



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

BID NUMBER: **WCGHSC0097/2025**

CLOSING DATE: **FRIDAY, 3 OCTOBER 2025**

CLOSING TIME: **11:00**

FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY 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 Trevor Damons at (021) 483 0695** for assistance during office hours.

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

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

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

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

The B-BBEE status **on form WCBD 6.1 in your bid document** will be used to evaluate the bid, **not your B-BBEE status on the SEB or CSD**. Please complete your claims for **both the 80/20 and 90/10 preference points systems** in the WCBD6.1, as well as the attached **form WCBD4**. All other mandatory documents held on the CSD will be accepted by the Department of Health (WCGH) 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 Elton Swanepoel** at telephone no (021) 659 5567 or email: elton.swanepoel@westerncape.gov.za.

C Munnik

for HEAD: HEALTH AND WELLNESS

DATE: 5 September 2025

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

PART A INVITATION TO BID

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

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

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

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

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

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

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH					
Bid no	WCGHSC0097/2025	Closing date:	Fri, 3 Oct 2025	Closing time	11:00
Description	Provision of a comprehensive catering service at Mowbray Maternity Hospital for a 3-yr period				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
The foyer of the main entrance, Western Cape Government Building (next to Cape High Court)					
Junction of Dorp and Keerom Streets, Cape Town 8001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
Contact person	Mr Trevor Damons		Contact person	Mr Elton Swanepoel	
Telephone no	(021) 483 0695		Telephone no	(021) 659 5567	
E-mail address	Trevor.damons@westerncape.gov.za		E-mail address	elton.swanepoel@westerncape.gov.za	
SUPPLIER INFORMATION					
Name of bidder					
Postal address					
Street address					
Telephone no	Code		Number		
Cellphone no					
Facsimile no	Code		Number		
E-mail address					
Vat registration no					
Supplier compliance status	CSD registration no.				
	MAAA				
B-BBEE status level verification certificate	[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE status level sworn affidavit	[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, was certificate issued by verification agency accredited by SANAS (SA National Accreditation System)			[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED WITH A COMPLETED 6.1 TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
Are you the accredited representative in South Africa for the services offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, enclose proof]		Are you a foreign based supplier for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer part B3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
Is the entity a resident of the Republic of South Africa (RSA)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the entity have a branch in the RSA?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the entity have a permanent establishment in the RSA?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the entity have any source of income in the RSA?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the entity liable in the RSA for any form of taxation?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
IF THE ANSWER TO ALL OF THE ABOVE IS "NO", IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS). IF NOT, REGISTER AS PER 2.2 BELOW.					

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GOODS & SERVICES SOURCING

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PART B
TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION REQUIREMENTS
1.1	Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
1.2	All bids must be submitted on the official (not re-typed) forms provided, or in the manner prescribed in the bid document.
1.3	This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
1.4	The successful bidder will be required to 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 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:	

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WCGHSC0097/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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DEFINITIONS

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

Authority	Representatives from end-user institution authorized to instruct the service-provider 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, dietician 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 designated to liaise with Mowbray Maternity Hospital's contract manager about all catering and related services.
Catering staff	Staff involved in food preparation, provided by the service-provider for the duration of this agreement as explained further on in this document.
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 Mowbray Maternity Hospital assigned to monitor the service and review project effectiveness and the service-provider's compliance with health and safety regulations.
End-user	The institution, Mowbray Maternity Hospital, abbreviated as 'MMH' , 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 that the service-provider might reasonably require in the performance of his duties.
Facility	The end-user's premises/site where 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 MMH 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 MMH must pay.

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:	Mowbray Maternity Hospital, abbreviated as 'MMH' , represented by its management
Institutions	Hospitals and associated health and training facilities under the control of WCGH including MMH, 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 contractor for the duration of this agreement.
Mandatory	A term that 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 MMH 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 to be provided 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 MMH resides.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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WCGHSC0097/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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

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

Para	Section 1: Introduction	Details of offer
1.1	SCOPE	
1.1.1	This specification establishes the requirements for the provision, operation and management of a Halaal patient catering service and related facilities and food services at Mowbray Maternity Hospital (‘MMH’) for a 3-year period , in accordance with the requirements described further on.	
1.1.2	The service must include <ul style="list-style-type: none"> - a proposal for a 3-week summer and winter menu cycle, consisting of a 21-day summer and 21-day winter menu for high-protein and therapeutic diets, and - a full hostess (tray) service from kitchen to ward to patient, on a 24-hour basis or as mutually agreed by MMH and the service-provider, for all hospital in-patients. 	
1.1.3	Patient food services will be paid in full by MMH and must comply in all regards with the requirements of 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 is 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 must be accepted as a result, the bidder will be liable to compensate MMH .	
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.	
1.4.2	NOTE: Please insert any annexures in the order as indicated in the index and add them after the last documents in your bid offer with page separators in-between.	

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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	CATERING - OVERVIEW	
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. Menu plan guidelines in Section 3 , Catering and Food Specification reflect the existing arrangement and will not be binding on bidders.	
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 following categories of persons described in Section 3 and items 1-5 of the pricing schedules are entitled to an appropriate meal in terms of this service: <ul style="list-style-type: none"> - hospital inpatients, including healthy and diabetic pregnant and breast-feeding mothers, - travelling patients, - Kangaroo Mothercare mothers, lodger mothers, late admissions & patients awaiting discharge, and - patients in day wards and outpatients 	
2.1.5	The service-provider may not issue subsidised meals to MMH staff and visitors . If the service-provider’s management staff is entitled to any meal per shift, the cost will be for the service-provider’s account.	
2.1.6	Dietetics services , liaison meetings between MMH and service-provider dietitians, must be held once a month to ensure that menus for special diets are compliant with the National Food Service Policy and that the volumes, portion sizes and meals served are correct.	
2.1.7	If additional food services, e.g. meals for official functions and meetings are occasionally required, the service-provider may be given an opportunity to quote for these occasions, along with other prospective service-providers . However, MMH is under no obligation to use the service-provider exclusively . For such functions, the service-provider shall adhere to the guidelines of Annexure G, Circular H86/2017 issued by the WCGHW’s Directorate Services Priorities Coordination.	

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Para	Section 2: Service Specification	Details of offer																		
2.2	PREMISES AND FOOD SERVICE EQUIPMENT																			
2.2.1	Duties and obligations of MMH																			
2.2.1.1	MMH will provide existing food services premises including its Main Kitchen, furniture, fixtures, appliances and equipment including stoves (gas, steam or electrical) and a dishwasher to the service-provider in good, clean and working condition and free of charge for the preparation of all patient meals.																			
2.2.1.2	MMH will supply electrical power, gas or 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	MMH 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, staff accommodation and amenities																			
	<table><tr><th>Description</th><th>Number</th></tr><tr><td>Freezer room</td><td>1</td></tr><tr><td>Cold room</td><td>2</td></tr><tr><td>Medium storeroom</td><td>2</td></tr><tr><td>Preparation area</td><td>3</td></tr><tr><td>Delivery entrance</td><td>1</td></tr><tr><td>Large trolley bay</td><td>1</td></tr><tr><td>Office section</td><td>1</td></tr><tr><td>Staff tearoom</td><td>1</td></tr></table>	Description	Number	Freezer room	1	Cold room	2	Medium storeroom	2	Preparation area	3	Delivery entrance	1	Large trolley bay	1	Office section	1	Staff tearoom	1	
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2.2.1.4	MMH 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. All external calls will be for the service-provider's account .																			
2.2.1.5	While MMH shall provide free ablution facilities to service-provider's staff at/near service areas detailed further on, MMH is not obliged to provide housing or accommodation at or near its premises for service-provider staff .																			

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
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2.2	PREMISES AND FOOD-SERVICE EQUIPMENT (continued)																							
2.2.2	Duties and obligations of the service-provider																							
2.2.2.1	The service-provider is responsible for payment of all applicable rates and service charges for the proper operation and management of the service.																							
2.2.2.2	The service-provider must provide its own (independent) telecommunication facilities (e.g. for external calls), IT connectivity (ADSL line or similar) and necessary information technology equipment to manage the service efficiently for the contract's duration. The service-provider is responsible for payment of associated maintenance, safety expenses, network and equipment costs.																							
2.2.2.3	The service-provider will be responsible for supplying the following kitchen equipment, food-preparation and serving utensils, crockery and cutlery in accordance with MMH's minimum specified on-site stock levels:																							
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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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Para	Section 2: Service Specification	Details of offer
2.2.2	Duties and obligations of the service-provider (continued)	
2.2.2.1	Before the service starts, the service-provider must draw up an inventory with MMH’s Contract Manager and inspect all food service premises , furniture, fixtures, kitchen equipment, food preparation and serving utensils, crockery and cutlery in Table 2 . The items must be recorded on an inventory schedule and a copy of this document, signed by both parties , will form part of the contract.	
2.2.2.2	Except for fair wear and tear during the contract term, the service-provider must maintain and restore where necessary at the end of the contract, all designated areas, facilities , etc. in the same good order and condition in which the inventory schedule confirms them to be at the start of the contract. The service-provider shall replace any unserviceable equipment resulting from proven negligence and/or misuse by his staff <u>at his own cost</u> .	
2.2.2.3	If necessary, and subject to the written approval of MMH’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 for an efficient service and provide any additional catering equipment required as mutually agreed with MMH.	
2.2.2.4	The service-provider will maintain crockery in an acceptable and usable condition , free of cracks, chips, scratches and stains, at adequate stock levels to accommodate continuous patient feeding, and will carry the cost If crockery and cutlery stock levels must be increased due to operational requirements . The service-provider will pay for the replacement of crockery and/or cutlery items required due to stock losses .	
2.2.2.5	Crockery and cutlery used in wards must be returned to the kitchen for the service-provider to clean. The service-provider will perform a monthly stock count of all these items and provide a report comprising the stock lists and statistics of breakages and theft to MMH’s Contract Manager.	
2.2.2.6	Meals served to patients from Correctional Services and those in isolation must be provided in disposable compostable containers with disposable compostable cutlery (no single-use foam or plastic products). The ordering and provision of these meals shall be co-ordinated as required between MMH and the contractor, and shall be billed and paid separately ; the cost shall not form part of this contract .	
2.2.2.7	The containers and cutlery must be manufactured from compostable , environmentally-friendly materials such as compressed layered cardboard and bamboo. Polystyrene (foamalite) food containers and single-use plastic cutlery will not be allowed .	
2.2.2.8	A month before the contract ends , a stock-count will be undertaken of all equipment, cutlery crockery, knives, pots, chopping boards, etc. The service-provider will receive a list of deviations and condition of the items, which must be replaced at the service-provider’s expense where required.	
2.2.2.9	The service-provider must provide a bedside meal service to all patients at the locations below in liaison with on-duty nursing staff , and must observe the necessary health and safety precautions when entering isolation wards by wearing the correct Personal Protective Equipment, including clothing surgical or N95 masks and gloves , where required.	

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Para	Section 2: Service Specification		Details of offer
Table 3	Service areas	No of sites	
	Mowbray Maternity Hospital		
	Admission Suite/First Stage	1	
	A-Ward	1	
	B-Ward	1	
	C-Ward	1	
	Kangaroo Mother Care Ward and Lodger Mothers	1	
	Labour Ward	1	
	Total service areas	6	

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Para	Section 2: Service Specification	Details of offer
2.3	USE AND CONTROL OF FOOD SERVICE FACILITIES	
2.3.1	The service-provider shall have full access to the kitchen, food stock stores, food services and dining areas and their supervision , and custody and control of all keys that allow access to these areas, as well as to lockable furniture, equipment, fixtures and fittings. The service-provider’s access will be limited to those areas and any surrounding buildings and facilities required for the provision of the food service.	
2.3.2	The service-provider shall not use the designated food services facilities or premises, or allow them to be used, for any purpose other than food services under the conditions of this bid, nor will the service-provider be allowed to prepare or serve food at any other premises than the designated premises, <u>unless necessitated by operational requirements and formally approved by WCGHW as a contract expansion.</u>	
2.3.3	The service-provider shall use all furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies, or allow these to be used, economically, only for the purpose for which they are provided , and according to their directions for use. Periodic spot checks may be conducted by MMH’s Contract Manager to ensure that the service-provider’s staff complies with this requirement.	
2.3.4	The service-provider may not remove any MMH property from the premises or location where it is kept, and shall ensure that these are used in a proper manner. MMH 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 MMH for consideration and MMH’s decision regarding its necessity will be final .	
2.3.6	MMH’s Contract Manager accompanied by 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, (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.	
2.3.7	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 .	
2.3.8	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	
2.4.1	Staff management	
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 shall include relief staff in designated positions for day/night shift.	
2.4.1.3	The envisaged minimum (core) food service staffing levels , determined by MMH 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 organizational structure and their expertise must be available to MMH for this bid, these posts must not be included in the total staff complement price.	
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	The service-provider's Catering Manager must be on site every day to maintain standards and handle queries.	
2.4.1.7	Any fluctuation in the service-provider's staff numbers must be approved by WCGHW. Non-compliance must be reported to the appropriate level of hospital management for further action.	
2.4.1.8	The service-provider must employ only South African citizens and/or foreign nationals who obtained permanent South African residency permits , or who are entitled to work in South Africa in the relevant bid sector under South African law.	
2.4.1.9	Wages paid by the service-provider to management and food service staff must not be less than the minimum wage for the category of employee determined and gazetted by the Department of Labour from time to time. Bidders shall furnish proof that the salaries/wages paid to employees comply with this condition.	
2.4.1.10	Time/posting sheets of contract staff must be submitted with the monthly invoice generated for the cost of the catering service.	

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Para	Section 2: Service Specification	Details of offer
2.4	STAFF MANAGEMENT AND TRAINING (continued) The following duly trained contract food service staff are required to be on-site at MMH :	
Table 4 Minimum core food service staff levels		
Post description	Shift/Hours	Staff/shift
Food services manager (FSM'), trained	Mon-Fri; 7:00-16:00 Excl public holidays	1
Food services supervisor , trained	Alternating shift; 7:00-19:00 Incl weekends & public holidays	1
Cook , trained in assistant-chef course	Alternating shift; 7:00-19:00 Incl weekends & public holidays	1
Sub-total of staff excluding Food Services Aids ('FSAs')		5
FSA - Female	Alternating shift, day ; 7:00-19:00 Incl weekends & public holidays	7
FSA - Male	Alternating shift, day ; 7:00-19:00 Incl weekends & public holidays	1
FSA - Female	Alternating shift, night ; 19:00-7:00 Incl weekends & public holidays	2
Sub-total Food Services Aids		20
Total staff		25
2.4.2	Training	
2.4.2.1	All new staff and/or casuals must have been trained before they are allowed to work in the kitchen. All permanent staff should at least be trained on the level of Food Services Aid, Ward Hostess, Chef or Assistant Chef . All ongoing staff training and development must be documented and records to be kept on site.	
2.4.2.2	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 <u>must</u> accompany the bid document. Training programmes shall be instituted from the contract commencement date.	

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Para	Section 2: Service Specification	Details of offer
2.5	PURCHASE AND SUPPLY OF FOOD	
2.5.1	All food purchased and prepared must be Halaal and only Halaal meals shall be provided to patients. The service-provider shall submit without objection to inspections by MMH's Halaal Committee as and when required.	
2.5.2	The service-provider shall arrange for the supply and delivery of all ingredients and food supplies necessary for the proper preparation of all menus in the food specification at his own cost. The service-provider shall also ensure the availability of sufficient reserve food stocks to provide meals to MMH 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 products received from its own suppliers for preparation at MMH comply with the specified quality and adhere to SABS specifications for the handling and preparation of food etc.	
2.5.4	Where required, the service-provider undertakes to submit food to quality and quantity control inspections and testing of menu specifications by the Contract Manager and/or dietician. Where inspections and tests by the SABS or Environmental Health practitioners are required, paragraph 8 of the General Conditions of Contract will apply.	
2.5.5	If the quantity and/or quality of any food or materials supplied to patients does not comply with the standard and specifications in the contract, the contract may be terminated immediately by written notice and without prejudice to any other remedy for breach of contract in terms of paragraph 23 of the General Conditions of Contract.	

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Para	Section 2: Service Specification	Details of offer
2.6	MEAL SERVICE, MENUS & RECIPES	
2.6.1	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 Meal Plan . Failure to comply will invalidate a bidder's offer .	
2.6.2	The bidder must include the following information with the completed bid offer for evaluation; failure to comply will invalidate a bidder's offer : <ul style="list-style-type: none"> - standardised recipes for normal and therapeutic meals, and - a nutritional analysis of all menus. 	
2.6.3	MMH reserves the right to make any reasonable alterations, changes or substitutions to the menus submitted where necessary, in collaboration with and prior approval by the service-provider , provided that such changes remain within budget .	
2.6.4	Once approved by MMH's dietician and the Provincial Food Services Coordinator, 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.	
2.6.5	After the contract's commencement, menus may only be amended with prior approval of MMH's dietician . Changes to the daily menu may only be made in exceptional cases with the prior approval of MMH's dietician and Contract Manager . The service-provider must furnish and display menus reflecting the meal of the day in the food service unit as well as wards .	
2.6.6	MMH 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
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD	
2.7.1	Staff	
2.7.1.1	The service-provider shall ensure that hygiene standards in accordance with SANS 10049: 2019 edition 5 are followed at all times. MMH's Contract Manager and other responsible staff appointed by MMH shall carry out regular health inspections and internal and external audits to ensure the service-provider's compliance with this requirement.	
2.7.1.2	Apart from scheduled 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.	
2.7.1.3	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 . All the service-provider's staff and every newly appointed employee must be vaccinated against hepatitis B by a private clinic or doctor. Proof of the vaccinations of existing staff must be provided to the MMH'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 Standards and verification.	
2.7.1.4	The service-provider shall ensure that a complete uniform and/or protective clothing at his own cost is issued to all service staff-members . All service staff-members must look presentable and be neatly dressed in uniforms and/or protective clothing at all times. The service-provider is responsible for purchasing these uniforms and laundering the non-disposable components.	

Table 5 Minimum uniform requirements

Description	Comments
Chef's jacket & pants/skirt	White only jacket
Shirt/blouse & pants/skirt	White only shirt/blouse
Cloth aprons for cooks	White only
Safety shoes where required, OR Comfortable closed shoes	In terms of Occupational Health & Safety Act 85 of 1993, where applicable
Disposable headgear, gloves, aprons, masks	Masks shall be N95 or disposable surgical , as required (isolation ward, etc)
Freezer jackets, freezer gloves, white gumboots	Must be available as required
Name/identification badges	Must show name, position & company name & be worn at all times

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WCGHSC0097/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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Para	Section 2: Service Specification	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD	
2.7.2	Premises	
2.7.2.1	The service-provider shall ensure that all food service and dining areas 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 MMH’s Contract Manager.	
2.7.2.2	The service-provider shall also oversee pest control , i.e. extermination of insects and rodents in food stock stores and kitchens as or when required, over and above MMH’s monthly pest control services.	
2.7.2.3	The Hospital Task Team will perform a hygiene audit within the 3-year contract period which will measure acceptable hygiene levels at a minimum of 75% . If the service-provider fails to achieve 75% , MMH will indicate the areas that require improvement and may conduct a follow-up audit within the following 48 hours . A fine will be imposed if the service-provider fails to achieve 75% during this subsequent audit.	
2.7.2.4	The Contract Manager together with MMH’s dietician must conduct an annual Food Service Management Assessment utilizing the National Food Service Monitoring Tool approved by WCGHW, during which the service-provider must achieve full compliance with all applicable standards and criteria in this tool. Failure to achieve 100% compliance with non-negotiable vitals on the assessment tool may constitute a breach of contract and may result in the imposition of remedial measures or penalties , as provided in the terms and conditions of this agreement	
2.7.2.5	The service-provider shall purchase and ensure the safe storage and continuous availability of all items listed below that are necessary for the fulfillment of the service and management functions, at his own risk. The amount claimed monthly from MMH for these requirements shall not exceed the accepted amount in the pricing schedule:	
Table 6 Cleaning materials supplied by service-provider		
Category	Cleaning Consumables	
<i>Cleaning accessories</i>	(Colour-coded) cloths, brooms, mops, squeegees,	
<i>Ammonia-free detergents</i>	Dishwashing liquid, dish-washer detergent, bleach, drain-cleaner, etc.	
<i>Insecticide</i>	Multi-purpose aerosol spray for flying & crawling insects	
<i>Consumable items</i>	Cling wrap, paper serviettes, bin liners, refuse bags	
<i>Stationery</i>	Copy paper, printer cartridges, clipboards, pens etc	
<i>Dilution charts, Material Safety Data sheets</i>	Preparation & usage instructions for all chemicals & list of all chemicals utilized in the kitchen must always be available	
2.7.3	Food	
2.7.3.1	The service-provider shall implement and operate an assured, safe catering system based on Hazard Analysis and Critical Control Point (HACCP) , including <u>monthly laboratory testing</u> at the service-provider’s cost. Monthly food samples and swabs of food preparation equipment and working surfaces must be sent to a laboratory for bacterial tests , and results submitted to MMH’s Contract Manager . Food samples of each menu must be tested once a month or as needed.	

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Para	Section 2: Service Specification	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD	
2.7.3	<p>Food (continued)</p> <p>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:</p> <ul style="list-style-type: none"> - examined for expiry date, damage, pest infestation and temperature (maintenance of cold chain), - handled, stored, prepared and cooked appropriately, and - kept at the correct temperature throughout, including when in transit between the food-preparation site and service areas. 	
2.7.3.2	MMH's Contract Manager will conduct regular inspections to monitor the general standard and quantity of food and shall be entitled to instruct the service-provider to rectify any specification breach immediately. Failing this, the contract may be terminated immediately upon written notice, without prejudice to any other remedy in terms of the GCC, para 23 .	
2.8	PENALTIES	
2.8.1	In addition to general penalties for the non-performance of contract services within specified timeframes to which MMH is entitled under paragraph 21 and 22 of the General Conditions of Contract ('GCC'), individual penalties to the value of 1% of the current monthly contract cost per infringement mentioned below and elsewhere in this specification will be imposed on the service-provider for the following infringements:	
Table 7	Infringements	
1.	Failing to provide the dietary requirements of the patient/omission of menu items specified and quoted on the pricing schedules (WCB 3.2)	
2.	Failing to adhere to prescribed mealtimes.	
3.	Serving any food item/dish confirmed by MMH's Contract Manager or dietician as being spoilt, e.g. mouldy bread and fruit, sour milk, spoilt meat etc.	
4.	Water & electricity wastage - leaving taps running when not in use; failing to switch off electrical appliances when not in use.	
5.	Failing to correct weight variations exceeding 10% of specified requirements for individual food items.	
6.	Failing to achieve 75% hygiene level during monthly hygiene audit; failing to correct area of improvement within 48 hours after audit.	
7.	Failing to adhere staff hygiene standards during routine inspections.	
8.	Failing to post the required number of staff per shift in specified or designated areas daily	

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

Para	Section 3: Catering and food specification	Details of offer
3.1	MENU & SERVICE REQUIREMENTS	
3.1.1	Menu and planning	
3.1.1.1	The service-provider shall serve good quality, safe, wholesome and nutritious meals and snacks to all 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 , 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 dietetic specifications for other types of diets are required as illustrated in Therapeutic Meal Guidelines , the service-provider’s dietician must confirm details of such diets/menus, including costs , with MMH’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 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 DAY NO.	SUNDAY 1		MONDAY 2		TUESDAY 3		WEDNESDAY 4		THURSDAY 5		FRIDAY 6		SATURDAY 7	
BREAKFAST														
PORRIDGE	Mealie meal	200 ml	Oats	200 ml	Mealie meal	200 ml	Oats	200 ml	Mealie meal	200 ml	Oats	200 ml	Mealie meal	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g
	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g
PROTEIN DISH	Eggs scrambled	X2	Cheese	30g	Baked beans	30g	Egg mayo	30g	Peanut butter	15g	Eggs scrambled	X2	Cheese	30g
FRESH FRUIT	MAY BE SERVED AT BREAKFAST, LUNCH OR SUPPER ON WEEKDAYS; SERVED WITH BREAKFAST ON SUNDAYS.													
MILK/DAY	Pregnant & lactating women - 600 ml per day. Includes milk allowance for beverages and porridge													
LUNCH														
MAIN COURSE	POULTRY		MINCE		STEW		POULTRY		MEATLESS		MINCE		FISH	
	Roast chicken	120 g	Bobotie/ Curry mince	90 g	Brown stew	120 g	Chicken Hawaii	120 g	Fish casserole	x 4	Cottage pie	180 g	Fried/battered hake Fish fingers	100g 4x25 g
STARCH	Rice	90 g	Rice	90 g	Samp/Rice	90 g	Rice	90 g	Pasta	90 g			Mash	110 g
VEGETABLE 1	Sweet carrots	80 g	Gem squash	½	Butternut	90 g	Nutmeg carrots	80 g	Cauliflower and Broccoli	75 g	Gem squash	½	Mixed veg/ mixed salad	90 g
VEGETABLE 2/ SALAD	Cauliflower/ Broccoli & white sauce	100 g	Mixed veg	100 g	Green beans	80 g	Peas	65 g	Mixed salad	75 g	Green beans	80 g	Beetroot salad	80 g
DESSERT/FRUIT	Fruit whip	50 g												
	Custard	100 ml												
SUPPER														
MAIN COURSE	Stew		MEATLESS		FISH		MINCE		STEW		POULTRY		STEW	
	Green beans Stew	90 g	Bean chili con carne	120 g	Fish cakes	2x50 g	Mexican beef	170 g	Cabbage stew	170 g	Chicken á la King	180 g	Tomato stew	120 g
STARCH	Rice/Samp		Rice	90 g	Mash	110 g			Rice/samp	90 g	Rice	90 g	Rice/Samp	90 g
VEGETABLE/ SALAD	Green Beans in the stew	50 g 50 ml	Peas/ Green salad	65 g 75 g	Broccoli/ Tomato & lettuce salad	65 g	Baby marrow ratatouille/ Corn	80 g	Butternut	90 g	Peas	65 g	Cabbage/ Green salad	75 g 80 g
SOUP	Optional (winter only)													
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g
	Peanut butter	15 g	Jam	15 g	Peanut butter	15 g	Jam	15 g	Peanut butter	15 g	Jam	15 g	Peanut butter	15 g
BEVERAGES & SNACKS														
BEVERAGE 5:00	Tea/ coffee (milk & sugar)													
SNACK 10:00	Tea/ coffee (milk & sugar)		2 slices, brown bread		Margarine	10 g	Peanut butter	15 g		15 g	Plastic-wrapped on plate			
BEVERAGE 15:00	Tea/ coffee (milk & sugar)													
SNACK 21:00	Tea/ coffee (milk & sugar)		2 slices, brown bread		Margarine	10 g	Peanut butter	15 g		15 g	Plastic-wrapped on plate			

Section 3: Catering and food specification

Table 9: 3-WEEK CYCLE MENU - WEEK 2

DAY DAY NO.	SUNDAY 8		MONDAY 9		TUESDAY 10		WEDNESDAY 11		THURSDAY 12		FRIDAY 13		SATURDAY 14	
BREAKFAST														
PORRIDGE	Oats/	200 ml	Mealie meal	200 ml	Oats	200 ml	Mealie meal	200 ml	Oats	200 ml	Mealie meal	200 ml	Oats	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10
	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g
PROTEIN DISH	Eggs scrambled	X2			Baked beans	30g	Egg mayo	30g	Peanut butter	15g	Eggs scrambled	X2		
Beverage	Tea/ coffee (milk and sugar)													
FRESH FRUIT	MAY BE SERVED AT BREAKFAST, LUNCH OR SUPPER ON WEEKDAYS; SERVED WITH BREAKFAST ON SUNDAYS.													
MILK/DAY	Pregnant & lactating women - 600 ml per day. Includes milk allowance for beverages and porridge													
LUNCH														
MAIN COURSE	POULTRY		STEW		FISH		POULTRY		STEW		POULTRY		MINCE	
	Chutney chicken	120 g	Green bean stew	90 g	Fish cakes	2x50 g	Broccoli chicken/ *Chicken stew	180 g 110 g	Pumpkin stew	200 g	Cold chicken roast	120 g	Chilli con carne	120 g
STARCH	Savoury rice	90 g	Rice/samp	90 g	Savoury rice	90 g	Rice	90 g	Rice/samp	90 g	Potato salad	100 g	Rice	90 g
VEGETABLE 1	Sweet pumpkin	80 g			Peas	65 g	*Broccoli	65 g	Braised cabbage/ Coleslaw	80 g 60 g	Carrot salad	75 g	Gem squash	½
VEGETABLE 2/ SALAD	Broccoli	65 g	Carrots	80 g	Butternut	90 g	Warm beetroot/ Beetroot salad	80 g			Mixed salad	75 g	Broccoli & cauliflower	80 g
DESSERT/FRUIT	Jelly whip/	50 g												
	jelly & custard	100 ml												
SUPPER														
MAIN COURSE	MEATLESS		MINCE		STEW		MINCE		PROCESSED		MEATLESS		FISH	
	Macaroni-cheese	150 g	Savoury mince	100 g	Carrot stew	170 g	Spaghetti Bolognaise	160 g	Beef Liver	120g	Vegetable Lasagna	250g	Fish casserole	250 g
STARCH			Rice/ Mash	90 g 110 g	Rice/Samp	90 g			Mash	110g				
VEGETABLE/ SALAD	Mixed salad/ Peas	75 g 65 g	Gem squash	½			Stewed green beans/ 3-bean salad	80 g	Tomato smoor	80g	Tomato	50g	Baby marrow ratatouille	80 g
SOUP	Optional (winter only)													
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g
	Jam	15 g	Peanut butter	15 g	Jam	15 g	Peanut butter	15 g	Jam	15 g	Peanut butter	15 g	Jam	15 g
BEVERAGES & SNACKS														
BEVERAGE 5:00	Tea/ coffee (milk & sugar)													
SNACK 10:00	Tea/ coffee (milk & sugar)		2 slices, brown bread		Margarine	10 g	Peanut butter	15 g		15 g	Plastic-wrapped on plate			
BEVERAGE 15:00	Tea/ coffee (milk & sugar)													
SNACK 21:00	Tea/ coffee (milk & sugar)		2 slices, brown bread		Margarine	10 g	Peanut butter	15 g		15 g	Plastic-wrapped on plate			

Section 3: Catering and food specification

Table 9: 3-WEEK CYCLE MENU - WEEK 3

DAY DAY NO.	SUNDAY 15		MONDAY 16		TUESDAY 17		WEDNESDAY 18		THURSDAY 19		FRIDAY 20		SATURDAY 21	
BREAKFAST														
PORRIDGE	Mealiemeal/	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g
	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g	Jam	15 g
PROTEIN DISH	Eggs scrambled	X2			Baked beans	30g	Egg mayo	30g	Peanut butter	15g	Eggs scrambled	X2		
FRESH FRUIT	MAY BE SERVED AT BREAKFAST, LUNCH OR SUPPER ON WEEKDAYS; SERVED WITH BREAKFAST ON SUNDAYS.													
MILK/DAY	Pregnant & lactating women - 600 ml per day. Includes milk allowance for beverages and porridge													
LUNCH														
MAIN COURSE	POULTRY		FISH		POULTRY		STEW		MINCE		STEW		MINCE	
	Roast chicken	120 g	Baked Fish	120 g	Liquifruit chicken	120 g	Irish stew	170 g	Cold meatballs	2x50 g	Curry stew	120 g	Meat pie (pouring batter)	120 g
STARCH	Glazed sweet potato	100 g	Rice	90 g	Rice	90 g	Rice/samp	90 g	Potato salad	100 g	Rice/samp	90 g	Savoury rice	90 g
VEGETABLE 1	Steamed carrots	80 g	Gem squash	½	Nutmeg carrots	80 g	Gem squash	½	Mixed salad	75 g	Peas	65 g	Mixed veg	90 g
VEGETABLE 2/ SALAD	Peas	65 g	Hawaiian mix/ Mixed salad	75 g	Steamed green beans	80 g			Beetroot salad	80 g	Carrots	80 g	Butternut	90 g
DESSERT/FRUIT	Fruit salad	100 g												
	Custard	100 ml												
SUPPER														
MAIN COURSE	MINCE		STEW		MINCE		MEATLESS		POULTRY		FISH		MEATLESS	
	Beef sausage	100 g	Meat breyani	180 g	Meatloaf/ meatballs	100 g 2x50 g	Vegetable Lasagna	120 g	Chicken-macaroni dish	170 g	Fish smoor (hake)	120 g	Veg quiche/	120 g
STARCH	Mash	110 g			Sweet potato	100 g	Rice	90 g			Rice	90 g	*Mash	110 g
VEGETABLE/ SALAD	Baby marrow ratatouille	60 g	Butternut	90 g	Cut corn	45 g	Tomato Salad	65 g	Green beans	80 g	Gem squash	½	Baby marrow	45 g
SOUP	Optional (winter only)													
BREAD	2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown		2 slices, brown	
SIDE DISH	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g	Margarine	10 g
	Peanut butter	15 g	Jam	15 g	Peanut butter	15 g	Jam	15 g	Peanut butter	15 g	Jam	15 g	Peanut butter	15 g
BEVERAGES & SNACKS														
BEVERAGE 5:00	Tea/ coffee (milk & sugar)													
SNACK 10:00	Tea/ coffee (milk & sugar)		2 slices, brown bread		Margarine	10 g	Peanut butter	15 g			Plastic-wrapped on plate			
BEVERAGE 15:00	Tea/ coffee (milk & sugar)													
SNACK 21:00	Tea/ coffee (milk & sugar)		2 slices, brown bread		Margarine	10 g	Peanut butter	15 g			Plastic-wrapped on plate			

Section 3 – Catering and food specification

Table 10 Provincial summer menu for high-protein diet

Meals & snacks	Serving time	Food items
EARLY MORNING BEVERAGE	5:00	Tea/coffee with 2% low fat milk & sugar/sweetener
BREAKFAST	Between 08:00-08:30	*Fruit
		Cooked porridge with milk & sugar, 6 days
		Dry cereal with milk and sugar, once weekly
		Protein dish e.g. scrambled eggs
		2 Slices brown bread with margarine & jam
		Tea/coffee with 2% low fat milk & sugar/sweetener
MID-MORNING SNACK	10:00	2 Slices brown bread with margarine and peanut butter
		Tea/coffee with milk & sugar
LUNCH	Between 12:00-12:30	Soup, optional, winter only
		Protein main dish
		Starch
		2 Vegetables/1 vegetable & 1 salad
		*Fruit, except on Sundays
		Dessert, Sundays only
MID-AFTERNOON SNACK	15:00	2 Slices brown bread with margarine & peanut butter
		Tea/coffee with 2% low fat milk & sugar/sweetener
SUPPER	Between 16:30-17:00	Soup, optional, winter only
		Protein main dish
		Starch
		1 Vegetable/1 salad
		2 slices brown bread with margarine & spread (jam, peanut butter)
		Tea/coffee with 2% low fat milk & sugar/sweetener
LATE-NIGHT SNACK	21:00	2 Slices brown bread with margarine & peanut butter
		Tea/coffee with 2% low fat milk & sugar/sweetener

* Fruit may be served interchangeably either at breakfast, lunch or supper on weekdays, and shall be served at breakfast on Sundays.

Table 11.1 Therapeutic meal guidelines - High-protein diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition</p> <p>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. - Providing bigger protein portions of the full diet <p>Indications</p> <p>To provide nutrition to pregnant and lactating mothers with a higher energy requirement.</p>	<p>See proposed meal plan for high protein diet under Menu A, item 1 on form WCBD3.2.</p>	<p>No specific food/extras excluded. Based on full adult diet with increased protein.</p>

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Section 3: Catering and food specification

Table 11.2 Therapeutic meal guidelines - Diabetic diet

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-</p> <ul style="list-style-type: none"> - with Diabetes Type 1 - with Diabetes Type 2 - with Gestational Diabetes, and - with Impaired Glucose Tolerance <p>See Glycaemic Index overleaf.</p>	Milk & milk products	
	Semi-skimmed, skimmed milk, soy milk, fresh, powdered or long-life milk. Unsweetened yoghurt, low-fat cottage cheese & soft cheese, reduced fat hard/ sliced cheese	Sweetened milk products Regular fat cheese
	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	Sweetened beverages - tea/coffee, iced tea, fruit juice & fruit shakes, Carbonated beverages
	Eggs	
	Soft boiled, poached or scrambled eggs, omelettes	Fried eggs
	Fats & oils	
	Plant based oils - sunflower, canola, grapeseed, olive, e.g. for spreads and dressings	No fried food, butter, salad cream, salad dressing & mayonnaise
	Meat, fish & poultry	
	Lean red meat, lean mince Fish boiled, steamed Chicken & other poultry without skin	Fatty, processed & grilled meat, fish & poultry
	Fruit & vegetables	
	All fresh fruit, deciduous - apples, pears, apricots and citrus (oranges, naartjies) In moderation - tropical fruit e.g., banana, pineapple & litchi. In controlled portions – grapes	Fruit canned in syrup Sweet melon & watermelon Dried fruit, dried fruit rolls
	Vegetables – fresh raw vegetables steamed, roasted or grilled, frozen vegetables steamed.	Canned vegetables, vegetables cooked with sugar/sweetened
	Bread & grains	
	Whole-wheat, granary, and crushed wheat bread, seed-loaf, whole meal pitas & tortillas, oatcakes, rye biscuits, digestive biscuits Cereal/porridge – low fat, unfrosted high fibre cereals, oats, bran, muesli	Regular white, bread; bread rolls & baked goods made with cake, flower & added sugar, plain crackers Processed cereals, cereal without wholegrains
	Dessert, sweets, spreads	
	Diabetic jelly and custard Sugar free jam - Naturelite, St Dalfour Raw honey	Sugar-containing puddings and cakes, regular jelly Commercial honey
	Seasoning	
	Dry herbs & seasoning in moderation, gravy	Salt, spices/seasoning containing salt

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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 e.g. 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 11.3 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. 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 who are transitioning from a clear fluid diet.</p>	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 juices, fruit squash, fruit shakes without fibre/pieces.	
	Eggs	
	In soup & custard	
	Bread & grains	
	Porridge – thin, strained liquid porridge	
	Soup	
	Strained soup and broth	
	Dessert, sweets, spreads	
	Jelly, custard, ice cream sugar, syrup, honey	

Table 11.4 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 – - preparing for bowel surgery. - in Stage 1 diarrhoea feeding programme, and -- who cannot yet tolerate solid food after surgery.</p>	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	
	Fat-free broth, bouillon/consommé, e.g., Bovril	
	Dessert, sweets, spreads	
	Plain jelly	

IMPORTANT

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

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Section 3: Catering and food specification

Table 12 Portion specifications

Meals & snacks	Food items	Quantity specified
EARLY-MORNING BEVERAGE	Tea/coffee	1.5-2.5 g
	Milk, 2% low fat	40 ml
	Sugar/sweetener	10 g/1 sachet
BREAKFAST	Fruit juice, 100%, tartrazine-free	125 ml
	Pre-packed yoghurt/ ripe, user-friendly fresh fruit e.g., apple, banana/ Stewed fruit	80 ml/ 1 portion 1 portion
	Cooked porridge - Monday-Saturday	125 ml/40 g
	Dry cereal - Sunday	
	Milk, 2% low fat	125 ml
	Sugar/sweetener	10 g/1 sachet
	Brown bread	2 slices
	Margarine/butter	1-2 x 8 g
	Jam	15 g
	Tea/coffee	1.5-2 g
	Milk, 2% low fat	40 ml
	Sugar/sweetener	10 g/1 sachet
MID-MORNING SNACK	Tea/coffee	1.5-2.5 g
	Milk, 2% low fat	40 ml
	Sugar/sweetener	10 g/1 sachet
	Brown bread with margarine and peanut butter, 2 slices	13-15 g
LUNCH	Protein dish	120-150 g
	Gravy	60 ml
	Starch	1 portion
	Vegetables in season	1 portion
	Salad in season	1 portion
	Commercially packed salad dressing in sachet	15 ml sachet
	Dessert - once a week	80 g
	Tea/coffee	1.5-2.5 g
	Milk, 2% low fat	40 ml
	Sugar/sweetener	10 g/1 sachet
MID-AFTERNOON BEVERAGE	Tea/coffee	1.5-2.5 g
	Milk, 2% low fat	40 ml
	Sugar/sweetener	10 g/1 sachet
SUPPER	Soup, optional, winter only	200 ml
	Protein dish	1 portion
	Starch	1 portion
	Vegetables in season	1 portion
	Salad in season	1 portion
	Commercially packed salad dressing in sachet	15 ml sachet
	Tea/coffee	1.5-2.5 g
	Milk, 2% low fat	40 ml
	Sugar/sweetener	10 g/1 sachet
	Fresh fruit	10 g
LATE-NIGHT BEVERAGE	Tea/coffee/hot chocolate	1.5-2.5 g
	Milk, 2% low fat	40 ml
	Sugar/sweetener	10 g/1 sachet
LATE-NIGHT SNACK	Brown bread	2 slices/20 g
	Margarine	8 g
	Cheese, sliced or grated/commercially sliced & wrapped cheese/peanut butter	20 g

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Section 3: Catering and food specification

Table 13 Portion sizes

Food items/dishes	Portion size/weight	Food items/dishes	Portion size/weight
Porridge & cereal		Vegetables (continued)	
Mealie Meal	200 ml	Gem squash	½
Oats	200 ml	Green beans, stewed	80 g
Cornflakes	40 g	Hawaiian mix	75 g
Oats	40 g	Mixed vegetables	90 g
Bread products		Peas	65 g – 80 g
Bread, sliced	35 g	Pumpkin, sweet	80 g
Bun/roll, whole-wheat/white	50 g	Starches	
Eggs		Potatoes, mashed	110 g
Boiled/fried/poached	1 egg	Rice, plain white	90 g
Scrambled	2 eggs	Rice, savoury	90 g
Fruit juice		Samp	90 g
Apple juice	½ cup/135 ml	Sweet potato, glazed	100 g
Fruit juice blend 100%	80 ml	Mince	
Grape juice	100 ml	Bobotie/curried mince	90 g
Guava juice	½ cup/135 ml	Chilli con carne	120 g
Mango juice	½ cup/135 ml	Cottage pie	180 g
Orange juice	½ cup/135 ml	Meatballs	50 g x 2/100 g
Pear juice	½ cup/135 ml	Meatloaf	100 g
Canned fruit, Choice Grade		Mexican beef	170 g
Apricot, halves	± 70 g/4 halves	Savoury mince	100 g
Apple, pie	90 g slice/1 serving	Spaghetti bolognaise	160 g
Fruit cocktail	150 g/187 ml/¾ cup	Stew	
Guava, halves	2 x 90 g/180 g	Brown Stew	120 g
Pear, halves	2 x 62.5 g/125 g/½ cup	Cabbage Stew	170 g
Pineapple, rings	2 x 50 g rings/½ cup	Carrot Stew	170 g
Pineapple, pieces	135 g/187 ml/¾ cup	Beef Stew	120 g
Dried fruit		Green Bean Stew	90 g
Stewed dried fruit	50 g	Irish Stew	170 g
Apricots, cooked	80 g	Pumpkin stew	200 g
Apple rings, cooked	80 g	Tomato Stew	120 g
Pears, cooked	80 g	Chicken	
Raisins	30 g	Broccoli chicken	180 g
Fresh fruit		Chicken á la King	180 g
Apple, Grade 1	1 small/130 g	Chicken macaroni dish	170 g
Apricot, Grade 1	medium/ 2 x 35g	Chicken stew	110 g
Banana, Grade 1	1 small/180 g	Chutney chicken	120 g
Fruit salad	100-125 g/½ cup	Hawaiian chicken	120 g
Grapes, Standard Grade	100 g	Liqui-fruit chicken	120 g
Naartjie, Choice Grade	2 medium/150 g	Roast chicken, warm/cold	120 g
Orange, Choice Grade	1 medium/180 g	Fish	
Pear, Choice Grade	1 small/100 g	Battered fish	100 g
Peach, Choice Grade	180 g	Fish cakes, hake	2 x 50 g /100 g
Pineapple, Choice Grade	3 thin slices/135 g	Fish cakes,	2 x 50 g /100
Watermelon, Choice Grade	1 wedge/250 g	Fish fingers	2
Salad		Fish casserole	250 g
Baked bean salad	75 g	Fish stir-fry	120 g
Beetroot salad	80 g	Fish smoor	120 g
Green salad	80 g	Fish tart	120 g
Mixed salad	75 - 90 g	Meatless & processed	
Potato salad	90 g	Assorted cold meat	4 slices
Rice salad	70 g	Beef sausage	100 g
Sliced fresh tomato	50 g	Macaroni & cheese	150 g
Three-bean salad	80 g	Macaroni & vegetable bake	150 g
Tomato & lettuce salad	65 g	Vegetable quiche	120 g
Vegetables		Meat dishes	
Baby marrow ratatouille	80 g	Liver, braised	120 g
Baby marrows	45 g	Meat breyani	180 g
Beetroot, warm	80 g	Meat pie with pouring batter	120 g
Broccoli	65g - 80 g	Gravies & sauces	
Broccoli & cauliflower	80 g	Chicken/meat gravy	50-80 ml
Broccoli & white sauce	65 g – 80 g	Tomato relish	50 ml
Butternut	90 g – 100 g	Dessert	
Cabbage	65 g – 80 g	Fruit whip/jelly whip/jelly plain	50 ml
Carrots, steamed	80 g	Custard	100 ml
Carrots, sweet/nutmeg	80 g		
Cauliflower & white sauce	100 g		
Corn/cut corn	45/65 g		

Section 3: Catering and food specification			
Table 14 Recommended dietary allowance (RDA) or Dietary Reference Intake (DRI) of macro and micronutrients			
Nutrients	Adults - 23-55 yrs	Pregnant and lactating women:	TB Adult
Kilojoules	6 300-8 400 kj	10 000 – 12 000	9 600-12 000 kj
Carbs	206-272 g	175 – 210 g	136-287 g
Protein	56-99 g	71 g	54-115 g
Fat	41-55 g	41-55 g	36-76 g

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

Para	Section 3: Catering and food specification	Details of offer																				
3.1	MENU & SERVICE REQUIREMENTS (continued)																					
3.1.2	Daily diet list and patient menus																					
3.1.2.1	At 7:15 daily: <ul style="list-style-type: none">- MMH'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; and- when MMH's nursing staff have finalised the updated bed/diet list, they must inform the service-provider of any patients with allergies and/or preferences and furnish all the correct patient diets. MMH shall keep a copy of the diet list on ward level for reference purposes.																					
3.1.2.2	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 contractor shall be 7:30 for lunch and 14:00 for dinner, failing which <u>soup and 2 slices of buttered bread</u> will be issued in the place of late meal orders.																					
3.1.2.3	The service-provider shall supply in-between snacks and beverages to wards 4 times daily , according to patient requirements. Food Service Aids (FSAs) shall prepare all scheduled in-between snacks and beverages and serve patients according to individual needs. The service-provider's staff may not use these supplies to prepare their own beverages and the beverage service is not available to hospital staff or visitors .																					
3.1.2.4	The service-provider's FSAs shall fill water jugs from 07:00 to 18:00 daily or as required. Ice shall be supplied by the kitchen where necessary.																					
Table 15	Meal and beverage service times – daily, 7 days/week																					
	<table><tr><th>Meal & snack</th><th>Service time</th></tr><tr><td>Breakfast</td><td>Between 8:00-8:30</td></tr><tr><td>Lunch</td><td>Between 12:00-12:30</td></tr><tr><td>Supper</td><td>Between 16:30-17:00</td></tr><tr><td>In-between snacks</td><td>At 10:00 & 21:00</td></tr><tr><th>Beverage</th><th>Service time</th></tr><tr><td>Early morning</td><td>At 5:00</td></tr><tr><td>Mid-morning</td><td>At 10:00</td></tr><tr><td>Mid-afternoon</td><td>At 15:00</td></tr><tr><td>Late-night</td><td>At 21:00</td></tr></table>	Meal & snack	Service time	Breakfast	Between 8:00-8:30	Lunch	Between 12:00-12:30	Supper	Between 16:30-17:00	In-between snacks	At 10:00 & 21:00	Beverage	Service time	Early morning	At 5:00	Mid-morning	At 10:00	Mid-afternoon	At 15:00	Late-night	At 21:00	
Meal & snack	Service time																					
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Mid-morning	At 10:00																					
Mid-afternoon	At 15:00																					
Late-night	At 21:00																					

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Para	Section 3: Catering and food specification	Details of offer
3.1	MENU & SERVICE REQUIREMENTS (continued)	
3.1.3	Special meal and beverage requirements:	
3.1.3.1	Travelling patients <ul style="list-style-type: none"> - Meal provisions are supplied to travelling patients according to the number of meals they will require during their journey. - Meals must be ordered <u>in advance</u>, at least 2 hours before the patient's departure. 	
Table 16.1 Example of menu for travelling patients		
Food/beverage	Example	Portion size
Eggs	Boiled egg	1 egg
Cheese	Grated, diced, portions	25 g
Milk	Long-life milk	200 ml
Meat	Meat loaf/meat balls	60-90 g
Fruit/fruit juice	Fresh fruit in season/100% fruit juice	150 g/200 ml
Bread	Brown bread	4 slices
Spread	Peanut butter	15 g
Table 16.2 Example of lunchbox		
Protein	Boiled egg/meat balls	
Starch	4 slices of bread with spread e.g jam/peanut butter/cheese	
Fruit	User-friendly seasonal fruit/fruit juice	
3.1.3.2	Lodger mothers, late admissions & patients awaiting discharge An economical meal may be issued to any persons in these categories.	
Table 16.3 Example of economical meal		
Breakfast	Large portion (350 ml) of porridge with 2% low fat milk and sweetener. Tea/coffee with 2% low fat milk and sweetener	
Lunch	Large portion (350 ml) of thick vegetable soup with 2 slices of buttered bread.	
Supper	Large portion (350 ml) of thick vegetable soup with 2 slices of buttered bread.	
3.1.3.3	Breast-feeding/Kangaroo mothers Healthy breast-feeding and Kangaroo mothers will be entitled to the high-protein diet. Diabetic breastfeeding mothers will receive a full diabetic diet including a late-night snack and an additional snack at 5:00.	
3.1.3.4	Day wards and outpatients Meals to these patients will be served at the discretion of MMH's management at the applicable tariff according to the meal schedule .	

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Para	Section 3: Catering and food specification	Details of offer
3.2	FOOD REQUIREMENTS	
3.2.1	Islamic considerations	
3.2.1.1	Food services provided for this bid, and food used in meals for Muslim patients must conform to the laws of Islam for the preparation and serving of food and must bear the Halaal mark of the Muslin Judicial Council ('MJC') or any other recognized Islamic certification body (ICSA/HWMEM, etc.).	
3.2.1.2	A valid Halaal certificate provided by the relevant Islamic certification body must always be displayed in the food service area , and kitchen utensils and appliances used for the preparation of Halaal meals must be clearly identified, washed and stored separately from other utensils.	
3.2.1.3	According to Islamic jurisprudence, different food has degrees of suitability , which influence their lawful use. Where the guidelines and specifications further on refer to food that are forbidden to members of the Muslim faith, they must be avoided .	
Table 17.1 Islamic terminology for degrees of food suitability		
Term	Description	
Halaal	Completely lawful	
Haraam	Absolutely forbidden	
Makrooh	Abominable	
Makrooh tanzih	Mildly disapproved, but nonetheless lawful; close to Halaal	
Makrooh tahrimi	Severely disapproved, but nonetheless lawful; more observant Muslims will abstain from such products because they are close to Haraam	
Mubah	Neutral or indifferent; may be consumed or avoided	
Table 17.2 Islamic terminology as applicable to basic food groups		
Food group	Requirement/suitability	
Meat	Sheep and cattle must be slaughtered in accordance with the applicable religious laws. Pork, blood and carrion are absolutely forbidden	
Poultry	Chickens and other poultry must be slaughtered in accordance with the applicable religious laws.	
Fish	Completely lawful	
Eggs	Completely lawful	
Fats/oils	Plant and vegetable fats/oils are completely lawful. Animal fats are subject to certain constraints.	
Fruit & vegetables	Completely lawful raw or cooked, dried, canned or preserved, provided that no Haraam ingredient was added during processing.	
Alcohol & alcohol-containing products	E.g. flavouring essences are absolutely forbidden. Vinegar is lawful.	

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Para	Section 3 - Catering and food specification	Details of offer
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 flavouring and food-safety preservatives , but no nitrates , may be added to processed meat products,	
A.6	No amount of grain products or any other fillers (fat, rusks, soya, water, offal, etc.), spices or flavouring and food safety preservatives may be added to fresh meat products.	
A.7	The minimum required mass specified is cooked edible mass only , and excludes bone, fat and skin .	
A.8	The total animal fat content of all meat products shall not exceed 10% (i.e. only 10% or 1-3mm visible fat)	
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	BEEF SAUSAGES	
3.2.2.2.1	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. No bone, cartilage or grit may be present.	
3.2.2.3	BOEREWORS	
3.2.2.3.1	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. No bone, cartilage or grit may be present.	

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Para	Section 3 - Catering and food specification	Details of offer
3.2.2.4	CUBED BEEF	
3.2.2.4.1	The product shall consist of lean beef with a 1-3 mm fat layer , in 30 x 30 x 30 mm cubes.	
3.2.2.5	POULTRY	
3.2.2.5.1	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, not frozen.	
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.	
3.2.2.6	HADDOCK	
3.2.2.6.1	The product must be cured but not heavily brined, with a bright colour and thin, shiny pellicle.	
3.2.2.7	FROZEN FISH CAKES	
3.2.2.7.1	The products must contain at least 90% fish, not more than 6% cereal and starch products or more than 1.5% salt & mild seasoning.	
3.2.2.8	TINNED FISH	
3.2.2.8.1	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 contractor. All dairy products shall comply with Government Notice R520 dated 5 April 1973 and any applicable amendments issued.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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Para	Section 3 - Catering and food specification	Details of offer
C.	<i>Milk, dairy products and eggs (continued)</i>	
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 	
3.2.2.9	FRESH AND POWDERED MILK	
3.2.2.9.1	Only pasteurized 2% low fat milk or skim milk shall be used for patients .	
3.2.2.9.2	If powdered milk is used, it must be reconstituted according to the manufacturer's directions, e.g. 100 g skim milk powder per litre of water.	
3.2.2.10	CHEESE	
3.2.2.10.1	Where cheese is included in the menu, it shall be either cheddar, gouda or cottage cheese.	
3.2.2.11	PLAIN YOGHURT AND BUTTERMILK	
3.2.2.11.1	Where plain yoghurt and buttermilk are included in the menu, the products provided shall be commercially prepared.	
3.2.2.12	ICE CREAM	
3.2.2.12.1	Ice cream shall conform to local health regulations and/or SABS 510/1954 and any applicable amendments issued.	
3.2.2.13	EGGS	
3.2.2.13.1	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>	
3.2.2.14	BREAD	
3.2.2.14.1	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 . A slice of bread shall be a minimum of 35 g .	

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Para	Section 3 - Catering and food specification	Details of offer
E.	<i>Spreads for bread</i>	
3.2.2.15	MARGARINE, JAM AND PEANUT BUTTER	
3.2.2.15.1	Yellow medium fat margarine may be served as spread with bread.	
3.2.2.15.2	Jam shall be South African First Grade quality in accordance with Government Notice 1898 dated 22 October 1971 as amended.	
3.2.2.15.3	Peanut butter can be smooth or chunky and must be afatoxin-free .	
F.	<i>Beverages</i>	
3.2.2.16	COFFEE	
3.2.2.16.1	Ground coffee or instant coffee granules may be used. In each case, the amount of South African chicory shall not exceed 25% of the product's composition.	
3.2.2.17	TEA	
3.2.2.17.1	Good quality Ceylon-type blended tea or Choice Quality Rooibos tea shall be used.	
3.2.2.18	FRUIT JUICE	
3.2.2.18.1	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>	
3.2.2.19	CUSTARD POWDER	
3.2.2.19.1	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>	
3.2.2.20	PULSES	
3.2.2.20.1	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 afatoxin levels should not exceed 10 mg/kg .	
I.	<i>Fruit and vegetables</i>	
3.2.21.1	All fresh fruit and vegetables shall be sound and of a good quality and standard.	
3.2.2.1.2	Fresh fruit shall be <u>Choice or Standard Grade</u> quality.	
3.2.2.1.3	Frozen vegetables shall be <u>Choice Caterer's Grade</u> quality.	
3.2.2.1.4	Tinned fruit and vegetables must be <u>Choice or Standard Grade</u> quality and comply with Regulation 908/1977 of the Foodstuffs, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) relating to the marking and labelling of packaging. No tins must be damaged, dented or leaking.	

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Para	Section 3 - Catering and food specification		Details of offer
Table 18	Quality standards for selected foods		
	Product	Latest issue of standard	
	Baking powder	CKS 138	
	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	Complies/Doesn't comply Mark with C or DNC																								
	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																									
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																									
	WCGHW will request and verify compulsory evaluation documents from paragraph 4.1.2.1. to 4.1.2.14 , or acceptable, well-motivated written explanations where deviations occur, from the preferred bidder when such service-provider has been determined . Failure to comply with either of these requirements will lead to exclusion of the offer .																									
(a)	Please answer every question by marking marking ‘Yes’ or ‘No’ with an X where applicable. Only bidders who comply with the following requirements in this section will be considered for acceptance. Bidders are therefore required to declare their compliance at the end of this section.																									
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: 10px;"> <p style="text-align: center;">WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</p> <p style="text-align: center;">BID OPENED @ 11:00</p> <p style="text-align: center;">3 OCT 2025</p> <p>1) 2)</p> <p style="text-align: center;">SIGNED SIGNED</p> </div> <table border="1"> <thead> <tr> <th colspan="4">Mark ‘Yes’ or ‘No’ with 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 X where applicable				Yes		No		Yes		No		Yes		No		Yes		No		Yes		No	
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Yes		No																								
4.1.2.2	Compensation for Occupational Injuries and Diseases Act (COIDA), Act 130 of 1993 <ul style="list-style-type: none"> - Is the bidder registered with the Commissioner for COID? 	<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? 	<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? 	<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	Occupational Health and Safety Act, 1993 (Act 85 of 1993) and Regulations <ul style="list-style-type: none"> - Is the bidder prepared to accept full responsibility in terms of Section 37(2) of the Act? 	<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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Para	Section 4: Special Conditions	Details of offer
4.1.2	Compulsory evaluation documents – declaration/affidavit (continued)	Mark ‘Yes’ or ‘No’ with X where applicable
4.1.2.6	Skills Development Levies Act (9 of 1999) - Is the bidder registered with SARS, and has it been specified during registration under which Sector Education and Training Authority (SETA) their business resides?	Yes No Yes No
	If your response is no, please provide a written reason in your bid offer.	Yes No
4.1.2.7	Public Liability Insurance - Is the bidder registered for public liability insurance, and can proof be provided? - The successful service-provider shall maintain public liability insurance with a minimum cover of R5 000 000 for the full duration of the contract. Proof of such insurance must be submitted to WCGHW prior to commencement of the service. The service-provider shall ensure that the insurance policy remains valid for the entire contract period and shall provide updated proof of renewal upon request by WCGHW. Failure to provide proof within the required timeframe may result in withdrawal of the award and appointment of an alternative service-provider.	Yes No Yes No Yes No
4.1.2.8	SABS/SANS 10049:2019/ISO compliant - Can the bidder prove that all food supplied to MMH comply with the specified quality standard and adhere to SABS specifications for the handling and preparation of food.	Yes No Yes No
4.1.2.9	Value Added Tax (VAT) - Is the bidder VAT registered?	Yes No Yes No
4.1.2.10	Tax Clearance Certificate - Is the bidder registered with SARS for Tax?	Yes No Yes No
4.1.2.11	SABS/SANS 10049:2019/ISO compliant - Can the bidder prove that all food supplied to MMH comply with the specified quality standard and adhere to SABS specifications for the handling and preparation of food	Yes No Yes No
4.1.2.12	Compliant with the Health Act, 2003 (Act 61 of 2003), Regulation 638, “Regulations Governing General Hygiene Requirements for Food Premises, the Transport of Food and Related Matters”, 2018 - The successful bidder must apply for a Certificate of Acceptability (CoA) immediately after taking over MMH’s kitchen. The contract manager must be furnished with proof of application within 2 weeks of occupancy. Until the local authority (municipality) issues the CoA, all updates/correspondence must be shared with the contract manager continuously.	Yes No Yes No
4.1.2.13	Halaal certification - Can the bidder prove that all food supplied to MMH is Halaal certified, i.e. possess a current, valid Halaal certificate issued by a recognised Islamic certification body (e.g. MJC, ICSA, HWMEM, etc.) for the handling and preparation of food in accordance with Islamic laws. - If not, the successful bidder must apply for the Halaal certification within 2 weeks of occupancy.	Yes No Yes No Yes No
4.1.2.14	FEDHASA or similar Hospitality Association membership A copy of your current, valid membership certificate	Yes No Yes No

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DECLARATION

Name of company/ entity:

VAT registration number:

Company Registration number:

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

Signature:.....

.....

FULL NAMES: Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:..... Place

Business Address:

.....

.....

.....

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Para	Section 4 - Special Conditions	Details of offer			
4.1.3	Other compulsory evaluation documents	Mark 'Yes' or 'No' with X where applicable.			
	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	Experienced in providing goods in the Public Health Sector	Yes		No	
	- Proof of a least 2 years' appropriate experience providing patient catering services within government health facilities . Please provide quotation/contract numbers to support this information.	Yes		No	
	- Reference letters and contact details of 3 clients , attesting to the bidder's ability to provide a professional, punctual, reliable and cost-effective service , a sound accounting process and suitable contingency plans in emergencies.	Yes		No	
4.1.3.2	Able to provide competent staff	Yes		No	
	- Certified copies of the qualification of the Food Services Manager, Food Services Supervisors, dietician and cooks.	Yes		No	
	- 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'.	Yes		No	
	- The Food Services Manager, Food Services Supervisors, dietician and cooks must each have a certificate of proof of formal training , either in-house or by an outsourced company.	Yes		No	
4.1.3.3	Able to provide a standard menu	Yes		No	
	- A proposed standard 3-week cycle menu with winter and summer menus for all diets, high-protein as well as therapeutic , must be provided, based on the provincial menu. All portion sizes must be included on the menus. Failure to comply will invalidate a bidder's offer.	Yes		No	
4.1.3.4	Able to provide standardised recipes	Yes		No	
	- All recipes for the proposed 3-week winter and summer cycle menu for high protein and therapeutic diets based on the provincial menu must be submitted with each bid. Failure to comply will invalidate a bidder's offer.	Yes		No	
4.1.3.5	Able to provide nutritional analysis of all menus	Yes		No	
	The bidder must submit a complete nutritional analysis for all high protein and therapeutic winter and summer diets in the proposed 3-week cycle menu. Failure to comply will invalidate a bidder's offer.	Yes		No	
4.1.4	Applicable Acts				
	Acts applicable to this bid that should be read in conjunction with the specification include, but are not limited to:	Complies/Doesn't comply Mark with C or DNC			
4.1.4.1	The Constitution of the Republic of South Africa (Act 108 of 1996)				
4.1.4.2	The Employment Equity Act (Act 55 of 1998)				
4.1.4.3	The Labour Relations Act (Act 66 of 1995)				
4.1.4.4	The Basic Conditions of Employment Act (Act 75 of 1997)				
4.1.4.5	Occupational Health and Safety Act (Act no 95 of 1993) and regulations				
4.1.4.6	Occupational Injuries and Diseases Act (Act 130 of 1993),				

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Para	Section 4 - Special Conditions	Details of offer
4.1.4	Applicable Acts (continued)	Complies/Doesn't comply Mark with C or DNC
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.	
4.2.	BRIEFING SESSION	
4.2.1	All prospective bidders are invited to attend a compulsory briefing (information) session and site inspection ('walk-about') at MMH . A 10-minute allowance from the starting time will be made after which the doors of the meeting venue will be locked. Late bidders will not be allowed to enter the venue and will be excluded. Failure to attend will invalidate a bidder's offer.	
4.2.2	Bidders must sign an attendance register at both the information session and the compulsory site inspection. The register will be provided at the venues on the meeting day and will be forwarded to Sourcing by the institution after the meeting as proof that the bidder attended the information session and site inspection.	
4.2.3	Venue: Lecture room 7&8, Admin Block Mowbray Maternity Hospital 12 Hornsey Road MOWBRAY 7700 Date and time: 17 September 2025 @ 11:00 Contact person: Mr Elton Swanepoel Tel no: (021) 659 5567 E-mail: elton.swanepoel@westerncape.gov.za	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
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Para	Section 4 - Special Conditions	Details of offer
4.3.	PRICING	
4.3.1	The bidder undertakes to provide the services specified to MMH 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 WCGH negotiate with any party regarding alternative methods of calculating the cost of the service.	
4.3.2	Bid prices must be firm 3-tier prices , where all annual escalations that may be reasonably expected (e.g. labour such as an annual wage increase mandated by the Department of Labour , food & transport cost, inflation) have been incorporated into the prices for each year of the contract, and must include VAT. <u>No additional requests for increases will be considered, therefore, during the contract term.</u>	
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: - 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 this bid, bidders who are not yet registered for VAT are required to submit an offer that factors in the possibility that they may need to register for VAT due to the value of the total offer and/or any price adjustments that may follow during the contract period.	<div style="border: 1px solid black; padding: 5px;"> <p>WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</p> <p>BID OPENED @ 11:00</p> <p>3 OCT 2025</p> <p>1) 2)</p> <p>SIGNED SIGNED</p> </div>
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 catering service.	
4.4.2	The accounting period shall be from the first day to the last day of each month. Accounts received by MMH for the food service must be remitted within 30 days of receipt of an accurate, certified account . MMH does not accept responsibility for delays in payment due to the submission of inaccurate accounts.	
4.4.3	The service-provider shall provide food on an all-risk basis and MMH will only pay for <u>actual</u> meals and beverages issued to patients. The amount claimed from MMH for meals served shall not exceed the amount in the pricing schedules , forms WCBD3.2, subject to the provisions under Pricing. This will enable MMH's Contract Manager to monitor and keep account of <u>all meals, snacks and beverages actually served</u> on each occasion to patients in terms of the contract.	
4.4.4	The service-provider must provide MMH with a document to verify patient meals served per month. Monthly payment claims for meals must be submitted to MMH's Contract Manager on the service-provider's official invoices by the 2nd weekday of the next month and must be supported by the schedules reflecting the total number of meals served and their cost . The service-provider must submit a monthly report detailing the meal evaluation forms, of which the requirements will be made available to the successful bidder.	

WCGHSC0097/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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Para	Section 4 - Special Conditions	Details of offer
4.5.	BID EVALUATION	
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 2 years’ experience and knowledge of patient catering services in a public and/or private sector health environment. Only recognised, reputable catering service-providers with proof of experience in the provision of hospital catering services 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 current 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 MMH as compensation for any loss resulting from the service-provider’s failure to complete his obligations under the contract.	
4.6.3	If the prospective service-provider fails to comply with this requirement, the Directorate Supply Chain Management at Head Office is entitled to terminate the contract without prejudice to any other rights it may have, and to recover any damages suffered due to this failure and the need to accept a less favourable bid for the catering service.	
4.6.4	The type of financial guarantee shall be valid for the duration of the contract and shall be in the currency of the contract , or a freely convertible currency acceptable to the end-user and shall be in one of the following forms, in accordance with <u>paragraph 7.1 of the General Conditions of Contract</u> : <ul style="list-style-type: none"> - a bank guarantee or an irrevocable letter of credit issued by a reputable bank in the end-user’s country or in a foreign country acceptable to the end-user, in the form provided in the bid documents or another form acceptable to the end-user; OR - a cashier’s or certified cheque 	

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Para	Section 4 - Special Conditions	Details of offer
4.7	LIAISON	
4.7.1	The service-provider must have the full-time services of (a) fully qualified dietitian(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	MMH shall appoint a Contract Manager and the service-provider shall appoint a Catering Manager who shall form a communication link between the patients, MMH 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 MMH 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 MMH for the duration of the contract, within 14 days before the contract starts.	
4.7.5	To promote efficient liaison between MMH and the 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 its nearest office to the location of the contract, and - confirmation that the in-house Catering Manager is stationed at this office, and that the dietician will visit MMH every 2 weeks. 	
4.8	PUBLIC LIABILITY AND INSURANCE INDEMNITY	
4.8.1	The service-provider shall indemnify MMH and hold it harmless against:	
4.8.1.1	any damage to MMH'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 MMH's property by the service-provider,	
4.8.1.2	legal liability for any claims that may be made against MMH 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 MMH'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 MMH 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 MMH'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 MMH 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 MMH's property by the service-provider.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

3 OCT 2025

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WCGHSC0097/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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Para	Section 4 - Special Conditions	Details of offer
4.8	PUBLIC LIABILITY AND INSURANCE INDEMNITY (continued)	
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 MMH 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 MMH.	
4.8.4	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.	
4.8.5	This bid will be accepted on condition that MMH 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 MMH may sustain due to the termination of the contract and the appointment of another service-provider.	
4.9	SECURITY	
4.9.1	The service-provider must supply a list with the names of all his staff at MMH to MMH’s Contract Manager for security purposes. Any personnel changes must be reported in writing to the Contract Manager, who will inform MMH’s 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 MMH	
4.9.2	The service-provider shall ensure that his staff complies with the security regulations applicable to MMH. The service-provider’s staff shall wear official name/identification badges at all times. Staff may be subjected to random searches .	
4.9.3	MMH 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 MMH’s 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 this/these staff-member(s) in the execution of the contract and must terminate employment of such staff-member(s) at MMH, within one month of receipt of MMH’s written notification .	
4.9.4	No information concerning WCGH, MMH 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	
4.10.1	The service-provider shall ensure compliance with the provisions of the Occupational Health and Safety Act, Act 95 of 1993 , and regulations.	
4.10.2	The service-provider shall report any hazardous situation in writing to MMH. Similarly, MMH will report any hazardous situation that requires the service-provider's attention, to the service-provider in writing through the Health and Safety Committee structures . MMH 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 MMH and are aware of the locations of fire extinguishers on the premises. The service-provider must be familiar with MMH 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, MMH 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 MMH or pose a fire hazard to any person, property or premises.	
4.10.6	Any power disruptions caused by the service-provider's faulty equipment can have severe and adverse effects on the operation of MMH. 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 MMH premises at their own risk . MMH 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 MMH 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 MMH 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 , MMH 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	
4.12.1	The service-provider shall not facilitate access to, or allow any activity, person or vehicle on the premises of MMH 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	MMH 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 MMH, its non-compliance may be considered breach of contract .	
4.14	TRANSPORT	
4.14.1	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 and staff to MMH.	
4.14.2	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 MMH’s discretion.	
4.14.3	The service-provider shall provide its own trolley(s) with which to transport food products into MMH’s Food Service storage area. Under NO circumstances may the supplier use MMH’s trolleys.	
4.15	WASTE DISPOSAL	
4.15.1	The service-provider shall place all refuse generated by its food service in sturdy refuse bags at least 50 microns thick , seal these bags with cable ties and place them in MMH’s waste containers in the goods yard . MMH will dispose of such refuse at its own discretion and at no cost to the service-provider.	
4.16	PROMOTIONAL AND ADVERTISING MATERIAL	
4.16.1	The service-provider may not display any promotional sign, poster, name-plate, article or object with its name or logo within MMH or on MMH premises without the written approval of MMH’s Head or his representative. MMH reserves the right to remove any such undesirable item at the service-provider’s cost.	
4.17	TRANSFER AND CESSION	
4.17.1	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 WCGHW. If sub-contracting is unavoidable, the relevant paragraphs of preference claim form WBCD6.1(b) will apply.	
4.17.2	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.	

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Para	Section 4 - Special Conditions	Details of offer
4.18	BREACH AND TERMINATION	
4.18.1	Should either party commit a breach of this contract's provisions and fail to remedy that breach within 14 days after receipt of a written notice, the non-defaulting party, without prejudice to any other right it may have as a result of the breach, shall be entitled to cancel the contract with the other party upon written notice to the address in the contract. The parties agree that the provision of paragraph 23 of the General Conditions of Contract will apply in that event, if it is not conflict with the contract.	
4.18.2	The service-provider's right to use or occupy any part of the premises or use any equipment of MMH, shall cease on termination of the contract.	
4.18.3	The service-provider shall vacate the premises on termination of the contract and return all the items in the Inventory Schedule to MMH in the same condition in which they were received, fair wear and tear excepted.	
4.18.4	MMH shall be entitled to determine the value of any missing items in collaboration with the contractor, and to deduct the amount of the value or reduced value of such items from any amount due to the contractor.	
4.18.5	If MMH should be closed permanently for any reason, MMH 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.	
4.18.6.1	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: <ul style="list-style-type: none"> - either in the legal sense, or - as contemplated in the latest version of the Accounting Officer's System for Procurement, Supply Chain and Asset Management issued by the Accounting Officer in terms of section 44(1) and 44(2) of the PFMA, 1999. 	
4.18.6.2	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.	
4.18.6.3	If members of the outgoing service-provider's staff wish to remain on site due to logistical considerations (e.g. living in the area), the incoming service-provider may offer employment contracts to such staff, subject to conditions that are similar or better than those of the outgoing contractor, without interference or obstruction from the outgoing contractor.	
4.18.6.4	In such instances, the service-provider must schedule interviews with current contract staff during their tea and lunch breaks and after hours so as to not disrupt the service .	
4.18.7	The service-provider agrees that the premises may be viewed by prospective bidders accompanied by MMH's Contract Manager at any reasonable time during the last 3 months of the duration of the contract.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
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Para	Section 4 - Special Conditions	Details of offer
4.19	DISPUTE RESOLUTION	
4.19.1	Mediation	
4.19.1.1	Any dispute arising from or relating to this contract may be referred to a mediator without legal representation by the parties.	
4.19.1.2	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.	
4.19.1.3	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.	
4.19.1.4	The mediator at his/her sole discretion shall determine whether the referral shall be made by written or verbal representations, on condition that he/she shall consult with the parties about this determination and be guided by their mutual and reasonable desire of how the representations should be made.	
4.19.1.5	The parties shall have 14 calendar days to finalize 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.	
4.19.1.6	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.	
4.19.1.7	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.	
4.19.2	Arbitration	
4.19.2.1	Any dispute arising from or relating to this contract may be referred to arbitration.	
4.19.2.2	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.	
4.19.2.3	Unless otherwise stated here, if the disputed matter is - (i) primarily a legal matter, the arbitrator shall be a practising senior advocate of the Cape Bar ; (ii) any other matter, the arbitrator shall be an independent, suitably qualified person mutually agreed upon by the disputing parties	

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Para	Section 4 - Special Conditions	Details of offer
4.19.2	Arbitration (continued)	
4.19.2.4	If parties cannot agree whether the question in dispute falls under (i) or (ii) above and/or on a particular arbitrator within 7 calendar days after agreeing to refer the dispute to arbitration, the serving Chairperson of the Cape Bar Council shall: <ul style="list-style-type: none"> - determine whether the question in dispute falls under (i) or (ii); and/or - appoint an arbitrator from two arbitrators nominated by each party within 7 calendar days after the parties' failure to agree. 	
4.19.2.5	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.	
4.19.2.6	The arbitrator's decision shall be final and binding and may be made an <u>order of the Western Cape High Court</u> , Cape Town on application by either party.	
4.20	GENERAL	
4.20.1	Receipt of the invitation to bid does not confer any right on any party in respect of the services or in respect of, or against, the Department of Health. The Department reserves the right, in its sole discretion:	
4.20.1.1	- 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,	
4.20.1.2	- to amend the bid process, closing date or any other date at its sole discretion,	
4.20.1.3	- to cancel the bid or any part of the bid before the bid has been awarded,	
4.20.1.4	- 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,	
4.20.1.5	- not to award the bid to the highest points or lowest price,	
4.20.1.6	- to reject all responses submitted and to embark on a new bid process.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
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PRICING SCHEDULE (SERVICES)

WCGHSC0097/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0097/2025**CLOSING TIME: **11:00 ON FRIDAY, 3 OCTOBER 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: High-protein diet for adult patients . 1½ times a full diet for pregnant and lactating women. See Provincial summer menu for high-protein diet, Table 10 and Therapeutic Meal Guidelines, Table 11.1 on page 26 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
1.1	155 000	EARLY-MORNING BEVERAGE Tea/coffee with 2% low fat milk and sugar/sweetener SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
1.2	155 000	BREAKFAST Fruit/fruit juice Cooked porridge/cereal with 2% low fat milk and sugar/sweetener Protein Brown bread with margarine and jam, 2 slices Tea/coffee with 2% low fat milk and sugar/sweetener SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
1.3	155 000	MID-MORNING SNACK Brown bread with margarine and peanut butter, 2 slices Tea/coffee with 2% low fat milk and sugar/sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.4	155 000	LUNCH Soup, optional, winter only Protein Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only Fruit Tea/coffee with 2% low fat milk and sugar/sweetener SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
1.5	155 000	MID-AFTERNOON SNACK Brown bread with margarine and peanut butter, 2 slices Tea/coffee with 2% low fat milk and sugar/sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.6	155 000	SUPPER Soup, optional, winter only Protein Starch Vegetables/salad Brown bread with margarine and jam, 2 slices Tea/coffee with 2% low fat milk and sugar/sweetener 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	155 000	LATE-NIGHT SNACK Brown bread with margarine and peanut butter, 2 slices Tea/coffee with 2% low fat milk and sugar/sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.7	155 000	OTHER ALLOWANCES Salt and pepper sachets Milk including milk allowance for beverages and porridge: 600 ml for pregnant & lactating women SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Total 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.....	R.....	R.....
		Note to bidders: Food cost for Menu A, item 1 for 3 years must be provided under item 6.1 . This bid will be recommended based on the total cost of service for 3 years under item 6.5 .			
			WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 3 OCT 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 6.5 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

3 OCT 2025

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PRICING SCHEDULE (SERVICES)

WCGHSC0097/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0097/2025**CLOSING TIME: **11:00 ON FRIDAY, 3 OCTOBER 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: 8 400-10 000 Kilojoule diet for adult diabetics . Therapeutic diet for pregnant and lactating diabetic women. See Therapeutic Meal Guidelines, Table 11.2 on page 27 and Glycaemic Index on page 28 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
2.1	4 200	EARLY-MORNING BEVERAGE Tea/coffee with 50ml skim milk SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
2.2	4 200	BREAKFAST Fruit Cooked porridge/cereal with skim milk and sugar/sweetener Protein Brown bread with margarine and jam, 2 slices Tea/coffee with 50 ml skim milk SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
2.3	4 200	MID-MORNING SNACK Brown bread with margarine and peanut butter, 2 slices Tea/coffee with 50 ml skim milk and 2 sweeteners SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.4	4 200	LUNCH Soup, optional for diabetics Protein Starch 2 Vegetables/1 vegetable, 1 salad Tea/coffee with 50 ml skim milk and 2 sweeteners SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
2.5	4 200	MID-AFTERNOON SNACK Brown bread, 2 slices/ with margarine and peanut butter Tea/coffee with 50 ml skim milk and 2 sweeteners SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.6	4 200	SUPPER Soup, optional for diabetics Protein Starch Vegetables Brown bread with margarine and jam, 2 slices Fruit SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
2.7	4 200	LATE NIGHT SNACK Brown bread, 2 slices with margarine and peanut butter Tea/coffee with 50 ml skim milk and 2 sweeteners 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.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu B, item 2 for 3 years must be provided under item 6.1 .			
		This bid will be recommended based on the total cost of service for 3 years under item 6.5 .			

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

3 OCT 20251) 2)
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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.)

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

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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

BID OPENED @ 11:00

3 OCT 2025

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PRICING SCHEDULE (SERVICES)

WCGHSC0097/2025 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0097/2025**

CLOSING TIME : 11:00 ON FRIDAY, 3 OCTOBER 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: Full/mixed fluid diet A variation or choice of 4 fluids of 200 ml at mealtimes, excluding yoghurt at 80 ml and ice cream at 80-100 ml . See Therapeutic Meal Guidelines, Table 11.3 on page 29 . In accordance with the following meal plan:	Cost per patient per day
			1st year 2nd year 3rd year
3.1	3 000	BREAKFAST Fruit juice, 2 x 200 ml Yoghurt, 80 ml Porridge, 200 ml , liquidized and with 2% low fat milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R.....
3.2	3 000	MID-MORNING SNACK Fruit puree, 80 ml SUB-TOTAL	R..... R..... R..... R..... R..... R.....
3.3	3 000	LUNCH Homemade soup, strained, 200 ml Milk shake, 200 ml Jelly and ice cream, 200 ml Fruit juice, Ceres or equivalent, 200 ml SUB-TOTAL	R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R.....
3.4	3 000	MID-AFTERNOON SNACK Yoghurt drink/fruit yoghurt, 80 ml Apple juice, 200 ml SUB-TOTAL	R..... R..... R..... R..... R..... R..... R..... R..... R.....
3.8	3 000	SUPPER Homemade soup, strained, 200 ml Fruit smoothie/milk shake, 200 ml Jelly and custard, 200 ml Tea/coffee with 2% low fat milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... R.....
3.6	3 000	LATE-NIGHT SNACK Ice cream, 125 ml SUB-TOTAL	R..... R..... R..... R..... R..... R..... R..... R..... R.....
		Food cost per patient per day for items 3.1 to 3.6, 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. Note to bidders: Food cost for Menu C, item 3 for 3 years must be provided under item 6.1 . This bid will be recommended based on the total cost of service for 3 years under item 6.5 .	R..... R..... R.....

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.**

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- D.

Please note that the total bid cost under item 6.5 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

3 OCT 2025

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PRICING SCHEDULE (SERVICES)

WCGHSC0097/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0097/2025**CLOSING TIME : **11:00 ON FRIDAY, 3 OCTOBER 2025**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
4.	Est meals/ 36 months	MENU D: Clear fluid diet A variation or choice of 4 clear liquids of 200 ml at body temperature at mealtimes, of which 1 may be jelly . See Therapeutic Meal Guidelines, Table 11.4 on page 29 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
4.1	3 300	EARLY-MORNING BEVERAGE Rooibos tea with sugar, 200 ml SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
4.2	3 300	BREAKFAST Clear fruit juices, e.g. apple and grape juice, 2 x 200 ml Marmite/Bovril drink/Oxo broth, 200 ml Black tea/coffee with sugar, 200 ml SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
4.3	120	MID-MORNING SNACK Cordial drink, e.g. Oros, 200 ml /clear fruit juice, 200 ml Black tea/coffee with sugar, 200 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
4.4	120	LUNCH Clear fruit juices, e.g. apple and grape juice, 2 x 200 ml Marmite/Bovril drink/Oxo broth, 200 ml Jelly, 200 ml Black tea/coffee with sugar, 200 ml SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
4.5	120	MID-AFTERNOON SNACK Rooibos tea with sugar, 200 ml	R.....	R.....	R.....
4.6	120	SUPPER Clear soup, e.g. beef/chicken, 200 ml Jelly, 200 ml Clear fruit juice, 200 ml SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
4.7	120	LATE-NIGHT SNACK Rooibos tea with sugar, 200 ml	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.....	R.....	R.....
		Note to bidders:			
		Food cost for Menu D, item 4 for 3 years must be provided under item 6.1 .			
		This bid will be recommended based on the total cost of service for 3 years under item 6.5 .			

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

3 OCT 20251) 2)
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IMPORTANT: THE QUESTIONNAIRE BELOW MUST BE COMPLETED IN FULL BY REPLYING TO EACH AND EVERY QUESTION.

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

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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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WCGHSC0097/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0097/2025**CLOSING TIME : **11:00 ON FRIDAY, 3 OCTOBER 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: Economical meal Served to lodger mothers, patients awaiting discharge and late admissions. See Example of an economical meal, Table 16 on page 35. In accordance with the following meal plan:	Cost per patient per day		
5.1	750	BREAKFAST Large portion of cooked porridge with milk and sugar, 350 ml Tea/coffee with with 2% low fat milk and sugar, 200 ml SUB-TOTAL	1st year R..... R..... R.....	2nd year R..... R..... R.....	3rd year R..... R..... R.....
5.2	750	LUNCH Large portion of thick soup, 350 ml Brown bread with margarine, 2 slices SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.3	750	SUPPER Large portion of thick soup, 350 ml Brown bread with margarine, 2 slices SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
		Food cost per patient per day for items 5.1 to 5.3, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT.	R.....	R.....	R.....
		Note to bidders: Food cost for Menu E, item 5 for 3 years must be provided under item 6.1. This bid will be recommended based on the total cost of service for 3 years under item 6.5.			

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

- A. Does the offer comply with the specification? Please circle your option. **YES/NO**
- B. If not to specification, please indicate deviations (please list these separately against each applicable item if the space provided here is insufficient.)
.....
.....
- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
.....
- D. **Please note that the total bid cost under item 6.5 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

3 OCT 2025

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PRICING SCHEDULE (SERVICES)

WCGHSC0097/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MOWBRAY MATERNITY HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER WCGHSC0097/2025

CLOSING TIME : 11:00 ON FRIDAY, 3 OCTOBER 2025

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

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT
6.	36 months	TOTAL COST OF SERVICE: Breakdown of cost contributors. The sum of costs under item 6.1 to 6.4 must amount to the total cost of this service under item 6.5 .	TOTAL COST OF SERVICE
6.1		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.	FOOD COST
	Meal totals	Patient menu	1st year 2nd year 3rd year
6.1.1	155 000	Menu A: High-protein diet	R..... R..... R.....
6.1.2	4 200	Menu B: 7 600 kJ adult diabetic diet	R..... R..... R.....
6.1.3	3 300	Menu C: Full fluid diet	R..... R..... R.....
6.1.4	3 300	Menu D: Clear fluid diet	R..... R..... R.....
6.1.5	750	Menu E: Snack meal	R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
6.2		SALARIES AND WAGES: Indicate the salaries and wages paid to staff-members in different occupational classes in the contractor's employ, including applicable taxes (PAYE, income tax, UIF contributions and skills development levies) and VAT , based on staff numbers provided per rank, including relief and rotation staff, for 3 years.	SALARIES AND WAGES
	No of staff	Occupational class	1st year 2nd year 3rd year
6.2.1	1	Food Services Manager	R..... R..... R.....
6.2.2	2	Food Services Supervisor	R..... R..... R.....
6.2.3	2	Cooks	R..... R..... R.....
6.2.4	20	Food Services Aids	R..... R..... R.....
	25	SUB-TOTAL	R..... R..... R.....
6.3		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.	OVERHEADS AND OTHER COSTS
		Item description	1st year 2nd year 3rd year
6.3.1		R..... R..... R.....
6.3.2		R..... R..... R.....
6.3.3		R..... R..... R.....
6.3.4		R..... R..... R.....
6.3.5		R..... R..... R.....
6.3.6		R..... R..... R.....
6.3.7		R..... R..... R.....
6.3.8		R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
6.4		COMBINED COST OF SERVICE PER ANNUM (6.1 + 6.2 + 6.3)	A B C R..... R..... R.....
6.5		TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS (A + B + C)	R.....
		Note to bidders: Meals required for Correctional Services and isolation patients must be provided in disposable containers with disposable cutlery. These meals will be ordered on an ad hoc basis and coordinated between MMH and the service-provider as needed. The cost of such meals must be quoted separately and will not form part of the standard contract pricing; they will be billed and paid for only when the service is requested	

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

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

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



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;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

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

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

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

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

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

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

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

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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 -

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

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.

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

SECTION A: DETAILS OF THE ENTITY

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

TABLE A

[illegible]

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
3 OCT 2025

1) 2)
SIGNED SIGNED

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

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

SECTION 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

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

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

SECTION D: DEPOSITION OF AFFIDAVIT BY DULY AUTHORISED REPRESENTATIVE

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

I, _____ hereby swear/affirm;

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

DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

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

- 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.

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

3 OCT 2025

1) 2)
SIGNED SIGNED

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline at 0800 701 701

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.

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

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

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

1. DEFINITIONS

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

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

2. GENERAL CONDITIONS

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

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

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

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

3. ADJUDICATION USING A POINT SYSTEM

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

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

4. FORMULAE FOR PROCUREMENT OF GOODS & SERVICES

4.1 POINTS AWARDED FOR PRICE

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

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

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

5.1 POINTS AWARDED FOR PRICE

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

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

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\max} = Price of highest acceptable bid

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

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

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

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

7. BID DECLARATION

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

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

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

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

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

9. SUB-CONTRACTING

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

9.1.1 If yes, indicate:

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

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

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity:

10.2 VAT registration number:

10.3 Company Registration number:

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

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

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

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

SIGNATURE(S) OF THE BIDDER(S):

DATE:

ADDRESS:

WITNESSES:

1.

2.

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SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

1. I, the undersigned

Full name and surname	
Identity number	

2. Hereby declare under oath as follows:

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

Enterprise name	
Trading name	
Registration number	
Enterprise address	

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3. I hereby declare under oath that:

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

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

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

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

Deponent signature: _____

Date: _____

Commissioner of Oaths signature & stamp

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

The purpose of this document is to:

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

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
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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 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.

BIDDER'S PROFILE

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

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

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

QUALIFICATIONS AND EXPERIENCE

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

2. Please provide the name of the person who will act as the **Catering Manager** at **Mowbray Maternity 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 a Western Cape Government environment.

ORGANISATIONAL STRUCTURE

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

DETAILS OF BIDDER'S NEAREST OFFICE

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

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

UNDERTAKING

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

Signed on behalf of the bidder

Date: _____

GUARANTEE (SURETYSHIP)

WHEREAS Western Cape Government Health and Wellness, hereafter called "WCGHW" has entered into an agreement with the Service-provider, hereafter called "the Contractor", (name) _____ with its office at (address) _____ for the provision of **a comprehensive catering service at Mowbray Maternity Hospital** situated at **12 Hornsey Road, MOWBRAY 7700** for three years, which agreement forms part in all respects of this guarantee, as if incorporated herein,

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

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

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

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

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

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

Signed at _____ on _____ 2022.

Signed on behalf of the Guarantor

As witnesses

1. _____

2. _____

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

BID OPENED @ 11:00

3 OCT 2025

1) 2)
SIGNED SIGNED

ACCOUNTING SCHEDULES

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

ANNEXURE E1: DAILY PROVISIONS ISSUED STATEMENT

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

ANNEXURE E2: BROADSHEET

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

ANNEXURE E3: MONTHLY INVOICE

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

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

EXAMPLE OF DAILY PROVISIONS ISSUED STATEMENT

MOWBRAY MATERNITY HOSPITAL

MONTH: _____

WARD: _____

	5:00	8:00-8:30	10:00	12:00-12:30	15:00	16:30-17:00	21:00	Initial	
Diets	Early-morning beverage	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									

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

BID OPENED @ 11:00

3 OCT 2025

1) 2)

SIGNED SIGNED

	<div>Signed on behalf of Contractor</div> <div>Name (print):</div>	<div>Designation: _____</div> <div>Date:</div>	<div>Signed on behalf of Mowbray Maternity Hospital</div> <div>Name (print):</div>	<div>Designation: _____</div> <div>Date:</div>
--	--	--	--	--

EXAMPLE OF A BROADSHEET

MOWBRAY MATERNITY HOSPITAL

MONTH: _____

WARD: _____

	5:00	8:00-8:30	10:00	12:00-12:30	15:00	16:30-17:00	21:00
Diet/meal each	Early-morning beverage	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late-night snack
MENU A High-protein diet							
MENU B Diabetic diet							
MENU C Full fluid diet							
MENU D Clear fluid diet							
MENU E Economical meal							
Total meals & snacks/month							

THE QUANTITIES ABOVE ARE CERTIFIED AS CORRECT

_____	_____
Signed on behalf of the contractor	Signed on behalf of Mowbray Maternity Hospital
Name (print) :	Name (print) :
Designation :	Designation :
Date :	Date :

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

EXAMPLE OF A MONTHLY INVOICE

MOWBRAY MATERNITY HOSPITAL

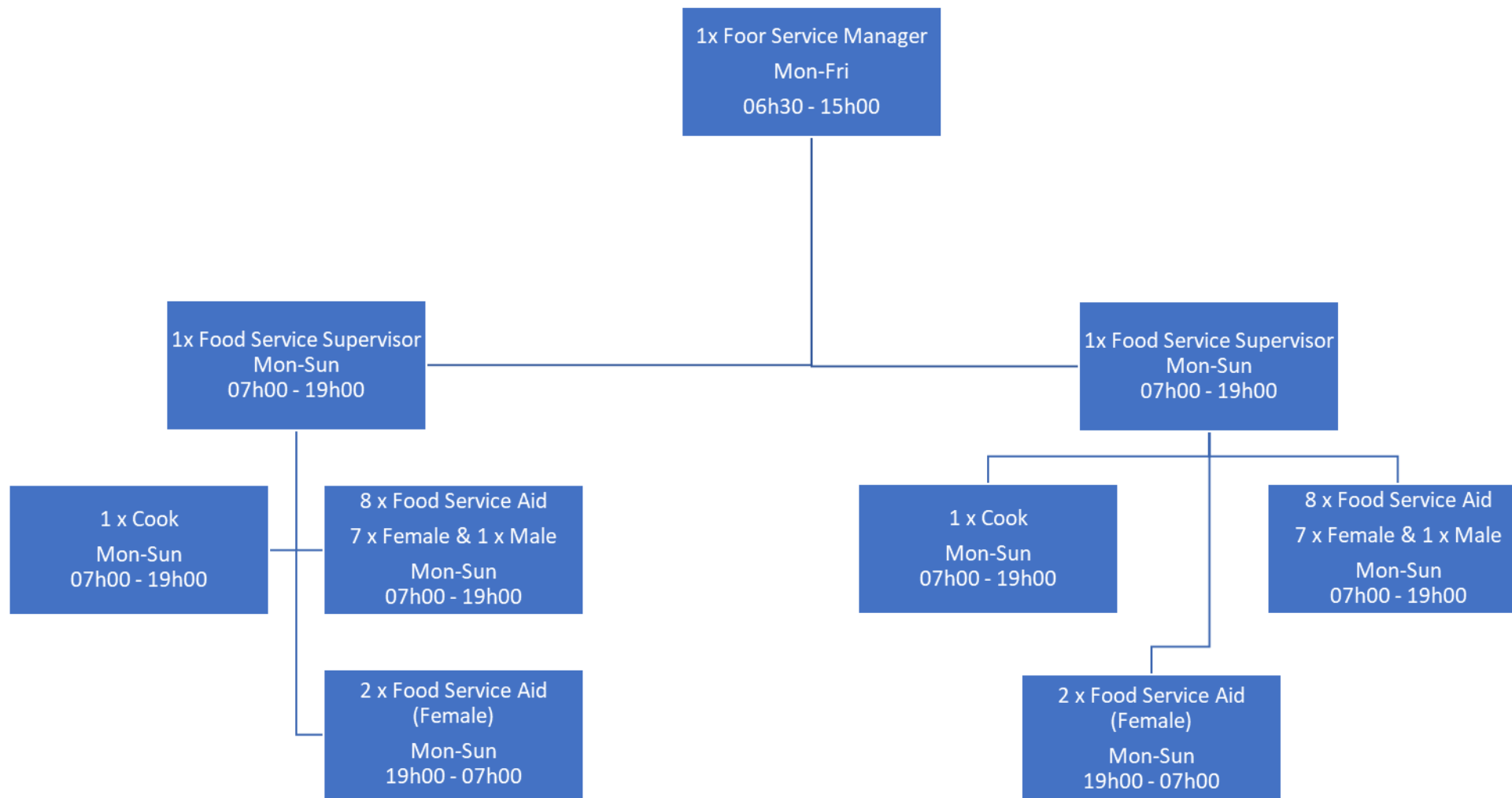
MONTH: _____

WARD: _____

		5:00	8:00-8:30	10:00	12:00-12:30	15:00	16:30-17:00	21:00	Total cost/month
Diet/meal each		Early-morning beverage	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late-night snack	
High-protein diet	Qty.								R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	
Diabetic diet	Qty.								R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	
Full fluid diet	Qty.								R.....
	Cost		R.....	R.....	R.....	R.....	R.....	R.....	
Clear fluid diet	Qty.								R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	
Economical meal	Qty.								R.....
	Cost		R.....		R.....		R.....		
Total meals & snacks/month									

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GOODS & SERVICES SOURCING
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3 OCT 2025
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MOWBRAY MATERNITY HOSPITAL CONTRACT STAFF ORGANOGRAM



WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

3 OCT 2025

1) 2)
SIGNED SIGNED



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

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

CIRCULAR H86...../2017

Purpose:

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

Target Audience:

All Heads of Head Office Components

All District/substructure/ Institutional Heads

Revisions that were made:

The following revisions were made;

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

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

Dr. E. Engelbrecht

Western Cape Government: Health – Head of Department

Date: 2017-05-29

DIRECTORATE: Facility Based Programmes
Acting Director: Ms E Arends
ENQUIRIES: Ms HD Goeiman (DD)
 Deputy Director: Nutrition
REFERENCE: 19/1

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

1. Introduction

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

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

2. Purpose

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

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

3. Objectives

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

Decrease the availability of unhealthy food and beverage choices.

4. Guideline for ordering: Food and beverages

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

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

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

Food item guide:

Food Item	Recommended	Not recommended
Beverages	<ul style="list-style-type: none"> • Chilled plain water (can be slightly flavoured with mint, lemon slices or fresh fruit pieces) • English or herbal tea • Normal or decaffeinated coffee • Skim or low fat milk • Sugar or artificial sweetener for hot beverages • Unsweetened or freshly squeezed fruit juice (preferably served in 200ml units rather than in jugs or larger quantities) 	<ul style="list-style-type: none"> • Carbonated soft drinks, sweetened or fruit juice blends, energy and sports drinks

Starchy foods (eg. Bread, biscuits, cakes, pies, pastries and muffins)	<ul style="list-style-type: none"> • Whole-wheat or brown (low GI) bread, rolls and wraps • Unsweetened and uncoated whole wheat biscuits • Bran and whole wheat muffins 	<ul style="list-style-type: none"> • Coated, iced or filled breads, loaves, buns, cakes or those containing confectionary sugar or chocolate • Pies, pastries, samoosas, half-moons, • Croissants, savoury or sweet breads • Sweetened muffins (chocolate, blueberry, caramel, etc.)
Chicken, Fish, Meat or Eggs	<ul style="list-style-type: none"> • Grilled, baked, boiled meat, chicken or fish • Lean cuts of meat or meat alternatives such as roast beef or chicken (skinless), chicken breast, tinned fish (in water, brine or oil such as canola, sunflower or olive – drain before use), eggs 	<ul style="list-style-type: none"> • Fried meat, chicken or fish, including those in batter and crumbs • High fat and cured luncheon meats such as ham, beef, salami, viennas, polonies, frankfurters or any other processed meats.
Vegetables and Fruit	<ul style="list-style-type: none"> • In winter consider freshly made vegetable based soups (eg. Carrot, pumpkin, sweet potato, tomato, mixed vegetable) • Salads, made with predominantly raw or blanched, fresh, seasonal vegetables, fruits and/or legumes (eg. Beans, lentil, peas) • Fresh fruit and vegetable sticks with a fruit puree, low fat vanilla yoghurt or whipped ricotta dipping sauce • Whole sliced or cut fresh fruit • Small portions of dried fruit • Steamed or roasted vegetables (drain oil before serving) or vegetable kebabs • Vegetables should be seasoned with lemon, herbs or spices rather than salt • Raw vegetables – carrot sticks, tomato halves, tomato slices, whole cherry tomatoes, cucumber slices or sticks, green pepper rings, cauliflower and broccoli florets, celery sticks, mushrooms etc. • Seasonal fresh fruit such as paw-paw slices, apples, peaches, oranges, pears, bananas, pineapples, plums, grapes, strawberries served as a fruit salad; bite sized pieces that can be eaten with a fork, or as kebabs 	<ul style="list-style-type: none"> • Cream based, rich soups made with high-fat meats • Salted, coated or fried nuts • Sugar coated, carob or yoghurt coated dried fruit • Salads made with large amounts of creamy or mayonnaise based sauces, such as traditional potato and pasta salads • Creamy or mayonnaise based salad dressings • Fried vegetable slices with or without batter • Fruit or vegetables prepared and served with large amounts of butter, margarine or creamy sauces • Fruit, tinned in syrup
Fat	<ul style="list-style-type: none"> • Low fat dairy products (cottage cheese and yoghurt) • Baked or grilled chicken or fish dishes, and skinless chicken and meat trimmed of all visible fat • Lighter oil and vinegar dressings 	<ul style="list-style-type: none"> • Fried foods with breadcrumbs and flour coatings on meat, chicken or fish, since these absorb more fat • Foods with "hidden fats" such as fried foods, pies, rotis, doughnuts, samoosas, biscuits, chocolate, mayonnaise and ice-cream • Creamy cooking or dipping sauces
Fillings	<ul style="list-style-type: none"> • Cottage cheese, gherkins and dill • Grated cheese, chopped onion and tomato • Mashed hard-boiled egg mixed with mustard • Scrambled egg and tomato • Cold beef and chicken, cut up thinly and mixed with salads • Flaked cooked fish mixed with lemon juice with 	<ul style="list-style-type: none"> • Butter, dairy blend spreads, mayonnaise, oil, cream and/or cheese based dips, sour cream • High fat luncheon meat (polonies, salami, bacon) • Battered and fried chicken

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

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

5. Setting up your specifications

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

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

As a general guide serving size per person suggestions are:

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

Sample Menus for Mid-morning or Afternoon tea

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

Sample Menus for lunch

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

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

6. Tips

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

7. Checklist for ordering food

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

References

1. Department of Health. (2004) Healthy eating at work. A guide to choosing food for work functions.
2. State Government of Victoria and the Australian Government. (2013) Healthy Choices: Healthy Eating policy and Catering Guide for Workplaces.
3. Health Matters UC Berkeley Wellness Program for Faculty and Staff. UC Berkeley Guide to Healthy Meeting and Events. A tool for Campus event planners.
4. Queensland Government. (2007) A Better Choice. Catering Guideline for Meetings and Functions.
5. Western Cape Province. Healthy Eating WOW resource guide pager, South African Food Based Dietary Guidelines 2012.
6. Public Health England, Department of Health. (2014) Healthier and more sustainable Catering: A toolkit for serving food to adult.
7. National Department of Health 2016: National guide for healthy meal provisioning in the workplace.



National guide for healthy meal provisioning in the workplace



health

Department:
Health
REPUBLIC OF SOUTH AFRICA

A long and healthy life for all South Africans



health

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Health
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Department of Health – 2016
www.health.gov.za

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ACKNOWLEDGEMENT

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

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

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

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

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

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

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

MS M P MATSOSO
DIRECTOR-GENERAL: HEALTH

DATE: 23/2/2016

ACRONYMS

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

SECTION 1: INTRODUCTION

1.1 Background

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

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

1.2 Benefits to the employer and employee

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

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

1.3 Legal and strategic frameworks

The following legislative and strategic frameworks are subscribed to:

1.3.1 Legislation

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

1.3.2 Strategic Frameworks

The document is aligned to:

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

1.4 Rationale

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

1.5 Scope of the guide

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

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

1.6 Target users

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

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

1.7 Other stakeholders

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

SECTION 2: PRINCIPLES OF HEALTHY EATING

2.1 What is healthy eating?

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

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

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

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

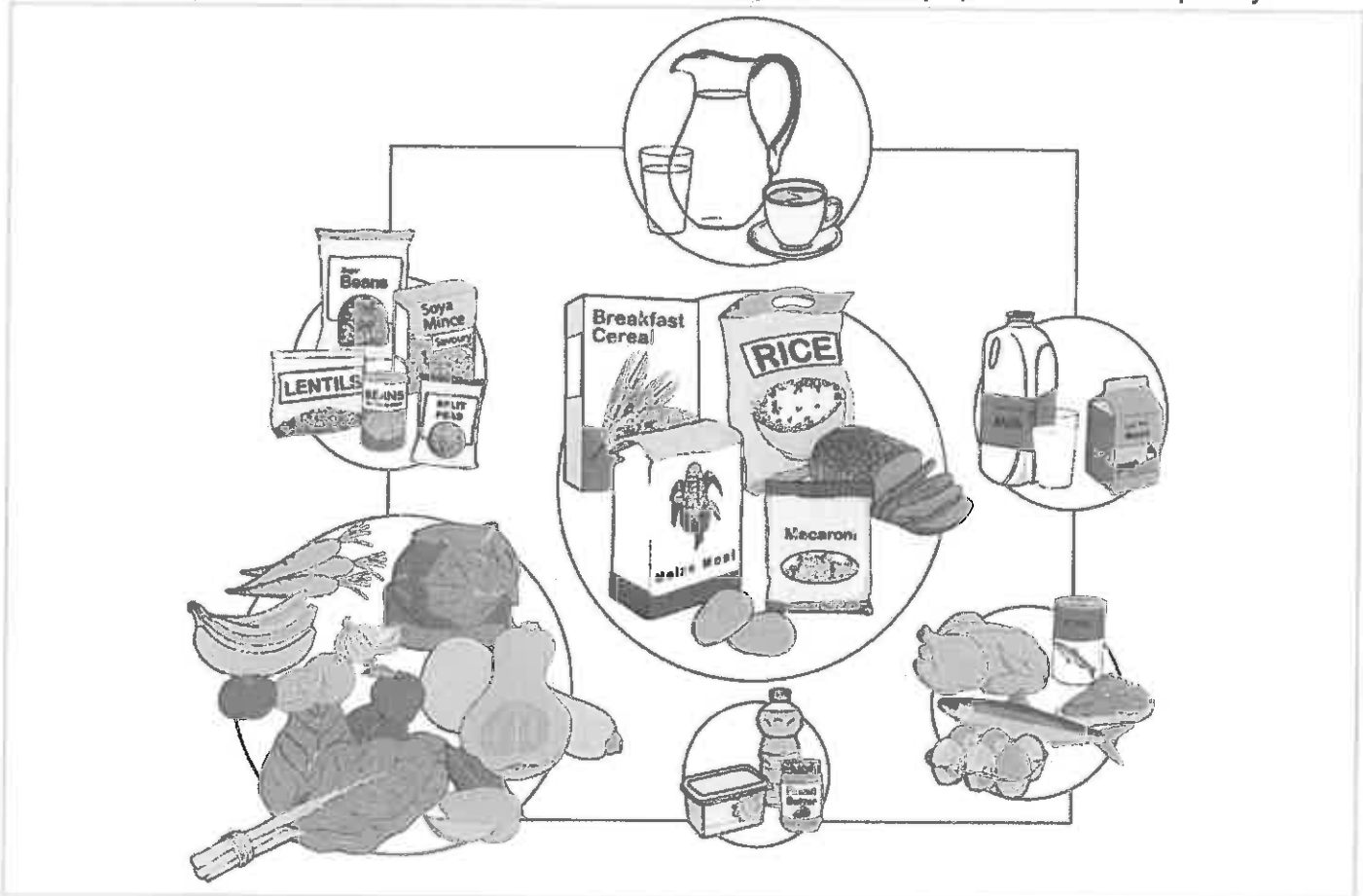


Figure 1: The Food Guide

2.2 Selecting and purchasing food

When purchasing grocery, shop wisely and do the following:

Vegetables and fruit

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

Meats

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

Starchy foods

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

Dairy products

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

Beverages

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

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

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

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

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

Other items

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

2.3 Know your facts about healthy eating

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

Table 1: Myths and facts about healthy eating

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

2.4 Understanding food labelling and nutrition information

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

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

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

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

TYPICAL NUTRITIONAL INFORMATION AS PER PACKED PRODUCT:

1 Serving = 2 Biscuits (approximately 40g)

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

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

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

2.5. Food preparation

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

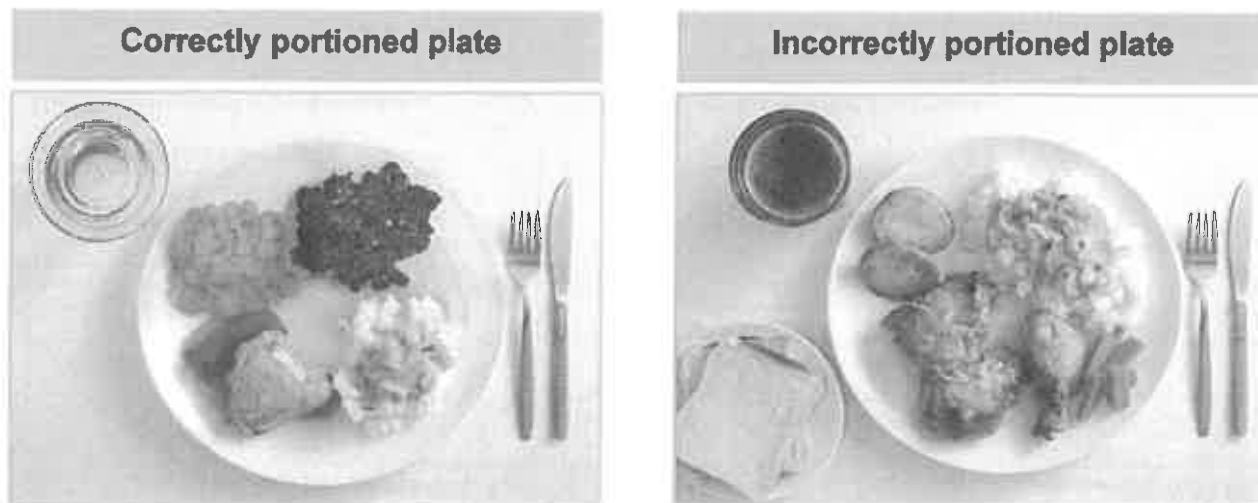
Table 2: Tips for healthier food preparation

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

2.6 Portion considerations

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

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



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

2.7 Know the amount of energy to consume

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

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

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

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

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



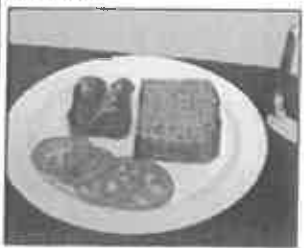
























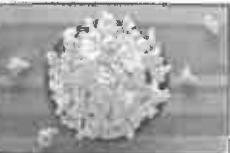
MEALS	BREAKFAST	LUNCH	SUPPER	TOTAL ENERGY
OPTION 1	OATS WITH CINNAMON AND BANANA  <p>1½ tea cup of oats 100 ml (⅔) tea cup low fat milk 10 ml sugar (2 rounded teaspoons) ½ banana, sliced 1 tsp (5 ml) ground cinnamon</p> <p>Energy: 1233 kJ / portion (Source: HSFSa)</p>	DUMPLING, GIZZARDS AND VEGETABLES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

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

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

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

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

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

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

At all times:

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



MENU OPTIONS:

Table 5: Red meat lunch options

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

Table 6: Chicken lunch options

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

Table 7: Fish lunch options

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

Table 8: Platter options

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

3.2 Meals offered in canteens, cafeterias and coffee shops

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

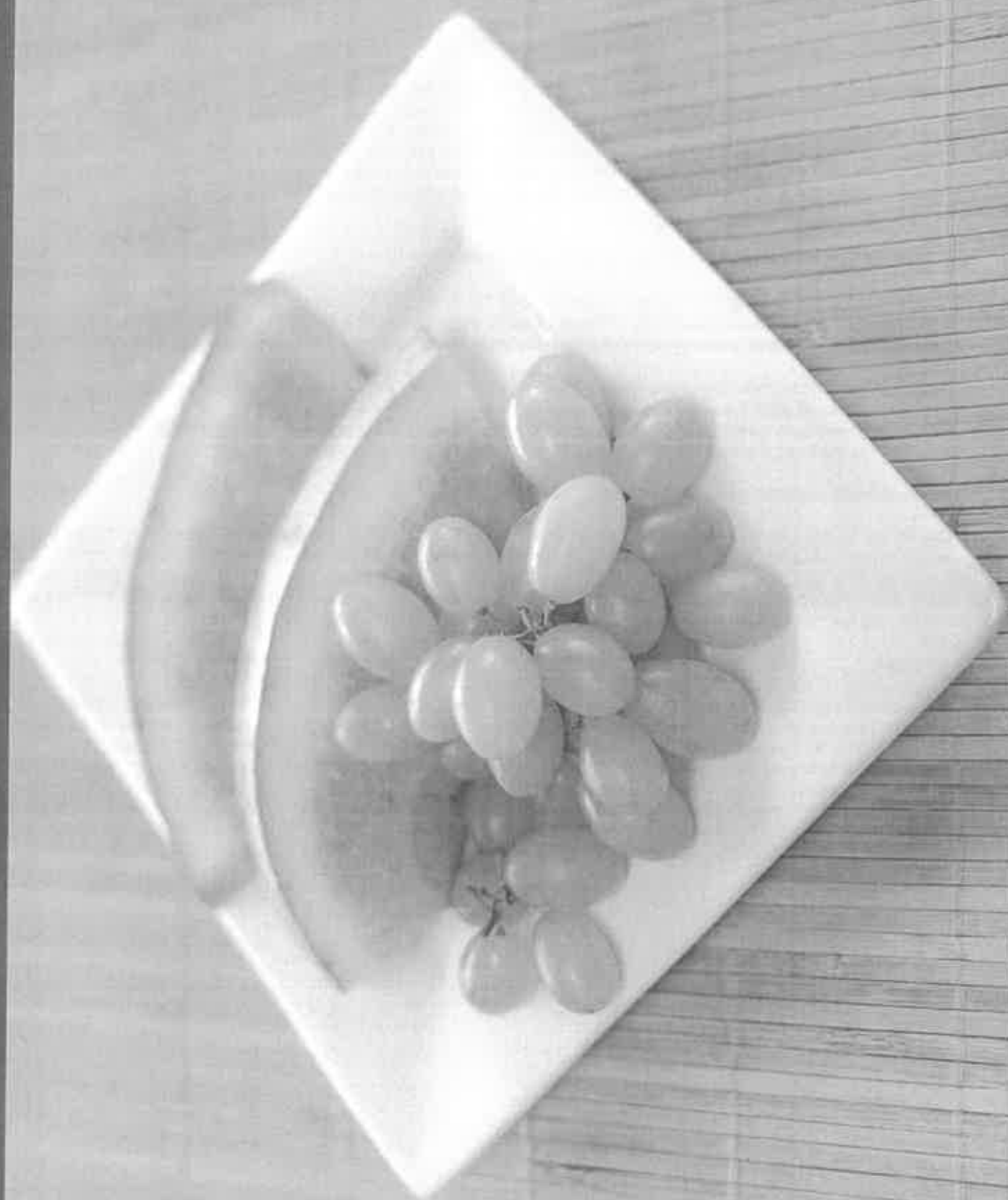
3.3 Vending machines and kiosks

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

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

Table 9: Vending machines and kiosks options

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



SECTION 4: REQUIREMENTS FOR FOOD PREMISES

4.1 Certificate of acceptability for food premises

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

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

4.2 Responsibilities of a person in charge of food premises

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

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

4.3 Standards and requirements for the transportation of food

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

4.4 Food safety

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

4.5 General and personal hygiene

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

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

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

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

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

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

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

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

SECTION 5: MONITORING

5.1. Assessing current situation

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

5.2. Monitoring

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

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

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

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

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

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

Make starchy food part of most meals

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

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

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

Eat plenty of vegetables and fruit every day

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

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

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

Have milk, maas or yoghurt every day

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

Use salt and food high in salt sparingly

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

Use fat sparingly; choose vegetable oils rather than hard fats

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

Use sugar and food and drinks high in sugar sparingly

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

Drink lots of clean, safe water

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

Be active!

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

Annexure C**COOKING METHODS**

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

Annexure D**SOME SUGGESTIONS TO ENSURE THAT FOOD SAFETY CONCERNS ARE MET:****Keep clean**

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

Separate raw and cooked food

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

Cook food thoroughly

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

Keep food at safe temperatures

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

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

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

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

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

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

NOTES

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