



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

BID NUMBER: **WCGHSC0012/2025** CLOSING DATE: **FRIDAY, 19 SEPTEMBER 2025** CLOSING TIME: **11:00**

FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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

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

Bid documents must be deposited in the **bid box marked DEPARTMENT OF HEALTH** in the foyer of the Western Cape Government Building **next to the Cape High Court** at the junction of Dorp and Keerom Street, Cape Town. The bid box is generally open **24 hours a day, 7 days a week**. If you are uncertain about the location of the bid box, please call the responsible official, Mr 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 according to **the applicable 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 Western Cape Health and Wellness ('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 **Mr Faizel Champion** at telephone no. (044) 813 2922 or email faizel.champion@westerncape.gov.za.

for HEAD: HEALTH & WELLNESS

DATE: 22 August 2025

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
19 SEP 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 & WELLNESS						
Bid no	WCGHSC0012/2025		Closing date:	Fri, 19 Sep 2025	Closing time	11:00
Description	Provision of a comprehensive catering service at Harry Comay Hospital for a 3-year period					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT						
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	Mr Faizel Champion		
Telephone no	(021) 483 2550		Telephone no	(044) 813 2922		
E-mail address	rashaad.matthews@westerncape.gov.za		E-mail address	faizel.champion@westerncape.gov.za		
SUPPLIER INFORMATION						
Name of bidder						
Postal address						
Street address						
Telephone no	Code		<div style="border: 1px solid black; padding: 5px;"> WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 19 SEP 2025 1) 2) SIGNED SIGNED </div>			
Cellphone no						
Facsimile no	Code					
E-mail address						
VAT registration no						
Supplier compliance status	Central Supplier Database no	MAAA				
B-BBEE status level verification certificate	[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE status level sworn affidavit	[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No			
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 WCBD6.1(b) FORM TO QUALIFY FOR B-BBEE PREFERENCE POINTS						
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 goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, complete questionnaire below]			
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS						
Is the entity a resident of the Republic of South Africa ('RSA')?			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Does the entity have a branch in the RSA?			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Does the entity have a permanent establishment in the RSA?			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Does the entity have any source of income in the RSA?			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is the entity liable in the RSA for any form of taxation?			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
IF THE ANSWER 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); OTHERWISE REGISTER AS PER 2.2 BELOW.						

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 complete 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 persons 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 IN 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:	

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

WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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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.

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 (successful bidder) about specified and agreed contract requirements. Authorized persons for the purpose of this bid may include the head of clinical services, doctors, the food services manager and dietitian and their delegated officials.
Bid	A written offer, in prescribed format, from a prospective service-provider, to provide services to an end-end-user.
Bidder	An organization/individual who completes and submits a bid subject to all the terms and conditions embodied in the bid.
Catering facilities	Premises made available by the client in which the service-provider shall perform the catering service according to the provisions of this agreement.
Catering manager	Also called 'co-ordinator or 'representative; the member of the service-provider's management team designated to liaise with Harry Comay Hospital's designated representative (contract manager) about all catering and contract- 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.
Conditions	All conditions and procedures specified which may affect the legal aspects of the bid or contract.
Contract	A legal, binding document and agreement resulting from the acceptance of a bid, including the full attached documentation, as well as the conditions contained in the General Conditions of Contract (GCC), which form the basis of the agreement resulting from the acceptance of a bid.
Contractor	The successful bidder/service-provider by whom the services specified will be provided subject to all the terms and conditions embodied in the contract.
Contract manager	The appointed manager from Harry Comay Hospital assigned to review project effectiveness, compliance and to monitor catering services provided by the contractor.
End-user	Harry Comay Hospital, abbreviated as 'HCH' , that requires provision of a specialized outsourced service to fulfil a need for which it does not have the in-house capacity, and who retains the services of a service-provider to carry out such service in accordance with an agreed contract.
Equipment	All furniture, fixtures, fittings, appliances or any other item of equipment which the service-provider might reasonably require in the performance of its duties.
Facility	The end-user's premises/site where the the service-provider shall perform the duties under the provisions of this bid.
Food guidelines	A guideline of food types, quantities and quality to be supplied by the service-provider for bid and evaluation purposes only, upon which bid prices must be based and which is to be paid by the individual client.
Food invoice/invoice	The draft invoice format which forms the basis of all accounting for moneys payable by HCH for catering services provided to patients 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 specification	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 HCH must pay.

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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.

General Conditions of Contract	An explanatory annexure which forms part of the bid specification, detailing the general rights and obligations of entities conducting business with government.
Hospital:	Harry Comay Hospital, also abbreviated as 'HCH' , represented by its management
Institutions	Hospitals and associated health and training facilities under the control of Western Cape Government Health and Wellness including HCH, who are participants in a bid and on whose behalf certain services are arranged.
Interpretation	Words referring to the singular also include the plural and vice versa, where required by the context. Any gender includes the other. Reference to a person includes all entities, e.g. corporations, associations, partnerships, close corporations, government or local authorities and other legal and natural persons.
Kitchen	Main kitchen/food service unit and ward kitchens
Management staff	Any management staff provided by the service-provider for the duration of this agreement.
Mandatory	A term which denotes an obligation (also shall/should and must) or legal requirement.
May (aux verb)	An expression of discretion (option) or contingency, especially in clauses indicating condition, concession, purpose, result, etc
Ration scale	A list of unprocessed and processed foods and drinks expressed in quantities/portion sizes needed per person per day or week to meet the Recommended Daily Allowances (RDA) for energy and all other nutritional requirements of a specific group of clients.
Service	The outsourced provision of a patient catering service at HCH in accordance with the specified duties, responsibilities and conditions detailed in this document.
Service-provider	The successful bidder/service-provider by whom the specified service will be provided subject to all the terms and conditions embodied in the bid.
Service-provider's staff	Staff responsible for performing the specified duties according to the scope of services required for the contract.
Specification	A document detailing proposed services for the contract.
State, Government, Department	The Republic of South Africa and/or Government Department/Western Cape Government Health and Wellness, according to the context of the sentence in which it appears.
Status quo	The condition or state of affairs of the bidder and bidding organisation as at the date of bid.
Validity date	Period when a bid is valid, during which it is expected to be evaluated, recommended and concluded. This bid shall be valid for 90 days from the closing date. Validity dates can be extended in agreement with bidders if bids are not concluded within 90 days.
Western Cape Government Health and Wellness	Abbreviated as 'WCGHW' , previously known as the Department of Health, Western Cape Government, this is the provincial government body who invited the bid, under whose control HCH resides.

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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	Complies/Doesn't comply Mark with C or DNC	
1.1.1	This specification establishes the requirements for the provision, operation and management of a patient catering service and related facilities and food services, including a full hostess service from kitchen to ward to patient, on a 24-hour basis or as mutually agreed, at Harry Comay Hospital ('HCH') for a 3-year period , in accordance with the service described further on.		
1.1.2	The service must include a proposal for a 3-week summer and winter menu cycle consisting of a 21-day summer and a 21-day winter menu for normal and therapeutic diets .		
1.1.3	Patient food services will be paid in full by HCH and must comply in all regards with the requirements the Catering and Food Specification. The cost of meals provided to any persons other than patients will be paid by the service-provider .		
1.1.4	The sale and use of cigarettes and alcohol by the service-provider and/or service-provider's staff are excluded from the scope of the service and is expressly prohibited .		
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 HCH .		
1.3.	CONTRACT PERIOD		
1.3.1	This contract between WCGHW and the service-provider 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 will be subject to the General Conditions of Contract (GCC) of which a copy is included in the bid documents for the information of bidders. The successful bidder must accept the terms and conditions of the GCC.		

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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 2: Service specification	Details of offer
2.1	OVERVIEW	Complies/Doesn't comply Mark with C or DNC
	The envisaged food service provides for the establishment, management and operation of facilities and food services , including a full hostess service from kitchen to ward to patient on a 24-hour basis or as mutually agreed to by the parties, for all hospital in-patients , for HCH's account. These patient food services must comply with the Catering and Food specification .	
2.1.1	The catering service must provide good quality, safe, wholesome and nutritious meals and snacks to patients by means of a standardised 3-week menu cycle for winter and summer , in accordance with South African Food-Based Dietary Guidelines and the Provincial Meal Plan specification.	
2.1.2	A bidder must offer different types of patient and therapeutic meals for each category in the Catering and Food specification in accordance with bid prices provided in the corresponding pricing schedules , forms WCBD3.2. Traditionally, a special meal at no additional cost is also provided as an option during Easter and on Christmas and New Year's days.	
2.1.3	A bid price per proposed meal served per patient per day based on diet information supplied in the Catering Service and Food Specification must be calculated and quoted according to requirements in the pricing schedules, forms WCBD3.2 .	
2.1.4	The service-provider may not issue subsidised meals to HCH staff and visitors from the Main Kitchen. If the service-provider's management staff is entitled to any meal per shift, the cost will be for the service-provider's account. If the service-provider opts to provide a kiosk service to HCH staff, this service must be provided separately from the kitchen facility .	
2.1.5	Liaison meetings between dieticians from HCH and the service-provider must be held once a month 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.	
2.1.6	The Food Service Unit is responsible for patient feeding , and not for catering or organizing any catering functions , e.g. Christmas parties, farewell functions, birthdays and special teas for official visitors and /or meetings, training sessions and interviews.	
2.1.7	Should additional food services , e.g. meals for official functions and meetings be required from time to time , the standard procurement process should be followed. However, HCH is under no obligation to use the service provider exclusively . For such functions. Circular H86/2017 issued by the WCGHW's Directorate Services Priorities Coordination.	

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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 2: Service specification		Details of offer	
2.2	PREMISES AND FOOD SERVICE EQUIPMENT:		Complies/Doesn't comply Mark with C or DNC	
2.2.1	Duties and obligations of HCH			
2.2.1.1	HCH will provide and maintain existing food services premises HCH will provide existing food services premises , furniture, fixtures and equipment including stoves (gas, steam or electrical), cooking utensils , other food service equipment , crockery, chopping boards and knives, and plastic crockery and cutlery for psychiatric patients , to the contractor in a good, clean and working condition .			
2.2.1.2	HCH will supply electrical power, steam and hot and cold water for cooking, cleaning, refrigeration and freezing. A spot fine per incident will be imposed if any taps are found running unnecessarily or if any electrical appliance is left on , but is not in use .			
2.2.1.3	HCH will make its fully equipped main kitchen available to the successful bidder free of charge to prepare all patient and other meals.			
Table 1 Main Kitchen facilities and amenities				
	Description	Number		
	Walk-in cold room	1		
	Medium storeroom	1		
	Preparation area	3		
	Scullery	1		
	Large trolley bay	1		
	Delivery entrance	1		
	Office for food services supervisor	1		
	Staff tearoom			
2.2.1.4	HCH will supply crockery, cutlery, food-preparation and serving utensils to the contractor in accordance with HCH's minimum specified stock levels and shall comprise the following items:			
Table 2 Crockery, cutlery, food preparation & serving utensils				
	Cutlery:	Stainless steel knives, forks, soup spoons, dessert spoons and teaspoons for non-psychiatric patients. Good quality, non single-use plastic disposable knives, forks, soup spoons, dessert spoons and teaspoons for psychiatric patients.		
	Crockery:	Porcelain dinner plates, side plates, dessert bowls, cups and saucers, tea/coffee pots, milk jugs and egg cups.		
	Glassware:	Polycarbonate water jugsmin 1 litre capacity, water glasses; min 240 ml capacity, and juice glasses; min 125 ml capacity		
	Other:	Meal and tea trays, colour-coded chopping boards, general-purpose knives for peeling, cutting and chopping , and insulated domes and bases.		
2.2.1.5	If crockery and cutlery stock levels must be increased due to operational requirements, HCH will carry the cost and will also provide any additional catering equipment, mutually agreed with the contractor, that is required for the execution of the contract.			

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Para	Section 2: Service specification	Details of offer	
2.2	PREMISES AND FOOD SERVICE EQUIPMENT:	Complies/Doesn't comply Mark with C or DNC	
2.2.1	Duties and obligations of HCH (continued)		
2.2.1.6	Where necessary, and due to fair wear and tear, HCH shall maintain, repair, renovate and replace such items in a way that ensures the least disruption to the catering service provided by the contractor. HCH will not, however, be responsible for the replacement of stock losses and damage due to negligence of staff .		
2.2.1.7	HCH shall provide access to (a) dedicated telephone(s) for internal calls only to enable the service-provider to provide an efficient service; no speed-dials will be created however.		
2.2.1.8	HCH shall provide free ablution facilities to the service-provider's staff at/near the service areas detailed further on.		
2.2.1.9	However, HCH is not obliged to provide housing or accommodation on or near its premises for staff employed by the contractor.		

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Para	Section 2: Service specification	Details of offer	
2.2	PREMISES AND FOOD SERVICE EQUIPMENT:	Complies/Doesn't comply Mark with C or DNC	
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 (overheads etc).		
2.2.2.2	The service-provider must provide its own independent telecommunication facilities e.g. for external calls and necessary information technology equipment to manage the service efficiently for the contract's duration. The service-provider is responsible for associated maintenance, safety expenses and equipment costs .		
2.2.2.3	If necessary, and subject to the written approval of HCH's Chief Executive Officer, the service-provider may install any equipment, machines, etc. and replace them at his own cost with other equipment which he may consider necessary to provide an efficient service.		
2.2.2.4	Prior to the commencement of the service, the service-provider shall draw up an inventory list with HCH's Contract Manager and inspect all premises, furniture, fixtures, food service equipment and utensils previously mentioned. The items in Table 1 and Table 2 shall be recorded on an inventory schedule and a copy of this document, signed by both parties, shall form part of the contract.		
2.2.2.5	The service-provider will be responsible for maintaining crockery and cutlery detailed in Table 2 in an acceptable and usable condition, free of cracks, chips and scratches, at stock count levels that are adequate to accommodate continuous patient feeding.		
2.2.2.6	Crockery and cutlery used in wards must be returned to the kitchen for cleaning by the service-provider who 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.		
2.2.2.7	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 areas, facilities, etc. in the same good order and condition in which they are confirmed to be at the commencement of the contract, as indicated in the inventory schedule .		
2.2.2.8	The service-provider shall maintain, repair, renovate or replace any unserviceable equipment resulting from proven negligence and/or misuse by his staff at his own cost , in a way that reasonably ensures the least disruption to its service.		
2.2.2.9	A month before the contract ends, a stock-count will be undertaken of all equipment, appliances, 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 his expense where required.		
2.2.3	Service area The contractor (successful bidder) must serve patients at their bedside in the hospital's 7 wards in liaison with nursing staff on duty, and must observe the necessary health and safety precautions, inter alia by wearing appropriate personal protective equipment when entering isolation wards .		

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Para	Section 2: Service Specification	Details of offer
2.3	USE AND CONTROL OF FOOD SERVICE FACILITIES	Complies/Doesn't comply Mark with C or DNC
2.3.1	The service-provider shall have full access to the kitchen, food stock stores, food services and dining areas and their supervision , and custody and control of all keys that allow access to these areas, as well as to lockable furniture, equipment, fixtures and fittings. The service-provider's access will be limited to those areas and any surrounding buildings and facilities required for the provision of the food service.	
2.3.2	The service-provider shall not use the designated food services facilities or premises, or allow them to be used, for any purpose other than food services under the conditions of this bid, nor will the service-provider be allowed to prepare or serve food at any other premises than the designated premises, <u>unless necessitated by operational requirements and formally approved by WCGHW as a contract expansion.</u>	
2.3.3	The service-provider shall use all furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies, or allow these to be used, economically, only for the purpose for which they are provided , and according to their directions for use. Periodic spot checks may be conducted by HCH's Contract Manager to ensure that the service-provider's staff complies with this requirement.	
2.3.4	The service-provider shall not remove any HCH property from the premises or location where it is kept, and shall ensure that these are used in a proper manner. HCH management must grant permission for any catering equipment to be moved into or out of the facility.	
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 HCH for consideration and HCH's decision regarding its necessity will be final .	
2.3.6	The service-provider will not be allowed to use the facility and equipment for the preparation of food for private functions . All preparation for private functions must be done off-site.	
2.3.7	HCH's Contract Manager and the service-provider's Catering Manager shall have access to the facilities and equipment, material and supplies used by the service-provider at all reasonable times - (i) to monitor compliance with the contract conditions and food specifications, as well as to meet WCGHW's audit requirements, (ii) to establish if the premises, furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies are being used in accordance with these conditions (iii) to conduct inventory control of furniture, fixtures, equipment, utensils, etc., and (iv) for any other reasonable purpose related to contract conditions or the wider interest of WCGHW.	
2.3.8	The service-provider will carry the cost of any additional security required to safeguard furniture, fixtures, equipment, appliances, utensils, material and supplies in the Kitchen against damage or theft .	
2.3.9	On termination of the contract, except for fair wear and tear, the service-provider shall maintain , and where necessary, restore all designated areas, facilities, etc. in the same good order and condition in which the inventory schedule confirmed them to be at the start of the contract.	

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Para	Section 2: Service Specification	Details of offer	
2.4	STAFF MANAGEMENT AND TRAINING	Complies/Doesn't comply Mark with C or DNC	
2.4.1	Staff management		
	Health encourages the deployment of labour from within the local community as far as possible. Therefore, the successful contractor (successful bidder) must assess the number of contract staff members it is able to source from the local community and submit a proposal to the Facility Manager. This number must be revised annually and be maintained by the service-provider in the event of the resignation, retirement or decease of any of these staff members.		
2.4.1.2	The service-provider must provide all management, catering and food service staff required for the efficient operation of the catering service. This must include appropriately trained relief staff in the place of absent staff in designated positions for day/night shift .		
2.4.1.3	The envisaged minimum (core) food service staffing levels , determined by HCH 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. Costing provided must include provision for relief staff against each position.		
2.4.1.4	Although the positions of dietician and financial controller must exist in the service-provider’s organisational structure and their expertise must be available to HCH for this bid, these posts must not be included in the total staff complement price . However, the service-provider must submit evidence that an employed dietician is on its establishment , or has been/will be contracted in an advisory capacity for the duration of the contract .		
2.4.1.5	The service-provider must provide a management service to oversee quantity and quality control and supervision of food preparation by all staff as defined in the Food Specification for the proper execution of the contract. This includes: (i) personal supervision by the manager during meal preparation and at all serving points during meals, (ii) management and control of the premises, equipment, furniture and utensils, (iv) providing additional staff for any food service function, where required, and (v) providing an accounting service .		
2.4.1.6	A sufficiently senior contract staff member (Catering Manager or Assistant Catering Manager) must be on site every day to maintain standards and handle queries .		
2.4.1.7	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 HCH. Any fluctuation in the service-provider’s staff numbers must be approved by WCGHW. Non-compliance must be reported to the appropriate level of HCH management for the necessary action		
2.4.1.8	Wages paid by the service-provider to its 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.		

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Para	Section 2: Service Specification	Details of offer	
2.4.1	Staff management (continued)	Complies/Doesn't comply Mark with C or DNC	
Table 3	Catering staff profile - requirements		
	Any catering staff member deployed by the service-provider must be:		
	1. a South African citizen , and if not , possess a valid work permit ,		
	2. cleared by South African Police Services to confirm no criminal record ; a certified copy of the SAPS clearance certificate must be submitted by the successful bidder 1 week before the contract starts, as well as before employing any additional staff on this contract,		
	3. able to speak, read and write at least 2 of 3 Western Cape official languages , of which 1 must be English ,		
	4. physically fit and in good health to perform his/her duties, and		
	5. able to work independently as well as in a group depending on his/her duties.		
	The following duly trained contract food service staff , further detailed in the organogram Annexure F are required to be on-site at HCH :		
Table 4	Minimum core food service staff levels		
Staff category	Shifts/hours	Staff/shift	Total
Food Services Manager	Mon-Fri, 7:00-16:30	1	1
Food Services Supervisor	Alternating shift , 6:00-18:00 including weekends & public holidays	1	2
Chef (cook)	Alternating shift , 6:00-18:00 including weekends & public holidays	1	2
Sub-total of staff excluding Food Services Aids ('FSA's')			5
Food Services Aids	Day, alternating shift , 6:00-18:00 including weekends & public holidays	3	6
	Night, alternating shift , 18:00-6:00 including weekends & public holidays	1	2
Sub-total FSAs			8
Total food services staff			13
2.4.2	Training		
2.4.2.1	The service-provider must ensure that key contract staff members are fully trained and possess the following qualifications: (i) cooks must be trained in the assistant chef course , and (ii) Food Services Aids must be trained in general duties and ward services		
2.4.2.2	All new staff and/or casuals must have been trained before they are allowed to work in the kitchen. All permanent staff should at least be trained on the level of Food Service Aid, Ward Hostess, Chef or Assistant Chef . All ongoing staff training and development must be documented and records to be kept on site.		
2.4.2.3	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 commencement date of the contract.		

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Para	Section 2: Service Specification	Details of offer
2.5	PURCHASE AND SUPPLY OF FOOD	Complies/Doesn't comply Mark with C or DNC
2.5.1	The Harry Comay kitchen is not Halaal-certified . For all Halaal requirements , HCH must obtain quotations from Halaal-certified caterers .	
2.5.2	The service-provider shall arrange for the supply and delivery of all ingredients and food supplies necessary for the proper preparation of all menus in the food specification at his own cost. The service-provider shall also ensure the availability of sufficient reserve food stocks to provide meals to HCH for a minimum period of 3 days .	
2.5.3	As compliance with specification requirements for quality is mandatory, the service-provider shall ensure that all food provided at HCH complies with the specified quality and adheres to SABS specifications for the handling and preparation of food etc.	
2.5.4	Where required, the service-provider undertakes to submit food for quality and quantity control inspections and testing of menu specifications by the Contract Manager and/or dietician. Where inspections and tests by the SABS or Environmental Health practitioners are required, paragraph 8 of the General Conditions of Contract will apply.	
2.5.5	If the quantity and/or quality of any food or materials supplied to patients do 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	TRANSPORT	
2.6.1	The service-provider shall provide all suitable and approved transport services necessary for the proper execution of its management and food service functions, and shall be fully liable for conveying supplies to HCH.	
2.6.2	The vehicle transporting food products for delivery shall be a closed, insulated, refrigerated delivery truck with an inner temperature not exceeding 7°C . It must be clean, sanitized and should not be used for any other purpose , nor should fresh and perishable foodstuffs be transported with other goods that may contaminate them . The vehicle may be subjected to random inspection at HCH's discretion.	
2.6.3	The service-provider shall provide its own trolley(s) with which to transport products into HCH's Food Service storage area. Under NO circumstances may the supplier use HCH's trolleys.	
2.7	WASTE DISPOSAL	
2.7.1	The service-provider shall place all general refuse and pigswill generated by its food service in separate sturdy plastic bags of at least 20-micron thickness and seal these bags with caable ties . Bags with general refuse must be placed in waste containers in HCH's goods yard, for disposal by HCH at its own discretion and at no cost to the contractor.	
2.7.2	Bags with pigswill shall be placed in separate waste containers to be sold for revenue by the hospital. The service-provider shall not be compensated for the pigswill, nor have claim to any revenue generated from its sale.	

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Para	Section 2: Service Specification	Details of offer	
2.8	MEAL SERVICE, MENUS & RECIPES	Complies/Doesn't comply Mark with C or DNC	
2.8.1	The meal service will be based on a conventional cooking system . A proposed 3-week (21-day) cycle menu must be submitted with the completed bid document for evaluation, and must include all diets required as well as appropriate summer and winter menus , specified portion sizes, vegetables, salads, gravies, sauces and spreads for all meals in accordance with the Provincial Menu . Failure to comply will invalidate a bidder's offer .		
2.8.2	The following information must be included with the completed bid offer for evaluation; failure to comply will invalidate a bidder's offer : - standardised recipes for normal and therapeutic meals , and - a nutritional analysis of all menus.		
2.8.3	HCH reserves the right to make any reasonable alterations, changes or substitutions to the menus submitted where necessary, in collaboration and with prior approval by the service-provider , provided that such changes remain within budget .		
2.8.4	Once approved by HCH's dietician and the Provincial Food Services Co-ordinator, the menus attached to the bid document will be implemented by the successful bidder who will use and limit itself to these standard recipes for all menu items in the menu cycles. After the contract's commencement, the daily or other menus may only be amended with prior approval of HCH's representative/dietician.		
2.8.5	At the start of the contract, all standardised recipes must be printed by the service-provider and be available daily within the Food Service Unit ('FSU'), along with the complete nutritional analysis of all winter and summer and therapeutic menus.		
2.8.6	HCH 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	Details of offer	
2.9	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD:	Complies/Doesn't comply Mark with C or DNC	
2.9.1	Staff:		
2.9.1.1	The service-provider shall ensure that hygiene standards in accordance with SANS 10049: 2019 edition 5 are followed at all times. HCH's Contract Manager and other responsible staff appointed by HCH shall carry out regular health inspections and internal and external audits to ensure the service-provider's compliance with this requirement.		
2.9.1.2	HCH's Contract Management team 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%, HCH 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.		
2.9.1.3	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.		
2.9.1.4	The service-provider shall ensure that all food service staff-members 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 HCH'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 verification.		
2.9.1.5	The service-provider shall ensure that all food service staff-members look presentable and are neatly dressed in the required uniforms or appropriate protective clothing at all times. The service-provider is responsible for purchasing sets of uniforms per staff member per year and personal protective equipment as required in terms of provincial policy, and to launder the non-disposable components .		
Table 5 Minimum uniform requirements			
Description		Comment	
Chef's jacket & pants/skirt		White only jacket	
Shirt/blouse & pants/skirt		White only shirt/blouse	
Cloth aprons for cooks and FSAs		White	
Safety shoe, OR comfortable closed shoes		According to Occupational Health and Safety Act 85 of 1993, where applicable	
Disposable headgear, gloves, aprons, masks		Masks must be N95 or disposable surgical , as required (isolation wards)	
Name/identification badge		Must show name, position & company name; must be worn at all times	

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Para	Section 2: Service specification	Details of offer	
2.9	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD (continued)	Complies/Doesn't comply Mark with C or DNC	
2.9.2	Premises		
2.9.2.1	The service-provider shall ensure that all food service and dining areas and ward kitchens , including all windows, fixtures, fittings and kitchen drains, and all food service equipment, appliances and utensils used for preparing and serving patient meals are maintained in a clean, hygienic and tidy condition to the satisfaction of HCH's Contract Manager.		
2.9.2.2	The service-provider shall oversee pest control , the extermination of insects and rodents in food stock stores and kitchens, <u>every 3 months, or as required, up to a maximum of 4 treatments per year</u> , for the duration of the contract. These treatments will be for HCH's account . <u>A dated fumigation certificate</u> shall be provided to HCH's Contract Manager after every successful fumigation, failing which a fine will be imposed. Should it be necessary to treat these areas more often , it will be at the service-provider's expense .		
2.9.2.3	The service-provider shall purchase and ensure the safe storage and continuous availability of all items listed below that are necessary for the fulfillment of the service and management functions, at his own risk and cost. The amount claimed monthly from HCH for these requirements shall not exceed the accepted amount in the pricing schedule. Items include, but are not limited to:		
Table 6 Cleaning materials supplied by 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)	

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Para	Section 2: Service specification	Details of offer
2.9	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD (continued)	Complies/Doesn't comply Mark with C or DNC
2.9.3	Food	
2.9.3.1	The service-provider shall implement and operate an assured, safe catering system based on Hazard Analysis and Critical Control Point (HACCP) , including <u>monthly laboratory testing</u> at the service provider's cost . Monthly food samples and swabs of equipment and working surfaces must be sent to a laboratory for bacterial tests , and results submitted to HCH's Contract Manager .	
2.9.3.2	The service-provider shall have procedures in place for the clean, hygienic and safe handling of food from receipt through preparation to serving , to ensure and monitor that all food, when received, is <ul style="list-style-type: none"> - examined on receipt for expiry date, damage, pest infestation and temperature (maintenance of cold chain) - handled, stored, prepared and cooked appropriately, and - always kept at the correct temperature, including when in transit between the food-preparation site and service areas. 	
2.9.3.3	HCH's Contract Manager will conduct regular inspections to monitor the food standard and quantity and shall be entitled to instruct the contractor to rectify any specification breach immediately . Failing this, the contract may be terminated forthwith on written notice and without prejudice to any other remedy in terms of paragraph 23 of the GCC .	
2.10	PENALTIES In addition to general penalties for the non-performance of contract services within specified timeframes to which HCH is entitled under paragraph 21 and 22 of the GCC, individual penalties mentioned elsewhere in this specification will be imposed on the service-provider for the following infringements.	
Table 7	Infringements and penalties	
No.	Infringement	Penalty
1.	Failure to achieve a 75% level during Annual Food Service Audit of contractor's requirements not met.	R5 000.00
2.	Failure to achieve 75% hygiene level during monthly hygiene audit; failing to correct area of improvement within 48 hours after audit.	R2 000.00
3.	Failure to correct weight variations below 10% of specified requirements for individual food items.	R2 000.00
4.	Serving any food item/dish confirmed by the hospital's Contract Manager or dietician as being spoilt, e.g. mouldy bread, sour milk, spoilt fruit or meat etc.	R2 000.00
5.	Failure to adhere to prescribed mealtimes.	R2 000.00
6.	Water & electricity wastage – leaving taps running when not in use; failure to switch off electrical appliances when not in use.	R1 500.00
7.	Failure to attend scheduled monthly Catering Service meeting without valid reasons.	R1 000.00
8.	Failure to post contracted numbers of trained staff in any specified or designated area	R1 000.00/ staff member
9.	Failure to provide all Certificates of Acceptability within one (1) month after the award of the contract.	R500/overdue week
10.	Failure to adhere staff hygiene standards during routine inspections.	R500.00

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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 3: Catering and food specification	Details of offer	
3.1	MENU & SERVICE REQUIREMENTS	Complies/Doesn't comply Mark with C or DNC	
3.1.1	Menu and planning		
3.1.1.1	The service-provider shall serve good quality, safe, wholesome and nutritious meals and snacks to all patients in accordance with a standardised 3-week (21-day) cycle menu , of which examples appear further on. Patient menus must be developed and implemented for winter and summer , for adults and toddlers , in accordance with South African Food-Based Dietary Guidelines. Copies of colour-coded menus must be displayed prominently and be available at all times.		
3.1.1.2	The service-provider shall adhere to the National Food Policy for menu planning in respect of the colour, flavour, texture, cooking methods and variety of food items used.		
3.1.1.3	Where therapeutic meals are required in accordance with the specifications for Therapeutic Meal Guidelines , the service-provider's dietician must confirm details of such diets/menus, including costs , with HCH's Contract Manager before preparation.		
3.1.1.4	All special/therapeutic diets shall adhere to the portion specification for a normal diet , with the adaptation of snacks and the use of jam and sugar according to specific dietary requirements, except fluid diets and special diets where proteins and/or fats are either restricted or increased , e.g. <u>low protein, high protein, weight reducing</u> , etc.		
3.1.1.5	Bidders must submit the detailed 3-week cycle menu for the full ward diet and all the required therapeutic diets that will be implemented with their bid offer. Failure to comply with this requirement will invalidate the bid.		
Table 8	Menu requirements		
	1. A variety of food items must be included.		
	2. A rusk or sandwich must be served with the late-night or early-morning beverage if the period between supper and the next day's breakfast exceeds 12 hours .		
	3. A serving of fruit , or fruit juice as substitute, must be provided at least once per day ; juice may not replace fruit more than 3 times per week in normal diets, however.		
	4. Soup must be available throughout the day and year for patients with poor appetite, those on special diets and late admissions.		
	5. Lunch and supper dishes must be interchangeable .		
	6. Coffee and tea must be served at least 5 times daily .		
	7. Portion specifications and portion quantities must be provided for daily meals and snacks.		
	8. Portion sizes must be specified for vegetables, salads for lunch and dinner, and gravies, spreads and garnishes for all meals.		
	9. Recommended Dietary Allowance (RDA) or Dietary Reference Intakes (DRI) for macro and micro nutrients must be indicated.		

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Section 3 :Catering and food specification
TABLE 9: 3-week cycle menu - WEEK 1

DAY	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
	1		2		3		4		5		6		7	
BREAKFAST														
PORRIDGE	WeetBix Milk	x2 135ml	Oats Milk	250g 135ml	Mealiemeal Milk	250g 135ml	Oats Milk	250g 135ml	Mealiemeal Milk	250g 135ml	Oats Milk	250g 135ml	Mealiemeal Milk	250g 135ml
BREAD	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2
SIDE DISH	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g
PROTEIN DISH	Grated cheese	30g	Savoury mince	100g	Chicken Eggs	x2	Grated cheese	30g	Viennas	x2	Liver patty & tomato relish	60g	Chicken Eggs	x2
TEA/COFFEE	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g
LUNCH														
MAIN COURSE	POULTRY Roast chicken 130g		MINCE Curry mince 110g		STEW Brown stew 130g		POULTRY Chicken chop suey 150g		STEW Cabbage stew 200g		POULTRY Chicken lasagna 150g		STEW Tomato stew 170g	
STARCH	Rice	90g	Rice	90g	Samp	80g	Rice	90g	Mealie rice	90g			Samp	80g
VEGETABLE 1	Sweet carrots	80g	Mixed vegetables	65g	Butternut	80g			Gem squash	½	Butternut	80g	Mixed vegetables	65g
VEGETABLE 2 /SALAD	Broccoli/cauliflower & white sauce	100g	Banana salad	70g	Green beans	70g	Mixed salad	65g			3-bean salad	80g		
DESSERT/FRUIT	Guava sponge & custard	100g					Baked pudding & custard	100g						
SUPPER														
MAIN COURSE	MEATLESS Vegetable & macaroni bake 250g		FISH Pilchards cottage pie 240g		STEW Spaghetti-vienna 'smoor' 260g		POULTRY Boerewors 100g		STEW Vetkoek Grated cheese Jam x2 60g 15g		POULTRY Meat balls & gravy 2x 50g 50 ml		STEW Fish fingers 4x 25g	
VEGETABLE 1							Mash	110g			Rice	90g	Mash	110g
VEGETABLE/SALAD	Tomato slices	50g	Mixed salad	65g	Coleslaw	80g	Marrow ratatouille	80g	Carrot & pineapple salad	90g	Peas	65g	Beetroot salad	80g
SOUP	Winter only	250ml	Winter only	250ml	Winter only	250ml	Winter only	250ml	Winter only	250ml	Winter only	250ml	Winter only	250ml
BREAD	Slices, brown	x1	Slices, brown	x1	Slices, brown	x1	Slices, brown	x1	Slices, brown	x1	Slices, brown	x1	Slices, brown	x1
SIDE DISH	Margarine Spread/filling	10g 15g	Margarine Spread/filling	10g 15g	Margarine Spread/filling	10g 15g	Margarine Spread/filling	10g 15g	Margarine Spread/filling	10g 15g	Margarine Spread/filling	10g 15g	Margarine Spread/filling	10g 15g

EARLY-MORNING SNACK: 06H00	Rusk or brown bread	x1	Margarine	10g	Spread/filling	15g	Tea/coffee, milk & sugar
IN-BETWEEN SNACK: 10H00 & 15H00	Fruit in season						Tea/coffee, milk & sugar
LATE-NIGHT SNACK: 20H00	Slices, brown bread	x1	Margarine	10g	Spread/filling	15g	Tea/coffee, milk & sugar

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Section 3 :Catering and food specification

TABLE 9: 3-week cycle menu - WEEK 2

DAY	SUNDAY			MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY		
	8			9			10			11			12			13			14		
BREAKFAST																					
PORRIDGE	WeetBix Milk	x2 135ml		Oats Milk	250g 135ml		Mealie meal Milk	250g 135ml		Oats Milk	250g 135ml		Mealie meal Milk	250g 135ml		Oats Milk	250g 135ml		Mealie meal Milk	250g 135ml	
BREAD	Slices, brown	x2		Slices, brown	x2		Slices, brown	x2		Slices, brown	x2		Slices, brown	x2		Slices, brown	x2		Slices, brown	x2	
SIDE DISH	Margarine Jam	10g 15g		Margarine Jam	10g 15g		Margarine Jam	10g 15g		Margarine Jam	10g 15g		Margarine Jam	10g 15g		Margarine Jam	10g 15g		Margarine Jam	10g 15g	
PROTEIN DISH	Grated cheese	30g		Savoury mince	100g		Chicken Eggs	x2		Viennas	x2		Grated cheese	30g		Liver patty & tomato relish	60g		Chicken Eggs	x2	
TEA/COFFEE	Milk Sugar	40ml 10g		Milk Sugar	40ml 10g		Milk Sugar	40ml 10g		Milk Sugar	40ml 10g		Milk Sugar	40ml 10g		Milk Sugar	40ml 10g		Milk Sugar	40ml 10g	
LUNCH																					
MAIN COURSE	POULTRY Chutney/jam chicken		120g	STEW Green bean stew		110g	FISH Fried fish		120g	POULTRY Chicken Breyani		170g	STEW Pumpkin stew		200g	POULTRY Chicken salad		220g	MINCE Cottage pie		180g
STARCH	Savoury rice		100g	Samp		80g	Savoury rice		100g				Samp		80g	Whole wheat roll		90g			
VEGETABLE 1	Sweet pumpkin		80g	Carrots		80g	Gem squash		½	Butternut		80g	Steamed cabbage		100g	Carrot salad		80g	Pumpkin fritters		2x 30g
VEGETABLE 2 /SALAD	Chunky veg & white sauce		100g				Beetroot salad		80g	Broccoli		65g				Curried green bean salad		70g	Peas		65g
DESSERT/FRUIT	Canned fruit & custard		100g							Baked pudding & custard		100g									
SUPPER																					
MAIN COURSE	MEATLESS Macaroni & egg salad		200g	MINCE Meatloaf Gravy		100g 80g	STEW Carrot stew		170g	MINCE Beef lasagna		150g	PROCESSED Cold meat		100g	MEATLESS Macaroni & cheese		260g	FISH Battered hake		100g
STARCH				Mash		100g	Samp		80g				Potato salad		100g				Rice salad		130g
VEGETABLE/ SALAD	Tomato slices		50g	Baby marrow		65g				Cut corn		65g	Tomato & onion salad		65g	Mixed salad		65g	Mixed veg		65g
SOUP	Winter only		250ml	Winter only		250ml	Winter only		250ml	Winter only		250ml	Winter only		250ml	Winter only		250ml	Winter only		250ml
BREAD	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1
SIDE DISH	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g
EARLY-MORNING SNACK: 06H00				Rusk or brown bread		x1	Margarine		10g	Spread/filling		15g	Tea/coffee, milk & sugar		WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00						
IN-BETWEEN SNACK: 10H00 & 15H00				Fruit in season								Tea/coffee, milk & sugar									
LATE-NIGHT SNACK: 20H00				Slices, brown bread		x1	Margarine		10g	Spread/filling		15g	Tea/coffee, milk & sugar								

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Section 3 :Catering and food specification

TABLE 9: 3-week cycle menu - WEEK 3

DAY	SUNDAY			MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY							
	15			16		17		18		19		20		21							
BREAKFAST																					
PORRIDGE	WeetBix Milk	x2 135ml	Oats Milk	250g 135ml	Mealiemeal Milk	250g 135ml	Oats Milk	250g 135ml	Mealiemeal Milk	250g 135ml	Oats Milk	250g 135ml	Mealiemeal Milk	250g 135ml							
BREAD	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2	Slices, brown	x2							
SIDE DISH	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g	Margarine Jam	10g 15g							
PROTEIN DISH	Grated cheese	30g	Savoury mince	100g	Chicken Eggs	x2	Viennas	x2	Grated cheese	30g	Liver patty & tomato relish	60g	Chicken Eggs	x2							
TEA/COFFEE	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g	Milk Sugar	40ml 10g							
LUNCH																					
MAIN COURSE	POULTRY Chutney/jam chicken		120g	STEW Irish stew		200g	FISH Baked fish		100g	POULTRY Broccoli chicken		180g	STEW Curried beef stew		200g	POULTRY Chicken á la King		180g	MINCE Mince & macaroni tart		160g
STARCH	Savoury rice		100g	Samp		80g	Fried potato chips		120g	Rice		90g	Mealie rice		90g	Rice		90g			
VEGETABLE 1	Sweet carrots		80g	Green beans		70g	Beetroot salad		80g	Butternut		80g	Cauliflower		80g	Sweet carrots		80g	Gem squash		½
VEGETABLE 2 /SALAD	Broccoli		65g										Mixed veg		65g	Green beans		70g	Pea salad		75g
DESSERT/FRUIT	Chocolate fudge & custard		100g							Baked pudding & custard		100g									
SUPPER																					
MAIN COURSE	POULTRY Chicken á la King		120g	MINCE Spaghetti bolognaise		160g	MEAT Meat pie		100g	STEW Beef stew with potatoes		150g	MEATLESS Macaroni & cheese		260g	FISH Fish stew		150g	PROCESSED Viennas		100g
STARCH	Rice		90g				Samp		80g							Rice		90g	Hot dog rolls		x2
VEGETABLE/ SALAD				Mixed salad		65g	Carrots		80g	Tomato & lettuce salad		75g				Chunky veg		65g	Tomato relish		50ml
SOUP	Winter only		250ml	Winter only		250ml	Winter only		250ml	Winter only		250ml	Winter only		250ml	Winter only		250ml	Winter only		250ml
BREAD	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1	Slices, brown		x1
SIDE DISH	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g	Margarine Spread/filling		10g 15g

EARLY-MORNING SNACK: 06H00	Rusk or brown bread	x1	Margarine	10g	Spread/filling	15g	Tea/coffee, milk & sugar
IN-BETWEEN SNACK: 10H00 & 15H00	Fruit in season						Tea/coffee, milk & sugar
LATE-NIGHT SNACK: 20H00	Slices, brown bread	x1	Margarine	10g	Spread/filling	15g	Tea/coffee, milk & sugar

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Meals & snacks	MENU A	MENU B	MENU C	MENU D	MENU E	MENU F	MENU G	MENU H	MENU I	MENU J
Serving time	NORMAL/FULL DIET	HIGH PROTEIN DIET	LIGHT DIET	DIABETIC DIET	FULL LIQUID DIET	CLEAR LIQUID DIET	SOFT DIET	PROTEIN-RESTRICTED DIET	LOW-FAT DIET	PUREE DIET

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Section 3 – Catering and food specification										
TABLE 10		Provincial summer menu for normal/full diet and therapeutic diets								
		To ensure uniformity in menus, the guide below indicates how many times per week protein-rich foods may be repeated. This is aligned with the ration scale and includes all three daily main meals.								
Meals & snacks	MENU A	MENU B	MENU C	MENU D	MENU E	MENU F	MENU G	MENU H	MENU I	MENU J
Serving time	NORMAL/FULL DIET	HIGH PROTEIN DIET	LIGHT DIET	DIABETIC DIET	FULL LIQUID DIET	CLEAR LIQUID DIET	SOFT DIET	PROTEIN-RESTRICTED DIET	LOW-FAT DIET	PUREE DIET
MID-AFTERNOON SNACK 15:00	➤ Fruit in season/100% fruit juice,	➤ Fruit in season/100% fruit juice,	➤ Fruit juice (375ml),	➤ 1 Slice of brown bread / Pro Vita (3 biscuits) with margarine and cheese,	➤ Smooth yoghurt drink (80ml),	➤ Cordial drink, e.g. Oros/clear fruit juice, e.g. apple, grape (200ml),	➤ Fresh, soft fruit in season,	➤ Fruit in season/100% fruit juice,	➤ Fruit in season/100% fruit juice,	➤ Oral supplements (200ml)
	➤ Tea/Coffee with full cream/low fat milk & sugar.	➤ Tea/Coffee with full cream milk & sugar.	➤ Tea/Coffee with milk and sugar OR cool drink.	➤ Tea/Coffee with low fat milk and sweetener & fruit	➤ Apple juice (200ml).	➤ Black, weakly-brewed Rooibos tea with sugar.	➤ Tea/Coffee with full cream/low fat milk & sugar OR cool drink.	➤ Tea/Coffee with full cream milk & sugar	➤ Tea/Coffee with low fat milk & sugar.	➤ Tea/Coffee with full cream/low fat milk & sugar.
SUPPER 17:30-18:00	Tea/Coffee with full cream/low fat milk & sugar.	Tea/Coffee with full cream milk & sugar.	➤ Tea/Coffee with full cream/low fat milk & sugar.	➤ Tea/Coffee with low fat milk and sweetener & fruit	➤ Tea/Coffee with full-cream milk.	➤ Clear apple juice (200ml),	➤ Tea/Coffee with full cream/low fat milk & sugar.		Tea/Coffee with low fat milk & sugar.	➤ Fruit juice, grape (160ml).
	➤ Protein, main dish,	➤ Protein, main dish,	➤ Protein,	➤ Protein,		➤ Clear grape juice (200ml),	➤ Protein,		➤ Protein, Main dish,	➤ Pureed meat/chicken egg,
	➤ 1 Vegetable OR 1 Salad,	➤ 1 Vegetable OR 1 salad,	➤ Cooked vegetables,	➤ Fruit	➤ Smooth yoghurt OR Milk drink, e.g. Milo (200ml),	➤ Marmite/ Bovril drink OR Oxo broth (200ml),	➤ Cooked vegetables,	➤ Main dish (30g OR 60g meat),	➤ 1 Vegetable OR 1 (Low Potassium) salad,	➤ Pureed vegetables (carrots),
	➤ Starch,	➤ Starch,	➤ Starch,	➤ Starch,	➤ Jelly and custard (200ml),	➤ Jelly (200ml),	➤ Starch,	➤ Starch,	➤ Starch,	➤ Pureed potato (mashed)/ sweet potato,
	➤ 1 Slice of brown bread with margarine and spread (jam, peanut butter, etc)	➤ 1 Slice of brown bread with margarine and protein-based paste/filling.	➤ 1 Slice of brown bread with margarine and smooth jam,	➤ 1 Slice of brown bread with margarine and spread,		➤ Black, weakly-brewed Rooibos tea with sugar.	➤ 1 Slice of brown bread with margarine and jam/ paste/ filling,	➤ 1 Slice of brown bread with margarine and jam/ spread (excluding peanut butter),	➤ 1 Slice of brown bread with margarine and low-fat paste/filling.	
	➤ Soup (optional; winter only),	➤ Soup (optional; winter only),	➤ Soup (optional; winter only),		➤ Home-made soup, strained (200ml),		➤ Soup (optional; winter only),	➤ Soup (optional),	➤ Soup (optional; winter only),	
LATE-NIGHT SNACK 21:00	➤ Tea/Coffee with full cream/low fat milk & sugar.	➤ Tea/Coffee with full cream milk & sugar.	➤ Tea/Coffee with milk and sugar OR cocoa.	➤ Tea/Coffee with low fat milk and sweetener & fruit		➤ Black, weakly-brewed Rooibos tea with sugar,	➤ Tea/Coffee with milk and sugar, OR Milk/ Yoghurt/ Milk drink	➤ Tea/Coffee with full cream & sugar	➤ Tea/Coffee with low fat milk & sugar	➤ Oral supplements (200ml)
	➤ 1 Slice of brown bread with margarine and spread (jam, peanut butter, etc),	➤ 1 Slice of brown bread with margarine and protein-based paste/filling,	➤ Rusk/biscuit,	➤ 1 Slice of brown bread/ Pro Vita (3 biscuits) with margarine and cheese,	➤ Custard (200ml), ➤ Milkshake OR Milk drink, e.g. Milo (200ml), ➤ Nutrition supplement (200ml).	➤ Cordial drink, e.g. Oros/clear fruit juice, e.g. apple, grape (200ml).		➤ Rusk/1 slice of brown/white bread with margarine and jam/spread (excluding peanut butter)	➤ 1 Slice of brown bread with margarine and low-fat paste/filling,	➤ Custard (200ml)

Section 3 – Catering and food specification

TABLE 11.1 Therapeutic meal guidelines - high protein diet

Definition & Indications	Foods allowed
<p>Definition Diet similar to full adult/normal diet, but comprising 1½ times a full diet to provide more energy & protein to patients.</p> <p>Protein content of diet may be increased by:</p> <ul style="list-style-type: none"> - adding eggs to porridge & soup, - serving peanut-butter sandwiches as snack, - serving high-protein drinks e.g egg-flips & Build Up. <p>Indications To provide nutrition to patients -</p> <ul style="list-style-type: none"> - who are malnourished, - who have suffered burns or major trauma - after major surgery. 	<p>See Provincial summer menu for high protein diet in Table 9, and proposed meal plan for high protein diet under Menu B, item 2 on form WCBD3.2.</p>

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Section 3: Catering and food specification

TABLE 11.2 Therapeutic meal guidelines - light diet

Definition & Indications	Foods allowed	Foods to avoid
Definition Diet with simple, easily-digestible food. Food must not be rich, highly-seasoned or contain harsh fibre. Indications To provide easily-digestible nutrition to patients- - with irritable bowel disease eg peptic ulcers, hiatus hernias or other irritations of the gut/gastro-intestinal disturbances (diverticulosis), - with acute infections, - post-operatively after surgery	Milk & milk products	
	Milk and milk products in any form – mild Cheddar & Gouda cheese, cottage cheese, cream, yoghurt, milk beverages	Milo, cocoa Strong, flavoured cheese
	Beverages	
	All beverages, e.g tea (Ceylon & Rooibos), coffee, fruit juice (including tomato juice) & fruit shakes without fibre/pieces.	Strong tea/coffee, carbonated drinks, pulp juice, alcohol
	Eggs	
	Soft-boiled, scrambled, poached, omelette	Hard-boiled, fried eggs
	Meat, fish & poultry	
	Lean red meat, lean mince, liver Fish boiled, steamed Chicken & other poultry without skin	Fatty & processed meat e.g. braaivleis, bacon, sausage (wors), polony Grilled/smoked fish, meat or poultry
	Fruit & vegetables	
	Fruit – ripe avocado, paw-paw, banana, canned or stewed skinless apples, apricots, peaches, pears, all juices, strained (excluding acidic juices)	Raw fruit, except as listed, stewed or canned berries, fruit with skin; dried fruit including raisins
	Vegetables, all peeled & well-cooked – beetroot, carrots, pumpkin, gem squash, butternut, baby marrows Lettuce	Strongly flavored & gas-forming vegetables – baked beans, broccoli, peas, cabbage, cauliflower, cucumber, onion, radish, turnip Raw vegetables Fried, baked, roasted or pickled vegetables
	Bread & grains	
	Brown bread, cream crackers	Whole-wheat bread & biscuits e.g. Pro-Vita, etc.
	Cereal/porridge – cornflakes, Rice Crispies, Tasty Wheat, mealie meal, Maltabella, strained oats	Coarse cereal & coarse whole-grain cereal e.g. WeetBix, muesli, granola, unstrained oats
	Other starches	
	Potato boiled without skin/mashed, sweet potato	Baked potato, corn (mealies)
	Fats & oils	
	Butter, margarine, oil, smooth peanut butter	Fried or greasy food, mayonnaise, salad-dressings
	Soup	
	Creamed vegetable soup	Bean & pea soup
	Sauces	
	White sauce, light cheese sauce	Gravy, chutney, Worcestershire sauce
	Seasoning/flavouring	
	Seasoning – salt, mild spices & herbs, seasoning in moderation	Pepper, vinegar, mustard, curry & other hot spices, relish/achar
	Dessert, sweets, spreads	
	Plain cake or biscuits, custard, jelly, plain ice-cream, rice, sago or bread pudding, marshmallows, boiled sweets Syrup, smooth jam, honey	Desserts made with dried fruit or nuts, pastries, rich puddings or cake, Marmalade

Section 3: Catering and food specification

Table 11.3 Therapeutic meal guidelines - diabetic diet 6 700 & 8 400 Kilojoules

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet with food from the low and medium glycemic index categories in the table on the next page.</p> <p>Diet must contain increased fibre, and decreased fat and salt. Three meals with three snacks must be consumed. Fresh fruit/fruit salad may be served as dessert. No sugar, syrup, honey, or foods containing these products must be served.</p> <p>Indications To provide nutrition with the appropriate glycemic index to patients that have: - diabetes mellitus, - weight loss, and - reactive hypoglycaemia</p> <p>See Glycaemic Index overleaf.</p>	Milk & milk products	
	Low fat/fat free milk & dairy products e.g unsweetened yoghurt, cottage cheese	Full cream milk & milk products Sweetened yoghurt
	Beverages	
	Tea (Ceylon & Rooibos), coffee without sugar, unsweetened or diluted vegetable & fruit juice form low or intermediate GI fruit & vegetables, sugar free cold drinks & cordials	Strong tea/coffee with sugar, carbonated & sports drinks
	Meat, fish & poultry	
	Lean red meat, lean mince Fish boiled, steamed Chicken & other poultry without skin	Fatty, processed & grilled meat, fish & poultry
	Fruit & vegetables	
	Fresh fruit – all deciduous fruit e.g apricots, cherries, peaches, plums, pears, apple, etc. All citrus fruit e.g orange, naartjie, grapefruit, etc. Kiwi & grapes - controlled portions. In moderation – tropical fruit e.g banana, mango, pawpaw, pineapple & litchi. Dried fruit – sultanas, dates & raisons (controlled portions).	Fruit canned in syrup Sweet melon & watermelon Dried fruit rolls
	Vegetables – spinach, beans, broccoli, cauliflower, cabbage, marrow, peas, onion, mushroom, cucumber, lettuce, tomato, pepper	Beetroot, carrots & carrot juice, pumpkin, Hubbard squash, butternut, parsnip, turnip Sweetened vegetables
	Bread & grains	
	Whole-wheat/brown/seed bread with added grain kernels/oat bran - Duens Dumpy, Albany Whole-wheat & digestive biscuits e.g Pro-Vita	Regular white, brown & whole-wheat bread, bread rolls & baked goods made with cake, bread & whole-wheat flower & added sugar Rice cakes, snack bread, cream crackers, water biscuits
	Cereal/porridge – All Bran/High Fibre Bran flakes, fine form muesli Pro Nutro wholewheat original & apple bake Raw oat bran & digestive bran Cold mealie meal, reheated when served & whole oats	WeetBix, Nutrific, Special K, corn flakes, rice crispies, toasted muesli, puffed wheat Pro Nutro flavours other than original & apple bake Maltabella
	Other starches	
	All dried & canned beans - baked beans, butter beans - peas, lentils Boiled barley, barley wheat, crushed wheat, bulgur wheat, buckwheat	Boiled, mashed, baked & fried potato Noodles, rice, samp, mealie rice
	Fats & oils	
	Margarine Sunflower/olive oil Low fat salad dressing	Salad cream, salad dressing & mayonnaise
	Dessert, sweets, spreads	
	Low fat/fat free custard, sweetened & unsweetened Low fat/fat free ice cream, sweetened & unsweetened Sugar free jam - Naturelite, St Dalfour - & raw honey Sugar free sweets	Boiled & jelly-type sweets Commercial honey

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GLYCEMIC INDEX FOR DIABETIC DIET

	LOW GI (0 – 55)	INTERMEDIATE GI (56 – 69)	HIGH GI (70 AND ABOVE)
	Eat most of the time.	Eat in moderation.	Try to avoid, or eat after strenuous exercise or when experiencing low blood sugar levels. Try to combine with a low GI food.
DAIRY	Low fat/ fat free milk (plain and flavoured) Low fat/ fat free yoghurt (plain and sweetened) Low fat/fat free custard (sweetened and unsweetened) Low fat ice-cream (sweetened and unsweetened)	None	None
CEREALS	ProNutro wholewheat (original and apple bake) High fibre bran; some mueslis e.g. fine form Cold mealie meal, oats (whole flakes) Oat bran (raw), digestive bran	Strawberry Pops, Fruitful Bran, ProNutro, Tasty Wheat, instant oats, corn pops, Frosties, Choco's, shredded wheat, All Bran flakes, mealie meal – reheated	WeetBix, Nutrific, Maltabella, puffed wheat, ProNutro (original, banana, strawberry, chocolate and honeymelt), rice crispies, cornflakes, Special K, toasted muesli
BREAD	Provita Seed loaf, pumpernickel Any other bread made with lots of whole kernels, crushed wheat (e.g. Albany or Duens dumpy) oats and/or oat bran	Rye bread, Ryvita Pita Bread Rolled barley	All brown, white and regular wholewheat bread All bread rolls and anything made with cake flour, bread flour and wholewheat flour Rice cakes, Snack bread, cream crackers, water biscuits
STARCHES	Legumes: all dried and canned beans, peas, lentils, pea dhal, baked beans and butter beans Boiled barley, barley wheat, crushed wheat Bulgur, buckwheat Pasta (100% Durum wheat /Durum semolina) Sweet potato, mealies/corn Long grain and wild rice	Sweet corn (canned) Basmati rice Brown rice with lentils Baby potatoes – with skin Couscous Samp and beans	All boiled, mashed, baked and fried potatoes Minute noodles Rice Samp Mealie rice Millet Pasta (normal wheat flour)
FRUIT	All deciduous fruit, i.e. apricots, cherries, peaches, plums, pears, apples etc. All citrus fruit (oranges, naartjies, grapefruit) Kiwi and grapes (watch portions!)	Tropical fruit, i.e. banana, mango, paw-paw, pineapple and litchi Dried fruit: sultanas, dates and raisins (watch portions!)	Watermelon and sweet melons Dried fruit rolls
VEGETABLES	All those that are not intermediate or high GI eg beans, broccoli, cauliflower, cabbage, onion, mushroom, cucumber, lettuce, marrows, peas, peppers, tomato etc.	Beetroot, spinach	Carrots and carrot juice, pumpkin, Hubbard squash, butternut, parsnips, turnips
SNACKS/SUGAR	Fructose: not more than 20g (4 tsp) per day. Sugar-free sweets Sugar-free spread e.g. St Dalfour, Naturelite Homemade low fat popcorn	Digestive biscuits Low fat biscuits containing oats/oat bran Low fat bran/fruit muffins or pancakes Low fat oatmeal crumpets Raw honey, spread, sugar	Sweets – boiled and jelly type Marie biscuits Commercial honey Glucose Maltose
DRINKS	Sugar-free cold drink Juice of low GI fruits: only 1-2 glasses per day	Juice of intermediate GI fruits – only 1 glass of diluted juice Regular cool drink: cordials and soft drinks	Sports/energy drinks, eg Energade, Powerade, Lucozade

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Section 3 - Catering and food specification

Table 11.4 Therapeutic meal guidelines – full/mixed fluid diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet with foods at room temperature that are liquid or liquefied.</p> <p>Diet should contain sufficient protein, carbohydrates, fats, vitamins & minerals to ensure nutritional adequacy.</p> <p>Patients on prolonged fluid diet may require vitamin & mineral supplements. If patient is lactose-intolerant after surgery, lactose-free products, buttermilk & yoghurt must be used. Diet is high in cholesterol & fat; fat-free products & sunflower oil must be used for patients with high cholesterol. Yoghurt or orange juice must be used for patients who prefer non-sweetened products. Meat, fish & chicken puree & eggs may be added to soup to increase substance & nutritional value.</p> <p>Indications To provide nutrition to patients who are unable to swallow or chew solid foods, e.g. patients that:</p> <ul style="list-style-type: none"> - have broken jaws/have undergone mouth, throat or jaw surgery, - are transitioning between clear fluid diet & light, soft diet, and - are acutely ill. 	Milk and milk products	Any food not liquid or liquefied at room temperature
	Milk & milk drinks – in any form, smooth yoghurt, Yogi-Sip, milkshakes	
	Beverages	
	Tea, coffee, iced tea, vegetable & fruit juice, fruit squash, fruit shakes without fibre/pieces, Ensure, Build Up.	
	Eggs	
	In soup & custard	
	Bread & grains	
	Porridge – thin, strained liquid porridge Cereal/porridge– cooked porridge e.g Tasty Wheat, mealie meal, Maltabella, oats	
	Soup	
	Strained soup and broth	
	Dessert, sweets, spreads	
	Jelly, custard, ice-cream sugar, syrup, honey	

Table 11.5 Therapeutic meal guidelines - clear fluid diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet with foods at body temperature that are clear and liquid or liquefied.</p> <p>Diet is not nutritionally adequate and should not be used for more than 1-2 days.</p> <p>Indications To provide temporarily-limited nutrition to patients that:</p> <ul style="list-style-type: none"> - are preparing for bowel surgery. - are in Stage 1 diarrhoea feeding programme - are unable to tolerate solid food due to nausea, vomiting, diarrhoea & appetite loss, and - cannot yet tolerate solid food after surgery 	Beverages	Milk & milk products, dairy-fruit juice mixes, fruit juice with fibre/pieces, carbonated drinks
	Black tea or coffee, iced tea, strained fruit juice, clear fruit juice, e.g., grape, apple & litchi	
	Bread & grains	
	Thin, strained (liquid) porridge	
	Soup	
	Soup – fat-free broth, bouillon/consommé, e.g., Bovril	
	Dessert, sweets, spreads	
	Dessert – plain jelly	Custard

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Table 11.6 Therapeutic meal guidelines – soft diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Diet with foods in soft, easily chewable form.</p> <p>Mild herbs, spices & flavourings/seasonings e.g. parsley, cinnamon, salt may be used.</p> <p>Preferred cooking methods for meat, fish & poultry – steam, stew, boil, oven-bake & microwave.</p> <p>Avoid greasy & gas-forming food; it affects the gastric emptying rate.</p> <p>Sufficient fluids should be consumed to prevent dehydration.</p> <p>Indications</p> <p>To provide easily-chewable nutrition to patients that:</p> <ul style="list-style-type: none"> - have trouble eating due to mouth/throat sores, - have trouble swallowing e.g., due to oesophageal stenosis, - have no teeth/badly fitting dentures, and - are otherwise unable to chew hard food 	Milk & milk products	
	Yoghurt, milk beverages	Any foods that are hard to chew
	Cheddar & Gouda cheese, cottage cheese	Hard cheese other than cheddar & Gouda
	Eggs	
	Soft-boiled, scrambled & poached,	Hard-boiled, fried eggs
	Meat, fish & poultry	
	Soft-cooked/flaked/diced/minced meat, fish or chicken; fish cakes.	Fatty meat with bones & sinews Fried/roasted meat, fish or poultry Processed meat, e.g. bacon, sausage (wors) & polony
	Fruit & vegetables	
	Soft ripe fruit e.g., banana, pawpaw, pear, watermelon, sweet melon Stewed fruit, baked apple. Steamed prunes for breakfast/dessert in cases of constipation	Hard fruit, e.g., pineapples, raw apples, pears Dried fruit
	Cooked, soft vegetables e.g., potato boiled without skin/mashed, sweet potato, carrots, pumpkin. Lettuce, beetroot, tomato	Raw or hard, cooked vegetables, e.g., corn; gas-forming vegetables Baked potato
Bread & grains		
Soft brown bread, pasta & rice		Whole-wheat bread & whole-wheat products, toast, vetkoek
Cereal/porridge– cooked porridge e.g., Tasty Wheat, mealie meal, Maltabella, oats		Hard cereal, e.g., muesli, granola
Dessert, sweets, spreads		
Soft dessert - custard, jelly, plain ice-cream, fruit sponge		Desserts with hard or rich ingredients - dried fruit or nuts, pastries

Table 11.7 Therapeutic meal guidelines - renal/protein restricted diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition</p> <p>Diet containing foods with restricted protein content.</p> <p>Diet must be prescribed to patients by dietician/medical practitioner only.</p> <p>Indications</p> <p>To provide nutrition with limited protein content to patients with renal diseases.</p>	Milk and milk products	
	Milk for beverages & porridge/cereal (125 ml per day)	Cheese & cheese spread
	Beverages	
	Tea, coffee, fruit juice	Beverages - high-protein shakes, e.g. Build Up.
	Meat, fish & poultry	
	Pure meat, fish & poultry steamed, stewed, boiled, oven-baked & grilled, 60/90 g for lunch & 30/60 g for supper for 40/60 g renal diets respectively	Commercial/processed cold meat, canned meat & fish, sausage (wors)
	Fruit & vegetables	
	Fresh, stewed & canned fruit Fresh (raw) & cooked vegetables, canned whole-kernel corn & sweetcorn	Any canned products except fruit and corn (mealies)
	Soup	
	Clear broth, Oxo/Bovril drinks	Quick (instant) and canned soup
Dessert, sweets, spreads		
Jam, syrup, honey		Peanut butter, meat spread, fish paste Snacks - any nuts, biltong, droëwors

Table 11.8 Therapeutic meal guidelines – low-fat diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition</p> <p>Diet with restricted dietary cholesterol and saturated fat content supplied by foods of animal origin).</p> <p>Indications</p> <p>To provide low fat nutrition to patients with elevated cholesterol levels to lower blood cholesterol & reduce heart disease</p>	<p>See Provincial summer menu for high protein diet in Table 10.1 on page 28, and proposed meal plan for low-fat diet under Menu J, item 10 on form WCBD3.2</p>	

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Table 11.9 Therapeutic meal guidelines – pureed diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition: Diet for patients with moderate to severe dysphagia who cannot chew or swallow safely, and babies aged 6-12 months.</p> <p>Food that has been pureed or has a puree texture that <u>does not require chewing</u>.</p> <p>Homogenous and cohesive consistency that is smooth and lump-free. (NO lumps, fibres, bits of skin, husk, particles etc.). It may however have a grainy quality.</p> <p>It should be thick enough to hold its shape when scooped in a plate.</p> <p>It should be moist and not too sticky in the mouth.</p> <p><u>Should not be liquid at body temp.</u> e.g. no Ice-cream and jelly.</p> <p>Fluid should not separate from pureed food.</p> <p>Porridge should be smooth but not runny with no husk/ lumpy bits, e.g. mealie meal/ maltabella/tastywheat.</p> <p>Indications: To provide a nutritionally complete diet to patients that have:</p> <ul style="list-style-type: none"> - neurological disorders affecting the swallow reflex, e.g. CVAs, - dementia, Alzheimers and are frail and elderly (some cases), - oesophageal cancer post-dilatation and/or stent, progressing to soft diet. 	Pureed foods or foods of puree texture with a thick, moist consistency. Fluids in the food are as thick as the puree itself, homogenous consistency – not separating.	Solid chunks of food. Seeds, bits of skin, husk, and lumps. Mixed consistency foods.
	Porridge	
	Made from powder/finely ground flour (mealie meal, tasty wheat, Maltabella), Wheetbix fully soaked/softened.	Oats porridge.
	Milk and milk products	
	Milk, smooth yoghurt, smooth cottage cheese.	Hard cheeses, chunky cottage cheese, yoghurt with fruit bits.
	Chicken Eggs	
	Soft boiled or scrambled mixed with mayonnaise to form homogenous consistency.	Hard boiled, baked, omelette.
	Vegetables	
	Pureed soft cooked vegetables such as pumpkin, carrots, broccoli, cauliflower, baby marrow.	Water separating off from vegetables. Tough and stringy vegetables, peas, green beans.
	Starches	
	Mashed - potato or - sweet potato.	Rice, Samp.
	Meat, Poultry, Fish	
	Pureed of homogenous consistency, such as pureed chicken/beef/fish.	Coarsely pureed meat with tough bits. Tough, dry meat. Fish bones.
	Puddings/sweets	
	Custard, mousse.	Ice cream, jelly.
IMPORTANT		
<p>All therapeutic diets shall adhere to the portion specification for a normal diet, with the adaptation of snacks and the use of jam and sugar according to specific dietary requirements, except fluid diets and special diets where proteins and/or fats are either restricted or increased</p>		

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Section 3 – Catering and food specification

TABLE 12 Portion specifications.

Meals	Dishes & drinks	Food items	Quantity specified
EARLY-MORNING SNACK	Beverage	Tea/coffee – e.g Joko, Five Roses/Ricoffy	2.7 g
		Milk	40 ml
		Sugar/sweetener	10 g/1 sachet
	Side dish	Rusk – preferably whole-wheat, buttermilk/ commercially-wrapped rusk OR	50 g
		Brown bread	1 slice
		Margarine	10 g
		Paste/filling	15 g
BREAKFAST	Porridge/cereal	Cooked porridge: oats/mealiemeal – Mon-Sat	250 g
		Dry cereal: Weet Bix - Sun	2 biscuits
		Milk	135 ml
		Sugar/sweetener	10 g/1 sachet
	Side dish	Brown bread	1 slice
		Margarine	10 g
		Paste/filling	15 g
	Protein	Either/or:	
		Grated cheese	30 g
		Eggs	2
		Savoury mince	100 g
		Viennas	2
	Beverage	Liver patty & tomato relish	60 g
		Tea/coffee	1.5-2.5 g
		Milk	40 ml
		Sugar/sweetener	10 g/1 sachet
	MID-MORNING & MID-AFTERNOON SNACK	Beverage	Tea/coffee
Milk			40 ml
Sugar/sweetener			10 g/1 sachet
Side dish		Fruit in season	1 portion; see Table 12a
LUNCH		Main course	Either/or:
	Chicken salad		220 g
	Pumpkin/Irish stew		200 g
	Cottage pie/chicken á la King/broccoli chicken		180 g
	Chicken breyani		170 g
	Green bean/tomato stew		170 g
	Mince & macaroni tart		160 g
	Chicken chop suey/lasagne		150 g
	Curried beef stew		140 g
	Roast/jam/chutney chicken		130 g
	Fried fish/brown stew		130 g
	Curry mince		110 g
	Baked fish		100 g
	Starch	Either/or:	
		Fried chips	130 g
		Savoury rice	100 g
		Mielie/plain white rice	90 g
		Wholewheat roll	90 g
		Samp	80 g
	Vegetables/salad	Either/or:	
		Cauliflower/chunky vegetables & white sauce	100 g
		Sweet carrots/carrots/pumpkin/butternut	80 g
		Pea salad	75 g
		Banana salad	70 g
		Banana salad	70 g
		Broccoli/peas/mixed vegetables	65 g
		Mixed/beetroot salad	65 g
	Dessert	Gem squash	½
		Either/or:	
		Baked pudding & custard	100 g
		Chocolate fudge & custard	100 g
		Guava sponge & custard	80 g

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Section 3 – Catering and food specification

TABLE 12 Portion specifications (continued)			
Meals	Dishes & drinks	Food items	Quantity specified
SUPPER	Main course	Either/or:	
		Macaroni & cheese	260 g
		Spaghetti-vienna smoor	260 g
		Vegetable & macaroni bake	250 g
		Pilchards cottage pie	240 g
		Macaroni & egg salad	200 g
		Carrot stew	170 g
		Spaghetti bolonaise	160 g
		Beef lasagne	150 g
		Fish stew	150 g
		Beef stew with potatoes	130 g
		Chicken á la King	130 g
		Battered hake	100 g
		Boerewors	100 g
		Cold meat	100 g
		Meat pie	100 g
		Viennas	100 g
		Fish fingers	4 x 25 g
		Meatloaf & gravy	100 g + 80 ml
		Meatballs & gravy	2 x 50 g + 50 ml
		Vetkoek with grated cheese & jam	2 + 60 g +15 g
	Starch	Either/or:	
		Rice salad	130 g
		Potato salad	100 g
		Rice	90 g
		Samp	80 g
		Mashed potatoes	50 g
	Vegetables/salad	Either/or:	
		Carrot & pineapple salad	90 g
		Marrow ratatouille	80 g
		Baby marrow	65 g
		Beetroot salad	65 g
		Cut corn	65 g
		Mixed vegetables	65 g
		Mixed salad	65 g
		Peas	65 g
		Tomato & onion salad:	65 g
		Tomato slices	50 g
	Side dish	Soup, winter only	250 ml
		Brown bread	1 slice
LATE-NIGHT SNACK	Beverage	Tea/coffee – e.g Joko, Five Roses/Ricoffy	2.7 g
		Milk	40 ml
		Sugar/sweetener	10 g/1 sachet
	Side dish	Brown bread	1 slice
		Margarine	10 g
		Paste/filling	15 g

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Section 3 - Catering and food specification

TABLE 13 Portion sizes, cooked: The contractor must ensure that portions comply with the sizes/weights specified, by using portion spoons and scales during meal preparation and serving.

Food items/dishes	Portion size/weight	Food items/dishes	Portion size/weight
Porridge, cooked		Starches	
Mealie Meal	100 g	Potatoes, mashed	110 g
Oats	100 g	Potatoes, parsley	100 g
Fruit juice		Rice, plain white	60 – 100 g
Apple juice	½ cup/135 ml	Rice, savoury	75 – 100 g
Fruit juice blend 100%	80 ml	Rice, yellow	75 – 100 g
Grape juice	100 ml	Samp	90 g
Guava juice	½ cup/135 ml	Sweet potato, glazed	80 g
Mango juice	½ cup/135 ml	Mince	
Orange juice	½ cup/135 ml	Beeferoni	150 g
Pear juice	½ cup/135 ml	Bobotie	90 g
Canned fruit, Choice Grade		Cottage pie	150 g
Apricot, halves	4 x 35 g/135 ml/½ cup	Curried mince	100 g
Apple, pie	90 g slice/1 serving	Lasagne	150 g
Fruit cocktail	150 g/187 ml/¾ cup	Meatballs	50 g x 2/100 g
Guava, halves	2 x 90 g/180 g	Meatloaf	100 g
Pear, halves	2 x 62.5 g/125 g/½ cup	Mexican beef	170 g
Pineapple, rings	2 x 50 g rings/½ cup	Mince breyani	160 g
Pineapple, pieces	135 g/187 ml/¾ cup	Mince & macaroni tart	160 g
Dried fruit		Savoury mince	100 g
Stewed dried fruit	50 g	Spaghetti bolognese	160 g
Apricots, cooked	80 g	Stew	
Apple rings, cooked	80 g	Brown Stew	110 g
Pears, cooked	80 g	Cabbage Stew	150 g
Raisins	30 g	Carrot Stew	150 g
Fresh fruit		Carrot Stew	Curry Beef Stew
Apple, Grade 1	1 small/130 g	Green Bean Stew	150 g
Apricot, Grade 1	medium/ 2 x 35g	Irish Stew	150 g
Banana, Grade 1	1 small/180 g	Tomato Stew	130 g
Fruit salad	100-125 g/½ cup	Chicken	
Grapes, Standard Grade	100 g	Broccoli chicken	180 g
Naartjie, Choice Grade	2 medium/150 g	Chicken á la King	200 g
Orange, Choice Grade	1 medium/180 g	Chicken breyani	160 g
Pear, Choice Grade	1 small/100 g	Chicken chop suey	150 g
Peach, Choice Grade	180 g	Chicken lasagne	150 g
Pineapple, Choice Grade	3 thin slices/135 g	Chicken macaroni dish	170 g
Watermelon, Choice Grade	1 wedge/250 g	Chicken noodle salad	170 g
Salad		Chicken noodle salad	Chicken stew
Banana salad with baked beans	70 g	Chutney chicken	130 g
Banana salad with sweetcorn	80 g	Curried chicken	130 g
Beetroot mould	80 g	Hawaiian chicken	130 g
Beetroot salad	80 g	Jam chicken	130 g
Carrot mould	80 g	Liqui-fruit chicken	130 g
Carrot & pineapple salad	80 g	Roast chicken & gravy	130 g
Carrot salad	60 g	Fish	
Coleslaw	60 g	Baked fish	100 g
Copper penny salad	80 g	Curried fish	130 g
Cucumber & lettuce	65 g	Fish cakes, hake	50 g x 2/100 g
Cucumber mould	80 g	Fish cakes, pilchards	50 g x 2/100 g
Potato salad	90 g	Fish lasagne	150 g
Vegetables		Fish lasagne	Fish paella
Baby marrow ratatouille	80 g	Fish Portugaise	130 g
Baked beans	100 g	Fish & rice salad	170 g
Broccoli	65 g – 80 g	Fish tart, hake	130 g
Butternut	90 g – 100 g	Fish tart, pilchards	100 g
Cabbage	65 g – 80 g	Pilchard breyani	160 g
Carrots, stewed	100 g	Pilchard cottage pie	240 g
Carrots, sweet	65 g – 85 g	Meatless & processed	
Cauliflower & white sauce	100 g	Liver patties	50 g x 2/100 g
Green beans, stewed	80 g	Macaroni & cheese with viennas	150 g
Mixed vegetables	65 g – 80 g	Macaroni & cheese plain	260 g
Peas	65 g – 80 g	Sausage & vegetable bake	180 g
Pumpkin, baked, glazed	90 g – 100 g	Sweetcorn & polony bake	80 g
Pumpkin fritters	2 x15 g	Gravies & sauces	
Pumpkin, steamed	90 g – 100 g	Meat & chicken gravy	
Spinach, stewed	65 g – 80 g	Braai relish	50 ml
Dessert			
Baked dessert	80-100 g		
Dessert whip	80 g		

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Section 3: Catering and food specification

Table 14 Recommended RDA (recommended dietary allowance) or DRI (dietary reference intake) for macro and micronutrients

TB Adult	
Kilojoules	9 600-12 000 kJ
Carbs	136-287 g
Protein	54-115 g
Fat	36-76 g

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3.1 MENU & SERVICE REQUIREMENTS: (continued)

3.1.2 Daily diet list and patient menus

- 3.1.2.1 HCH shall advise the service-provider of the **anticipated daily participation** of patients by **furnishing diet sheets/orders early** every morning, while **late admissions/discharges** will be telephoned through. A **20% tolerance** above or below the numbers furnished shall be allowed. The **meals provided** daily shall be **recorded** on the form specified in **Annexure E1**.
- 3.1.2.2 At **15:00** daily HCH's nursing staff must furnish a **copy** of the **provisional diet list** of **breakfast, lunch and supper menus** for the following day to the service provider. All **other diets** must be **ordered electronically** by ward clerks. HCH shall keep a copy of the diet list at ward level for reference purposes.
- 3.1.2.3 In the **morning**, when the **updated bed/diet list** is finalized, the **night sister** must **inform** the **service provider** of additional patients with special requirements, e.g. **allergies or preferences**, confirm all **correct patient diets**, sign the **diet list** for **breakfast, lunch and supper menus** and **send** it to the **Food Service Unit** not later than **7:00** on the same day
- 3.1.2.4 Any **amendments** will be attached to the **diet list** for record-keeping. In case of such changes, the **final cut-off time** to inform the service provider shall be at **7:30 for lunch** and **14:00 for supper**, failing which soup and 2 slices of buttered bread will be issued in the place of late meal orders.
- 3.1.2.5 The service provider shall supply beverages to wards **5 times daily, from 6:00 to 21:00**, according to patient requirements. The beverage at **21:00** is served with a **snack**, e.g. a sandwich, rusk or biscuit. Food Service Aids shall prepare beverages and serve patients according to individual needs.
- 3.1.2.6 The service provier's staff may not use these supplies to prepare their own beverages, and the beverage service **will not** be **available** to **HCH staff** and **patients' visitors**.
- 3.1.2.7 Food Service Aids shall ensure that **water jugs** are filled and **replenished** from **7:00 to 18:00** daily, or as required. **Ice** shall be supplied by the kitchen where necessary.

Complies/Doesn't comply
Mark with C or DNC

Table 15 Meal service – daily, 7days/week

Service times

Breakfast	Between 07:00 and 07:30
Lunch	Between 12:30 and 13:00
Supper	Between 17:30 and 18:00
In-between snack	At 06:00, 10:00, 15:00 & 21:00
Protein snack prescribed by dietician	At 10:00

Table 16 Beverage service – daily, 7days/week

Service times

Tea/coffee, milk, sugar & rusk/ 2 slices brown bread with spread/filling	6:00
Tea/coffee, milk & sugar & fruit in season	10:00
Tea/coffee, milk & sugar	13:00
Tea/coffee, milk & sugar & fruit in season	15:00
Tea/coffee, milk, sugar	17:00
Tea/coffee, milk, sugar & snack/ 1 slice brown bread with spread/filling	21:00

* Contract staff shall work shifts to cover mealtimes & cleaning after supper.

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Para	Section 3: Catering and food specification	Details of offer	
3.2	FOOD REQUIREMENTS	Complies/Doesn't comply Mark with C or DNC	
3.2.2	Product quality specification		
NOTE:	Should a manufacturer recall a product, the service-provider will ensure that the product is not used in the production of food for this service until the affected product is declared safe by the relevant authorities.		
A.	<i>Meat, meat products and poultry</i>		
A.1	Fresh meat must comply with the specifications for the various grades of meat in the Meat Safety Act, 2000 (Act no 40 of 2000) and related regulations. The Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) relates to the marking and labelling of meat packaging.		
A.2	Only fresh, locally produced, preservative-free mutton and beef, Grade B2 quality or higher, shall be used. No imported meat or poultry will be accepted. Fresh meat, sausages and polony must be chilled but not frozen .		
A.3	Fresh meat must be lean (without inherent fat) or defatted (with excess external fat trimmed).		
A.4	Meat must be free from disease and have a mild, clean smell . Strong, foreign or putrid odours must not be present. No injected meat or poultry will be acceptable.		
A.5	Declared, limited amounts of grain products or any other fillers , spices or flavourings and food-safety preservatives , but no nitrates , may be added to processed meat products,		
A.6	Processed meat products shall be characteristic in colour, general appearance and taste, and shall contain no pork . No undeclared foreign matter (meat or ingredients) may be added to processed meat products		
A.7	No amount of grain products or any other fillers (fat, “rusks”, soya, water, offal, etc.), spices or flavourings and food safety preservatives may be added to fresh meat products.		
A.8	The minimum required mass specified is cooked edible mass only , and excludes bone, fat and skin .		
3.2.2.1	MINCE		
3.2.2.1.1	The product shall consist of ground beef with a maximum fat content of 10%. Not more than 10% cooked mass of a minced meat portion shall be replaced by textured vegetable protein of an acceptable quality.		
3.2.2.2	GOULASH/CUBED BEEF		
3.2.2.2.1	The product shall consist of lean beef with a 1-3 mm fat layer , in 30 x 30 x 30 mm cubes.		

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Para	Section 3: Catering and food specification	Details of offer	
3.2.2	Product quality specification (continued)	Complies/Doesn't comply Mark with C or DNC	
3.2.2.3	BEEF SAUSAGES		
3.2.2.3.1	The product shall consist of three parts (not less than 80%) lean beef, one-part beef fat (10%), not more than 6% cereal and starch products or more than 1.5% salt , mild seasoning and must contain no bone, cartilage or grit.		
3.2.2.4	BOEREWORS		
3.2.2.4.1	The product shall contain at least 90% total meat content, made up of lean beef or mutton plus a maximum fat content of 10% , not more than 6% cereal and starch products or more than 1.5% salt , mild seasoning and must contain no bone, cartilage or grit.		
3.2.2.5	SMOKED VIENNAS		
3.2.2.5.1	The product shall consist of three parts (not less than 80%) lean beef or veal, one-part beef fat (not more than 10%) and must contain no bone, cartilage or grit. Sausages shall have a typical appearance and be free of rancidity.		
3.2.2.6	POLONY		
3.2.2.6.1	The product shall be pink in colour, cylindrical, 1.5 mm-2 mm in diameter , sliced, with a fine, firm texture, must contain no bone, cartilage or grit and shall have an outer surface free from foreign matter and rancidity.		
3.2.2.7	SAUSAGE ROLLS AND MEAT PIES		
3.2.2.7.1	The manufacturer must state if textured vegetable protein is used as a constituent in the filling of these products. If so, this may not exceed 30% by weight, hydrated, of the total product.		
3.2.2.8	TINNED MEAT		
3.2.2.8.1	These products must comply with SABS 508 and 207/1954 (VC8019) and compulsory specifications published in Government Gazette issue 5359 dated 22 October 1954 and Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) which relates to the marking and labelling of packaging. No tins must be damaged, dented or leaking.		
3.2.2.9	POULTRY		
3.2.2.9.1	Poultry shall comply with requirements prescribed for Grade A in Government Notice R2078 of 25 July 1969 , and any amendments regarding grading, packing and marking of poultry promulgated subsequently. No salt water infusion of the product shall be permitted. All poultry portions must be fresh and refrigerated, but not frozen.		

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Para	Section 3: Catering and food specification	Details of offer	
3.2.2	Product quality specification (continued)	Complies/Doesn't comply Mark with C or DNC	
B.	<i>Fish and fish products</i>		
B.1	Fresh fish must comply with the regulations of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) as amended.		
B.2	All fish purchased must be traceable and shall be harvested in accordance with sustainable fishing practices (SASSI).		
B.3	Fish must be in sound, fresh condition with a mild, clean smell , must not show any signs of deterioration and must be suitably and hygienically packed and delivered to the end-user.		
3.2.2.10	FROZEN FISH CAKES		
3.2.2.10.1	The products must contain at least 90% fish, not more than 6% cereal and starch products or more than 1.5% salt and mild seasoning.		
3.2.2.11	TINNED FISH		
3.2.2.11.1	These products must comply with compulsory specifications published in Government Notice R490 dated 28 March 1969, as amended by Government Notice R358 dated 10 March 1972, and SABS 324/1953 (VC801). Fish must be tinned in accordance with Government Notice 2277 dated 17 December 1971. No tins must be damaged, dented or leaking.		
C.	<i>Milk, dairy products and eggs</i>		
C.1	Only dairy products from suppliers whose premises have been found suitable by local health authorities, and who are able to provide a certificate to this effect, will be allowed. Premises will be subject to inspection at the discretion of the service-provider. All dairy products shall comply with Government Notice R520 dated 5 April 1973 and any applicable amendments issued.		
C.2	All packaging/containers must be clearly marked or labelled with the following information in legible print, in accordance with Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972): <ul style="list-style-type: none"> - the name and address of the manufacturer and his trademark, - the name and ingredients of the product (what it is made of), - the net volume of the contents in millilitres or litres, as applicable, - the net weight of the contents in grams or kilograms, as applicable, - the date of manufacture (code or serial number), and - the expiry date 		

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Para	Section 3: Catering and food specification	Details of offer	
3.2.2	Product quality specification (continued)	Complies/Doesn't comply Mark with C or DNC	
3.2.2.12	FRESH AND POWDERED MILK		
3.2.2.12.1	Only pasteurized full-cream milk or skim milk shall be used for adults . If powdered milk is used, it must be reconstituted according to manufacturer's directions, e.g., 130 g whole milk powder per litre of water		
3.2.2.13	CHEESE		
3.2.2.13.1	Where cheese is included in the menu, it shall be either Cheddar, Gouda or cottage cheese.		
3.2.2.14	PLAIN YOGHURT AND BUTTERMILK		
3.2.2.14.1	Where plain yoghurt and buttermilk are included in the menu, the products provided shall be commercially prepared.		
3.2.2.15	ICE CREAM		
3.2.2.15.1	Ice cream shall conform to local health regulations and/or SABS 510/1954 and any applicable amendments issued.		
3.2.2.16	EGGS		
3.2.2.16.1	Where eggs are included in the menu, they shall be large and Grade 1 quality, in accordance with Government Notice R62 dated 12 January 1973 and any applicable amendments issued regarding grading, packing and marking of eggs.		
D.	<i>Bread and bread products</i>		
3.2.2.17	BREAD		
3.2.2.17.1	All bread supplied shall conform to the provisions of Section 84 of the Marketing Act (Act 59 of 1968) as amended and any applicable amendments issued. Bread and rolls shall be fresh and free from foreign matter .		
3.2.2.17.2	Bread included in the menu shall be brown bread . A slice of bread shall be a minimum of 35 g .		
3.2.2.17.3	Rolls included in the menu shall be long white-hot dog rolls .		
E.	<i>Spreads for bread</i>		
3.2.2.18	MARGARINE, JAM AND PEANUT BUTTER		
3.2.2.18.1	Yellow full fat margarine must be used for cooking and must be served as spread with bread.		
3.2.2.18.2	Jam shall be South African First Grade quality in accordance with Government Notice 1898 dated 22 October 1971 as amended.		
3.2.2.18.3	Peanut butter can be smooth or chunky and must be aflatoxin-free .		

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Para	Section 3: Catering and food specification	Details of offer	
3.2.2	Product quality specification (continued)	Complies/Doesn't comply Mark with C or DNC	
F.	<i>Beverages</i>		
3.2.2.19	COFFEE		
3.2.2.19.1	Ground coffee, instant coffee granules or coffee bags may be used. In each case, the amount of South African chicory shall not exceed 25% of the product's composition.		
3.2.2.20	TEA		
3.2.2.20.1	Good quality Ceylon-type blended tea or Choice Quality Rooibos tea shall be used.		
3.2.2.21	FRUIT JUICE		
3.2.2.21.1	Only 100% pure fruit juice may be used – no powdered fruit juice (granules), fruit nectar, fruit juice concentrate or dairy-fruit juice blends will be allowed.		
G.	<i>Dessert</i>		
3.2.2.22	CUSTARD POWDER		
3.2.2.22.1	The product shall be in the form of a fine, pale yellow powder and when reconstituted, shall have a natural egg yolk colour and a pleasant vanilla flavour .		
H.	<i>Dry goods</i>		
3.2.2.23	PULSES		
3.2.2.23.1	Dried beans, peas, lentils and barley shall be graded in accordance with Government Notice R493 dated 29 March 1974. Pulses shall be free from moulds and yeast , and when tested, the aflatoxin levels should not exceed 10 mg/kg .		
I.	<i>Fruit and vegetables</i>		
3.2.2.24.1	All fresh fruit and vegetables shall be sound and of a good quality and standard.		
3.2.2.24.2	Fresh fruit shall be <u>Choice or Standard Grade</u> quality.		
3.2.2.24.3	Frozen vegetables shall be <u>Choice Caterer's Grade</u> quality.		
3.2.2.24.4	Tinned fruit and vegetables must comply with Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) which relates to the marking and labelling of packaging. No tins must be damaged, dented or leaking. Tinned products shall be <u>Choice or standard Grade</u> quality.		

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Para	Section 3: Catering and food specification		Details of offer	
3.2.2	Product quality specification (continued)		Complies/Doesn't comply Mark with C or D	
Table 17	Quality standards for selected foods		NC	
	Product	Latest issue of standard		
	Baking powder	CKS 140		
	Cooking oil	CKS 3		
	Corned beef, prime	SABS 274		
	Custard powder	CKS 138		
	Fish paste	SABS 571		
	Gelatine	SABS 49		
	Gravy powder	CKS 290		
	Jelly crystals	CKS 261		
	Mayonnaise	CKS 630		
	Meat extracts	CKS 139		
	Peanut butter	CKS 339		
	Tomato sauce	Best quality, at least 8% solids		
	Worcestershire sauce	Best quality		

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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 4.1.2.10 , 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;"> <p style="text-align: center;">WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 19 SEP 2025 1) 2) SIGNED SIGNED</p> </div> <table border="1"> <thead> <tr> <th colspan="4">Mark 'Yes' or 'No' with an X where applicable</th></tr> </thead> <tbody> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </tbody> </table>	Mark 'Yes' or 'No' with an X where applicable				Yes		No		Yes		No		Yes		No		Yes		No		Yes		No	
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4.1.2.2	Compensation for Occupational Injuries and Diseases Act (COIDA), Act 130 of 1993 <ul style="list-style-type: none"> - Has the Department of Employment and Labour issued a Letter of Good Standing under 'Nature of Business' and is a copy available on request? 	<table border="1"> <tbody> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </tbody> </table>	Yes		No		Yes		No																	
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4.1.2.3	Unemployment Insurance Fund (UIF) <ul style="list-style-type: none"> - Is the bidder registered with the Commissioner for UIF in terms of EMPISA and/or EMP201 obtainable from SARS (e-Filing)? 	<table border="1"> <tbody> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </tbody> </table>	Yes		No		Yes		No																	
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4.1.2.4	Pay as you earn (PAYE) <ul style="list-style-type: none"> - Is the bidder registered with the Commissioner for PAYE in terms of EMPISA and/or EMP201 and/or SARS PIN obtainable from SARS (e-Filing)? 	<table border="1"> <tbody> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </tbody> </table>	Yes		No		Yes		No																	
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4.1.2.5	Skills Development Levies Act ('SDL'), Act 9 of 1999 <ul style="list-style-type: none"> - Is the bidder registered for SDL in terms of EMPISA and/or EMP201 obtainable from SARS (e-Filing) and has it been specified during registration under which Sector Education and Training Authority (SETA) their business resides? - If your response is no, please provide a written reason in your bid offer. 	<table border="1"> <tbody> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </tbody> </table>	Yes		No		Yes		No		Yes		No													
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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 an X where applicable			
4.1.2.6	Registered for Public Liability Insurance ('PLI') of at least R2 million	Yes		No	
	- Is the bidder registered for public liability insurance and is a copy of a PLI Policy Agreement, issued by any financial service provider (authorised by the Financial Sector Conduct Authority) available on request?	Yes		No	
	- If your response is no, please provide a written reason in your bid offer.	Yes		No	
4.1.2.7	SABS/SANS 10049:2019/ISO compliant	Yes		No	
	- Can the bidder prove on request that all food supplied to HCH comply with the specified quality standard and adhere to SABS specifications for the handling and preparation of food?	Yes		No	
4.1.2.8	Value Added Tax (VAT)	Yes		No	
	- Is the bidder VAT registered and is proof available on request?	Yes		No	
4.1.2.9	Tax Clearance Certificate	Yes		No	
	- Is the bidder registered with SARS for Tax and is proof available on request?	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 19 SEP 2025 1) 2) SIGNED SIGNED	
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WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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Para	Section 4: Special Conditions	WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 19 SEP 2025 1) 2) SIGNED SIGNED																			
4.1.3	Other compulsory evaluation documents (continued) Documents requested in paragraphs 4.1.3.1-4.1.3.7 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	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 service-provider must apply for a Certificate of Acceptability (CoA) immediately after taking over HCH's kitchen. The contract manager must be furnished with proof of application within 2 weeks of occupancy. Until the local authority (municipality) in the person of its local Environmental Health Practitioner issues the CoA, all updates/correspondence must be shared with the contract manager. - The service-provider must provide CoAs from all its providers specifically vehicles used to transport food products/meals and rations (see Transport & Delivery) within 1 month of the contract's award. Failure will result in the imposition of penalties.	<div>Mark 'Yes' or 'No' with an X where applicable.</div> <table border="1"> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </table>				Yes		No		Yes		No		Yes		No					
Yes		No																			
Yes		No																			
Yes		No																			
4.1.3.2	A FEDHASA or similar Hospitality Association member - A copy of your current, valid membership certificate	<table border="1"> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </table>				Yes		No		Yes		No									
Yes		No																			
Yes		No																			
4.1.3.3	Experienced in providing goods in the Public Health Sector - Proof of a least 2 years' experience and knowledge of catering in a healthcare setting with a similar capacity to HCH (85 beds). 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. - Reference letters and contact details of 2 healthcare facilities , where bidder provided patient meals, confirming 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></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </table>				Yes		No		Yes		No		Yes		No					
Yes		No																			
Yes		No																			
Yes		No																			
4.1.3.4	Able to provide competent staff - Certified copies of the qualification of the food service 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 service manager, food services supervisors, dietician and cooks must have a certificate of proof of formal training , either in-house or by an outsourced company.	<table border="1"> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </table>				Yes		No		Yes		No		Yes		No		Yes		No	
Yes		No																			
Yes		No																			
Yes		No																			
Yes		No																			
4.1.3.5	Able to provide a standard menu - A proposed standard 3-week cycle menu with winter and summer menus for all diets, normal as well as therapeutic , based on the provincial menu, along with completed staff schedules. 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></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </table>				Yes		No		Yes		No									
Yes		No																			
Yes		No																			
4.1.3.6	Able to provide standardised recipes - All recipes for the proposed 3-week winter and summer cycle menu for normal and therapeutic diets based on the provincial menu must be submitted with each bid. Failure to comply will invalidate a bidder's offer.	<table border="1"> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </table>				Yes		No		Yes		No									
Yes		No																			
Yes		No																			
4.1.3.7	Able to provide nutritional analysis of all menus: - The bidder must submit a complete nutritional analysis for all normal and therapeutic winter and summer diets in the proposed 3-week cycle menu. Failure to comply will invalidate a bidder's offer.	<table border="1"> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> <tr> <td>Yes</td><td></td><td>No</td><td></td></tr> </table>				Yes		No		Yes		No									
Yes		No																			
Yes		No																			

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Para	Section 4 - Special Conditions	Details of offer	
4.1.4	<p>Applicable Acts</p> <p>Acts that are applicable to this bid and should be read in conjunction with the specification include, but are not limited to:</p>	Complies/Doesn't comply Mark with C or DNC	
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	Compensation for 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 food. Authorised local authorities (EHPs at municipalities) enforce it in their areas of jurisdiction. Food import control is conducted by Port Health Services (EHPs of Western Cape Government Health). Regulation 908/1977 relates to the marking and labelling of meat packaging with the required information in legible print.		
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 Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972).		
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.		

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Para	Section 4 - Special Conditions	Details of offer	
4.2.	Information/briefing session	Complies/Doesn't comply Mark with C or DNC	
4.2.1	All prospective bidders/companies/legal business entities in the person/s of their duly authorised representative/s must attend a compulsory information session and site inspection ('walk-about') at HCH. A company/legal business entity is defined as an individual legal entity registered on CIPC and/or the Central Supplier Database (CSD) .		
4.2.2	To avoid any possible collusion, a company/legal business entity is allowed to be represented by 1 or more duly authorised representative/s. However , a duly authorised representative is not allowed to represent more than 1 company .		
4.2.3	Authorised representatives must complete and sign the attendance register attached for information as Annexure A by providing their full name, surname, contact details and e-mail address and full details of the company/business entity they are representing at the entrance gates , at the information session and at the compulsory site inspection .		
4.2.4	For transparency and fairness, the person responsible for completing the bid document should attend the compulsory briefing sessions and make notes about the information provided. An opportunity for questions and answers will be provided during and/or before the meeting concludes. Ideally, no additional information should be conveyed after the session unless points of clarity critical to the bidder's compliance , that were not discussed at the meeting, are raised.		
4.2.5	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. Failure to attend will invalidate a bidder's offer . The completed registers will be forwarded to Sourcing by the institution after the meeting as proof that the bidder attended the information session and site inspection		
	Venue: Main Boardroom, Harry Comay Hospital Nelson Mandela Boulevard, GEORGE Date and time: 5 September 2025 at 11:00 Contact person: Mr Etienne Thom Telephone no: (044) 814-1099 E-mail address: etienne.thom@westerncape.gov.za		

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Para	Section 4: Special Conditions	Details of offer	
4.3.	PRICING	Complies/Doesn't comply Mark with C or DNC	
4.3.1	The bidder undertakes to provide the services specified at HCH in accordance with the bid prices it has provided according to the requirements in the WCBD1 and WCBD3.2 forms. Under no circumstances, either before or after the award of the bid, shall the WCGHW negotiate with any party regarding alternative methods of calculating the cost of service.		
4.3.2	Bid prices must be firm 3-tier prices , where any annual escalations that may be reasonably expected (e.g. labour such as an annual wage increase mandated by the Department of Labour , food & transport cost, inflation) have been incorporated into the prices for each year of the contract. <u>No additional requests for increases will be considered, therefore, during the contract term.</u>		
4.3.3	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. 		
4.3.4	Due to the compulsory VAT registration requirements, ALL offers may be subject to VAT . For the purpose of this bid, bidders, who are not yet registered for VAT are required to submit an offer that takes into account 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.		
4.4.	ACCOUNTING		
4.4.1	The service-provider must adhere to generally acceptable accounting practices and will maintain all accounting records for the provision of the grounds maintenance service.		
4.4.2	The accounting period shall be from the first day to the last day of each month . Accounts received by HCH for the catering service, must be remitted within 30 days of receipt of an accurate, certified account . HCH does not accept responsibility for delays in payment due to the submission of inaccurate accounts.		
4.4.3	The service-provider shall provide the catering service on an all-risk basis . The amount claimed from HCH shall not exceed the amount in the pricing schedules , forms WCBD3.2 subject to the provisions under Pricing.		
4.4.4.	The service-provider must furnish HCH with a document to verify service costs per month. Monthly payment claims must be submitted the Contract Manager on the service-provider's official invoices by the 2nd weekday of the next month , and must be supported by schedules reflecting the work performed during the month and its cost.		
4.4.5	The catering service provided and any costs reflected in the accounting schedules must be certified as correct by HCH's Contract Manager or an appointed and authorized representative, for the hospital to monitor and keep account of expenditure.		
4.4.6	At any reasonable time, HCH in the capacity of their Contract Manager or other duly authorized person, shall be entitled to inspect all the records and documents of the service-provider relating to the provision of the catering service, e.g. purchase orders, accounts, invoices etc.		

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Para	Section 4: Special Conditions	Details of offer	
4.5.	BID EVALUATION	Complies/Doesn't comply Mark with C or DNC	
4.5.1	The specification and conditions here and elsewhere in this bid, any documents where bidders have been required to respond, and compliance with inherent requirements, such as CSD registration, will all be considered part of the evaluation of received bids.		
4.5.2	The following factors will be considered during evaluation of this bid:		
4.5.2.1	At least 3 years' experience and knowledge of catering in the Public Sector environment and/or Hospitality industry. Only recognised, reputable catering service-providers with proof of experience in the provision of catering services at hospitals with a 300-bed capacity similar to HCH will be considered.		
4.5.2.2	The provision of references for similar food services undertaken. Bidders must provide detailed information of their experience in the catering trade, acceptable proof of the ability to supply high quality meals and a list of present catering contracts with their bid documents.		
4.5.2.3	A detailed, documented system analysis for a functional organisational structure as a basis for managing this contract. Please see Annexure B . 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.		
4.5.2.4	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.		
4.6	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 MPH 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. - 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 - a cashier's or certified cheque		

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Para	Section 4: Special Conditions	Details of offer	
4.7	LIAISON	Complies/Doesn't comply Mark with C or DNC	
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	HCH shall appoint a Contract Manager and the service-provider shall appoint a Catering Manager who shall form a communication link with the between the patients, HCH 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 HCH 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 HCH for the duration of the contract, within 14 days before the contract starts .		
4.7.5	To promote efficient liaison between HCH 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 location of the contract</u>, and - confirmation that the in-house Catering Manager is stationed at this office, and that the dietician will visit HCH weekly or as agreed with the Contract Manager. 		
4.8	PUBLIC LIABILITY AND INSURANCE INDEMNITY		
4.8.1	The service-provider shall indemnify HCH and hold it harmless against:		
4.8.1.1	any damage to HCH'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 HCH's property by the contractor,		
4.8.1.2	legal liability for any claims that may be made against HCH 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 HCH'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 HCH 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 HCH'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 HCH 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 HCH's property by the service-provider.		

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Para	Section 4: Special Conditions	Details of offer	
4.8	PUBLIC LIABILITY AND INSURANCE INDEMNITY (continued)	Complies/Doesn't comply Mark with C or DNC	
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 HCH 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 HCH.		
4.8.4	This bid will be accepted on condition that HCH 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 HCH 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.		
4.9	SECURITY		
4.9.1	The service-provider must supply a list with the names of all his staff at HCH to HCH's Contract Manager for security purposes. Any personnel changes must be reported in writing to the Contract Manager, who will inform HCH 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 HCH		
4.9.2	The service-provider shall ensure that his staff complies with the security regulations applicable to HCH. The service-provider's staff shall wear official name/identification badges at all times. Staff may be subjected to random searches .		
4.9.3	HCH reserves the right to notify the service-provider in writing about any food service staff-member it views as a threat to the security , health or safety of College patients 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 HCH, within one month of receipt of HCH's written notification .		
4.9.4	No information concerning WCGHW, HCH or any of its activities may be disclosed to the public or the media by the service-provider's staff.		

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Para	Section 4: Special Conditions	Details of offer
4.10	FIRE AND SAFETY PRECAUTIONS	Complies/Doesn't comply Mark with C or DNC
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 HCH. Similarly, HCH 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 . HCH 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 HCH and are aware of the locations of fire extinguishers on the premises. The service-provider must be familiar with HCH Major Incident Plan which will be provided to the service-provider for scrutiny.	
4.10.4	Fire extinguishing equipment in the service-provider's designated operational areas must be recorded on his inventory schedule, however, HCH 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 HCH or pose a fire hazard to persons, 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 HCH in general and patients on life-support systems in particular. The service-provider will be liable for any claims and damages incurred in this way.	
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 HCH premises at their own risk . HCH 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 HCH 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 HCH 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 , HCH and the service-provider shall agree mutually on methods to continue the service as best as possible.	

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Para	Section 4: Special Conditions	Details of offer
4.12	DISTURBANCES	Complies/Doesn't comply Mark with C or DNC
4.12.1	The service-provider shall not facilitate access to, or allow any activity, person or vehicle on the premises of HCH that could pose a disturbance, inconvenience, public nuisance or danger to patients, staff or property. Noise levels must be limited as far as practically possible.	
4.13	RESTRICTIONS	
4.13.1	HCH reserves the right, within reason, to implement such regulatory measures as it may deem necessary to maintain hygiene standards safety and order on the premises. If the service-provider fails to comply with these measures despite written notification by HCH, its non-compliance may be considered breach of contract .	
4.14	PROMOTIONAL AND ADVERTISING MATERIAL	
4.14.1	The service-provider may not display any promotional sign, poster, name-plate, article or object with its name or logo in HCH or on HCH premises, without the written approval of HCH's Head or his representative. HCH reserves the right to remove any such undesirable item at the service-provider's cost.	
4.15	TRANSFER AND CESSION	
4.15.1	The service-provider must be the sole provider of the catering service. The use of sub-contractors will not be allowed without the prior written permission of WCGH. If sub-contracting is unavoidable, the relevant paragraphs of preference claim form WBCD6.1(b) will apply.	
4.15.2	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 WCGH, and on condition that the cessionary complies with all requirements of this contract.	
4.16	BREACH AND TERMINATION	
4.16.1	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 GCC will apply in that event, if it is not conflict with the contract.	
4.16.2	The service-provider's right to use or occupy any part of the premises or use any equipment of HCH, shall cease on termination of the contract.	
4.16.3	The service-provider shall vacate the premises on termination of the contract and return all the items in the Inventory Schedule to HCH in the same condition in which they were received, fair wear and tear excepted.	
4.16.4	HCH 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.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
BID OPENED @ 11:00
19 SEP 2025
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WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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

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

Para	Section 4: Special Conditions	Details of offer
4.16	BREACH AND TERMINATION (continued)	Complies/Doesn't comply Mark with C or DNC
4.16.5	If HCH should be closed permanently for any reason, HCH 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.	
4.16.6.1	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 of the latest version of 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.	
4.16.6.2	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.	
4.16.6.3	If members of the outgoing service-provider's staff wish to remain on site for logistical reasons (e.g. living in the area), the incoming service-provider may offer employment contracts to such staff, subject to conditions that are similar or better than those of the outgoing contractor, without interference or obstruction from the outgoing contractor.	
4.16.7	The service-provider agrees that the premises may be viewed by prospective bidders accompanied by HCH's Contract Manager at any reasonable time during the last 3 months of the duration of the contract.	
4.17	DISPUTE RESOLUTION	
4.17.1	Mediation	
4.17.1.1	Any dispute arising from or relating to this contract may be referred to a mediator without legal representation by the parties.	
4.17.1.2	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.	
4.17.1.3	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.	
4.17.1.4	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.	

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

Para	Section 4: Special Conditions	Details of offer
4.17.1	Mediation (continued)	Complies/Doesn't comply Mark with C or DNC
4.17.1.5	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.	
4.17.1.6	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.	
4.17.1.7	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.	
4.17.2	Arbitration	
4.17.2.1	Any dispute arising from or relating to this contract may be referred to arbitration.	
4.17.2.2	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.	
4.17.2.3	Unless otherwise stated here, if the disputed matter is - - primarily a legal matter, the arbitrator shall be a practising senior advocate of the Cape Bar ; - any other matter, the arbitrator shall be an independent, suitably qualified person mutually agreed upon by the disputing parties	
4.17.2.4	If parties cannot agree whether the question in dispute falls under either option under 5.19.2.3 above and/or on a particular arbitrator within 7 calendar days after agreeing to refer the dispute to arbitration, the serving Chairperson of the Cape Bar Council shall: - determine whether the question in dispute falls under either option under 5.19.2.3 and/or - appoint an arbitrator from two arbitrators nominated by each party within 7 calendar days after the parties' failure to agree.	
4.17.2.5	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.	
4.17.2.6	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.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
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Bidders must complete the "details of offer" column of this document in full, and reply "**complies**" or "**does not comply**" to indicate the offer's compliance with requirements. Failure to reply to all sections will make an offer ineligible for evaluation.

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

Para	Section 4: Special Conditions	Details of offer
4.18	GENERAL	
4.18.1	<p>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:</p> <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 BID OPENED @ 11:00 19 SEP 2025 1) 2) SIGNED SIGNED	
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PRICING SCHEDULE (SERVICES)

WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0012/2025**CLOSING TIME : **11:00 ON FRIDAY, 19 SEPTEMBER 2025**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
1.	Est Meals/ 36 months	MENU A: Normal/full diet for adult patients. See Provincial summer menu for full/normal diet, Table10 on page 26-27 for guidelines. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
1.1	21 900	EARLY MORNING SNACK Rusk/brown bread with margarine and spread, 1 rusk/ 1 slice Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.2	21 900	BREAKFAST Fresh fruit, Sundays only Cooked porridge/cereal with full cream/low fat milk and sugar Protein, 30 g Brown bread with margarine and jam, 2 slices Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
1.3	21 900	MID-MORNING SNACK Fruit in season Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.4	21 900	LUNCH Protein main dish Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays & Wednesdays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
1.5	21 900	MID-AFTERNOON SNACK Fruit in season/100% fruit juice Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.6	21 900	SUPPER Soup, optional, winter only Protein main dish Starch 1 Vegetable/1 salad Brown bread with margarine and spread, 1 slice Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
1.7	21 900	LATE NIGHT SNACK Brown bread with margarine and spread, 1 slice Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 1.1 to 1.7, 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..... (x 7 300)	R..... (x 7 300)	R..... (x 7 300)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 1 – 3 YEARS	R.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu A, item 1 for 3 years must be provided under item 12.1.			
		This bid will be recommended based on the total cost of service under item 12.5.			

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

19 SEP 2025

1) 2)
SIGNED SIGNED

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.)

.....
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- 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 12.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).
- E.

A bidder's conditions will not supersede those in the bid document.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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PRICING SCHEDULE (SERVICES)

WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0012/2025**CLOSING TIME : **11:00 ON FRIDAY, 19 SEPTEMBER 2025**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
2.	Est Meals/ 36 months	MENU B: High protein/ high energy diet for adult patients. See Therapeutic Meal Guidelines, Table 11.1 on page 28 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
2.1	54 750	EARLY MORNING SNACK Rusk/brown bread with margarine and protein-based spread/filling, 2 slices Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.2	54 750	BREAKFAST Fresh fruit, Sundays only /100% fruit juice Cooked porridge/cereal with full cream milk and sugar Protein, 30 g Brown bread with margarine and jam, 2 slices Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
2.3	54 750	MID-MORNING SNACK Fruit in season/100% fruit juice Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.4	54 750	LUNCH Protein main dish Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays & Wednesdays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
2.5	54 750	MID-AFTERNOON SNACK Fruit in season/100% fruit juice Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.6	54 750	SUPPER Soup, optional, winter only Protein main dish Starch 1 Vegetable/1 salad Brown bread with margarine and protein-based spread/filling, 2 slices Tea/coffee with fullcream milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
2.7	54 750	LATE-NIGHT SNACK Brown bread with margarine and protein-based spread/filling, 2 slices Tea/coffee withfull cream milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 2.1 to 2.7, 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..... (x 18 250)	R..... (x 18 250)	R..... (x 18 250)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 2 – 3 YEARS	R.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu B, item 2 for 3 years must be provided under item 12.1 .			
		This bid will be recommended based on the total cost of service under item 12.5 .			

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

GOODS & SERVICES SOURCING

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PRICING SCHEDULE (SERVICES)

WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER WCGHSC0012/2025

CLOSING TIME : 11:00 ON FRIDAY, 19 SEPTEMBER 2025

OFFERS SHALL BE VALID FOR 90 DAYS FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
3.	Est Meals/ 36 months	MENU C: Light diet for adult patients. See Therapeutic Meal Guidelines, Table 11.2 on page 29. In accordance with the following meal plan::	Cost per patient per day		
			1st year	2nd year	3rd year
3.1	1 095	EARLY-MORNING SNACK Rusk/brown bread, 2 slices, with margarine and spread/filling Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
3.2	1 095	BREAKFAST Fresh fruit/stewed fruit/fruit juice Cooked porridge/cereal with milk and sugar Protein main dish Brown bread, 2slices with margarine and smooth jam Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
3.3	1 095	MID-MORNING SNACK Fruit juice, 175 ml Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
3.4	1 095	LUNCH Soup, optional, winter only Protein dish Starch 2 Vegetables/1 green, 1 yellow Dessert, Sundays & Wednesdays only SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
3.5	1 095	MID-AFTERNOON SNACK Fruit Juice (375ml) Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
3.6	1 095	SUPPER Soup, optional, winter only Protein dish Starch Cooked vegetable Brown bread, 1 slice, with margarine and smooth jam Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
3.7	1 095	LATE-NIGHT SNACK Rusk/biscuit Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 3.1 to 3.7, 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..... (x 365)	R..... (x 365)	R..... (x 365)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 3 – 3 YEARS	R.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu C, item 3 for 3 years must be provided under item 12.1.			
		This bid will be recommended based on the total cost of service under item 12.5.			

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

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PRICING SCHEDULE (SERVICES)

WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
4.	Est Meals/ 36 months	MENU D: 7 600 kJ diet for adult diabetics. See Therapeutic Meal Guidelines, Table 11.3 on page 30 and Glycaemic Index on page 31 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
4.1	1 095	EARLY MORNING SNACK Brown bread with margarine & Marmite, 1 slice Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
4.2	1 095	BREAKFAST Fresh fruit Cooked porridge/cereal Protein dish Side dish Brown bread with margarine, 1 slice Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
4.3	1 095	MID-MORNING SNACK Brown bread, 1 slice/ Pro Vita, 3 biscuits, with margarine and cheese Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
4.4	1 095	LUNCH Protein dish Starch 2 Vegetables/1 vegetable, 1 salad Fruit Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
4.5	1 095	MID-AFTERNOON SNACK Brown bread, 1 slice/Pro Vita, 3 biscuits, with margarine and cheese Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
4.6	1 095	SUPPER Protein dish Starch Vegetables Brown bread, 1 slice, with margarine and spread Fruit Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
4.7	1 095	LATE NIGHT SNACK Brown bread, 1 slice/ProVita, 3 biscuits, with margarine and cheese Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 4.1 to 4.7, 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..... (x 365)	R..... (x 365)	R..... (x 365)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 4 – 3 YEARS	R.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu D, item 4 for 3 years must be provided under item 12.1 .			
		This bid will be recommended based on the total cost of service under item 12.5 .			

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

GOODS & SERVICES SOURCING

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BID NUMBER **WCGHSC0012/2025**CLOSING TIME : **11:00 ON FRIDAY, 19 SEPTEMBER 2025**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
5.	Est Meals/ 36 months	MENU E: 8 400 kJ diet for adult diabetics. See Therapeutic Meal Guidelines, Table 11.3 on page 30 and Glycaemic Index on page 31 . In accordance with the following meal plan:	Cost per patient per day		
5.1	1 095	EARLY MORNING SNACK Brown bread with margarine & Marmite, 1 slice Tea/coffee with low fat milk and sweetener SUB-TOTAL	1st year R..... R..... R.....	2nd year R..... R..... R.....	3rd year R..... R..... R.....
5.2	1 095	BREAKFAST Fresh fruit Cooked porridge/cereal Protein dish Side dish Brown bread with margarine, 1 slice Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
5.3	1 095	MID-MORNING SNACK Brown bread, 1 slice/ Pro Vita, 3 biscuits, with margarine and cheese Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.4	1 095	LUNCH Protein dish Starch 2 Vegetables/1 vegetable, 1 salad Fruit Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
5.5	1 095	MID-AFTERNOON SNACK Brown bread, 1 slice/Pro Vita, 3 biscuits, with margarine and cheese Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.6	1 095	SUPPER Protein dish Starch Vegetables Brown bread, 1 slice, with margarine and spread Fruit Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
5.7	1 095	LATE NIGHT SNACK Brown bread, 1 slice/ProVita, 3 biscuits, with margarine and cheese Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 5.1 to 5.7, 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..... (x 365)	R..... (x 365)	R..... (x 365)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 5 – 3 YEARS	R.....	R.....	R.....
		Note to bidders: Food cost for Menu E, item 5 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .			

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

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- B. If not to specification, please indicate deviations (please list these separately against each applicable item if the space provided here is insufficient.)
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- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
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- D. **Please note that the total bid cost under item 12.5 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.WCBD 3.2**

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

BID OPENED @ 11:00

19 SEP 2025

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PRICING SCHEDULE (SERVICES)

WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER WCGHSC0012/2025

CLOSING TIME : 11:00 ON FRIDAY, 19 SEPTEMBER 2025

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
6.	Est Meals/ 36 months	MENU F: Full/mixed fluid diet. A variation or choice of 4 liquids of 200 ml at mealtimes, excluding yoghurt at 80 ml and ice cream at 80-100 ml . See Therapeutic Meal Guidelines, Table 11.4 on page 32 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
6.1	1 095	EARLY-MORNING SNACK Smooth yoghurt drink, 80 ml Apple juice, 200 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
6.2	1 095	BREAKFAST Fruit juice, 2 x 200 ml Porridge, 200 ml , liquidised and strained, with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
6.3	1 095	MID-MORNING SNACK Fruit puree, 80 ml Nutritional supplement, 200 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
6.4	1 095	LUNCH Home-made soup, strained, 200 ml Nutritional supplement, 200 ml Jelly and custard, 200 ml Milkshake, 200 ml SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
6.5	1 095	MID-AFTERNOON SNACK Smooth yoghurt drink, 80 ml Apple juice, 200 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
6.6	1 095	SUPPER Home-made soup, strained, 200 ml Smooth yoghurt/milk drink, e.g. Milo, 200 ml Jelly and custard, 200 ml Tea/coffee with full-cream milk, 200 ml SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
6.7	1 095	LATE-NIGHT SNACK Nutritional supplement, 200 ml Custard, 200 ml Milkshake/ milk drink, e.g. Milo, 200 ml SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
		Food cost per patient per day for items 6.1 to 6.7, 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..... (x 365)	R..... (x 365)	R..... (x 365)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 6 – 3 YEARS	R.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu F, item 6 for 3 years must be provided under item 12.1 .			
		This bid will be recommended based on the total cost of service under item 12.5 .			

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NAME OF BIDDER:

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
7.	Est Meals/ 36 months	MENU G: Clear fluid diet. A variation or choice of 4 clear fluids of 200 ml at body temperature at mealtimes, of which 1 may be jelly . See Therapeutic Meal Guidelines, Table 11.5 on page 32 . In accordance with the following meal plan:	Cost per patient per day		
7.1	1 095	EARLY MORNING SNACK Cordial drink, e.g. Oros/ clear fruit juice, e.g. apple, grape Black weakly-brewed Rooibos tea with sugar, 250ml SUB-TOTAL	1st year R..... R..... R.....	2nd year R..... R..... R.....	3rd year R..... R..... R.....
7.2	1 095	BREAKFAST Clear apple juice, 200ml Clear grape juice, 200ml Marmite/Bovril drink/Oxo broth, 200 ml Jelly, 200 ml SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
7.3	1 095	MID-MORNING SNACK Cordial drink, e.g. Oros/clear fruit juice, e.g. apple, grape Black weakly-brewed Rooibos tea with sugar, 250ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
7.4	1 095	LUNCH Clear apple juice, 200ml Clear grape juice, 200ml Marmite/Bovril drink/Oxo broth, 200 ml Black weakly-brewed Rooibos tea with sugar, 250ml SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
7.5	1 095	MID-AFTERNOON SNACK Cordial drink, e.g. Oros/clear fruit juice, e.g. apple, grape Black weakly-brewed Rooibos tea with sugar, 250ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
7.6	1 095	SUPPER Clear apple juice, 200ml Clear grape juice, 200ml Marmite/Bovril drink/Oxo broth, 200 ml Jelly, 200 ml Black weakly-brewed Rooibos tea with sugar, 250ml SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
7.7	1 095	LATE-NIGHT SNACK Cordial drink, e.g. Oros/clear fruit juice, e.g. apple, grape Black weakly-brewed Rooibos tea with sugar, 250ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 7.1 to 7.7, 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..... (x 365)	R..... (x 365)	R..... (x 365)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 7 – 3 YEARS	R.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu G, item 7 for 3 years must be provided under item 12.1 .			
		This bid will be recommended based on the total cost of service under item 12.5 .			

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WESTERN CAPE GOVERNMENT HEALTH

GOODS & SERVICES SOURCING

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
8.	Est Meals/ 36 months	MENU H: Soft diet for adult patients. Normal food with a soft, easy-to-chew consistency for persons who have difficulty eating and/or swallowing or are unable to chew hard food due to dental, mouth or throat conditions. See Therapeutic Meal Guidelines, Table 11.6 on page 33 . In accordance with the following meal plan:	Cost per patient per day		
8.1	1 095	EARLY-MORNING SNACK Rusk/brown bread with margarine and jam/spread/filling, 1 slice Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	1st year R..... R..... R.....	2nd year R..... R..... R.....	3rd year R..... R..... R.....
8.2	1 095	BREAKFAST Fresh soft fruit/fruit juice Cooked porridge/cereal with milk and sugar Protein dish, 30 g Brown bread with margarine and jam, 2 slices, Tea/coffee with full cream/low fat milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
8.3	1 095	MID-MORNING SNACK Fresh, soft fruit in season Tea/coffee with full cream/low fat milk and sugar/ cooldrink SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
8.4	1 095	LUNCH Soup, optional, winter only Protein dish Starch 2 Vegetables, 1 green, 1 yellow Dessert, Sunday and Wednesdays only SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
8.5	1 095	MID-AFTERNOON SNACK Fresh, soft fruit in season Tea/coffee with full cream/low fat milk and sugar/ cooldrink SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
8.6	1 095	SUPPER Soup, optional, winter only Protein main dish Starch Cooked vegetables Brown bread with margarine and jam/spread/filling, 1 slice Tea/coffee with full cream/low fat milk and sugar/ cooldrink SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
8.7	1 095	LATE-NIGHT SNACK Tea/coffee with full cream/low fat milk and sugar/milk/yoghurt/milk drink SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
		Food cost per patient per day for items 8.1 to 8.7, 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..... (x 365) R.....	R..... (x 365) R.....	R..... (x 365) R.....
		Meals per annum			
		TOTAL COST FOR ITEM 8 – 3 YEARS	R..... R.....	R..... R.....	R..... R.....
		Note to bidders: Food cost for Menu H, item 8 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .			

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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

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PRICING SCHEDULE (SERVICES)

WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
9.	Est meals 36 mnths	MENU I: Renal/ protein-restricted diet. Foods with restricted protein content prescribed by a dietician/medical practitioner for patients with renal disease . See Therapeutic Meal Guidelines, Table 11.7 on page 33 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
9.1	1 095	EARLY-MORNING SNACK Rusk/brown bread with margarine and jam/spread, 1 slice Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
9.2	1 095	BREAKFAST Fresh fruit/fruit juice, low potassium Cooked porridge/ cereal with milk and sugar Brown bread with margarine and spread/jam excluding peanut butter , 1 slice Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
9.3	1 095	MID-MORNING SNACK Fruit in season Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
9.4	1 095	LUNCH Soup, optional, winter only Protein main dish, 60/90 g of meat Starch 2 vegetables/ 1 vegetable, 1 salad, low potassium Dessert, Sundays and Wednesdays only, optional Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
9.5	1 095	MID-AFTERNOON SNACK Fruit in season/100% fruit juice Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
9.6	1 095	SUPPER Soup, optional, winter only Protein main dish, 30/60 g of meat Starch 1 Vegetable/1 salad, low potassium Brown bread with margarine and spread/jam excluding peanut butter , 1 slice Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
9.7	1 095	LATE-NIGHT SNACK Rusk/brown bread with margarine and spread/jam excluding peanut butter , 1 slice Tea/coffee with full cream milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 9.1 to 9.7, 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..... (x 365)	R..... (x 365)	R..... (x 365)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 9 – 3 YEARS	R.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu I, item 9 for 3 years must be provided under item 12.1 .			
		This bid will be recommended based on the total cost of service under item 12.5 .			

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10.	Est meals 36 mnths	MENU J: Low-fat diet for adults. Similar to a high-protein diet comprising 1½ a full diet. See Therapeutic Meal Guidelines, Table 11.8 on page 33 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
10.1	1 095	EARLY-MORNING SNACK Rusk/brown bread with margarine and low-fat spread/filling, 1 slice Tea/coffee with low-fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
10.2	1 095	BREAKFAST Fresh fruit, Sundays only Cooked porridge cereal with low-fat milk and sugar Protein dish, 2 x chicken eggs boiled/poached Brown bread with margarine and jam, 2 slices Tea/coffee with low-fat milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
10.3	1 095	MID-MORNING SNACK Fruit in season Tea/coffee with low-fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
10.4	1 095	LUNCH Protein main dish Starch 2 vegetables/ 1 vegetable, 1 salad Dessert, Sundays and Wednesdays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
10.5	1 095	MID-AFTERNOON SNACK Fruit in season/100% fruit juice Tea/coffee with low-fat milk and sugar SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
10.6	1 095	SUPPER Soup, optional, winter only Protein dish Starch 1 Vegetable/1 salad Brown bread with margarine and low-fat spread/filling, 1 slice Tea/coffee with low-fat milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
10.7	1 095	LATE-NIGHT SNACK Brown bread with margarine and low-fat spread/filling, 1 slice Tea/coffee with low-fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 10.1 to 10.7, 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..... (x 365)	R..... (x 365)	R..... (x 365)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 10 – 3 YEARS	R.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu J, item 10 for 3 years must be provided under item 12.1 .			
		This bid will be recommended based on the total cost of service under item 12.5 .			

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11.	Est Meals/ 36 months	MENU K: Pureed diet for babies, 6-12 months. See Therapeutic Meal Guidelines, Table 11.9 on page 34 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
11.1	1 095	BREAKFAST Tea/coffee with low fat milk and sugar SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
11.2	1 095	BREAKFAST Cooked mealie meal, 250 ml Protein dish Apple juice, 160 ml SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
11.3	1 095	MID-MORNING SNACK Oral supplement, 200 ml SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
11.4	1 095	LUNCH Pureed meat/chicken Pureed/mashed potato/sweet potato Pureed vegetable e.g. pumpkin Pureed stewed apple/apple juice SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
11.5	1 095	MID-AFTERNOON SNACK Oral supplement, 200 ml Tea/coffee with low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
11.6	1 095	SUPPER Pureed meat/pureed chicken egg Pureed/mashed potato/sweet potato Pureed vegetable e.g. carrots Grape juice, 160 ml SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
11.7	1 095	LATE-NIGHT SNACK Oral supplement, 200 ml Custard, 200 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 9.1 to 9.7, 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..... (x 365)	R..... (x 365)	R..... (x 365)
		Meals per annum	R.....	R.....	R.....
		TOTAL COST FOR ITEM 11 – 3 YEARS	R.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu K, item 11 for 3 years must be provided under item 12.1 .			
		This bid will be recommended based on the total cost of service under item 12.5 .			

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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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 12.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).**
- E. **A bidder's conditions will not supersede those in the bid document.**

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

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PRICING SCHEDULE (SERVICES)

WCGHSC0012/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT HARRY COMAY HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER WCGHSC0012/2025

CLOSING TIME : 11:00 ON FRIDAY, 19 SEPTEMBER 2025 OFFERS SHALL BE VALID FOR 90 DAYS FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT
12.	Est Meals/ 36 months	TOTAL COST OF SERVICE: Breakdown of cost contributors. The sum of costs under item 12.1 to 12.4 must amount to the total cost of this service under item 12.5.	TOTAL COST OF SERVICE WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 19 SEP 2025 1) 2) SIGNED SIGNED
12.1		FOOD COST: Indicate the food cost per menu, excluding overheads, staff and miscellaneous costs , all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit, delivery, but including VAT , based on estimated patient numbers per menu for 3 years.	
	Meal totals	Patient menu	FOOD COST
			1st year 2nd year 3rd year
12.1.1	21 900	Menu A: Normal/full adult diet	R..... R..... R.....
12.1.2	54 750	Menu B: High Protein diet	R..... R..... R.....
12.1.3	1 095	Menu C: Light diet	R..... R..... R.....
12.1.4	1 095	Menu D: Diabetic diet, 7 600 kJ	R..... R..... R.....
12.1.5	1 095	Menu E: Diabetic diet, 8 400 kJ	R..... R..... R.....
12.1.6	1 095	Menu F: Full fluid diet	R..... R..... R.....
12.1.7	1 095	Menu G: Clear fluid diet	R..... R..... R.....
12.1.8	1 095	Menu H: Soft diet	R..... R..... R.....
12.1.9	1 095	Menu I: Renal diet	R..... R..... R.....
12.1.10	1 095	Menu J: Low-fat diet	R..... R..... R.....
12.1.11	1 095	Menu K: Pureed diet for babies, 6-12 months	R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
12.2		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, for 3 years.	
	No of staff	Occupational class	SALARIES AND WAGES
		Cost/ day total	1st year 2nd year 3rd year
12.2.1	1	Food Services Manager	R..... R..... R.....
12.2.2	2	Food Services Supervisor	R..... R..... R.....
12.2.3	2	Chef/cook	R..... R..... R.....
12.2.6	6	Food Services Aid, day shift	R..... R..... R.....
12.2.7	2	Food Services Aid, night shift	R..... R..... R.....
	13	SUB-TOTAL	R..... R..... R.....
12.3		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	OVHCHEADS AND OTHER COSTS
		Cost per day	1st year 2nd year 3rd year
12.3.1		R..... R..... R.....
12.3.2		R..... R..... R.....
12.3.3		R..... R..... R.....
12.3.4		R..... R..... R.....
12.3.5		R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
12.4		COMBINED COST OF SERVICE PER ANNUM (12.1 + 12.2 + 12.3)	A B C R..... R..... R.....
12.5		TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS (A + B + C)	R.....

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.

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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.

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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
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SECTION B: DECLARATION OF THE BIDDER'S INTEREST

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

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

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

TABLE B

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

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

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING

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

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

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

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

TABLE C

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

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

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

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GOODS & SERVICES SOURCING**

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SECTION D: DEPOSITION OF AFFIDAVIT BY DULY AUTHORISED REPRESENTATIVE

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

I, _____ hereby swear/affirm;

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

DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

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

- 1.1 Do you know and understand the contents of the declaration?

ANSWER: _____

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

ANSWER: _____

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

ANSWER: _____

- 1.4 Do you want to make an affirmation?

ANSWER: _____

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

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 SIGNATURE

Commissioner of Oaths

 FULL NAMES

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

Date: _____

Place _____

Business Address: _____

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

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

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

1. DEFINITIONS

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

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- 1.13 **“Non-firm prices”** means all prices other than “firm” prices.
- 1.14 **“Person”** includes a juristic person.
- 1.15 **“Price”** means an amount of money tendered for goods and services and includes all applicable taxes less all unconditional discounts.
- 1.16 **“Proof of B-BBEE status level contributor”** means –
- (a) the B-BBEE status level certificate issued by an authorized body or person;
 - (b) a sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - (c) 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:
- (a) Price; and
 - (b) B-BBEE status level of contribution.

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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GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
19 SEP 2025	
1)	2)
SIGNED	SIGNED

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
2. Application
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6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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10. Delivery and documents
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23. Termination for default
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25. Force majeure
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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**
- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 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.
- 14. Spare parts**
- 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:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested

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 **WCGHSC0012/2025**, the **provision of a comprehensive catering service at Harry Comay Hospital** on **5 September 2025 at 11:00**.

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
19 SEP 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 WCGHW on the CSD** and a repetition of this information will not be required in this section. To enable WCGHW to access and verify these details, please **ensure that the following documents required for CSD registration are available and current on the system:**

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

QUALIFICATIONS AND EXPERIENCE

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

2. Please provide the name of the person who will act as the **Catering Manager** at **Harry Comay Hospital** on behalf of your company, if your bid is successful.

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

ORGANISATIONAL STRUCTURE

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

DETAILS OF BIDDER'S NEAREST OFFICE

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

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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, hereafter called "WCGH" has entered into an agreement with the service-provider, hereafter called "the Contractor", (name) _____ with its office at (address) _____ for the provision of **a comprehensive catering service at Harry Comay Hospital situated Nelson Mandela Drive, GEORGE** 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 WCGH 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,

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1)	2)
SIGNED	SIGNED

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

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

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 _____ 202_.

Signed on behalf of the Guarantor

As witnesses

1. _____

2. _____

DEPARTMENT/AREA:

[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 HCH, and for HCH 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 HCH'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 HCH'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 HCH. Before payment can be made, HCH'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 HCH'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 HCH accountant for payment.

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GOODS & SERVICES SOURCING

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EXAMPLE OF DAILY PROVISIONS ISSUED STATEMENT

HARRY COMAY HOSPITAL

MONTH: _____

WARD: _____

	6:00	7:00-7:30	10:00	12:30-13:00	15:00	17:30-18:00	21:00	Initial	
Diets	Early-morning snack	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late-night snack	Hospital	Contractor
Day 1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
15									
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									

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Signed on behalf of the service-provider

Designation:

Name (print):

Date:

Signed on behalf of Harry Comay Hospital

Designation: _____

Name (print):

Date:

EXAMPLE OF BROADSHEET

HARRY COMAY HOSPITAL

MONTH: _____

WARD: _____

	6:00	7:00-7:30	10:00	12:30-13:00	15:00	17:30-18:00	21:00
Diet/meal each	Early morning snack	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late night snack
MENU A Normal/Full adult							
MENU B High protein							
MENU C Light							
MENU D Diabetic, 6 700 kJ							
MENU E Diabetic, 8 400 kJ							
MENU F Full fluid							
MENU G Clear fluid	N/A						
MENU H Soft							
MENU I Renal							
MENU J Low-fat	N/A						
MENU K Pureed, babies 6-12 mnths	N/A						
Total no of meals & snacks/month							

THE QUANTITIES ABOVE ARE CERTIFIED AS CORRECT

Signed on behalf of the service-provider

Name (print) :

Designation :

Date :

Signed on behalf of Harry Comay Hospital

Name (print) :

Designation :

Date :

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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EXAMPLE OF MONTHLY INVOICE

HARRY COMAY HOSPITAL

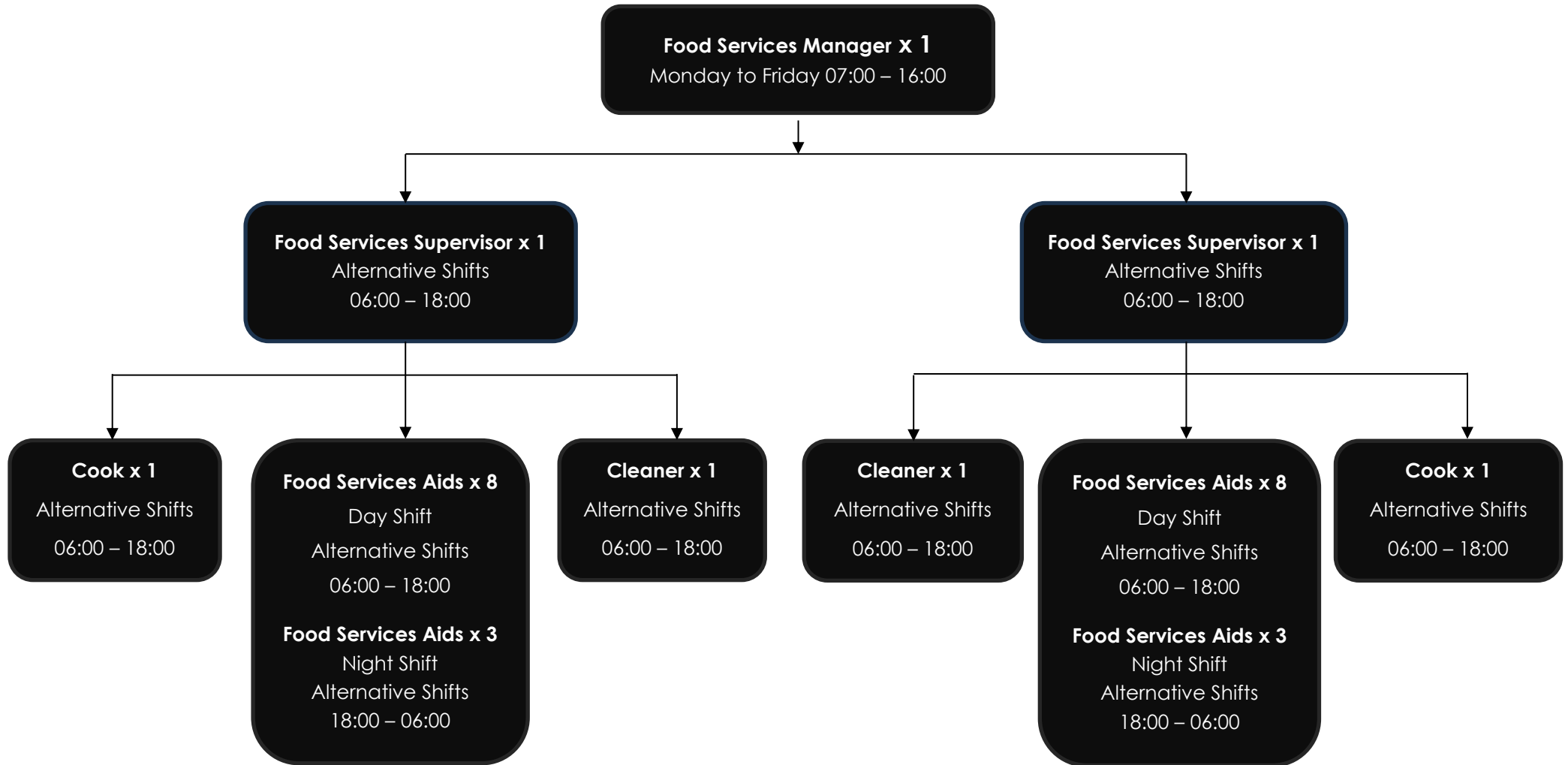
MONTH: _____

WARD: _____

		6:00	7:00-7:30	10:00	12:30-13:00	15:00	17:30-18:00	21:00	Total cost/ month
Diet/meal each		Early morning snack	Breakfast	In between snack	Lunch	In between snack	Supper	Late night snack	
MENU A Normal/Full adult	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU B High Protein	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU C Light	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU D Diabetic, 7 600 kJ	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU E Diabetic, 8 400 kJ	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU F Full fluid	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU G Clear fluid	Qty.	N/A							
	Cost		R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU H Soft	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU I Renal	Qty.								
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU J Low-fat	Qty.	N/A							
	Cost		R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU K Pureed, babies 6-12 month	Qty.	N/A							
	Cost		R.....	R.....	R.....	R.....	R.....	R.....	R.....
Total meals & snacks/month									

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HARRY COMAY HOSPITAL CONTRACT FOOD SERVICE STAFF ORGANOGRAM



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19 SEP 2025

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