EHPs at municipalities) in their areas of jurisdiction.				
4.1.4.8	The Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972). This Acts addresses the manufacture, sale and importation of foodstuffs. Authorised local authorities (EHPs at municipalities) enforce it in their areas of jurisdiction. Food import control is conducted by Port Health Services (EHPs of Western Cape Government Health). Regulation 908/1977 relates to the marking and labelling of meat packaging with the required information in legible print.				
4.1.4.9	The Meat Safety Act, 2000 (Act no 40 of 2000) and related regulations. Products shall comply with the specifications for the various grades of meat in this Act and The Foodstuffs, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972).				

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Para	Section 4 - Special Conditions	Details of offer
4.1.	APPLICABLE DOCUMENTS: (continued)	
4.1.4.10	Code of Good Practice for Food Hygiene Management, SABS 049 , Government Notice No. R. 1748 of 26 June 1992 , Government Notice No. R. 2120 of 20 September 1985 and Government Notice No. R. 2178 of 23 November 1990 .	
4.1.4.11	Government Notice R. 2078 of 25 July 1969 , and any amendments regarding grading, packing and marking of poultry promulgated subsequently.	
4.2.	BRIEFING/ INFORMATION SESSION:	
4.2.1	All prospective bidders must attend a compulsory information session and site inspection. Failure to attend will invalidate a bidder’s offer. A 10-minute allowance from the starting time will be made after which the doors of the meeting venue will be locked and late bidders will be excluded.	
4.2.2	Bidders must sign an attendance register, attached for information as Annexure A , at the entrance gates, at the information session and at the compulsory site inspection (walk-about). The register will be provided at the relevant venues on the meeting day and will be forwarded to Head Office by the institution after the meeting as proof that the bidder attended the information session and site inspection.	
4.2.3	<p>Date and time: Monday, 29 September 2025 @ 10:00</p> <p>Venue: Lecture Hall, Erica Residence Western Cape College of Nursing Boland 84 Riebeeck Street, WORCESTER</p> <p>Contact person: Ms Liesl Strauss</p> <p>Tel no: (023) 814 0090/91</p> <p>E-mail: liesl.strauss@westerncape.gov.za</p>	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Para	Section 4 - Special Conditions	Details of offer
4.3.	PRICING:	
4.3.1	The bidder undertakes to provide the services specified to WCCN-B in accordance with the bid prices it has provided in the WCBD1 and WCBD3.2 forms.	
4.3.2	Regardless of the ingredients used to prepare student meals, a uniform price must be quoted per meal cost per student per day . Student meals must be quoted per breakfast, lunch box packed/prepared by student and supper .	
4.3.3	All prices must include VAT, delivery costs and all overhead costs to provide the goods to the institution. Bid prices must be firm 3-tier prices , where any annual escalations that may be reasonably expected (e.g. labour, food & transport cost, inflation) have been factored into the prices for each year of the contract. <u>No additional requests for increases will be considered, therefore, during the contract term.</u>	
4.3.4	15% VAT is only charged on taxable supplies and does not include exempt supplies (any supply of goods or services made by a taxable person. It is compulsory for a business entity to register for VAT: <ul style="list-style-type: none"> - where the value of taxable supplies made in any consecutive 12-month period exceeded or is likely to exceed R1 million; or - where in terms of a written contractual obligation, the value of taxable supplies to be made in a 12-month period will exceed R1 million 	
4.3.5	Due to the compulsory VAT registration requirements, ALL offers may be subject to VAT . For this bid, bidders who are not yet registered for VAT are required to submit an offer that factors in the possibility that they may need to register for VAT due to the value of the total offer and/or any price adjustments that may follow during the contract period.	
4.3.6	Under no circumstances, either before or after the award of the bid, shall WCGHW negotiate with any party regarding alternative methods of calculating the cost of the service.	
4.4.	BID EVALUATION:	
4.4.1	The specification and conditions here and elsewhere in this bid, any documents where bidders were required to respond, and compliance with inherent requirements, such as CSD and WCD registration, will all be considered part of the evaluation of received bids.	
4.4.2	The following factors will be considered during evaluation of this bid:	
4.4.2.1	At least 3 years’ experience and knowledge of catering in the Public Sector environment and/or Hospitality industry. Only recognised, reputable catering service-providers with proof of experience in the provision of catering services to the Public Sector will be considered.	
4.4.2.2	The provision of references for similar food services undertaken. Bidders must provide detailed information of their experience in the catering trade, acceptable proof of the ability to supply high quality meals and a list of present catering contracts with their bid documents.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 14 OCT 2025 1) 2) SIGNED SIGNED
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Para	Section 4 - Special Conditions	Details of offer
4.4.	BID EVALUATION: (continued)	
4.4.2.3	A detailed, documented system analysis for a functional organisational structure as a basis for managing this contract. Please see Annexure C. Bidders must clearly indicate envisaged organisational principles, procedures and functions for the effective management and operation of the institution in the analysis submitted with their bid documents.	
4.4.2.4	Neither offers deviating from the specified requirements, nor alternative, qualified, conditional or incomplete offers will be considered . WCGHW will not be obliged to enter into correspondence with bidders about this condition.	
4.5	ACCOUNTING:	
4.5.1	The service-provider must adhere to generally acceptable accounting practices and will maintain all accounting records for the provisioning of the catering service.	
4.5.2	The accounting period shall be from the first day to the last day of each month. Accounts received by the College for the food service must be remitted within 30 days of receipt of an accurate, certified account . The College does not accept responsibility for delays in payment due to the submission of inaccurate accounts.	
4.5.3	The service-provider needs to provide the College with a document to verify student meals served per month. Monthly payment claims for meals must be submitted to the College's Contract Manager on the service-provider's official invoices <u>by the 2nd weekday of the following month</u> , and must be supported by the schedules reflecting the total number of meals served and the cost of the meals. <u>The College's Contract Manager shall certify each monthly invoice received as correct.</u>	
4.5.4	The amount claimed from the College for meals served shall not exceed the amount in the pricing schedules , forms WCBD3.2 subject to the provisions under Pricing. This will enable the College's Contract Manager to monitor and keep account of <u>all meals, snacks and beverages actually served on each occasion to students in terms of the contract.</u>	
4.5.5	The service-provider shall provide foodstuffs on an all-risk basis and the College will only pay for <u>actual</u> meals and beverages issued to students in accordance with the booking system.	
4.5.6	The actual number of meals served to students and any costs reflected in the accounting schedules, Annexure E , must be certified as correct by WCCN's Contract Manager or an appointed and authorized representative, to enable the College to monitor and keep account of all meals consumed.	
4.5.7	At any reasonable time, the College, in the capacity of its Contract Manager or other duly authorized person, shall be entitled to inspect all the records and documents of the service-provider (e.g. purchase orders, accounts, invoices etc.) relating to the provision of the catering service at any reasonable time.	

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4.6	GUARANTEE AND SURETY:	
4.6.1	Please see paragraph 7 of the General Conditions of Contract. The prospective service-provider shall furnish the Directorate Sourcing, WCGHW, Head Office with a financial guarantee equivalent to 2.5% of the total contract value, the monetary value which shall be determined in the letter of acceptance, within 14 days of notification of the acceptance of the bid.	
4.6.2	The proceeds of the performance security shall be payable to the College as compensation for any loss resulting from the service-provider’s failure to complete his obligations under the contract.	
4.6.3	If the prospective service-provider fails to comply with this requirement, the Directorate Supply Chain Management at Head Office is entitled to terminate the contract without prejudice to any other rights it may have, and to recover any damages suffered due to this failure and the need to accept a less favourable bid for the catering service.	
4.6.4	The type of financial guarantee shall be valid for the duration of the contract and shall be in the currency of the contract , or a freely convertible currency acceptable to the end-user and shall be in one of the following forms, in accordance with <u>paragraph 7.1 of the General Conditions of Contract</u> : <ul style="list-style-type: none"> - a bank guarantee or an irrevocable letter of credit issued by a reputable bank in the end-user’s country or in a foreign country acceptable to the end-user, in the form provided in the bid documents or another form acceptable to the end-user; OR - cashier’s or certified cheque. 	
4.7	LIAISON:	
4.7.1	The service-provider must have the full-time services of (a) fully qualified dietician(s) registered with the Health Professions Council of South Africa (HPCSA) on the pay-roll of the company or must undertake to acquire the services of such (a) qualified person(s).	
4.7.2	The College shall appoint a Contract Manager and the service-provider shall appoint a Catering Manager who shall form a communication link with the between the students, the College and the service-provider. This liaison committee shall co-operate closely to facilitate the flow of information regarding operational issues between the parties.	
4.7.3	Both Managers must ensure that a contact person is available 24 hours a day to manage emergency situations relating to the catering service that might arise either on the side of the College or the service-provider.	
4.7.4	The service-provider must furnish the curriculum vitae of this Catering Manager , who will manage the specialist food service operation of the College for the duration of the contract, within 14 days before commencement of the contract.	
4.7.5	To promote efficient liaison between the College and service-provider after award of the contract, the service-provider shall provide the following information: <ul style="list-style-type: none"> - the physical address of <u>its nearest office to the contract location</u>, and - confirmation that the in-house Catering Manager is stationed at this office, and that the dietician will visit the College every two weeks. 	

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Para	Section 4 - Special Conditions	Details of offer
4.8	PUBLIC LIABILITY AND INSURANCE INDEMNITY:	
4.8.1	The service-provider shall indemnify the College and hold it harmless against:	
4.8.1.1	any damage to the College's movable or immovable property , any loss resulting directly or indirectly from damage to such property, any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of the College's property by the contractor,	
4.8.1.2	legal liability for any claims that may be made against the College arising from damage to movable or immovable property of any third parties, including any damage resulting directly or indirectly from any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of the College's property by the service-provider,	
4.8.1.3	legal liability claims in the event of the death, injury or illness of any person, including employees of the College or their dependents, or any associated loss resulting or arising from any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of the College's property by the service-provider, or	
4.8.1.4	any reasonably incurred legal costs , including attorney and client costs, relating to claims or actions against the College arising from any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of the College's property by the service-provider.	
4.8.2	For the proper fulfilment of the indemnity, the service-provider shall submit proof of the insurance cover held and maintained to cover the risks above as well as the amount of such cover, within 14 days of the date of the letter of acceptance.	
4.8.3	If the College deems this amount insufficient , it reserves the right to request the service-provider to increase the cover at his expense to the value determined by the College.	
4.8.4	This bid will be accepted on condition that the College may terminate the agreement in its sole discretion and without prejudice to any other rights it may have, if the service-provider fails to submit proof of the insurance cover required above. The service-provider shall be liable for any damage which the College may sustain due to the termination of the contract and the appointment of another service-provider.	
4.8.5	If the service-provider fails to pay the premiums required to maintain the insurance cover, an equivalent amount will be deducted from its monthly service account to ensure that cover is maintained.	

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

BID OPENED @ 11:00

14 OCT 2025

1) 2)
SIGNED SIGNED

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

- 1) CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL AT ERICA RESIDENCE, 84 RIEBEECK STREET, WORCESTER; AND**
- 2) CLEANING AT TUITION SITE, RAINIER STREET, WORCESTER**

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Para	Section 4 - Special Conditions	Details of offer
4.9	SECURITY:	
4.9.1	The service-provider must supply a list with the names of all his staff at WCCN-B to the College Contract Manager for security purposes. Any personnel changes must be reported in writing to the Contract Manager, who will inform the College security section in turn. Unidentified staff and staff whose names do not appear in the security section’s records will not be allowed access to the College.	
4.9.2	The service-provider shall ensure that his staff complies with the security regulations applicable to the College. The service-provider’s staff shall wear official name/identification badges at all times. Staff may be subjected to random searches .	
4.9.3	The College reserves the right to notify the service-provider in writing about any contract staff-member it views as a threat to the security , health or safety of College students and/or staff, without prejudice to the service-provider’s right to screen personnel prior to employment. The service-provider may not continue to use these staff-member(s) in the execution of the contract and must terminate employment of such staff-member(s) at WCCN-B, within one month of receipt of the College’s written notification .	
4.9.4	No information concerning WCGHW, the College or any of its activities may be disclosed to the public or the media by the service-provider’s staff.	
4.10	FIRE AND SAFETY PRECAUTIONS:	
4.10.1	The service-provider shall ensure compliance with the provisions of the Occupational Health and Safety Act, No. 95 of 1993 , and regulations.	
4.10.2	The service-provider shall report any hazardous situation in writing to the College. Similarly, the College will report any hazardous situations that require the service-provider’s attention, to the service-provider in writing through the Health and Safety Committee structures . The College management will review the situation and determine a course of action.	
4.10.3	The service-provider shall ensure that all staff under his control are trained in Health and Safety procedures , including fire training, that they know the fire drill procedures of the College and are aware of the locations of fire extinguishers on the premises. The service-provider must be familiar with the College’s Major Incident/Emergency Plan .	
4.10.4	Fire extinguishing equipment in the service-provider’s designated operational areas must be recorded on his inventory schedule, however, the College will maintain this equipment and ensure that it is in good working order.	
4.10.5	The service-provider must ensure that all electrical appliances used in the execution of the contract, and for which he is responsible, are in good working order , will not trip the earth leakage system of the College or pose a fire hazard to any person, property or premises.	
4.10.6	Any power disruptions caused by the service-provider’s faulty equipment can have severe and adverse effects on the operation of the College. The service-provider will be liable for any claims and damages incurred this way.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
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Para	Section 4 - Special Conditions	Details of offer
4.11	INDUSTRIAL ACTION, UNREST AND FORCE MAJEURE:	
4.11.1	The service-provider shall be liable for the provision of the catering service irrespective of the effect of industrial action and/or unrest on management staff and other food service staff it employs.	
4.11.2	During industrial action and/or unrest the service-provider’s staff will be present on the College premises at their own risk . The College shall not be liable for any damage to property or equipment of the service-provider or his staff, or injury to or death of the service-provider’s staff. The service-provider shall indemnify the College against such damages or claims and legal costs including attorney and client costs.	
4.11.3	Should the service-provider’s staff embark on a strike/industrial action they will not be allowed onto the College premises.	
4.11.4	If the premises used by the service-provider to provide the catering service should become either partially or completely inaccessible due to force majeure (Act of God, e.g. floods, wind-storms) or fire damage , the College and service-provider shall agree mutually on methods to continue the service as best as possible.	
4.12	COLLEGE RECESS, NATIONAL EMERGENCIES AND PANDEMICS	
4.12.1	No services will be rendered for the 3 weeks each year during December and January when the WCCN-B is in recess , the exact dates which will be communicated to the successful bidder by the Head of Campus . The service provider shall not bill the WCCN-B for meals during these recess periods.	
4.12.2	The service provider shall not bill the WCCN for meals, staff, overhead or service costs in the event and for the duration of a national disaster or pandemic during which services cannot be provided due to national and/or provincial regulations, restrictions and/or the WCCN’s logistic considerations .	
4.13	DISTURBANCES:	
4.13.1	The service-provider shall not facilitate access to, or allow any activity, person or vehicle on the premises of the College that could pose a disturbance, inconvenience, public nuisance or danger to students, staff or property. Noise levels must be limited as far as practically possible.	
4.14	RESTRICTIONS:	
4.14.1	The College reserves the right, within reason, to implement such regulatory measures as it may deem necessary to maintain safety and order on the premises. If the service-provider fails to comply with these measures despite written notification by the College, its non-compliance may be considered breach of contract .	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Para	Section 4 - Special Conditions	Details of offer
4.15	TRANSPORT:	
5.15.1	The service-provider shall provide all suitable and approved transport services necessary for the proper execution of its food service, cleaning and management functions, and shall be fully liable for conveying supplies to the College.	
4.15.2	The service-provider shall provide its own trolley(s) with which to transport supplies into the College’s Food Service storage area. Under NO circumstances may the supplier use the College’s trolleys.	
4.16	WASTE DISPOSAL	
4.16.1	The service-provider shall place all refuse, pigswill and bones generated by its food service in sturdy refuse bags of at least 20-micron thickness and seal these bags with caable ties .	
4.16.2	Refuse bags shall be placed in the College’s waste containers in the goods yard for disposal by the College at its own discretion and at no cost to the service-provider .	
4.16.3	The service-provider shall place all refuse, pigswill and bones generated by its food service in sturdy refuse bags of at least 20-micron thickness and seal these bags with caable ties .	
4.16.4	Refuse bags shall be placed in the College’s waste containers in the goods yard for disposal by the College at its own discretion and at no cost to the service-provider .	
4.17	PROMOTIONAL AND ADVERTISING MATERIAL:	
4.17.1	The service-provider may not display any promotional sign, poster, name-plate, article or object with its name or logo in the College or on College premises, without the written approval of the College Head or his representative. The College reserves the right to remove any such item which is deemed undesirable and the service-provider will carry the resultant cost.	
4.18	TRANSFER AND CESSION:	
4.18.1	The service-provider must be the sole provider of the catering service. The use of sub-contractors will not be allowed without the written permission of WCGHW. If sub-contracting is unavoidable, the relevant paragraphs of preference claim form WBCD6.1(b) will apply.	
4.18.2	The service-provider will not cede, transfer, sell or alienate the contract or a part of it in any way to any other person or company without obtaining prior written permission from the WCGHW, and on condition that the cessionary complies with all requirements of this contract.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Para	Section 4 - Special Conditions	Details of offer
4.19	BREACH AND TERMINATION:	
4.19.1	Should either party commit a breach of this contract's provisions and fail to remedy that breach within 14 days after receipt of a written notice, the non-defaulting party, without prejudice to any other right it may have as a result of the breach, shall be entitled to cancel the contract with the other party upon written notice to the address in the contract. The parties agree that the provision of paragraph 23 of the General Conditions of Contract will apply in that event, if it is not conflict with the contract.	
4.19.2	The service-provider's right to use or occupy any part of the premises or use any equipment of WCCN-B, shall cease on termination of the contract.	
4.19.3	The service-provider shall vacate the premises on termination of the contract and return all the items in the Inventory Schedule to WCCN-B in the same condition in which they were received, fair wear and tear excepted.	
4.19.4	WCCN-B shall be entitled to determine the value of any missing items in collaboration with the contractor, and to deduct the amount of the value or reduced value of such items from any amount due to the contractor.	
4.19.5	If WCCN-B should be closed permanently for any reason, WCCN-B shall give the service-provider 3 months prior written notice of the intended closing, and shall reserve the right to terminate this agreement with the service-provider at the time of closing.	
4.19.6.1	The service-provider agrees that the termination of its contract (either when the 3-year term or any extensions have expired) and the commencement of a new service does not constitute a transfer or cession of the service – - either in the legal sense, or - as contemplated in paragraph 16.16 of the Accounting Officer's System for Procurement, Supply Chain and Asset Management issued by the Accounting Officer in terms of section 44(1) and 44(2) of the PFMA, 1999 under Supply Chain Management Instruction 1/2016 dated 24 March 2016 and effective from 1 April 2016, and subsequent amendments.	
4.19.6.2	As such, Article 197 of the Labour Relations Act (Act 66 of 1995) and subsequent amendments of the Act cannot be invoked to compel the incoming service-provider to transfer and permanently appoint any or all of the outgoing service-provider's staff on its establishment.	
4.19.6.3	If members of the outgoing service-provider's staff wish to remain on site due to logistical considerations (e.g. living in the area), the incoming service-provider may offer employment contracts to such staff, subject to conditions similar or better than those of the outgoing contractor, without interference or obstruction from the outgoing contractor.	
4.19.7	The service-provider agrees that the premises may be viewed by prospective bidders accompanied by WCCN-B's Contract Manager at any reasonable time during the last 3 months of the duration of the contract.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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Para	Section 4 - Special Conditions	Details of offer
4.20	DISPUTE RESOLUTION:	
4.20.1	Mediation	
4.20.1.1	Any dispute arising from or relating to this contract may be referred to a mediator without legal representation by the parties.	
4.20.1.2	The dispute shall be heard by a mediator selected by agreement between the parties, at a place and time he/she has determined in consultation with the parties.	
4.20.1.3	If the parties cannot agree on a particular mediator within 5 calendar days after agreeing to refer the matter for mediation, the serving President of the Law Society of the Cape of Good Hope shall nominate a mediator within 10 calendar days after the parties' failure to agree.	
4.20.1.4	The mediator at his/her sole discretion shall determine whether the referral shall be made by written or verbal representations, on condition that he/she shall consult with the parties about this determination and be guided by their mutual and reasonable desire of how the representations should be made.	
4.20.1.5	The parties shall have 14 calendar days to finalise their representations. Within 14 calendar days of receiving the representations, the mediator shall provide a written opinion on the matter and furnish each party with a copy, by hand or by registered post.	
4.20.1.6	The mediator's opinion shall be final and binding on the parties unless a party is unwilling to accept it. Should this happen, the unwilling party may institute legal proceedings in a court with appropriate jurisdiction, unless the parties agree to refer the dispute to arbitration. The mediator's opinion shall not prejudice the rights of either party in any way if either legal proceedings or arbitration should ensue.	
4.20.1.7	The mediator shall determine the cost and liability for the cost of mediation, which shall be due and payable to the mediator on presentation of his/her written account.	
4.20.2	Arbitration	
4.20.2.1	Any dispute arising from or relating to this contract may be referred to arbitration.	
4.20.2.2	According to the provisions of the Arbitration Act, No. 42 of 1965, arbitration shall be held in Cape Town with the intention that it be concluded within 14 calendar days where possible.	
4.20.2.3	Unless otherwise stated here, if the disputed matter is - (i) primarily a legal matter, the arbitrator shall be a practising senior advocate of the Cape Bar ; (ii) any other matter, the arbitrator shall be an independent, suitably qualified person mutually agreed upon by the disputing parties.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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Para	Section 4 - Special Conditions	Details of offer
4.20.2	Arbitration (continued)	
4.20.2.4	If parties cannot agree whether the question in dispute falls under (i) or (ii) above and/or on a particular arbitrator within 7 calendar days after agreeing to refer the dispute to arbitration, the serving Chairperson of the Cape Bar Council shall: <ul style="list-style-type: none"> - determine whether the question in dispute falls under 3(a) or 3(b); and/or - appoint an arbitrator from two arbitrators nominated by each party within 7 calendar days after the parties' failure to agree. 	
4.20.2.5	The arbitrator shall provide his/her decision within 14 calendar days after the completion of arbitration. He/she may determine that the arbitration costs be paid either by one or both parties and at a rate he/she considers appropriate.	
4.20.2.6	The arbitrator's decision shall be final and binding and may be made an <u>order of the Western Cape High Court</u> , Cape Town on application by either party.	
4.21	GENERAL	
4.21.1	Receipt of the invitation to bid does not confer any right on any party in respect of the services or in respect of, or against, the Department of Health. The Department reserves the right, in its sole discretion: <ul style="list-style-type: none"> - to withdraw any services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party; accordingly, parties have no rights, expressed or implied, with respect to any of the services as a result of their participation in the bid process, - to amend the bid process, closing date or any other date at its sole discretion, - to cancel the bid or any part of the bid before the bid has been awarded, - not to accept the lowest or any other bid and to accept the bid which it deems shall be in the best interest of the Department, - not to award the bid to the highest points or lowest price, - to reject all responses submitted and to embark on a new bid process. 	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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PRICING SCHEDULE (SERVICES)

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

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NAME OF BIDDER:

BID NUMBER **WCGHSC00112/2025**CLOSING TIME : **11:00 ON TUESDAY, 14 OCTOBER**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT		BID PRICE IN RAND INCL VAT		
1.	36 months	WCCN BOLAND, ERICA RESIDENCE, WORCESTER: daily student catering in accordance with the following menu plans:		Cost per student per day		
1.1	Est student no	BREAKFAST, served	Frequency	1 st year	2 nd year	3 rd year
1.1.1	Yr 1 - 150	Cooked porridge OR	3 x week	R.....	R.....	R.....
1.1.2	Yr 2 - 150	Cereal with milk and sugar	4 x week	R.....	R.....	R.....
1.1.3	Yr 3 - 150	Bread	daily	R.....	R.....	R.....
1.1.4	Total - 450	Margarine	daily	R.....	R.....	R.....
1.1.5	Average 150	Spread	daily	R.....	R.....	R.....
1.1.6		Tea/coffee	daily	R.....	R.....	R.....
1.1.7		Milk	daily	R.....	R.....	R.....
1.1.8		Sugar	daily	R.....	R.....	R.....
		SUB-TOTAL		R.....	R.....	R.....
1.2	Est student no	LUNCH packed by students in own containers	Frequency	1 st year	2 nd year	3 rd year
1.2.1	Yr 1 - 150	Yoghurt OR fruit	daily	R.....	R.....	R.....
1.2.2	Yr 2 - 150	Bread	daily	R.....	R.....	R.....
1.2.3	Yr 3 - 150	Margarine	daily	R.....	R.....	R.....
1.2.4	Total - 450	Protein sandwich filling	daily	R.....	R.....	R.....
	Average 150	SUB-TOTAL		R.....	R.....	R.....
1.3	Est student no	SUPPER, served	Frequency	1 st year	2 nd year	3 rd year
1.3.1	Yr 1 - 150	Protein dish	daily	R.....	R.....	R.....
1.3.2	Yr 2 - 150	Starch	daily	R.....	R.....	R.....
1.3.3	Yr 3 - 150	Vegetables/salad	daily	R.....	R.....	R.....
1.3.4	Total - 450	Tea/coffee, OR	daily	R.....	R.....	R.....
1.3.5	Average 150	Cold drink	daily	R.....	R.....	R.....
		SUB-TOTAL		R.....	R.....	R.....
1.4		Food cost per student per day for items 1.1 to 1.3, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT.		R.....	R.....	R.....
		Note to bidders:				
		Food cost for items 1-3 for 3 years must be provided under item 2.1.				
		This bid will be recommended on the basis of the total cost of service under item 2.5.				
				WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING		
				BID OPENED @ 11:00		
				14 OCT 2025		
				1) 2)		
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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14 OCT 2025

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IMPORTANT: THE QUESTIONNAIRE BELOW MUST BE COMPLETED IN FULL BY REPLYING TO EACH AND EVERY QUESTION.

- A. Does the offer comply with the specification? Please circle your option. **YES/NO**
- B. If not to specification, please indicate deviations (please list these separately against each applicable item if the space provided here is insufficient.)
-
-
- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
-
- D. **Please note that the total bid cost under item 2.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).**
- E. **A bidder's conditions will not supersede those in the bid document.**

PRICING SCHEDULE (SERVICES)

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

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- 2) CLEANING AT TUITION SITE. RAINIER STREET. WORCESTER

NAME OF BIDDER: BID NUMBER **WCGHSC00112/2025**

CLOSING TIME : **11:00 ON TUESDAY, 14 OCTOBER** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
2.	36 months	TOTAL COST OF CATERING AT ERICA RESIDENCE: Breakdown of cost contributors. Costs under item 2.1, 2.2, 2.3 and 2.4 must amount to the total cost of service under item 2.5 .	TOTAL COST OF SERVICE		
2.1		FOOD COST Indicate the food cost per menu, excluding overheads, staff and miscellaneous costs , all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit, delivery, but including VAT , based on estimated student numbers per menu for 3 years.	WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 14 OCT 2025 1) 2)		
2.1.1	Est student no	MENU	FOOD COSTS		
2.1.2	Yr 1 - 150	Breakfast	1st year	2nd year	3rd year
2.1.3	Yr 2 - 150	Lunch box	R.....	R.....	R.....
	Yr 3 - 150	Supper	R.....	R.....	R.....
	Yr 4 - 450	SUB-TOTAL	R.....	R.....	R.....
	Average: 15				
2.2		SALARIES AND WAGES Indicate the salaries and wages paid to staff-members in different occupational classes in the contractor's employ, including applicable taxes (PAYE, income tax, UIF contributions and skills development levies) and VAT , based on staff numbers provided per rank, including relief and rotation staff, for 3 years.			
2.2.1	No of staff	Occupational class	SALARIES AND WAGES		
2.2.2	1	Food Services/Facility Manager	1st year	2nd year	3rd year
2.2.3	1	*Food Services Supervisor	R.....	R.....	R.....
2.2.4	2	Cook	R.....	R.....	R.....
	4	Food Services Aid,	R.....	R.....	R.....
		SUB-TOTAL	R.....	R.....	R.....
		*The Food Services Supervisor and General Supervisor will rotate to cover the 7-day shift on a weekly basis.			
2.3		OVERHEADS AND OTHER COSTS: List the non-food related portion of the contract price, which comprises overheads (e.g. laboratory tests, staff vaccinations, cleaning materials, consumables, transport, delivery, etc.) for 3 years. Please list on separate page in this format if space here is insufficient.			
2.3.1		Item description	OVERHEADS AND OTHER COSTS		
2.3.2			1st year	2nd year	3rd year
2.3.3			R.....	R.....	R.....
2.3.4			R.....	R.....	R.....
2.3.5			R.....	R.....	R.....
2.3.6			R.....	R.....	R.....
2.3.7			R.....	R.....	R.....
2.3.8			R.....	R.....	R.....
2.4		COMBINED COST OF SERVICE PER ANNUM (2.1 + 2.2 + 2.3)	A	B	C
			R.....	R.....	R.....
2.5		TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS (A + B + C)	R.....		

PRICING SCHEDULE (SERVICES)

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE WESTERN CAPE COLLEGE OF NURSING BOLAND, WORCESTER CAMPUS, UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

- 1) CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL AT ERICA RESIDENCE, 84 RIEBEECK STREET, WORCESTER; AND
- 2) CLEANING AT TUITION SITE, RAINIER STREET, WORCESTER

NAME OF BIDDER: BID NUMBER **WCGHSC00112/2025**

CLOSING TIME : **11:00 ON TUESDAY, 14 OCTOBER** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM		QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
3.		36 months	TOTAL COST OF CLEANING AND FACILITY MANAGEMENT AT ERICA RESIDENCE: Breakdown of cost contributors. Costs under item 3.1, 3.2, 3.3 and 3.4 must amount to the total cost of service under item 3.5 .	TOTAL COST OF SERVICE		
3.1			SERVICE COST Indicate the cost to provide the respective service as specified, excluding overheads, staff and miscellaneous costs , all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit, delivery, but including VAT .	<div><div>WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</div><div>BID OPENED @ 11:00</div><div>14 OCT 2025</div><div>1) 2) SIGNED SIGNED</div></div>		
3.1.1			Service	FOOD COST		
3.1.2			Cleaning	1st year	2nd year	3rd year
3.1.3			Sanitary bins	R.....	R.....	R.....
3.1.4			Pest control	R.....	R.....	R.....
			Facility Management	R.....	R.....	R.....
			SUB-TOTAL	R.....	R.....	R.....
3.2			SALARIES AND WAGES: Indicate the salaries and wages paid to staff-members in different occupational classes in the contractor's employ, including applicable taxes (PAYE, income tax, UIF contributions and skills development levies) and VAT , based on staff numbers provided per rank, including relief and rotation staff, for 3 years.			
3.2.1	1		Occupational class	SALARIES AND WAGES		
3.2.2	1		*Food Services Supervisor	1st year	2nd year	3rd year
3.2.3	4		General Supervisor	Already included under item 2.2		
3.2.4	1		General Cleaner (Split shift)	R.....	R.....	R.....
			General cleaner (Straight shift)	R.....	R.....	R.....
			SUB-TOTAL	R.....	R.....	R.....
			* The Food Services Supervisor and General Supervisor will rotate to cover the 7-day shift on a weekly basis.			
3.3			OVERHEADS AND OTHER COSTS: List the non-food related portion of the contract price, which comprises overheads (e.g. laboratory tests, staff vaccinations, cleaning materials, consumables, transport, delivery, etc.) for 3 years. Please list on separate page in this format if space here is insufficient.			
3.3.1			Item description	OVERHEADS AND OTHER COSTS		
3.3.2				1st year	2nd year	3rd year
3.3.3				R.....	R.....	R.....
3.3.4				R.....	R.....	R.....
3.3.5				R.....	R.....	R.....
3.3.6				R.....	R.....	R.....
3.3.7				R.....	R.....	R.....
3.3.8				R.....	R.....	R.....
			SUB-TOTAL	R.....	R.....	R.....
3.4			COMBINED COST OF SERVICE PER ANNUM (3.1 + 3.2 + 3.3)	A	B	C
				R.....	R.....	R.....
3.5			TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS (A + B + C)	R.....		

PRICING SCHEDULE (SERVICES)

WCGHSC0112/2025 FOR THE PROVISION OF THE FOLLOWING SERVICES AT THE PREMISES OF THE WESTERN CAPE COLLEGE OF NURSING BOLAND UNDER THE CONTROL OF THE WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD:

- 1.) WORCESTER CAMPUS - CATERING, CLEANING, FACILITY MANAGEMENT AND PEST CONTROL, AT ERICA RESIDENCE, 84 RIEBEECK STREET, and
- 2.) CLEANING, BOLAND CAMPUS TUITION SITE, RAINIER STREET, WORCESTER

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT
4	3 yrs	TOTAL COST OF CLEANING AT TUITION SITE, RAINIER STREET: Breakdown of cost contributors. Costs under item 4.1, 4.2, 4.3 and 4.4 must amount to the total cost of this service under item 4.5.	TOTAL COST OF SERVICE
4.1		SERVICE COSTS Indicate the cost to provide the respective service as specified, excluding overheads, staff and miscellaneous costs , all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit, delivery, but including VAT.	<div style="border: 1px solid black; padding: 5px;"> <p>WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</p> <p>BID OPENED @ 11:00</p> <p>14 OCT 2025</p> <p>1) 2)</p> <p>SIGNED SIGNED</p> </div>
4.1.1		Service	SERVICE COSTS
4.1.2		Cost per month	1st year 2nd year 3rd year
		Cleaning	R..... R..... R.....
		Sanitary bins	R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
4.2		SALARIES AND WAGES: Indicate the salaries and wages paid to staff-members in different occupational classes in the contractor's employ, including applicable taxes (PAYE, income tax, UIF contributions and skills development levies) and VAT , based on staff numbers provided per rank, including relief and rotation staff, for 3 years.	
		No of staff	SALARIES AND WAGES
		Occupational class	1st year 2nd year 3rd year
4.2.1	1	Cleaner, full-time	R..... R..... R.....
4.2.2	1	Cleaner, Mon, Wed & Fri	R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
4.3		OVERHEADS AND OTHER COSTS: List the non-food related portion of the contract price, which comprises overheads (e.g. laboratory tests, staff vaccinations, cleaning materials, consumables, transport, delivery, etc.) for 3 years. Please list on separate page in this format if space here is insufficient.	
		Item description	OVERHEADS AND OTHER COSTS
		Cost per month	1st year 2nd year 3rd year
4.3.1		R.....	R..... R..... R.....
4.3.2		R.....	R..... R..... R.....
4.3.3		R.....	R..... R..... R.....
4.3.4		R.....	R..... R..... R.....
4.3.5		R.....	R..... R..... R.....
4.3.6		R.....	R..... R..... R.....
4.3.7		R.....	R..... R..... R.....
4.3.8		R.....	R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
4.4		COMBINED COST OF SERVICE PER ANNUM (4.1 + 4.2 + 4.3)	A B C
4.5		TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS (A + B + C)	R..... R..... R.....

**WCGHSC0112/2025: SUMMARY OF TOTAL COST FOR CATERING, CLEANING, FM AND MEAL DELIVERY
WESTERN CAPE COLLEGE OF NURSING BOLAND – WORCESTER SITES**

STAFF COST/MONTH	VALUE IN RAND
Monthly staff cost: Erica - catering	
Monthly staff cost: Erica - cleaning	
Monthly staff cost: Erica - FM	
Monthly staff cost: Rainier Street - cleaning	
Monthly staff cost Worcester total	
SERVICE COST/MONTH	
Monthly service cost: Erica - catering (meal cost)	
Monthly service cost: Erica - cleaning	
Monthly service cost: Erica - pest control	
Monthly service cost: Erica - sanitary bins	
Monthly service cost: Erica - FM	
Monthly service cost: Rainier Street - cleaning	
Monthly service cost: Rainier Street - sanitary bins	
Monthly service cost Worcester total	
SUB-TOTALS – ALL MONTHLY COSTS	
Staff costs	
Service costs	
Overheads	
All monthly costs Worcester	
All Worcester costs for 12 months	
All Worcester costs for 3 years	
TOTAL MONTHLY COST, WORCESTER	
TOTAL ANNUAL COST, WORCESTER	
TOTAL COST FOR 3 YEARS, WORCESTER	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14 OCT 2025

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WESTERN CAPE GOVERNMENT

DECLARATION OF INTEREST, BIDDERS' PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the following legislative framework -
 - (i) the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services),
 - (ii) Public Finance Management Act (PFMA),
 - (iii) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest),
 - (iv) Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations,
 - (v) Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, and
 - (vi) Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
14 OCT 2025	
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6. Definitions

"Bid" means a bidder's response to an institution's invitation to participate in a procurement process, which may include a bid, price quotation or proposal;

"Bid rigging" (or "collusive bidding") occurs when businesses that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

"Business interest" means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit; or
- (d) any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

"Consortium" or "Joint Venture" means an association of persons combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

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This form must be completed annually. Should the information declared here change in the course of the year, or before the next renewal, or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change of such details.

“Controlling interest” means the power by one person or a group of persons holding the majority of the equity of an enterprise, or alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise;

“Corruption” - General offences of corruption are defined in the Combating of Corrupt Activities Act (Act 12 of 2004) as:

Any person is guilty of the offence of corruption who directly or indirectly-

- (a) accepts, agrees or offers to accept a gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives, agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person, to act personally or by influencing another person to act in a manner -
 - (i) that amounts to the-
 - (aa) illegal, dishonest, unauthorized, incomplete or biased action, or
 - (bb) misuse or selling of information or material acquired while exercising, carrying out or performing any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;
 - (ii) that amounts to-
 - (aa) the abuse of a position of authority;
 - (bb) a breach of trust; or
 - (cc) the violation of a legal duty or a set of rules;
 - (iii) is designed to achieve an unjustified result; or
 - (iv) that amounts to any other unauthorised or improper inducement to do or not to do anything.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
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“CSD” means the Central Supplier Database maintained by National Treasury;

“Employee”, in relation to -

- (a) a department, means a person contemplated in Section 8 of the Public Service Act, 1994, but excludes a person appointed in terms of Section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

“Entity” means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

“Entity conducting business with the Institution” means an entity that contracts, applies or bids for the sale, lease or supply of goods or services to the Western Cape Government;

“Family member” means a person's -

- (a) spouse; or
- (b) child, parent, brother or sister, whether such a relationship results from birth, marriage, adoption or some other legal arrangement (as the case may be);

“Intermediary” means a person through whom an interest is acquired, and includes a representative, agent or any other person who has been granted authority to act on behalf of another person;

“Institution” means a provincial department or provincial public entity listed in Schedule 3C of the Act;

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"Western Cape Government" ("WCG") means -

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

"RWOEE" means **R**emuneration **W**ork **O**utside the **E**mployee's **E**mployment.

"Spouse" means a person's -

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he/she cohabits and who is publicly acknowledged by the person as his/her life partner or permanent companion.

7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state, unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
 - (a) Therefore, by 31 January 2017, all employees who were conducting business with an organ of state should either have -
 - (i) resigned as an employee of the government institution; or
 - (ii) ceased conducting business with an organ of state; or
 - (iii) resigned as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
8. Any legal person or their family members may make an offer/offers in response to this invitation to bid. In view of potential conflict of interest, should the resulting bid or part thereof be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the institution.
9. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
10. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998 as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a prohibition *pe se*, meaning that it cannot be justified on any grounds.
11. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to -
 - (a) disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and/or committed fraud, or any other improper conduct in relation to such system;
 - (b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
13. In addition, and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious -

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

SECTION A: DETAILS OF THE ENTITY

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

TABLE A

[illegible]

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
BID OPENED @ 11:00
14 OCT 2025

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SECTION B: DECLARATION OF THE BIDDER'S INTEREST

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

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

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

TABLE B

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

[illegible]

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

BID OPENED @ 11:00

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SECTION C: PERFORMANCE MANAGEMENT & BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance.

C1.	Did the entity conduct business with an organ of state in the last 12 months? (If yes, complete Table C)	NO	YES
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TABLE C

Complete the table below to the maximum of the last 5 contracts.

CONTRACTOR NAME		PROVINCIAL DEPT/ PROVINCIAL ENTITY	TYPE OF SERVICE/ COMMODITY	CONTRACT/ ORDER NO	CONTRACT PERIOD	CONTRACT VALUE	

C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?				NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004? <i>(To access this Register enter National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012 326 3443.)</i>				NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?			N/A	NO	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past 5 years in a court of law (including a court outside the Republic of South Africa)?				NO	YES
C7.	Was any contract between the bidder and any organ of state terminated during the past 5 years on account of failure to perform on, or comply with, the contract?				NO	YES

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

BID OPENED @ 11:00

14 OCT 2025

1) 2)
SIGNED SIGNED

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This form must be completed annually. Should the information declared here change in the course of the year, or before the next renewal, or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change of such details.

SECTION D: DEPOSITION OF AFFIDAVIT BY DULY AUTHORISED REPRESENTATIVE

This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

I, _____ hereby swear/affirm;

- (i) that the information disclosed above is true and accurate;
- (ii) that I understand the content of the document;
- (iii) that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor;
- (iv) that the entity undertakes to arrive independently at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates;
- (v) that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract;
- (vi) that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution and that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

I certify that I asked the deponent the following questions and wrote down his/her answers in his/her presence before administering the oath/affirmation:

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
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1.1 Do you know and understand the contents of the declaration?

ANSWER: _____

1.2 Do you have any objection to taking the prescribed oath?

ANSWER: _____

1.3 Do you consider the prescribed oath to be binding on your conscience?

ANSWER: _____

1.4 Do you want to make an affirmation?

ANSWER: _____

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence.

 SIGNATURE

Commissioner of Oaths

 FULL NAMES

Designation (rank) _____ ex officio: Republic of South Africa

Date: _____ Place _____

Business Address: _____

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE WESTERN CAPE GOVERNMENT'S INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE TO THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOOD PRACTICE

1. DEFINITIONS

- 1.1 **"Acceptable bid"** means any bid which complies in all respects with the specifications and conditions of bid as set out in the bid document.
- 1.2 **"Affidavit"** is a type of verified statement or showing or contains a verification, made under oath on penalty of perjury, which serves as evidence of its veracity and is required for court proceedings.
- 1.3 **"All applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- 1.4 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- 1.5 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of the code of good practice for black economic empowerment, issued in terms of section 9(1) of The Broad-Based Black Economic Empowerment Act.
- 1.6 **"Bid"** means a written offer on the official bid documents in the form determined by an organ of state, in response to an invitation to provide goods or services through price quotations, competitive bidding processes or any other method envisaged in legislation.
- 1.7 **"Bid for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation to originate income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party, which produces revenue for the organ of state, and includes but is not limited to leasing and disposal of assets and concessions contracts, but excludes direct sales and disposal of assets through public auctions.
- 1.8 **"Code of Good Practice"** means the generic codes or the sector codes as the case may be.
- 1.9 **"Consortium" or "joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- 1.10 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state.
- 1.11 **"EME"** is an Exempted Micro-Enterprise with an annual total revenue of R10 million or less.
- 1.12 **"Firm price"** means a price that is only subject to adjustments in accordance with an actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which is binding on the service-provider in terms of the law or regulation, and demonstrably has an influence on the price of any supplies or the rendering costs of any service for the execution of the contract.

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- 1.13 **“Non-firm prices”** means all prices other than “firm” prices.
- 1.14 **“Person”** includes a juristic person.
- 1.15 **“Price”** means an amount of money tendered for goods and services and includes all applicable taxes less all unconditional discounts.
- 1.16 **“Proof of B-BBEE status level contributor”** means –
- the B-BBEE status level certificate issued by an authorized body or person;
 - a sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - any other requirements prescribed in terms of the Broad-based Black Economic Empowerment Act.
- 1.17 **“QSE”** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million.
- 1.18 **“Rand value”** means the total estimated value of a contract in South African currency calculated at the time of bid invitation, and includes all applicable taxes.
- 1.19 **“Sub-contract”** means that the primary service-provider is assigning, leasing, making out work to or employing another person to support the primary service-provider in the execution of part of a project in terms of the contract.
- 1.20 **“Tender”** is the act of bidding.
- 1.21 **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 1.22 **“the Regulations”** means the Preferential Procurement Regulations, 2022.
- 1.23 **“Total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013.
- 1.24 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 1.25 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed for such property to be administered for the benefit of another person.

2. GENERAL CONDITIONS

- 2.1 The following preference points systems are applicable to all bids:
- The **80/20 system** for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included); and
 - the **90/10 system** for requirements with a Rand value **above R50 000 000** (all applicable taxes included).
- 2.2 Preference points system for this bid:
The value of this bid is estimated **not exceed R50 000 000** (all applicable taxes included) and therefore the **80/20** preference points system shall be applicable.
- 2.3 Preference points for this bid shall be awarded for:
- Price; and
 - B-BBEE status level of contribution.

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2.4 The maximum points for this bid are allocated as follows:

PRICE	POINTS	
	80	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20	10
Total points for Price and B-BBEE must not exceed	100	100

- 2.5 Failure on the part of a bidder to complete and sign this form and submit in the circumstances prescribed in the Codes of Good Practice along with the bid either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS), **or** an affidavit confirming annual total revenue and level of black ownership, **or** an affidavit issued by the Companies Intellectual Property Commission will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6 The organ of state reserves the right to require of a bidder to substantiate any claim in regard to preferences in any manner required by the organ of state, either before a bid is adjudicated or at any time subsequently.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Regulation 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract will be awarded to the bidder obtaining the **highest number of total points**.
- 3.2 A bidder must submit proof of its B-BBEE status level to claim points for B-BBEE.
- 3.3 A bidder failing to submit proof of B-BBEE status level, or who is a non-compliant contributor to B-BBEE will not be disqualified, but will only score:
- points out of **80/90** for **price**; and
 - 0 points out of **20/10** for **B-BBEE**.
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 If two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 Per Regulation 2 (1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act, which justifies the award to another bidder provided that it has been stipulated upfront in the bid conditions.
- 3.7 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

4. FORMULAE FOR PROCUREMENT OF GOODS & SERVICES

4.1 POINTS AWARDED FOR PRICE

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

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

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS & INCOME-GENERATING PROCUREMENT

5.1 POINTS AWARDED FOR PRICE

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

$$\text{Where } P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \quad \text{OR} \quad P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\max} = Price of highest acceptable bid

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6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the following table:

B-BBEE Status Level of Contributor	No of points (90/10 system)	No of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 6.2 An **EME** must submit a valid originally certified affidavit confirming annual turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission.
- 6.3 A **QSE that is less than 51% (50% or less) black-owned** must be verified in terms of the QSE scorecard issued via Government Gazette and must submit a valid, original or legible certified copy of a B-BBEE Verification Certificate issued by SANAS.
- 6.4 A **QSE that is at least 51% black-owned (51% or higher)** must submit a valid, originally certified affidavit confirming turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission, as well as declare its empowering status.
- 6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 6.6 A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate bid.
- 6.7 A **trust, consortium or joint venture (including unincorporated consortia and joint ventures)** must submit a consolidated B-BBEE status level verification certificate for every separate bid.
- 6.8 **Tertiary institutions and public entities** must submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 6.9 A bidder may not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends **sub-contracting more than 25% of the value of the contract** to any other enterprise that does not qualify for at least the points for which such a bidder qualifies, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 6.10 A bidder awarded a contract **may not sub-contract more than 25% of the value of the contract** to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

7. BID DECLARATION

7.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

8. B-BBEE STATUS LEVEL CLAIMED IN TERMS OF PARAGRAPH 6

8.1 B-BBEE Status Level: = *(maximum of 20 points in terms of 80/20)*

8.2 B-BBEE Status Level: = *(maximum of 10 points in terms of 90/10)*

(Points claimed in paragraphs 8.1 & 8.2 must correspond with the table in paragraph 6.1 and must be substantiated by a B-BBEE certificate issued by a verification agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the bid).

9. SUB-CONTRACTING

9.1 Will any portion of the contract be sub-contracted? *(delete which is not applicable)* **YES/NO**

9.1.1 If yes, indicate:

- (i) what percentage of the contract will be sub-contracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-service-provider? Level
- (iv) whether the sub-contractor is an EME or QSE? *(delete which is not applicable)* **YES/NO**

9.1.2 Sub-contracting relates to a **particular** contract so if sub-contracting is applicable, the bidder must state in its response to a particular RFQ that a portion of that contract will be sub-contracted.

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity:

10.2 VAT registration number:

10.3 Company Registration number:

- 10.4 Type of company/firm (Select applicable (option))
- | | |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Partnership/Joint venture consortium |
| <input type="checkbox"/> | One-person business/sole propriety |
| <input type="checkbox"/> | Close corporation |
| <input type="checkbox"/> | Public company |
| <input type="checkbox"/> | Personal liability company |
| <input type="checkbox"/> | (Pty) Ltd |
| <input type="checkbox"/> | Non-profit company |
| <input type="checkbox"/> | State-owned company |

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10.5 I/we, the undersigned, who am/are are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 8 above, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:

- (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
 - (ii) provides false information or misrepresents information to a B-BBEE verification professional to secure a particular B-BBEE status or any benefit associated with compliance with the B-BBEE Act;
 - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
 - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or any official from another organ of state or public entity becomes aware of the attempted or actual commission of any offence referred to in paragraph 10.5 (b), this will be reported to an appropriate law enforcement agency for investigation,
- (d) Any person convicted of an offence by a court in the case of contravention of paragraph 10.5 (b) is liable to a fine or imprisonment for a period not exceeding 10 years, or to both a fine and such imprisonment, or if the convicted person is not a natural person, to a fine not exceeding 10% of its annual turnover.
- (e) The purchaser may investigate the matter if it becomes aware that a bidder may have obtained its B-BBEE status level fraudulently. If the investigation warrants the imposition of a restriction, this will be referred to the National Treasury for investigation, processing and restriction of the bidder on the National Treasury's List of Restricted Suppliers. After the *audi alteram partem* (hear the other side) rule has been applied, the bidder or service-provider, its shareholders and directors, or only the shareholders and directors who acted fraudulently may be restricted from obtaining business from any organ of state for a period not exceeding 10 years.
- (f) in addition to any other remedy it may have, the organ of state may -
- (i) disqualify the bidder from the bid process;
 - (ii) recover costs, losses or damages it has incurred or suffered as a result of that bidder's conduct;
 - (iii) cancel the contract and claim from the service-provider any damages it has suffered for having had to make less favourable arrangements due to such cancellation; and
 - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

SIGNATURE(S) OF THE BIDDER(S):

DATE:

ADDRESS:

WITNESSES:

1.

2.

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SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

1. I, the undersigned

Full name and surname	
Identity number	

2. Hereby declare under oath as follows:

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

Enterprise name	
Trading name	
Registration number	
Enterprise address	

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3. I hereby declare under oath that:

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

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

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

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

Deponent signature: _____

Date: _____

Commissioner of Oaths signature & stamp

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

The purpose of this document is to:

Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
To ensure that clients are familiar with the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and *vice versa* and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract will form part of all bid documents and may not be amended.

Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
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8. Inspections, tests and analysis
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10. Delivery and documents
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidised by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignee's store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

General Conditions of Contract

1. Definitions (continued)

- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

General Conditions of Contract

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC paragraph 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC paragraph 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful Bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

General Conditions of Contract

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or service-provider shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in paragraphs 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in paragraphs 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier
- 8.6 Supplies and services which are referred to in paragraphs 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of paragraphs 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Paragraph 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

General Conditions of Contract

- | | |
|-----------------------------------|---|
| 10. Delivery and documents | 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC |
| | 10.2 Documents to be submitted by the supplier are specified in SCC. |
| 11. Insurance | 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC. |
| 12. Transportation | 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC. |
| 13. Incidental services | <p>13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none">(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;(b) furnishing of tools required for assembly and/or maintenance of the supplied goods(c) furnishing a detailed operations and maintenance manual for each appropriate unit of the supplied goods;(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. <p>13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.</p> |
| 14. Spare parts | <p>14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none">(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and(b) in the event of termination of production of the spare parts:<ul style="list-style-type: none">(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and(ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested |

General Conditions of Contract

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

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

General Conditions of Contract

- 19. Assignment** 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts** 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Paragraph 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Paragraph 22, unless an extension of time is agreed upon pursuant to GCC Paragraph 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties** 22.1 Subject to GCC Paragraph 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Paragraph 23.

General Conditions of Contract

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Paragraph 21.2;
 - b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

General Conditions of Contract

- 23. Termination for default (continued)**
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004, the court may also rule that such a person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than ten years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act, the Register must be open to the public. The Register can be perused on the National Treasury website.
- 24. Anti-dumping and countervailing duties and rights**
- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the service-provider to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the service-provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him
- 25. Force majeure**
- 25.1 Notwithstanding the provisions of GCC Paragraphs 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

General Conditions of Contract

27. Settlement of disputes (continued)	27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
	27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
	27.5	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
28. Limitation of liability	28.1	Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Paragraph 6; (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
29. Governing language		
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

General Conditions of Contract

33. National Industrial Participation (NIP) Programme

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

34 Prohibition of restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a Contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the Bidder(s) or contractor(s) concerned.

EXAMPLE OF COMPULSORY SITE VISIT ATTENDANCE REGISTER

We, the undersigned, hereby declare that we attended the compulsory site visit inspection and information session for bid no **WCGHSC0112/2025**, the **provision of a catering, cleaning and facility management service** at the **Western Cape College of Nursing Boland, Worcester** on **Monday, 29 September 2025 @ 10:00**.

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

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

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

BIDDER'S PROFILE

As WCGH will only consider bids from service-providers with experience in the provision of catering services to hospitals, historically, this section of the bid document was used to establish bidders' **qualifications and experience** in the provision of a comprehensive food service, particularly in a hospital environment, and to determine the **type, structure and** operational base (**nearest office**) of the organization for the purpose of the bid.

Due to the documentary requirements for compulsory registration as a vendor on the Central Supplier Database (CSD) which is a condition of this bid, however, **certain details are already available to WCGH on the CSD** and a repetition of this information will not be required in this section. To enable WCGH to access and verify these details, please **ensure that the following documents required for CSD registration are available and current on the system:**

- Registration documents, in particular your BEE certificate and WCBD6.1 form
- Declaration of Interest
- Business particulars, and
- Owners and shareholders' details

QUALIFICATIONS AND EXPERIENCE

1. Please provide the name of the person who will be responsible for the execution and control of the contract at WCCN on behalf of your company, if your bid is successful. This person's title

2. Please provide the name of the person who will act as the **Catering Manager** at **Western Cape College of Nursing Boland campus, Worcester** on behalf of your company, if your bid is successful.

3. Please attach as **Annexure B1** both curriculums vitae to this document, which must contain ID numbers, work and private addresses and contact details, including at least two contact numbers and an e-mail address each. The CVs must make specific mention of the qualifications and experience of the designated staff-members in the field of catering services, particularly in a Western Cape Government environment.

ORGANISATIONAL STRUCTURE

4. Please attach as **Annexure B2** an organogram and a description of your organizational structure, detailing how this structure will be applied for the purpose of this bid, if your bid is successful.
5. Please attach as **Annexure B3** a list describing the principles and procedures that will be applied in the management of the service, if your bid is successful.

DETAILS OF BIDDER'S NEAREST OFFICE

6. If your bid is successful, the nearest office from where you will execute the contract will be/is already/ established (*please delete what is not applicable*) at the following physical address:

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS	
GOODS & SERVICES SOURCING	
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14 OCT 2025	
1)	2)
SIGNED	SIGNED

UNDERTAKING

7. I, (name in print) _____
in my capacity as (designation) _____
and duly authorized, hereby undertake to open and/or maintain an office at the address above from which the catering service shall be conducted and managed during the term of the contract. Staff employed for the purpose of the contract shall be based at the address in the WCBD1 ("the Bid" form)/the address in paragraph 6 above. (*Please delete what is not applicable*).

Signed on behalf of the bidder _____

Date: _____

GUARANTEE (SURETYSHIP)

WHEREAS Western Cape Government Health and Wellness, hereafter called "WCGHW" has entered into an agreement with the Service-provider, hereafter called "the Contractor", (name) _____ with its office at (address) _____ for the provision of **catering, cleaning and facility management** at the **Western Cape College of Nursing Boland Campus, Worcester** situated at **84 Riebeeck Street (residence) and Rainier Syreet (tuition site), Worcester** for three years, which agreement forms part in all respects of this guarantee, as if incorporated herein,

AND the Service-provider is obliged to furnish WCGHW with a guarantee to the amount of R_____ in terms of its agreement for the due fulfilment by the Service-provider of its obligations under the agreement,

AND Bank/insurance company (name) _____ with its office at (address) _____ hereafter called "the Guarantor" is prepared to furnish the aforesaid guarantee,

NOW, THEREFORE, the Guarantor hereby binds itself as surety and co-principal debtor *in solidum* for the due fulfilment by the Service-provider of all obligations under the agreement. Should the fails to carry out any of these obligations, the Guarantor undertakes to pay on demand to WCGHW at (place/date) _____ the agreed amount of R_____.

A certificate issued by the accountant of WCGHW, stating that the Service-provider has failed to comply with the conditions of the agreement, and the amount of damage suffered by WCGHW, shall be *prima facie* proof of such failure and of the amount due and payable to WCGHW.

The Guarantor hereby expressly renounces the benefits of the exceptions *non-numeratae pecuniae, non-causa debiti, excussionis et disionis*, with the meaning of which we declare ourselves to be fully acquainted.

The Guarantor chooses as its *domicilium citandi et executandi*, and for all notices and legal processes, the following street address in South Africa: _____

Signed at _____ on _____ 2022.

Signed on behalf of the Guarantor

As witnesses

1. _____

2. _____

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

BID OPENED @ 11:00

14 OCT 2025

1) 2)
SIGNED SIGNED

BOLAND CAMPUS, WORCESTER[illegible]

Date :

ACCOUNTING SCHEDULES

The following three schedules are the basis of an accounting system that enables the service-provider to claim for services provided at MMH, and for MMH to pay the service-provider for those services.

ANNEXURE E1: DAILY PROVISIONS ISSUED STATEMENT

The daily statement must be completed by the service-provider to indicate the number of meals actually served to patients per mealtime per day. On completion, it must be certified as correct by MMH's authorized representative.

ANNEXURE E2: BROADSHEET

The broadsheet is a summary of the number of meals actually served per mealtime per month. The broadsheet, with supporting daily statements attached, must be checked and certified as correct by MMH's authorized representative and must be attached to the monthly invoice for payment.

ANNEXURE E3: MONTHLY INVOICE

The monthly invoice is a summary of the number of all meals actually served to patients and the individual and total cost of all meals served by the contractor, which constitutes the service-provider's monthly claim for services to MMH. Before payment can be made, MMH's authorized representative must verify that the amount claimed by the service-provider in the broadsheets supporting the invoice is correct and has been certified. When MMH's authorized representative is satisfied that the furnished invoice is correct, he/she must certify and hand over the invoice with its supporting documents, to MMH accountant for payment.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS	
GOODS & SERVICES SOURCING	
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14 OCT 2025	
1)	2)
SIGNED	SIGNED

EXAMPLE OF DAILY PROVISIONS ISSUED STATEMENT

WESTERN CAPE COLLEGE OF NURSING

MONTH: _____

BOLAND CAMPUS, WORCESTER

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

Designation: _____

Date: _____

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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14 OCT 2025

1) 2)
SIGNED SIGNED

EXAMPLE OF BROADSHEET

WESTERN CAPE COLLEGE OF NURSING

MONTH: _____

BOLAND, WORCESTER

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

THE QUANTITIES ABOVE ARE CERTIFIED AS CORRECT

Signed on behalf of the contractor

Signed on behalf of WCCN Boland

Name (print) :

Name (print) :

Designation :

Designation :

Date :

Date :

ANNEXURE E3

EXAMPLE OF MONTHLY INVOICE

WESTERN CAPE COLLEGE OF NURSING

MONTH: _____

BOLAND, WORCESTER

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

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14 OCT 2025

1) 2)
SIGNED SIGNED