



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

BID NUMBER: **WCGHSC0096/2024**

CLOSING DATE: **FRIDAY, 8 NOVEMBER 2024**

CLOSING TIME: **11:00**

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

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

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

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

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

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

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

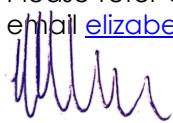
Where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance for the bid to be considered.

The B-BBEE status **on form WCBD 6.1 in your bid document** will be used to evaluate the bid, **not your B-BBEE status on the SEB or CSD**. Please complete your claims 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 **Mrs Elizabeth Scholtz** at telephone no. **(021) 902 8061** or email elizabeth.scholtz@westerncape.gov.za.


C Munnik
for HEAD OF DEPARTMENT

DATE: 11/10/2024

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
8 NOV 2024	
1)	2)
SIGNED	SIGNED

**PART A
INVITATION TO BID**

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

The WCG is committed to govern ethically and to comply fully with anti-fraud, theft and corruption laws and to continuously conduct itself 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 with these principles to act in the best interest of the WCG and the public at all times.

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	WCGHSC0096/2024	Closing date:	Friday, 8 Nov 2024	Closing time	11:00
Description	Provision of a comprehensive catering service at Eerste River Hospital for a 3-year 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 Rashaad Matthews		Contact person	Mrs Elizabeth Scholtz	
Telephone no	(021) 483 2550		Telephone no	(021) 902 8061	
E-mail address	rashaad.matthews@westerncape.gov.za		E-mail address	elizabeth.scholtz@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] ☐ Yes ☐ No		B-BBEE status level sworn affidavit	[Tick applicable box] ☐ Yes ☐ No	
If yes, was certificate issued by verification agency accredited by SANAS (SA National Accreditation System)			[Tick applicable box] ☐ Yes ☐ 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 goods/services/works offered?	☐ Yes ☐ No [if yes enclose proof]		Are you a foreign based supplier for the goods/services/works offered?	☐ Yes ☐ No [If yes, answer part B3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
Is the entity a resident of the Republic of South Africa (RSA)?			☐ Yes ☐ No		
Does the entity have a branch in the RSA?			☐ Yes ☐ No		
Does the entity have a permanent establishment in the RSA?			☐ Yes ☐ No		
Does the entity have any source of income in the RSA?			☐ Yes ☐ No		
Is the entity liable in the RSA for any form of taxation?			☐ Yes ☐ No		
IF THE ANSWER TO ALL OF THE ABOVE IS "NO", IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS). IF NOT, REGISTER AS PER 2.2 BELOW.					

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PART B
TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION REQUIREMENTS
1.1	Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
1.2	All bids must be submitted on the official (not re-typed) forms provided, or in the manner prescribed in the bid document.
1.3	This bid is subject to the preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
1.4	The successful bidder will be required to fill in and sign a written contract form (WCBD7).
2.	TAX COMPLIANCE REQUIREMENTS
2.1	Bidders must ensure compliance with their tax obligations.
2.2	Application for Tax Compliance Status (TCS) may be made via e-Filing through the SARS website, www.sars.gov.za
2.3	Bidders may also submit a printed TCS certificate with a result summary page (downloaded from e-filing) together with the bid.
2.4	In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate TCS certificate and CSD number as mentioned in 2.2 above.
2.5	No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members persons in the service of the state.
NB: FAILURE TO PROVIDE/COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RENDER THE BID INVALID.	
SIGNATURE OF BIDDER:	
CAPACITY IN WHICH THIS BID IS SIGNED:	
(Please submit proof of authority, e.g. company resolution, that bid signatory has been mandated to sign the bid in his/her capacity as the authorized representative of the organization.)	
DATE:	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
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WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE 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 the end-user institutions 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 and dietitian and their delegated officials.
Bid	A written offer, in prescribed format, from a prospective service-provider, to provide services to an end-end-user.
Bidder	An organization/individual who completes and submits a bid subject to all the terms and conditions embodied in the bid.
Catering facilities	Premises made available by the client in which the service-provider shall perform the catering service according to the provisions of this agreement.
Catering manager	Also called 'co-ordinator or 'representative; the member of the service-provider's management team designated to liaise with Eerste River Hospital's designated representative (contract manager) about all catering and contract- related services
Catering staff	Staff involved in food preparation, provided by the service-provider for the duration of this agreement as explained further on in this document.
Conditions	All conditions and procedures specified which may affect the legal aspects of the bid or contract.
Contract	A legal, binding document and agreement resulting from the acceptance of a bid, including the full attached documentation, as well as the conditions contained in the General Conditions of Contract (GCC), which form the basis of the agreement resulting from the acceptance of a bid.
Contractor	The successful bidder/service-provider by whom the services specified will be provided subject to all the terms and conditions embodied in the contract.
Contract manager	The appointed manager from Eerste River Hospital assigned to review project effectiveness, compliance and to monitor catering services provided by the contractor.
End-user	Eerste River Hospital, abbreviated as 'ERH' , that requires provision of a specialized outsourced service to fulfil a need for which it does not have the in-house capacity, and who retains the services of a service-provider to carry out such service in accordance with an agreed contract.
Equipment	All furniture, fixtures, fittings, appliances or any other item of equipment which the service-providermight reasonably require in the performance of its duties.
Facility	The end-user's premises/site where the the service-provider shall perform the duties under the provisions of this bid.
Food guidelines	A guideline of food types, quantities and quality to be supplied by the service-provider for bid and evaluation purposes only, upon which bid prices must be based and which is to be paid by the individual client.
Food invoice/invoice	The draft invoice format which forms the basis of all accounting for moneys payable by ERH 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 ERH 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:	Eerste River Hospital, also abbreviated as 'ERH' , represented by its management
Institutions	Hospitals and associated health and training facilities under the control of Western Cape Government Health and Wellness including ERH, 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 which denotes an obligation (also shall/should and must) or legal requirement.
May (aux verb)	An expression of discretion (option) or contingency, especially in clauses indicating condition, concession, purpose, result, etc
Ration scale	A list of unprocessed and processed foods and drinks expressed in quantities/portion sizes needed per person per day or week to meet the Recommended Daily Allowances (RDA) for energy and all other nutritional requirements of a specific group of clients.
Service	The outsourced provision of a patient catering service at ERH in accordance with the specified duties, responsibilities and conditions detailed in this document.
Service-provider	The successful bidder/service-provider by whom the specified service will be provided subject to all the terms and conditions embodied in the bid.
Service-provider's staff	Staff responsible for performing the specified duties according to the scope of services required for the contract.
Specification	A document detailing proposed services for the contract.
State, Government, Department	The Republic of South Africa and/or Government Department/Western Cape Government Health and Wellness, according to the context of the sentence in which it appears.
Status quo	The condition or state of affairs of the bidder and bidding organisation as at the date of bid.
Validity date	Period when a bid is valid, during which it is expected to be evaluated, recommended and concluded. This bid shall be valid for 90 days from the closing date. Validity dates can be extended in agreement with bidders if bids are not concluded within 90 days.
Western Cape Government Health and Wellness	Abbreviated as 'WCGHW' , previously known as the Department of Health, Western Cape Government, this is the provincial government body who invited the bid, under whose control Eerste River Hospital resides.

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

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

Para	Section 1: Introduction	Details of offer
1.1	SCOPE	
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, including a full hostess service from kitchen to ward to patient, on a 24-hour basis or as mutually agreed, at Eerste River Hospital ('ERH') for a 3-year period , in accordance with the service described further on.	
1.1.2	The service must include a proposal for a 3-week summer and winter menu cycle consisting of a 21-day summer and a 21-day winter menu for normal and therapeutic diets .	
1.1.3	Patient food services will be paid in full by ERH and must comply in all regards with the requirements the Catering and Food Specification.	
1.1.4	The sale and use of cigarettes and alcohol by the service-provider and/or service-provider's staff are excluded from the scope of the service and is expressly prohibited .	
1.2.	VALIDITY PERIOD	
1.2.1	This bid shall be valid for 90 days from the closing date. If a bidder withdraws his offer during this period, and a less favourable bid has to be accepted as a result, the bidder will be liable to compensate ERH and the clinics .	
1.3.	CONTRACT PERIOD	
1.3.1	This contract between WCGHW and the service-provider will become effective for 3 years from the day on which it is signed , or the first day of the following month, unless otherwise provided in the contract.	
1.3.2	The contract will end on the last calendar day of the 36th month after the commencement date, with the option to extend the contract for a period determined by WCHW if required, after which fresh bids will be invited.	
1.4	GENERAL	
1.4.1	The bid will be subject to the General Conditions of Contract (GCC) of which a copy is included in the bid documents for the information of bidders. The successful bidder must accept the terms and conditions of the GCC.	

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

Para	Section 2: Service specification	Details of offer
2.1	OVERVIEW	
2.1.1	The catering service must provide good quality, safe, wholesome and nutritious meals and snacks to patients by means of a standardised 2-week menu cycle for winter and summer , in accordance with South African Food-Based Dietary Guidelines and the Provincial Meal Plan specification.	
2.1.2	A bidder must offer different types of patient and therapeutic meals for each category in the Catering and Food specification in accordance with bid prices provided in the corresponding pricing schedules , forms WCBD3.2. Traditionally, a special meal at no additional cost is also provided as an option during Easter and on Christmas and New Year’s days.	
2.1.3	A bid price per proposed meal served per patient per day based on diet information supplied in the Catering Service and Food Specification must be calculated and quoted according to requirements in the pricing schedules, forms WCBD3.2 .	
2.1.4	The following categories of persons described in Section 3 and items 1-11 of the pricing schedules are entitled to an appropriate meal in terms of this service: - hospital inpatients, including TB and psychiatric patients - travelling patients - healthy breast-feeding/Kangaroo Mothercare mothers, diabetic breastfeeding mothers and lodgers/boarder mothers, (carers sitting with children who are not being breast-fed, restricted to one person per child), and - late admissions, patients awaiting discharge, day cases and tonsillectomy patients.	
2.1.5	The service-provider may not issue subsidised meals to ERH staff and visitors from the Main Kitchen; a kiosk is available for their use. 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 dieticians from ERH and the service-provider must be held once a week to ensure that menus for special diets are compliant with the National Food Service Policy and that the portion sizes and meals served are correct.	
2.1.7	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, ERH is under no obligation to use the service provider exclusively . For such functions, the service provider shall adhere to the guidelines of Circular H86/2017 issued by the WCGHW’s Directorate Services Priorities Coordination.	
2.1.8	ERH will only pay for functions and meetings for which a written motivation was presented to, and the cost discussed and approval granted by ERH’s CEO . A separate accounting record shall be maintained for each event of this kind.	

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

Para	Section 2: Service specification	Details of offer														
2.2	PREMISES AND FOOD SERVICE EQUIPMENT:															
2.2.1	Duties and obligations of ERH															
2.2.1.1	ERH will provide and maintain existing food services premises required for the execution of the contract and where necessary, and as a result of fair wear and tear , maintain and repair the building infrastructure and assets mentioned further on, as mutually agreed with the service-provider.															
2.2.1.2	Similarly, ERH will provide and maintain extractor fans and any additional catering equipment , and carry the cost if crockery and cutlery stock levels must be increased due to operational requirements .															
2.2.1.3	ERH will supply electrical power 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 .															
2.2.1.4	ERH will make its fully equipped main kitchen available to the successful bidder free of charge to prepare all patient and other meals.															
Table 1	Main Kitchen facilities and amenities															
	<table><tr><th>Description</th><th>Number</th></tr><tr><td>Walk-in fridge-freezer</td><td>1</td></tr><tr><td>Medium storeroom</td><td>2</td></tr><tr><td>Preparation area</td><td>5</td></tr><tr><td>Open-plan scullery</td><td>1</td></tr><tr><td>Delivery entrance; back door with gate</td><td>1</td></tr><tr><td>Office section</td><td>1</td></tr></table>	Description	Number	Walk-in fridge-freezer	1	Medium storeroom	2	Preparation area	5	Open-plan scullery	1	Delivery entrance; back door with gate	1	Office section	1	
Description	Number															
Walk-in fridge-freezer	1															
Medium storeroom	2															
Preparation area	5															
Open-plan scullery	1															
Delivery entrance; back door with gate	1															
Office section	1															
	ERH 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	ERH shall provide free ablution facilities to the service-provider's staff at/near the service areas detailed further on.															
2.2.1.6	However, ERH is not obliged to provide housing or accommodation on or near its premises for staff employed by the contractor.															

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Para	Section 2: Service specification	Details of offer
2.2	PREMISES AND FOOD SERVICE EQUIPMENT (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 (overheads etc) 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 and necessary information technology equipment to manage the service efficiently for the contract's duration. The service-provider is responsible for associated maintenance, safety expenses and equipment costs .	
2.2.2.3	The service-provider will be responsible for supplying the kitchen equipment, crockery, cutlery, food-preparation and serving utensils in the tables below in good, clean, working condition, in accordance with ERH's minimum specified on-site stock levels. Crockery and cutlery used in wards must be returned to the kitchen for the service-provider to clean.	
Table 2.1	Equipment	Min on-site stock level
	Bain Marie	1
	Coffee-maker for kiosk	1
	Deep-fryer for kiosk	1
	Display fridge for kiosk	1
	Electric urn and flask	1
	Fridge, upright	2
	Freezer, upright	2
	Industrial liquidizer	1
	Industrial 6-burner gas stove with oven	1
	Industrial 80-litre tilting frying pan	1
	Microwave ovens	2
	Potato peeler	1
	Sandwich press for kiosk	1
	Stainless steel table	1
	Tea trolley	10
	20-pan combi -steamer with inserts	1
	20-plate food trolley	10
	30-plate food trolley	1
Table 2.2	Crockery, cutlery, food-preparation and serving utensils	Min on-site stock level
Cutlery	<i>Stainless steel for general use:</i> knives, forks, soup spoons, dessert spoons, teaspoons	200 each
	<i>Good quality disposable, for psychiatric patients:</i> knives, forks, soup spoons, dessert spoons and teaspoons	200 each
Crockery	<i>Porcelain:</i> dinner plates, side plates, dessert bowls, cups and saucers, tea/coffee pots milk jugs	200 each
Plasticware	<i>Polycarbonate:</i> Water jugs, min 1 litre capacity, water glasses, min 240 ml capacity, juice glasses, min 125 ml capacity	200 each
Other	<i>Colour-coded</i> chopping boards: yellow, blue, red, green	3 x each =12
	General-purpose knives: yellow, blue, red, green, for peeling, cutting and chopping	3 x each =12
	Meal and tea trays	180
	Insulated domes and bases	180

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Para	Section 2: Service specification	Details of offer
2.2.2	Duties and obligations of the service-provider (continued)	
2.2.2.4	The service-provider shall maintain, repair, renovate or replace any broken or unserviceable equipment at his own cost and in a way that reasonably ensures the least disruption to the service.	
2.2.2.5	Where stock losses or damage of any crockery and/or cutlery items occur, the service-provider will carry the cost of procuring good-quality replacement items of similar material.	
2.2.2.6	The service-provider must render 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 , including ERH's mandatory protocols , <i>inter alia</i> that contract staff wear appropriate Personal Protective Equipment (' PPE ') issued by the service-provider when entering isolation wards .	
Table 3 Service areas		
	Ward type	Ward name No of sites
	Medical wards	A, B, & E 3
	Medical Adults, Paeds & KMC ward	C 1
	Surgical ward	D 1
	Male & female psychiatric ward	APU 1
	Emergency Centre & overnight ward	1
	Total service areas	7

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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 ERH’s Contract Manager to ensure that the service-provider’s staff complies with this requirement.	
2.3.4	The service-provider shall not remove any ERH property from the premises or location where it is kept, and shall ensure that these are used in a proper manner. ERH 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 ERH for consideration and ERH’s decision regarding its necessity will be final .	
2.3.6	The contractor will not be allowed to use the facility and equipment for the preparation of food for private functions. All preparation for private functions must be done off-site.	
2.3.7	ERH’s Contract Manager and the service-provider’s Catering Manager shall have access to the facilities and equipment, material and supplies used by the service-provider at all reasonable times - (i) to monitor compliance with the contract conditions and food specifications, (ii) to establish if the premises, furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies are being used in accordance with these conditions (iii) to conduct inventory control of furniture, fixtures, equipment, utensils, etc., and (iv) for any other reasonable purpose related to contract conditions or the wider interest of WCGHW.	
2.3.8	The service-provider will carry the cost of any additional security required to safeguard furniture, fixtures, equipment, appliances, utensils, material and supplies in the Kitchen against damage or theft .	
2.3.9	On termination of the contract, except for fair wear and tear, the service-provider shall maintain , and where necessary, restore all designated areas, facilities, etc. in the same good order and condition in which the inventory schedule confirmed them to be at the start of the contract.	

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Para	Section 2: Service Specification	Details of offer
2.4	STAFF MANAGEMENT AND TRAINING	
2.4.1	Staff management	
2.4.1.1	WCGHW encourages the deployment of labour from within the local community as far as possible. The successful service-provider must assess the number of contract staff members it is able to source from the local community and submit a proposal to the ERH Board and Facility Manager. This number must be revised annually and be maintained by the service-provider in the event of the resignation, retirement or decease of any of these staff members.	
2.4.1.2	The service-provider must provide all management, catering and food service staff required for the efficient operation of the catering service. This must include relief staff in the place of absent staff in designated positions for day/night shift .	
2.4.1.3	The envisaged minimum (core) food service staffing levels , determined by ERH and vetted by a duly appointed Bid Specification Committee, are intended to ensure the continuous availability of staff for day and night shifts, and include relief staff in designated positions. Costing provided must include provision for relief staff against each position.	
2.4.1.4	Although the positions of dietician and financial controller must exist in the service-provider’s organisational structure and their expertise must be available to ERH 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	A sufficiently senior contract staff member (Catering Manager or Assistant Catering Manager) must be on site every day to maintain standards and handle queries .	
2.4.1.7	If there should be an unforeseen increase or decrease in clients participating in the service, the service-provider will be entitled to negotiate an increase or decrease of its personnel with ERH. Any fluctuation in the service-provider’s staff numbers must be approved by WCGHW.	
2.4.1.8	Wages paid by the service-provider to management and food service staff must be not less than the minimum wage for the category of employee determined and gazetted by the Department of from time to time. Bidders shall furnish proof that the salaries/ wages paid to employees comply with this condition.	

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Para	Section 2: Service Specification	Details of offer
2.4	STAFF MANAGEMENT AND TRAINING	
2.4.1	Staff management	
Table 4	Catering staff profile - requirements	
	Any catering staff member deployed by the service-provider must be:	
1.	- a South African citizen , and if not , possess a valid work permit ,	
2.	- cleared by South African Police Services to confirm no criminal record ; a certified copy of the SAPS clearance certificate must be submitted by the successful bidder 1 week before the contract starts, as well as before employing any additional staff on this contract,	
3.	- able to speak, read and write at least 2 of 3 Western Cape official languages , of which 1 must be English ,	
4.	- physically fit and in good health to perform his/her duties, and	
5.	- able to work independently as well as in a group depending on his/her duties.	
	The following duly trained contract food service staff , further detailed in the organogram Annexure F are required to be on-site at ERH :	
Table 5	Minimum core food service staff levels	
Post description	Shift/Hours	Staff/shift
Food services manager	Mon-Fri; 7:00-16:00 Excl public holidays	1
Food services supervisor	Alternating shift; 6:00-18:00 Incl weekends & public holidays	1
Cook	Alternating shift; 6:00-18:00 Incl weekends & public holidays	1
General cleaner	Alternating shift; 6:00-18:00 Incl weekends & public holidays	1
Sub-total of staff excluding Food Services Aids ('FSAs')		7
Food Services Aid	Day shift ; alternating shift 6:00-18:00 Incl weekends & public holidays	8
	Night shift ; alternating shift 6:00-18:00 Incl weekends & public holidays	3
Sub-total FSAs		22
Total staff		29
NOTE	Remuneration for an additional cook required to prepare food for the kiosk will be for the service-provider's account .	
2.4.2	Training	
2.4.2.1	The service-provider must ensure that key contract staff members are fully trained and possess the following qualifications: (i) the Food Service Manager must be trained in Occupational Health and Safety, Infection Prevention and Control, administration, first-aid, fire prevention and total black-out, (ii) cooks must be trained in the assistant chef course , and (iii) general cleaners and Food Service Aids must be trained in Facility and Frontline Attitude and Infection Prevention and Control.	

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Para	Section 2: Service Specification	Details of offer
2.4.2	Training (continued)	
2.4.2.2	All new staff and/or casuals must have been trained before they are allowed to work in the kitchen. All permanent staff should at least be trained on the level of Food Services Aid, Ward Hostess, Chef or Assistant Chef . All ongoing staff training and development must be documented and records to be kept on site.	
2.4.2.3	The service-provider shall be responsible for the continuous training of all food service staff to ensure the efficient functioning of the catering service. A fully documented in-service training matrix and detailed exposition of all envisaged courses <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 ERH’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 ERH for a minimum period of 3 days .	
2.5.3	As compliance with specification requirements for quality is mandatory, the service-provider shall ensure that all food provided at ERH complies with the specified quality and adheres to SABS specifications for the handling and preparation of food etc.	
2.5.4	Where required, the service-provider undertakes to submit food for quality and quantity control inspections and testing of menu specifications by the Contract Manager and/or dietician. Where inspections and tests by the SABS or Environmental Health practitioners are required, paragraph 8 of the General Conditions of Contract will apply.	
2.5.5	If the quantity and/or quality of any food or materials supplied to patients do not comply with the standard and specifications in the contract, the contract may be terminated immediately by written notice and without prejudice to any other remedy for breach of contract in terms of paragraph 23 of the General Conditions of Contract.	

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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 sample menu in Section 3 . Failure to comply will invalidate a bidder's offer .	
2.6.2	The following information must be included with the completed bid offer for evaluation; failure to comply will invalidate a bidder's offer : - standardised recipes for normal and therapeutic meals, and - a nutritional analysis of all menus.	
2.6.3	ERH 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 ERH's dietician and Provincial Food Services Co-ordinator, the menus attached to the bid document will be implemented by the successful bidder who will use and limit itself to these standard recipes for all menu items in the menu cycles. After the contract's commencement, the daily or other menus may only be amended with prior approval of ERH's representative/dietician.	
2.6.5	At the start of the contract, all standardised recipes must be printed by the service-provider and be available within the Food Service Unit ('FSU') , along with the complete nutritional analysis of all winter and summer and therapeutic menus.	
2.6.6	ERH 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. ERH's Contract Manager and other responsible staff appointed by ERH 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	ERH's Contract Manager/Quality Assurance Officer will perform a monthly hygiene audit which will measure acceptable hygiene levels at a minimum of 75% . If the service-provider fails to achieve 75%, ERH 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.	
2.7.1.3	Apart from monthly hygiene audits, random inspections (spot checks) may also be performed and a fine per incident may be imposed if staff hygiene during these inspections is not found up to standard.	
2.7.1.4	The service-provider shall ensure that all food service staff-members are in good physical health to perform their daily duties, and free of infectious diseases . All of 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.	
2.7.1.5	The service-provider shall ensure that all food service staff-members are well-groomed and neatly dressed in appropriate protective clothing at all times. The service-provider is responsible for purchasing 3 sets of uniforms per staff member per year and personal protective equipment daily in terms of provincial policy, and to launder the non-disposable components.	

Table 6 Minimum uniform requirements

Description	Comment	Number
Chef's jacket & pants/skirt	White only jacket	3 sets/year
Shirt/blouse & pants/skirt	White only shirt/blouse	3 sets/year
Cloth aprons for cooks and FSAs		6/year
Safety shoe, OR comfortable closed shoes	Occupational Health and Safety Act 85 of 1993, where applicable	1 pair/year
Disposable headgear, gloves, aprons, masks	Masks must be N95 or disposable surgical , as required (isolation wards)	Daily/as required
Name/identification badge with visible colour photo.	Must show name, position & company name & be worn at all times	1 each

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Para	Section 2: Service specification	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD (continued)	
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 ERH's Contract Manager.	
2.7.2.2	The service-provider shall oversee pest control , the extermination of insects and rodents in food stock stores and kitchens, <u>monthly or as required</u> , for the duration of the contract. These treatments will be for the service-provider's account . <u>A dated fumigation certificate</u> shall be provided to ERH's Contract Manager after every successful fumigation, failing which a fine will be imposed.	
2.7.2.3	The service-provider shall purchase and ensure the safe storage and continuous availability of all items listed below that are necessary for the fulfillment of the service and management functions, at his own risk. The amount claimed monthly from ERH for these requirements shall not exceed the accepted amount in the pricing schedule::	
Table 7 Cleaning materials supplied by service-provider		
Category	Example	
Cleaning accessories	(Colour-coded) dish cloths, brooms, mops, squeegees	
Ammonia-free detergents	Dishwashing liquid, bleach, drain-cleaner	
Insecticides	Aerosol spray for flying & crawling insects	
Consumable items	Packaging materials, bin liners, black refuse bags, paper serviettes, cling wrap	
Stationery	Copy paper, printer cartridges, clipboards, pens	
Dilution charts, Material Safety Data sheets	Where applicable, Preparation & usage instructions for all chemicals & list of all chemicals utilized in the kitchen must always be displayed clearly	
Personal Protective Products	70% min alcohol hand sanitizer with dispenser(s)	
2.7.3	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 equipment and working surfaces must be sent to a laboratory for bacterial tests , and results submitted to ERH's Contract Manager .	
2.7.3.2	The service-provider shall have procedures in place for the clean, hygienic and safe handling of food from receipt through preparation to serving , to ensure and monitor that all food, when received, is - examined on receipt for expiry date, damage, pest infestation and temperature (maintenance of cold chain) - handled, stored, prepared and cooked appropriately, and - always kept at the correct temperature, including when in transit between the food-preparation site and service areas.	
2.7.3.3	ERH's Contract Manager will conduct regular inspections to monitor the food standard and quantity and shall be entitled to instruct the contractor to rectify any specification breach immediately . Failing this, the contract may be terminated forthwith on written notice and without prejudice to any other remedy in terms of paragraph 23 of the GCC .	

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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

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

Para	Section 2: Service specification	Details of offer
2.8	PENALTIES	
2.8.1	In addition to general penalties for the non-performance of contract services within specified timeframes to which ERH is entitled under paragraph 21 and 22 of the GCC, individual penalties mentioned elsewhere in this specification will be imposed on the service-provider for the following infringements:	
Table 8	Infringements	Fine/incident
1.	Failing to adhere to prescribed meal times.	R2 000.00
2.	Serving any food item confirmed by ERH's Contract Manager or dietician as being spoilt, e.g. mouldy bread, sour milk, spoilt fruit or meat etc.	R2 000.00
3.	Failing to correct weight variations exceeding 10% of specified requirements for individual food items.	R2 000.00
4.	Failing to achieve 75% hygiene level during monthly hygiene audit; failing to correct area of improvement within 48 hours after audit.	R2 000.00
5.	Portion size served not according to specification per patient.	R1 000.00
6.	Failing to provide fumigation certificate after scheduled treatments for pest control.	R1 000.00
7.	Failing to post contracted numbers of trained staff in any specified or designated area.	R750.00
8.	Water & electricity wastage - leaving taps running when not in use; failing to switch off electrical appliances when not in use.	R500.00
9.	Failing to adhere to staff hygiene standards during routine inspections.	R500.00
10.	Failing to wear appropriate uniform including name tags.	R500/00
11.	Failing to man the kiosk at all times.	R500.00
12.	Failing to adhere to kiosk service hours.	R500.00

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WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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

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

Para	Section 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 ERH'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 9	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 10: 3-week cycle menu - WEEK 1

DAY WEEK 1	SUNDAY 1		MONDAY 2		TUESDAY 3		WEDNESDAY 4		THURSDAY 5		FRIDAY 6		SATURDAY 7	
BREAKFAST														
PORRIDGE	Mealiemeal/ Weetbix	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 Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g
PROTEIN DISH	French toast Grated cheese	30 g	Savoury Baked Beans	50 g	Braised mince	100 g	Chicken Liver	50 g	Scrambled egg	x 2	Fish fingers	x 2	Boiled egg	x 1
FRESH FRUIT	MAY BE SERVED AT BREAKFAST, LUNCH OR SUPPER ON WEEKDAYS; SERVED WITH BREAKFAST ON SUNDAYS.													
MILK/DAY	500 ml		500 ml		500 ml		500 ml		500 ml		500 ml		500 ml	
LUNCH														
MAIN COURSE	POULTRY		MINCE		STEW		POULTRY		PROCESSED		MINCE		FISH	
	Roast chicken	200 g	Bobotie/ curry mince	170 g	Brown stew		Hawaiian chicken	170 g	Cold meat, sweetcorn & pasta bake	300g	Cottage pie	180g	Fried/battered hake	140 g
	Rice	100 g	Rice	100 g	Samp/rice	100 g	Rice	100 g					Mash	110 g
	Sweet carrots	80 g	Gem squash	½	Butternut	80 g	Nutmeg carrots	80 g	Mixed salad	80 g	Gem squash	½	Mixed veg/ salad	80 g
	Broccoli/ cauliflower & white sauce	100 g	Mixed veg	80 g	Green beans	80 g	Peas	65 g			Green beans	80 g	Warm beetroot/ beetroot salad	80 g
DESSERT/FRUIT	Fruit whip & custard	100 ml	Fruit		Fruit		Fruit		Fruit		Fruit		Fruit	
SUPPER														
MAIN COURSE	MEATLESS		PROCESSED		FISH		MINCE		STEW		POULTRY		STEW	
	Veggie Pasta Bake	260 g	Vienna chili con carne	160 g	Fish cakes	50 g x 2	Mexican beef	170 g	Cabbage stew	170 g	Chicken á la King	180 g	Tomato stew	170 g
			Rice	100 g	Mash	110 g			Samp/rice	100 g	Rice	100 g	Samp/rice	100 g
	Mixed salad	80 g	Peas	65 g/ 80 g	Broccoli/tomato & lettuce salad	65 g	Baby marrow ratatouille	80 g	Butternut	80 g	Peas	65 g	Cabbage/ green salad	80 g
	Bean	200 ml	Minestrone	200 ml	Chicken	200 ml	Vegetable	200 ml	Mushroom	200 ml	Tomato	200 ml	Butternut	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 Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g
EARLY MORNING SNACK: 5:00			Rusk/2 slices brown bread		Margarine	10 g	Spread/filling	15 g	Beverage			WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 8 NOV 2024		
IN BETWEEN SNACK: 10:00 & 15:00			Rusk/2 slices brown bread		Margarine	10 g	Spread/filling	15 g	Beverage					
LATE NIGHT SNACK: 20:00			2 slices brown bread		Margarine	10 g	Spread/filling	15 g	Beverage					
PROTEIN SNACK prescribed by dietician			2 slices brown bread		Margarine	10 g	Protein filling or	15 g	1 boiled egg					

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Section 3 :Catering and food specification
TABLE 10: 3-week cycle menu - WEEK 2

DAY WEEK 2	SUNDAY 8		MONDAY 9		TUESDAY 10		WEDNESDAY 11		THURSDAY 12		FRIDAY 13		SATURDAY 14	
BREAKFAST														
PORRIDGE	Oats/ Cornflakes	200 ml 40 g	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	200 ml	Oats	200 ml	Mealiemeal	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 Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g
PROTEIN DISH	French toast Grated cheese	30 g	Chicken Liver	50 g	Braised mince	100 g	Spiced Beef	50 g	Scrambled egg	x 2	Fish fingers	x 2	Boiled egg	x 1
FRESH FRUIT	MAY BE SERVED AT BREAKFAST, LUNCH OR SUPPER ON WEEKDAYS; SERVED WITH BREAKFAST ON SUNDAYS.													
MILK/DAY	500 ml		500 ml		500 ml		500 ml		500 ml		500 ml		500 ml	
LUNCH														
MAIN COURSE	POULTRY		STEW		FISH		POULTRY		STEW		POULTRY		MINCE	
	Chutney chicken	200 g	Green bean stew	200 g	Fish Portuguese/ fish cakes	140 g/ 50 g x 3	Chicken & veg Stirfry	160 g	Pumpkin stew	200 g	Roast chicken	150 g	Chilli con carne	195 g
	Savoury rice	100 g	Samp/rice	100 g	Savoury rice	100 g	Pasta	100 g	Samp/rice	100 g	Potato wedges	100 g	Rice	100 g
	Sweet pumpkin	80 g			Peas	65 g					Carrot salad	90 g	Gem squash	½
	Broccoli	100 g	Carrots	80 g	Butternut	80 g	Warm beetroot/ beetroot salad	80 g	Mixed veg	60 g	Mixed salad	80 g	Broccoli- cauliflower mix	100 g
DESSERT/FRUIT	Jelly whip/ jelly & custard	100 ml	Fruit		Fruit		Fruit		Fruit		Fruit		Fruit	
SUPPER														
MAIN COURSE	PROCESSED		MINCE		STEW		MINCE		FISH		PROCESSED		MEATLESS	
	Macaroni & cheese	260 g	Savoury mince	100 g	Carrot stew	170 g	Spaghetti Bolognaise	160 g	Fish casserole	250 g	Viennas	x 2	Veg & macaroni bake	260 g
			Rice/ Mash	100 g/ 110 g	Samp/rice	100 g					Hot dog rolls	x 2		
	Peas/ Mixed salad	65 g/ 80 g	Gem squash	½			Stewed green beans	80 g	Country mix	80 g	Tomato slices/ Relish	50 g/ 50 ml	Pumpkin	80 g
	Minestrone	200 ml	Split pea	200 ml	Mushroom	200 ml	Vegetable	200 ml	Butternut	200 ml	Chicken soup	200 ml	Samp & bean	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 Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g
EARLY MORNING SNACK: 5:00			Rusk/2 slices brown bread		Margarine	10 g	Spread/filling	15 g	Beverage		WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 8 NOV 2024			
IN BETWEEN SNACK: 10:00 & 15:00			Rusk/2 slices brown bread		Margarine	10 g	Spread/filling	15 g	Beverage					
LATE NIGHT SNACK: 20:00			2 slices brown bread		Margarine	10 g	Spread/filling	15 g	Beverage					
PROTEIN SNACK prescribed by dietician			2 slices brown bread		Margarine	10 g	Protein filling or	15 g	1 boiled egg					

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Section 3 :Catering and food specification
TABLE 10: 3-week cycle menu - WEEK 3

DAY WEEK 3		SUNDAY 8		MONDAY 9		TUESDAY 10		WEDNESDAY 11		THURSDAY 12		FRIDAY 13		SATURDAY 14	
BREAKFAST															
PORRIDGE	Mealiemeal/ Weetbix	200 ml 40 g	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 Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	
PROTEIN DISH	French toast Grated cheese	30 g	Spiced beef	50 g	Savoury mince	100 g	Chicken Liver	50 g	Scrambled egg	x 2	Fish fingers	x 2	Boiled egg	x 1	
FRESH FRUIT	MAY BE SERVED AT BREAKFAST, LUNCH OR SUPPER ON WEEKDAYS; SERVED WITH BREAKFAST ON SUNDAYS.														
MILK/DAY	500 ml		500 ml		500 ml		500 ml		500 ml		500 ml		500 ml		
LUNCH															
MAIN COURSE	POULTRY		FISH		POULTRY		STEW		MINCE		STEW		MINCE		
	Roast chicken	200 g	Fried fish	200 g	Liqui-Fruit chicken	200 g	Irish stew	170 g	meatballs	50 g x 3	Curry stew	170 g	Meat pie (pouring batter)	120 g	
STARCH	Glazed sweet potato	100 g	Savoury rice	100 g	Rice	100 g	Samp/rice	100 g	Potato wedges	110 g	Samp/rice	100 g	Savoury rice	100 g	
VEGETABLE 1	Steamed carrots	80 g	Gem squash	½	Nutmeg carrots	80 g	Gem squash	½	Mixed salad	80 g	Peas	65 g	Mixed veg	80 g	
VEGETABLE 2/ SALAD	Peas	65 g	Mixed salad	80 g	Steamed green beans	80 g			Beetroot salad	80 g	Carrot	80 g	Butternut	80 g	
DESSERT/FRUIT	Fruit salad Custard	100 g 100 ml	Fruit		Fruit		Fruit		Fruit		Fruit		Fruit		
SUPPER															
MAIN COURSE	MINCE		STEW		MINCE		PROCESSED		POULTRY		FISH		MEATLESS		
	Beef sausage	120 g	Meat biryani	180 g	Meatloaf/ Meatballs	100 g 50 g x 2	Vienna “smoor”	160 g	Macaroni- chicken dish	260 g	Hake/Pilchard “smoor”	120 g	Lentil Stew	160 g	
STARCH	Mash	110 g	Rice	100 g	Sweet potato	100 g	Rice	100 g			Rice	100 g	Rice	100 g	
VEGETABLE/ SALAD	Country mix	80 g	Butternut	90 g	Cut corn	65 g	Tomato relish	50 ml	Green beans	80 g	Gem squash	½	Baby marrow	80 g	
SOUP	Bean	200 ml	Chunky veg	200 ml	Mushroom	200 ml	Vegetable	200 ml	Butternut	200 ml	Chicken	200 ml	Minestrone	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 Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	Margarine Spread	10 g 20 g	
EARLY MORNING SNACK:5:00			Rusk/2 slices brown bread		Margarine		10 g		Spread/filling		15 g		Beverage		
IN BETWEEN SNACK: 10:00 & 15:00			Rusk/2 slices brown bread		Margarine		10 g		Spread/filling		15 g		Beverage		
LATE NIGHT SNACK: 20:00			2 slices brown bread		Margarine		10 g		Spread/filling		15 g		Beverage		
PROTEIN SNACK prescribed by dietician			2 slices brown bread		Margarine		10 g		Protein filling or		15 g		1 boiled egg		
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Section 3: Catering and food specification

Table 11 Provincial summer menu for full/normal diet

Meals & snacks	Serving time	Food items	Adults	Toddlers/children
EARLY-MORNING SNACK	05:00	Rusk, preferably whole-wheat & buttermilk/ commercially wrapped rusk	✓	✓
		Tea/coffee with milk & sugar	✓	✓
BREAKFAST	07:00-08:00	Fruit or fruit juice	✓	✓
		Porridge with milk & sugar, 6 days	✓	✓
		Dry cereal with milk and sugar, once weekly	✓	✓
		2 slices brown bread with margarine & jam	✓	✓
		Tea/coffee with milk & sugar	✓	✓
MID-MORNING SNACK	10:00	Biscuit/commercially wrapped biscuit	✓	Sandwich/snack/fruit
		Tea/coffee with milk & sugar	✓	
LUNCH	12:00-13:00	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	Tea/coffee with milk & sugar	✓	Sandwich/snack/fruit
SUPPER	17:00-18:00	Soup, optional, winter only	✓	✓
		Protein main dish	✓	✓
		Starch	✓	✓
		1 Vegetable/1 salad	✓	✓
		2 slices brown bread with margarine & spread (jam, peanut butter)	✓	✓
LATE-NIGHT SNACK	20:00	Rusk/biscuit/ 2 slices brown bread with margarine & spread/filling	✓	✓
		Tea/coffee with milk & sugar	✓	✓

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

Table 12.1 Therapeutic meal guidelines - High-protein diet

Definition & Indications	Foods allowed	Foods to avoid
Definition Diet similar to full adult/normal diet but comprising 1½ times a full diet to provide more energy & protein to patients. Protein content of diet may be increased by: - adding eggs to porridge & soup, - serving peanut-butter sandwiches as snack, - serving high-protein drinks e.g egg-flips & Build Up. Indications To provide nutrition to patients that: - are malnourished, - have suffered burns or major trauma, - are recovering from major surgery.	See proposed meal plan for high protein diet under Menu B, item 2 on form WCBD3.2.	No specific food/extras excluded. Based on full diet in Table 10, with increased protein

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Section 3: Catering and food specification

Table 12.2 Therapeutic meal guidelines - Diabetic diet

Definition & Indications	Foods allowed	Foods to avoid
Definition Diet with food from the low and medium glycemic index categories in the table on the next page. 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. Indications To provide nutrition with the appropriate glycemic index to patients that have: - diabetes mellitus, - weight loss, and - reactive hypoglycaemia See Glycaemic Index overleaf.	Milk & milk products	
	Low fat/fat free milk & dairy products e.g unsweetened yoghurt, cottage cheese	Full cream milk & milk products Sweetened yoghurt
	Beverages	
	Tea (Ceylon & Rooibos), coffee without sugar, unsweetened or diluted vegetable & fruit juice form low or intermediate GI fruit & vegetables, sugar free cold drinks & cordials	Strong tea/coffee with sugar, carbonated & sports drinks
	Meat, fish & poultry	
	Lean red meat, lean mince Fish boiled, steamed Chicken & other poultry without skin	Fatty, processed & grilled meat, fish & poultry
	Fruit & vegetables	
	Fresh fruit – all deciduous fruit e.g apricots, cherries, peaches, plums, pears, apple, etc. All citrus fruit e.g orange, naartjie, grapefruit, etc. Kiwi & grapes - controlled portions. In moderation – tropical fruit e.g banana, mango, pawpaw, pineapple & litchi. Dried fruit – sultanas, dates & raisons (controlled portions).	Fruit canned in syrup Sweet melon & watermelon Dried fruit rolls
	Vegetables – beans, broccoli, cauliflower, cabbage, marrow, peas, onion, mushroom, cucumber, lettuce, tomato, pepper., spinach	Beetroot, carrots & carrot juice, pumpkin, Hubbard squash, butternut, parsnip, turnip Sweetened vegetables
	Bread & grains	
	Whole-wheat/brown/seed bread with added grain kernels/oat bran - Duens dumpy, Albany Whole-wheat & digestive biscuits e.g Pro-Vita	Regular white, brown & whole-wheat bread; bread rolls & baked goods made with cake, bread & whole-wheat flower & added sugar Rice cakes, snack bread, cream crackers, water biscuits
	Cereal/porridge – All Bran/High Fibre Bran flakes, fine form muesli Pro Nutro wholewheat original, apple bake & honey melt Raw oat bran & digestive bran Cold mealie meal, reheated when served & whole oats	WeetBix, Nutrific, Special K, corn flakes, rice crispies, toasted muesli, puffed wheat Pro Nutro flavors other than original, apple bake & honey melt Maltabella
	Other starches	
	All dried & canned beans - baked beans, butter beans - peas, lentils Boiled barley, barley wheat, crushed wheat, bulgur wheat, buckwheat	Boiled, mashed, baked & fried potato Noodles, rice, samp, mealie rice
	Fats & oils	
	Margarine Sunflower/olive oil Low fat salad dressing	Salad cream, salad dressing & mayonnaise
	Dessert, sweets, spreads	
	Low fat/fat free custard, sweetened & unsweetened Low fat/fat free ice cream, sweetened & unsweetened Sugar free jam - Naturelite, St Dalfour - & raw honey Sugar free sweets	Boiled & jelly-type sweets Commercial honey

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GLYCEMIC INDEX FOR DIABETIC DIET

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

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Section 3 - Catering and food specification

Table 12.3 Therapeutic meal guidelines - Low residue diet

Definition & Indications	Foods allowed	Foods to avoid
Definition Diet that is non-irritating and is aimed at producing a low faecal output. It includes food that digests completely and does not stimulate bowel secretions. Indications To provide nutrition with restricted sodium to patients that: - have infection in their intestines, - have severe diarrhoea, - are recovering from intestinal surgery, - are awaiting colon surgery, - require bowel rest, - have oesophageal varices - have uncomplicated acute diverticulitis, ulcerative colitis, and infective enterocolitis, and - have irritable bowel disease	Milk and milk products	
	Cottage cheese, limit milk to 2 cups/day including that used in food preparation	Milk and dairy in excess of 2 cups/day. Cremora, cream, cheese, ice cream, milky drinks like Milo, Horlicks or build up.
	Beverages	
	Fruit and vegetable juices Sorbitol <10g/day and Fructose <30g/day Rooibos tea	Caffeinated cooldrinks, coffee, tea
	Eggs	
	Boiled, scrambled, poached, omelette, soufflés	Fried eggs
	Meat, fish & poultry	
	Tender meat, fish or chicken, stews. No skin, fat or sauces. (Boiled, steamed, poached)	Fatty and fried meats, bacon, sausage, processed meats or fish, tough meat, fish or chicken.
	Legumes, pulses and nuts	
		Baked beans, lentils, dried peas Nuts, seeds and peanut butter
	Fruit & vegetables	
	Fruits that contain less than 2% fiber and fruit juices.	Hard fruits, skins, pips. Fruit that contains more than 2% fiber. Dried fruit or stewed fruit, prune juice. Gas-forming fruits.
	Vegetables that contain less than 2% fibre and vegetable juices. Mashed or boiled potato	Hard, whole vegetables with skin, hulls and pips. Gas-forming vegetables Roast or fried potatoes, jacket potato or cream filled potatoes
	Bread & grains	
	White bread or rolls. Marie biscuits or shortbread. Cooked porridges like mealie meal, Maltabella, strained oats or Tasty Wheat. White rice, soft pasta and sweet potatoes.	Whole wheat or hard bread or rolls. Whole wheat biscuits, cereals, brown or wild rice. Bran products. Biscuits with coconut, chocolate or nuts. Mealie rice, samp or popcorn.
	Cereal/porridge- cooked porridge e.g. Tasty Wheat, mealie meal, Maltabella, oats prepared without added salt Muesli/granola, bran flakes	Corn flakes, rice crispies
	Soup	
		Soups made with dried peas, lentils, pips or cream
	Sauces	
		Strongly flavoured sauces like hot chutney or Worcestershire sauce. High fat content like mayonnaise or salad dressings Rich gravies or sauces
	Seasoning/flavouring	
	Cinnamon, thyme, origanum and parsley	Strongly flavoured spices like curries or chillies. Pickles or preserves like olives
	Dessert, sweets, spreads, snacks	
	Smooth jam, honey, syrup, Marmite or Bovril. Soft puddings and plain cakes	Coconut, marmalade, rich puddings or pastries

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Section 3 - Catering and food specification

Table 12.4 Therapeutic meal guidelines – Full/mixed fluid diet

Definition & Indications	Foods allowed	Foods to avoid
Definition Diet with foods at room temperature that are liquid or liquefied. 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. Indications To provide nutrition to patients who are unable to swallow or chew solid foods, e.g. patients that: - have broken jaws/have undergone mouth, throat or jaw surgery, - are transitioning between clear fluid diet & light, soft diet, and - are acutely ill.	Milk and milk products Milk & milk drinks – in any form, smooth yoghurt, Yogi-Sip, milkshakes	Any food not liquid or liquefied at room temperature
	Beverages Tea, coffee, iced tea, vegetable & fruit juice, fruit squash, fruit shakes without fibre/pieces, Ensure, Build Up.	
	Eggs In soup & custard	
	Bread & grains Porridge – thin, strained liquid porridge Cereal/porridge– cooked porridge e.g Tasty Wheat, mealie meal, Maltabella, oats	
	Soup Strained soup and broth	
	Dessert, sweets, spreads Jelly, custard, ice-cream sugar, syrup, honey	

Table 12.5 Therapeutic meal guidelines - Clear fluid diet

Definition & Indications	Foods allowed	Foods to avoid
Definition Diet with foods at body temperature that are clear and liquid or liquefied. Diet is not nutritionally adequate and should not be used for more than 1-2 days. Indications To provide temporarily-limited nutrition to patients that: - are preparing for bowel surgery. - are in Stage 1 diarrhoea feeding programme - are unable to tolerate solid food due to nausea, vomiting, diarrhoea & appetite loss, and - cannot yet tolerate solid food after surgery	Beverages Black tea or coffee, iced tea, strained fruit juice, clear fruit juice, e.g., grape, apple & litchi	Milk & milk products, dairy-fruit juice mixes, fruit juice with fibre/pieces, carbonated drinks
	Bread & grains Thin, strained (liquid) porridge	Thin, strained (liquid) porridge
	Soup Soup – fat-free broth, bouillon/consommé, e.g., Bovril	Thick home-made soup
	Dessert, sweets, spreads Dessert – plain jelly	Dessert – plain jelly

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Section 3 - Catering and food specification

Table 12.6 Therapeutic meal guidelines – Soft/light diet

Definition & Indications	Foods allowed	Foods to avoid
Diet with foods in soft, easily chewable form. Mild herbs, spices & flavourings/seasonings e.g. parsley, cinnamon, salt may be used. Preferred cooking methods for meat, fish & poultry – steam, stew, boil, oven-bake & microwave. Avoid greasy & gas-forming food; it affects the gastric emptying rate. Sufficient fluids should be consumed to prevent dehydration. Indications To provide easily-chewable nutrition to patients that: - have trouble eating due to mouth/throat sores, - have trouble swallowing e.g., due to oesophageal stenosis, - have no teeth/badly fitting dentures, and - are otherwise unable to chew hard food	Milk & milk products	
	Yoghurt, milk beverages	Milo, cocoa
	Cheddar & sweet milk cheese, cottage cheese	Strong, flavoured cheese
	Eggs	
	Soft-boiled, scrambled, poached, omelette	Hard-boiled, fried eggs
	Meat, fish & poultry	
	Soft-cooked/flaked/diced/minced meat, fish or chicken; fish cakes.	Fatty meat with bones & sinews Bacon, sausage (wors) & polony Fried/roasted meat, fish or poultry
	Fruit & vegetables	
	Fruit - soft ripe fruit e.g., banana, pawpaw, pear, watermelon, sweet melon, stewed fruit, baked apple. Steamed prunes for breakfast/dessert in cases of constipation	Hard fruit, e.g., pineapples, raw apples, pears
	Vegetables - cooked, soft vegetables e.g., potato boiled without skin/mashed, sweet potato, carrots, pumpkin. Lettuce, beetroot, tomato	Raw or hard, cooked vegetables, e.g., corn; gas-forming vegetables Baked potato
	Bread & grains	
	Soft white or brown bread, pasta & rice	Whole-wheat bread & whole-wheat products, toast, vetkoek
	Cereal/porridge– cooked porridge e.g., Tasty Wheat, mealie meal, Maltabella, oats, Corn Flakes	Hard cereal, e.g., muesli, granola
	Dessert, sweets, spreads	
	Sot dessert - custard, jelly, plain ice-cream, fruit sponge	Desserts with hard or rich ingredients - dried fruit or nuts, pastries

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Table 12.7 Therapeutic meal guidelines – Pureed diet

Definition & Indications	Foods allowed	Foods to avoid
Definition: Diet for patients with moderate to severe dysphagia who cannot chew or swallow safely. Food that has been pureed or has a puree texture that <u>does not require chewing</u>. Homogenous and cohesive consistency that is smooth and lump-free. (NO lumps, fibres, bits of skin, husk, particles etc.). It may however have a grainy quality. It should be thick enough to hold its shape when scooped in a plate. It should be moist and not too sticky in the mouth. <u>Should not be liquid at body temp.</u> e.g. no Ice-cream and jelly. Fluid should not separate from pureed food. Porridge should be smooth but not runny with no husk/ lumpy bits, e.g. mealie meal/ maltabella/tastywheat. Indications: To provide a nutritionally complete diet to patients that have: - neurological disorders affecting the swallow reflex, e.g. CVAs, - dementia, Alzheimers and are frail and elderly (some cases), - oesophageal cancer post-dilatation and/or stent, progressing to soft diet.	Pureed foods or foods of puree texture with a thick, moist consistency. Fluids in the food are as thick as the puree itself, homogenous consistency – not separating.	Solid chunks of food. Seeds, bits of skin, husk, and lumps. Mixed consistency foods.
	Porridge	
	Made from powder/finely ground flour (mealie meal, tasty wheat, Maltabella), Wheetbix fully soaked/softened.	Oats porridge.
	Milk and milk products	
	Milk, smooth yoghurt, smooth cottage cheese.	Hard cheeses, chunky cottage cheese, yoghurt with fruit bits.
	Chicken Eggs	
	Soft boiled or scrambled mixed with mayonnaise to form homogenous consistency.	Hard boiled, baked, omelette.
	Vegetables	
	Pureed soft cooked vegetables such as pumpkin, carrots, broccoli, cauliflower, baby marrow.	Water separating off from vegetables. Tough and stringy vegetables, peas, green beans.
	Starches	
	Mashed - potato or - sweet potato.	Rice, Samp.
	Meat, Poultry, Fish	
	Pureed of homogenous consistency, such as pureed chicken/beef/fish.	Coarsely pureed meat with tough bits. Tough, dry meat. Fish bones.
	Puddings/sweets	
	Custard, mousse.	Ice cream, jelly.
IMPORTANT		
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 13: Portion specifications

Meals & snacks	Food items	Quantity specified
EARLY-MORNING TEA/COFFEE	Rusk – preferably whole-wheat & buttermilk/ commercially wrapped rusk	50 g
	Tea/coffee – e.g. Joko, Five Roses/Ricoffy	1.5-2.5 g
	Milk	40 ml
	Sugar/sweetener	10 g/1 sachet
BREAKFAST	Fruit juice/nectar – Tartrazine/preservative-free	125 ml
	Pre-packed yoghurt/	80 ml/
	Ripe, user-friendly fresh fruit e.g. apple, banana/	1 portion
	Stewed fruit	
	Cooked porridge - Monday-Saturday	125 ml
	Dry cerea l- Sunday	40 g
	Milk	125 ml
	Sugar/sweetener	10 g/1 sachet
	Protein dish (optional)	1 portion
	Bread	2 slices
	Margarine/butter	1-2 x 8 g
	Jam/spread	15 g
	Tea/coffee	1.5-2 g
	Milk	40 ml
	Sugar/sweetener	10 g/1 sachet
MID-MORNING TEA/COFFEE	Bread	1 slice
	Margarine/butter	1-2 x 8 g
	Jam/spread	15 g
	Tea/coffee	1.5-2.5 g
	Milk	40 ml
	Sugar/sweetener	10 g/1 sachet
LUNCH	Protein dish	Bone in-150 g Bone out-120 g
	Gravy	60 ml
	Starch	1 portion
	Vegetable in season	1 portion
	Salad in season	1 portion
	Commercially packed salad dressing in sachet	15 ml sachet
	Dessert – Sunday only	80 g
	Tea/coffee	1.5-2.5 g
	Milk	40 ml
	Sugar/sweetener	10 g/1 sachet
MID-AFTERNOON TEA/COFFEE	Bread	2 slices
	Margarine/butter	1-2 x 8 g
	Jam/spread	15 g
	Tea/coffee	1.5-2.5 g
	Milk	40 ml
	Sugar/sweetener	10 g/1 sachet
SUPPER	Soup - optional	200 ml
	Protein dish	1 portion
	Starch	1 portion
	Vegetable 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	40 ml
	Sugar/sweetener	10 g/1 sachet
	2 x Provita/2 x Cream Cracker/	20 g
	Bread	2 slices
LATE-NIGHT SNACK	Margarine/butter	1-2 x 8 g
	Cheese – sliced or grated/	20 g
	Commercially sliced & wrapped cheese	20 g
LATE-NIGHT BEVERAGE	Tea/coffee/hot chocolate	1.5-2.5 g
	Milk	40 ml
	Sugar/sweetener	10 g/1 sachet

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Section 3: Catering and food specification

Table 14: Portion sizes -patients

Food items	Portion size/weight	Food items	Portion size/weight
Porridge and cereal	Adults	Starches	Adults
Mealie meal	100 g	Mash	110 g
Oats	100 g	Rice, plain & savoury	100 g
Cornflakes	40 g	Samp	100 g
Weet-Bix	40 g	Sweet potato, plain/glazed	100 g
Nestum (babies)	20-30 g	Mash	110 g
Rice cereal (babies)	20-30 g	Vegetables	
Cheese		Baby marrow/ ratatouille	80 g
Breakfast/snack portion	30 g	Beetroot, warm	80 g
Eggs		Broccoli/broccoli-cauliflower mix	100 g
Boiled/fried/poached	1 egg	Broccoli/cauliflower & white sauce	100 g
Scrambled	2 eggs	Butternut	80 – 90 g
Bread products		Cabbage, plain/braised	80 g
Brown bread, sliced	35 g	Carrots, steamed/sweet/nutmeg	80 g
Bun/roll, wholewheat/white	50 g	Cut corn	65 g
French toast	2 slices	Gem squash	½
Spread		Green beans, steamed/stewed	80 g
Margarine	10 g	Mixed vegetables	80 g
Jam/peanut butter	20 g	Peas	65 g
Mince		Pumpkin, sweet	80 g
Beef sausage	120 g	Salad	
Braised mince	120 g	Baked bean salad	110 g
Bobotie/curry mince	120 g	Beetroot salad	80 g
Chili con Carne	195 g	Coleslaw	60 g
Cottage pie	180 g	Carrot salad	90 g
Meatballs	2 x 50 g	Green salad	80 g
Meatloaf	100 g	Mixed salad	80 g
Mexican beef	120 g	Potato salad	110 g
Savoury mince	100 g	Rice salad	100 g
Spaghetti Bolognaise	160 g	Tomato & lettuce salad	65 g
Stew		Tomato slices	50 g
Brown stew	120 g	Sauces	
Carrot stew	170 g	Tomato relish	60 ml
Cabbage stew	170 g	Dessert	
Curry stew	170 g	Fruit whip/jelly whip	100 ml
Green bean stew	200 g	Fruit salad	100 g
Irish stew	170 g	Custard	100 ml
Pumpkin stew	200 g	Fruit juice	
Tomato stew	170 g	Apple/guava/mango/orange/pear	½ cup/135 ml
Meat dishes		Fruit juice blend 100%	80 ml
Meat breyani	170 g	Grape	100 ml
Meat pie (pouring batter)	180 g	Canned fruit, Choice grade	
Chicken		Apricot, halves	5 x 15 g/75 g
Broccoli chicken	180 g	Apple, pie	90 g slice/1 serving
Chicken á la King	180 g	Fruit cocktail	150 g/187 ml/¾ cup
Chutney chicken	200 g	Guava, halves	2 x 90 g/180 g
Hawaiian chicken	170 g	Pear, halves	2 x 62.5 g/125 g/½ cup
Liqui-Fruit chicken	200 g	Pineapple, rings	2 x 50 g rings/½ cup
Macaroni-chicken dish	250 g	Pineapple, pieces	135 g/187 ml/¾ cup
Roast chicken, cold/warm	200 g	Dried fruit	
Fish		Stewed dried fruit	50 g
Fish fingers	2 x 50 g	Apricots, cooked	80 g
Fish Portugaise	140 g	Apple rings, cooked	80 g
Fish cakes (breakfast, supper)	2 x 50 g/3 x 50 g	Pears, cooked	80 g
Fish casserole	250 g	Raisins	30 g
Fried fish	200 g	Fresh fruit	
Fried battered hake	140 g	Apple, Grade 1	1 small/130 g
Hake/pilchard “smoor”	120 g	Apricot, Grade 1	medium/ 2 x 35g
Processed meat		Banana, Grade 1	1 small/180 g
Assorted cold meat slices	4 slices	Fruit salad	100-125 g/½ cup
French polony (breakfast)	50 g	Grapes, Standard Grade	100 g
Viennas (breakfast, supper)	2/50 g	Naartjie, Choice Grade	2 medium/150 g
Vienna Chili con Carne	160 g	Orange, Choice Grade	1 medium/180 g
Vienna “smoor”	160 g	Pear, Choice Grade	1 small/100 g
Meatless dishes		Peach, Choice Grade	180 g
Chicken livers	120 g	Pineapple, Choice Grade	3 thin slices/135 g
Macaroni & cheese	260 g	Watermelon, Choice Grade	1 wedge/250 g
Sweetcorn & potato bake	120 g		
Veg & macaroni bake	250 g		

Section 3: Catering and food specification							
Table 15	Recommended RDA (recommended dietary allowance) or DRI (dietary reference intake) for macro and micronutrients						
	Adults 23-55 yrs.	Elderly: Plus 55 yrs.	TB Adult	Infant 6-12 months	Toddler 1-3 yrs.	Child 4 – 6 yrs.	Child 7-10 yrs.
Kilojoules	6 300-8 400 kJ	5 376-6 426 kJ	9 600-12 000 kJ	3 556 kJ	5 460 kJ	8 368 kJ	1 0080 kJ
Carbs	206-272 g	176-210 g	136-287 g	115 g (54%)	177 g (55%)	290 g (58%)	266 g (61%)
Protein	56-99 g	50-63 g	54-115 g	20 g (10%)	30 g (9%)	45 g (9%)	54 g (9%)
Fat	41-55 g	20-27 g	36-76 g	34 g (36%)	52 g (36%)	72 g (33%)	80 g (30%)

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WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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

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

Para	Section 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	By 6:00 in the morning, when the updated bed/diet list is finalized, the night sister must inform the service provider of additional patients with special requirements, confirm all correct patient diets, sign the diet list of breakfast, lunch and supper menus and send it to the Food Service Unit not later than 7:15 on the same day																										
3.1.2.2	At 7:00 daily ERH's nursing staff must furnish a copy of the provisional diet list of breakfast, lunch and supper menus <u>for that day</u> to the service provider. All other diets must be ordered electronically by ward clerks. ERH shall keep a copy of the diet list at ward level for reference purposes.																										
3.1.2.3	Any amendments will be attached to the diet list for record-keeping. In case of such changes, the final cut-off time to inform the service provider shall be at 7:00 , failing which <u>soup and 2 slices of buttered bread</u> will be issued in the place of late meal orders.																										
3.1.2.4	The service provider shall supply beverages to wards 4 times daily, from 5:00 to 20:00 , according to patient requirements. The beverage at 20:00 is served with a snack , e.g. a sandwich. Ward Food Service Aids shall prepare beverages and serve patients according to individual needs. The service provier's staff <u>may not</u> use these supplies to prepare their own beverages.																										
3.1.2.5	Food Service Aids shall ensure that water jugs are filled and replenished at all times during the day and night, as required. Cold water and ice , where necessary, shall be supplied by the kitchen.																										
3.1.2.6	The beverage service will not be available to ERH staff and no meals or beverages will be served to patients' visitors . Staff and visitors who require meals, snacks or beverages shall use the kiosk .																										
Table 16	Meal and *beverage service times – daily, 7days/week																										
	<table><tr><th>Meals & snacks</th><th>Service times</th></tr><tr><td>Breakfast</td><td>Between 07:00 and 08:00</td></tr><tr><td>Lunch</td><td>Between 12:00 and 13:00</td></tr><tr><td>Supper</td><td>Between 17:00 - 18:00</td></tr><tr><td>In-between snack</td><td>At 05:00, 10:00, 15:00 & 20:00</td></tr><tr><th>Beverage adults</th><th>Service times</th><th>Toddlers/children <12 yrs</th></tr><tr><td>Tea/coffee, milk, sugar & rusk</td><td>5:00</td><td>Milk</td></tr><tr><td>Tea/coffee, milk & sugar</td><td>8:00</td><td>Milk</td></tr><tr><td>Tea/coffee, milk & sugar</td><td>15:00</td><td>Milk</td></tr><tr><td>Tea/coffee, milk, sugar & snack</td><td>20:00</td><td>Milk & sandwich</td></tr></table>	Meals & snacks	Service times	Breakfast	Between 07:00 and 08:00	Lunch	Between 12:00 and 13:00	Supper	Between 17:00 - 18:00	In-between snack	At 05:00, 10:00, 15:00 & 20:00	Beverage adults	Service times	Toddlers/children <12 yrs	Tea/coffee, milk, sugar & rusk	5:00	Milk	Tea/coffee, milk & sugar	8:00	Milk	Tea/coffee, milk & sugar	15:00	Milk	Tea/coffee, milk, sugar & snack	20:00	Milk & sandwich	
Meals & snacks	Service times																										
Breakfast	Between 07:00 and 08:00																										
Lunch	Between 12:00 and 13:00																										
Supper	Between 17:00 - 18:00																										
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Tea/coffee, milk, sugar & rusk	5:00	Milk																									
Tea/coffee, milk & sugar	8:00	Milk																									
Tea/coffee, milk & sugar	15:00	Milk																									
Tea/coffee, milk, sugar & snack	20:00	Milk & sandwich																									
	* Beverages include snacks, where required.																										

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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 - Meal provisions including therapeutic diets 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 12 hours before the patient's departure.	
Table 17 Example of menu for travelling patients		
Food/beverage	Example	Portion size
Eggs	Boiled egg	1 egg
Cheese	Grated, diced, portions	25 g
Fruit/fruit juice	Fresh fruit in season and 100% fruit juice	150 g/200 ml
Bread	Brown bread	4 slices
Spread	Peanut butter	8 g
Beverage	Water	500 ml
3.1.3.2	Lodgers, late admissions & patients awaiting discharge Lodgers, i.e. mothers who are not breast-feeding, or a family member sitting with a sick child, limited to one person per child, as well as late admissions and patients awaiting discharge may receive a full adult (normal/ward) diet.	
Table 18 Example of economical meal		
Meal/beverage	Example	
Breakfast	Large portion (350 ml) of porridge with milk and sugar Tea/coffee with milk and sugar	
Lunch/Supper	Summer - 2 slices of bread with protein filling and 1 whole fruit. Winter - Large portion (350 ml) thick vegetable soup with 2 slices of buttered bread.	
3.1.3.4	Breast-feeding/Kangaroo mothers: Healthy breast-feeding mothers will be entitled to the full adult (normal) diet. Diabetic breastfeeding mothers will receive a full diabetic diet including the late-night snack, and an additional snack at 5:00.	
3.1.3.5	Day cases A sandwich and a beverage will be served at ERH management's discretion.	
3.1.3.6	Tonsillectomy patients Tonsil diets vary among institutions and can comprise of either jelly and custard, or jelly and ice-cream with a clear juice.	

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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 Muslim Judicial Council (‘MJC’) or any other recognised Islamic certification body (ICSA, HWMEM, etc).	
3.2.1.2	A valid Halaal certificate provided by the relevant Islamic certification body must be displayed in the food service area at all times , 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 have 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 19.1 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 19.2 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 flavourings and food-safety preservatives , but no nitrates , may be added to processed meat products,	
A.6	Processed meat products shall be characteristic in colour, general appearance and taste, and shall contain no pork . No undeclared foreign matter (meat or ingredients) may be added to processed meat products	
A.7	No amount of grain products or any other fillers (fat, “rusks”, soya, water, offal, etc.), spices or flavourings and food safety preservatives may be added to fresh meat products.	
A.8	The minimum required mass specified is cooked edible mass only , and excludes bone, fat and skin .	
A.9	The minimum required mass specified is cooked edible mass only , and excludes bone, fat and skin.	
3.2.2.1	MINCE	
3.2.2.1.1	The product shall consist of ground beef with a maximum fat content of 10% . Not more than 10% cooked mass of a minced meat portion shall be replaced by textured vegetable protein of an acceptable quality.	
3.2.2.2	CUBED BEEF	
3.2.2.2.1	The product shall consist of lean beef with a 1-3 mm fat layer , in 30 x 30 x 30 mm cubes.	

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

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Para	Section 3: Catering and food specification	Details of offer
3.2.2	Product quality specification (continued)	
3.2.2.9	HADDOCK	
3.2.2.9.1	The product must be cured but not heavily brined, with a bright colour and thin, shiny pellicle.	
3.2.2.10	FROZEN FISH CAKES	
3.2.2.10.1	The products must contain at least 90% fish , not more than 6% cereal and starch products or more than 1.5% salt and mild seasoning.	
3.2.2.11	TINNED FISH	
3.2.2.11.1	These products must comply with compulsory specifications published in Government Notice R490 dated 28 March 1969, as amended by Government Notice R358 dated 10 March 1972, and SABS 324/1953 (VC801). Fish must be tinned in accordance with Government Notice 2277 dated 17 December 1971. No tins must be damaged, dented or leaking.	
C.	<i>Milk, dairy products and eggs</i>	
C.1	Only dairy products from suppliers whose premises have been found suitable by local health authorities, and who are able to provide a certificate to this effect, will be allowed. Premises will be subject to inspection at the discretion of the contractor. All dairy products shall comply with Government Notice R520 dated 5 April 1973 and any applicable amendments issued.	
C.2	All packaging/containers must be clearly marked or labelled with the following information in legible print, in accordance with Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972): - 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	
3.2.2.12	FRESH AND POWDERED MILK	
3.2.2.12.1	Only pasteurized full-cream milk or skim milk shall be used for adults . Whole milk shall be used for children older than 1 year .	
3.2.2.12.2	If powdered milk is used, it must be reconstituted according to manufacturer's directions, e.g. 130 g whole milk powder or 100 g skim milk powder per litre of water.	
3.2.2.13	CHEESE	
3.2.2.13.1	Where cheese is included in the menu, it shall be either cheddar, gouda or cottage cheese.	

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Para	Section 3: Catering and food specification	Details of offer
3.2.2	Product quality specification (continued)	
3.2.2.14	PLAIN YOGHURT AND BUTTERMILK	
3.2.2.14.1	Where plain yoghurt and buttermilk are included in the menu, the products provided shall be commercially prepared.	
3.2.2.15	CREAM	
3.2.2.15.1	Cream shall be fresh, and pasteurized and free of preservatives and/or other foreign substances. It shall contain not less than 40% milk fat and not more than 0.2% acid , calculated in terms of lactic acid.	
3.2.2.16	ICE CREAM	
3.2.2.16.1	Ice cream shall conform to local health regulations and/or SABS 510/1954 and any applicable amendments issued.	
3.2.2.17	EGGS	
3.2.2.17.1	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>	
3.2.2.18	BREAD	
3.2.2.18.1	All bread supplied shall conform to the provisions of Section 84 of the Marketing Act (Act 59 of 1968) as amended and any applicable amendments issued. Bread and rolls shall be fresh and free from foreign matter .	
3.2.2.18.2	Bread included in the menu shall be brown/whole wheat/low GI/high-fibre bread . A slice of bread shall be a minimum of 35 g .	
3.2.2.18.3	Rolls included in the menu shall be long white-hot dog rolls . White rolls may be used as bread substitutes only on special occasions .	
E.	<i>Spreads for bread</i>	
3.2.2.19	MARGARINE, JAM AND PEANUT BUTTER	
3.2.2.19.1	Yellow full fat margarine must be used for cooking . Yellow medium fat margarine may be served as spread with bread.	
3.2.2.19.2	Jam shall be South African First Grade quality in accordance with Government Notice 1898 dated 22 October 1971 as amended.	
3.2.2.19.3	Peanut butter can be smooth or chunky and must be aflatoxin-free .	

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Para	Section 3: Catering and food specification	Details of offer
3.2.2	Product quality specification (continued)	
F.	<i>Beverages</i>	
3.2.2.20	COFFEE	
3.2.2.20.1	Ground coffee, instant coffee granules or coffee bags may be used. In each case, the amount of South African chicory shall not exceed 25% of the product's composition.	
3.2.2.21	TEA	
3.2.2.21.1	Good quality Ceylon-type blended tea or Choice Quality Rooibos tea shall be used.	
3.2.2.22	FRUIT JUICE	
3.2.2.22.1	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>	
3.2.2.23	CUSTARD POWDER 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>	
3.2.2.24	PULSES	
3.2.2.24.1	Dried beans, peas, lentils and barley shall be graded in accordance with Government Notice R493 dated 29 March 1974. Pulses shall be free from moulds and yeast , and when tested, the aflatoxin levels should not exceed 10 mg/kg .	
I.	<i>Fruit and vegetables</i>	
3.2.2.25.1	All fresh fruit and vegetables shall be sound and of a good quality and standard.	
3.2.2.25.2	Fresh fruit shall be <u>Choice or Standard Grade</u> quality.	
3.2.2.25.3	Frozen vegetables shall be <u>Choice Caterer's Grade</u> quality.	
3.2.2.25.4	Tinned fruit and vegetables must comply with Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) which relates to the marking and labelling of packaging. No tins must be damaged, dented or leaking. Tinned products shall be <u>Choice or standard Grade</u> quality.	

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Para	Section 3: Catering and food specification	Details of offer
3.2.2	Product quality specification (continued)	

Table 20.1: Quality standards – fresh fruit

Type of fruit	Quality	Size/Weight	Portion
Apple	Grade 1	Medium, ± 150 g each	1 apple
Apricot	Grade 1	Medium, ± 35 g each	2 apricots
Banana	Grade 1	Medium, ± 120 g each	1 banana
Fruit salad	Not applicable	110 g	1 serving
Grapes	Standard Grade	± 230 g	1 bunch
Guava	Grade 1	± 95 g/ 60 mm diameter)	1 guava
Apple	Grade 1	Medium, ± 150 g each	1 apple
Melon (sweet)	Grade 2	124 x 30 mm breakfast/supper 124 x 65 mm – lunch ± 80 g cubes	1 wedge 1 wedge 1 serving
Orange	Choice Grade	± 255 g	1 orange
Pawpaw	Choice Grade	± 80 g/130 x 65 mm ± 70 g cubes	1 wedge 1 serving
Peach	Choice Grade	Medium, ± 150 g each	1 peach
Pear	Choice Grade	± 165 g each	1 pear
Pineapple	Choice Grade	± 10 x 85 mm ring	2 rings
Plum	Choice Grade	± 50 g each	2 plums
Watermelon	Choice Grade	± 330 x 70 mm slice	¼ slice

Table 20.2: Quality standards - tinned (canned) fruit

Type of fruit	Quality	Size/Weight	Portion
Pie apple	Choice Grade	± 90 g slices	1 serving
Apricot	Choice Grade	± 40 x 37 mm halves	4 halves
Fruit cocktail	Choice Grade	± 110 g	1 serving
Grapefruit	Choice Grade	± 90 g segments	± 124 g
Guava	Choice Grade	± 45 g halves	2 halves
Peaches	Choice Grade	± 80 g halves ± 90 g slices	2 halves 1 serving
Pears	Choice Grade	± 50 g halves	2 halves
Pineapple	Choice Grade	± 45 g rings ± 80 g cubes/pieces	2 rings ¾ cup

Table 20.3: Quality standards for selected foods

Product	Latest issue of standard	WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 8 NOV 2024 1) 2) SIGNED SIGNED
Baking powder	CKS 140	
Cooking oil	CKS 3	
Corned beef, prime	SABS 274	
Custard powder	CKS 138	
Fish paste	SABS 571	
Gelatine	SABS 49	
Gravy powder	CKS 290	
Jelly crystals	CKS 261	
Mayonnaise	CKS 630	
Meat extracts	CKS 139	
Peanut butter	CKS 339	
Tomato sauce	Best quality, at least 8% solids	
Worcestershire sauce	Best quality	

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Para	Section 4: Kiosk specification	Details of offer
4.1	OVERVIEW	
4.1.1	For the duration of the contract the kiosk will be managed by the same contractor providing the catering service at Eerste River Hospital.	
4.1.2	The quality and standard of decoration, presentation and food in the kiosk shall be maintained according to ERH's requirements, and décor and presentation must be in line with the tourist culture of the area.	
4.1.3	Attention shall be paid to small details such as table decorations, ready-packed coffee and tea trays, the availability of small forks, side plates, and condiments such as sachets of take-away salt, pepper and sugar.	
4.1.4	Food and snack items offered in the cafeteria shall adhere to the guidelines of Circular H86/2021 issued by the Department's Directorate Facility Based Programmes (Provincial Nutrition), with the emphasis on healthy alternative choices.	
4.1.5	All items in the kiosk shall be sold at cost plus a 10% handling fee .	
4.2	PREMISES AND FOOD SERVICE EQUIPMENT	
4.2.1	ERH shall provide the kiosk premises to the contractor rent-free for the duration of its operation, as well as the necessary water and electrical infrastructure .	
4.2.2	The contractor shall provide any equipment , appliances and utensils required as well as all furnishings (tables, chairs etc.) and shall record, maintain, repair and replace such items where necessary, at no additional cost to ERH.	
4.3	STAFF MANAGEMENT	
4.3.1	The contractor will man the kiosk with sufficient trained staff to provide a cafeteria service to approximately 150 staff members per shift, in addition to approximately 200 patients (at full occupation) and visitors . Kiosk staff, including relief staff if necessary, shall be provided and their salaries paid by the service-provider.	
Table 21	Kiosk staff levels required	Number
	Supervisor (Food Services Manager in charge of Main Kitchen)	1
	Food Services Aids	4
	Cashiers	2
	Total kiosk staff	7
4.4	MENU AND SERVICE REQUIREMENTS	
4.4.1	Kiosk service hours	
Table 22	Operating days – 7 days/week	Service Hours
	Monday-Friday	7:00-19:00
	Saturday & Sunday	7:00-19:00
	Public holidays	7:00-19:00
4.4.1.1	The kiosk shall be manned throughout the designated service hours. Penalties will be imposed if the contractor does not comply with opening hours or if the kiosk is found to be unmanned at any time.	

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Para	Section 4: Kiosk specification	Details of offer
4.4	MENU AND SERVICE REQUIREMENTS (continued)	
4.4.2	Services	
4.4.2.1	The management of the kiosk will be allowed to sell the following items on an <i>ad hoc</i> basis to patients, staff and visitors: - Sit-down and take-away meals, including salads - Confectionery with emphasis on healthy items - Hot or cold beverages - coffee, tea, fruit juice, water, etc. - Healthy snacks - cereal/seed bars, fruit, etc, and salads - Newspapers, magazines and stationery - Airtime	
4.4.2.2	Sales of non-cafeteria items such as household goods (e.g. blankets, saucepans etc.) will not be permitted.	
4.4.2.3	The sale and consumption of cigarettes, alcohol (wine, beer, malt or spirits) and chewing gum is strictly prohibited :	
4.4.3	Menu and planning	
4.4.3.1	The contractor shall adhere to the guidelines of Circular H86/2021 attached as Annexure G .	
4.4.3.2	The kiosk shall make daily provision for - - a healthy meal - a lighter lunch/snack option - take-away meals and snacks - one large cake or tart	
4.4.3.3	The patient meal of the day and/or daily special meal shall be on offer at an agreed kiosk purchase price.	
4.4.3.4	<u>Except for muffins and baked items with a warm filling</u> such as curry buns, all baked goods sold in the kiosk shall be prepared on the same day in the Main Kitchen. Previously prepared items must be marked with production, best before and expiry dates.	
4.4.3.5	Takeaway menus must be displayed in the kiosk as well as in the courtyard, and all items must be available during operating hours, from 7:00 to 19:00.	
4.4.4	Liaison	
4.4.4.1	The contractor shall liaise formally and informally with the hospital's Contract Manager about operational issues, menu changes, complaints and feedback.	

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Para	Section 5: Special Conditions	Details of offer
5.1.	APPLICABLE DOCUMENTS In addition to the specification and annexures which form part of this bid, prospective bidders are responsible for furnishing the following compulsory bid and evaluation documents in their bid offer where the requirement is stated. Bidders shall check the number of the pages and ensure that none are missing or duplicated, as no liability will be accepted for challenges arising as a result. These documents shall be either originals or certified copies of originals, and shall not be older than three months, confirming that a bidder is:	
5.1.1	Compulsory bid documents	
5.1.1.1	WCBD1 - Invitation to Bid.	
5.1.1.2	WCBD3.2 - Pricing schedules	
5.1.1.3	WCBD4 - Declaration of Interest	
5.1.1.4	WCBD6.1(b) - Preference claim form	
5.1.1.5	Tax Clearance Certificate - Proof of current valid certificate	
5.1.1.6	BBBEE Certificate - Proof of current valid certificate	
5.1.1.7	Annexure B - Company profile	
5.1.1.8	Annexure C - Guarantee (to be provided by successful bidder within 14 days of award)	
5.1.2	Compulsory evaluation documents These documents shall be either originals or certified copies of originals, and shall not be older than three months, confirming that a bidder is:	
5.1.2.1	Registered under the Compensation for Occupational Injuries and Diseases Act 130 of 1993 - Letter of good standing with the Commissioner for COID	
5.1.2.2	Registered with the Unemployment Insurance Fund - Proof of registration or confirmation similar to letter of good standing	
5.1.2.3	Registered in terms of the Skills Development Levies Act (Act 9 of 1999) - Proof of current valid registration	
5.1.2.4	Registered for Value Added Tax (VAT) - VAT registration number	
5.1.2.5	Registered for Pay as you Earn (PAYE) - Letter of good standing with the Commissioner for PAYE	
5.1.2.6	Registered for Public Liability Insurance - Proof of current public liability insurance - Amount insured	
5.1.2.7	SABS/SANS 10049:2019/ISO compliant - Proof that all food supplied to ERH comply with the specified quality standard and adhere to SABS specifications for the handling and preparation of food.	

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Para	Section 5: Special Conditions	Details of offer
5.1.2	Compulsory evaluation documents (continued) These documents shall be either originals or certified copies of originals, and shall not be older than three months, confirming that a bidder is:	
5.1.2.8	Compliant with the Health Act, 2003 (Act 61 of 2003), Regulation 638, “Regulations Governing General Hygiene Requirements for Food Premises, the Transport of Food and Related Matters”, 2018 The successful bidder must apply for a Certificate of Acceptability (CoA) immediately after taking over ERH’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 at all times.	
5.1.2.9	A FEDHASA or similar Hospitality Association member - A copy of your current, valid membership certificate	
5.1.2.10	Halaal certified - 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.	
5.1.2.11	Experienced in providing goods in the Public Health Sector - Proof of a least 3 years’ experience in hospitality/hospital environment food services management and cleaning (quotation/contract numbers) - 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.	
5.1.2.12	Able to provide competent staff - Certified copies of the qualification of the food service manager, assistant managers, supervisors, team leaders, dietician and cooks. - Curriculum Vitae supplied must be clearly linked to a position on the contract staff establishment e.g. ‘CV of Miss Ann Other, Food Services Manager’. - The Food Services Manager shall have an NQF6 qualification . The assistant managers, supervisors, team leaders and cooks must have a certificate of proof of formal training , either in-house or by an outsourced company.	
5.1.2.13	Able to provide a standard menu - A proposed standard 3-week cycle menu with winter and summer menus for all diets , normal as well as therapeutic , based on the provincial menu. All portion sizes must be included on the menus. Failure to comply will invalidate a bidder’s offer.	
5.1.2.14	Able to provide standardised recipes - All recipes for the proposed 3-week winter and summer cycle menu for normal and therapeutic diets must be submitted with each bid. Failure to comply will invalidate a bidders offer.	

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Para	Section 4 - Special Conditions	Details of offer
5.1.	APPLICABLE DOCUMENTS	
5.1.2	Compulsory evaluation documents (continued) These documents shall be either originals or certified copies of originals, and shall not be older than three months, confirming that a bidder is:	
5.1.2.15	Able to provide nutritional analysis of all menus: The bidder must submit nutritional analysis for all normal and therapeutic diets in the proposed 3-week cycle winter and summer menu. Failure to comply will invalidate a bidder's offer.	
5.1.3	Acts that are applicable to this bid and should be read in conjunction with the specification include, but are not limited to:	
5.1.3.1	The Constitution of the Republic of South Africa (Act 108 of 1996)	
5.1.3.2	The Employment Equity Act (Act 55 of 1998)	
5.1.3.3	The Labour Relations Act (Act 66 of 1995)	
5.1.3.4	The Basic Conditions of Employment Act (Act 75 of 1997)	
5.1.3.5	Occupational Health and Safety Act (Act no 95 of 1993) and regulations	
5.1.3.6	Occupational Injuries and Diseases Act (Act 130 of 1993),	
5.1.3.7	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.	
5.1.3.8	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.	
5.1.3.9	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).	
5.1.3.10	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 .	
5.1.3.11	Government Notice R. 2078 of 25 July 1969 , and any amendments regarding grading, packing and marking of poultry promulgated subsequently.	

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Para	Section 4 - Special Conditions	Details of offer
5.2.	BRIEFING SESSION	
5.2.1	All prospective bidders must attend a compulsory information session and site inspection ('walk-about') at ERH. A 10-minute allowance from the starting time will be made after which the doors of the meeting venue will be locked and late bidders will be excluded. Failure to attend will invalidate a bidder's offer.	
5.2.2	Bidders must sign an attendance register, attached for information as Annexure A , at the entrance gates, at the information session and at the compulsory site inspection. The register will be provided at the relevant venues on the meeting day and will be forwarded to Head Office by the institution after the meeting as proof that the bidder attended the information session and site inspection.	
5.2.3	Date and time: Tuesday, 22 October 2024 at 09h00 Venue: Main Boardroom, Eerste River Hospital Humboldt Avenue, Perm Gardens EERSTE RIVER Contact person: Ms Elizabeth Scholtz Tel no: (021) 902 5145 E-mail: elizabeth.scholtz@westerncape.gov.za	

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Para	Section 5: Special Conditions	Details of offer
5.3.	PRICING	
5.3.1	The bidder undertakes to provide the services specified to ERH in accordance with the bid prices it has provided according to the requirements in the WCBD1 and WCBD3.2 forms.	
5.3.2	Bid prices must be firm 3-tier prices , where any annual escalations that may be reasonably expected (e.g. labour, food & transport cost, inflation) have been incorporated into the prices for each year of the contract. <u>No additional requests for increases will be considered, therefore, during the contract term.</u>	
5.3.3	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.	
5.4.	BID EVALUATION	
5.4.1	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.	
5.4.2	The following factors will be considered during evaluation of this bid:	
5.4.2.1	At least 3 years' experience and knowledge of catering in the Public Sector environment and/or Hospitality industry. Only recognised, reputable catering service-providers with proof of experience in the provision of catering services at hospitals with a 300-bed capacity similar to ERH will be considered..	
5.4.2.2	The provision of references for similar food services undertaken. Bidders must provide detailed information of their experience in the catering trade, acceptable proof of the ability to supply high quality meals and a list of present catering contracts with their bid documents.	
5.4.2.3	A detailed, documented system analysis for a functional organisational structure as a basis for managing this contract. Please see Annexure C. Bidders must clearly indicate envisaged organisational principles, procedures and functions for the effective management and operation of the institution in the analysis submitted with their bid documents.	
5.4.2.4	Neither offers deviating from the specified requirements, nor alternative, qualified, conditional or incomplete offers will be considered . WCGHW will not be obliged to enter into correspondence with bidders about this condition.	

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Para	Section 5: Special Conditions	Details of offer
5.5	GUARANTEE AND SURETY	
5.5.1	Please see paragraph 7 of the General Conditions of Contract. The prospective service-provider shall furnish the Directorate Sourcing, WCGH, 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.	
5.5.2	The proceeds of the performance security shall be payable to ERH as compensation for any loss resulting from the service-provider's failure to complete his obligations under the contract.	
5.5.3	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.	
5.5.4	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> :	
5.5.4.1	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	
5.5.4.2	a cashier's or certified cheque	
5.6	LIAISON	
5.6.1	The service-provider must have the full-time services of (a) fully qualified dietician(s) registered with the Health Professions Council of South Africa (HPCSA) on the pay-roll of the company or must undertake to acquire the services of such (a) qualified person(s).	
5.6.2	ERH shall appoint a Contract Manager and the service-provider shall appoint a Catering Manager who shall form a communication link with the between the patients, ERH and the service-provider. This liaison committee shall co-operate closely to facilitate the flow of information regarding operational issues between the parties.	
5.6.3	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 ERH or the service-provider.	
5.6.4	The service-provider must furnish the curriculum vitae of this Catering Manager , who will manage the specialist food service operation of ERH for the duration of the contract, within 14 days before the contract starts .	

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Para	Section 5: Special Conditions	Details of offer
5.6	LIAISON (continued)	
5.6.5	To promote efficient liaison between ERH and service-provider after award of the contract, the service-provider shall provide the following information:	
5.6.5.1	the physical address of <u>its nearest office to the location of the contract</u> , and	
5.6.5.2	confirmation that the in-house Catering Manager is stationed at this office , and that the dietician will visit ERH every week .	
5.7	ACCOUNTING	
5.7.1	The service-provider must adhere to generally acceptable accounting practices and will maintain all accounting records for the provisioning of the catering service.	
5.7.2	The accounting period shall be from the first day to the last day of each month. Accounts received by ERH for the food service must be remitted within 30 days of receipt of an accurate, certified account . The hospital does not accept responsibility for delays in payment due to the submission of inaccurate accounts.	
5.7.3	The service-provider shall provide food on an all-risk basis and ERH will only pay for <u>actual</u> meals and beverages issued to patients. The amount claimed from ERH for meals served shall not exceed the amount in the pricing schedules , forms WCBD3.2 subject to the provisions under Pricing. This will enable ERH'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.	
5.7.4	The service-provider must provide ERH with a document to verify patient meals served per month. Monthly payment claims for meals must be submitted to ERH'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 the cost of the meals.	
5.7.5	The actual number of meals served to patients and any costs reflected in the accounting schedules, Annexure E , must be certified as correct by ERH's Contract Manager or an appointed and authorized representative, to enable ERH to monitor and keep account of all meals consumed.	
5.7.6	At any reasonable time, ERH, in the capacity of its Contract Manager or other duly authorized person, shall be entitled to inspect all the records and documents of the service-provider relating to the provision of the catering service (e.g. purchase orders, accounts, invoices etc.).	

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Para	Section 5: Special Conditions	Details of offer
5.8	PUBLIC LIABILITY AND INSURANCE INDEMNITY	
5.8.1	The service-provider shall indemnify ERH and hold it harmless against:	
5.8.1.1	any damage to ERH'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 ERH's property by the contractor,	
5.8.1.2	legal liability for any claims that may be made against ERH 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 ERH's property by the service-provider,	
5.8.1.3	legal liability claims in the event of the death, injury or illness of any person, including employees of ERH 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 ERH's property by the service-provider, or	
5.8.1.4	any reasonably incurred legal costs , including attorney and client costs, relating to claims or actions against ERH 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 ERH's property by the service-provider.	
5.8.2	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.	
5.8.3	If ERH 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 ERH.	
5.8.4	This bid will be accepted on condition that ERH 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 ERH may sustain due to the termination of the contract and the appointment of another service-provider.	
5.8.5	If the service-provider fails to pay the premiums required to maintain the insurance cover, an equivalent amount will be deducted from its monthly service account to ensure that cover is maintained.	

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Para	Section 5: Special Conditions	Details of offer
5.9	SECURITY	
5.9.1	The service-provider must supply a list with the names of all his staff at ERH to ERH's Contract Manager for security purposes. Any personnel changes must be reported in writing to the Contract Manager, who will inform ERH 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 ERH	
5.9.2	The service-provider shall ensure that his staff complies with the security regulations applicable to ERH. The service-provider's staff shall wear official name/identification badges at all times. Staff may be subjected to random searches .	
5.9.3	ERH reserves the right to notify the service-provider in writing about any food service staff-member it views as a threat to the security , health or safety of College patients and/or staff, without prejudice to the service-provider's right to screen personnel prior to employment. The service-provider may not continue to use these staff-member(s) in the execution of the contract and must terminate employment of such staff-member(s) at ERH, within one month of receipt of ERH's written notification .	
5.9.4	No information concerning WCGH, ERH or any of its activities may be disclosed to the public or the media by the service-provider's staff.	
5.10	FIRE AND SAFETY PRECAUTIONS	
5.10.1	The service-provider shall ensure compliance with the provisions of the Occupational Health and Safety Act, No. 95 of 1993 , and regulations.	
5.10.2	The service-provider shall report any hazardous situation in writing to ERH. Similarly, ERH will report any hazardous situations that require the service-provider's attention, to the service-provider in writing through the Health and Safety Committee structures . ERH management will review the situation and determine a course of action.	
5.10.3	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 ERH and are aware of the locations of fire extinguishers on the premises. The service-provider must be familiar with ERH Major Incident Plan .	
5.10.4	Fire extinguishing equipment in the service-provider's designated operational areas must be recorded on his inventory schedule, however, ERH will maintain this equipment and ensure that it is in good working order.	
5.10.5	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 ERH or pose a fire hazard to any person, property or premises.	
5.10.6	Any power disruptions caused by the service-provider's faulty equipment can have severe and adverse effects on the operation of ERH in general and patients on life-support systems in particular. The service-provider will be liable for any claims and damages incurred in this way.	

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Para	Section 5: Special Conditions	Details of offer
5.11	INDUSTRIAL ACTION, UNREST AND FORCE MAJEURE	
5.11.1	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.	
5.11.2	During industrial action and/or unrest the service-provider's staff will be present on ERH premises at their own risk . ERH 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 ERH against such damages or claims and legal costs including attorney and client costs.	
5.11.3	Should the service-provider's staff embark on a strike/industrial action, they will not be allowed onto ERH premises.	
5.11.4	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 , ERH and the service-provider shall agree mutually on methods to continue the service as best as possible.	
5.12	DISTURBANCES	
5.12.1	The service-provider shall not facilitate access to, or allow any activity, person or vehicle on the premises of ERH 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.	
5.13	RESTRICTIONS	
5.13.1	ERH 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 ERH, its non-compliance may be considered breach of contract .	

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Para	Section 5: Special Conditions	Details of offer
5.14	TRANSPORT	
5.14.1	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 to ERH.	
5.14.2	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 MPH's discretion.	
5.14.3	The service-provider shall provide its own trolley(s) with which to transport products into ERH's Food Service storage area. Under NO circumstances may the supplier use ERH's trolleys.	
5.15	WASTE DISPOSAL	
5.15.1	The contractor shall place all general refuse and pigswill generated by its food service in separate sturdy plastic bags of at least 20-micron thickness and seal these bags with cable ties. Bags with general refuse must be placed in waste containers in ERH's goods yard, for disposal by ERH at its own discretion and at no cost to the contractor.	
5.15.2	Bags with pigswill shall be placed in separate waste containers to be sold for revenue by the hospital. The contractor shall not be compensated for the pigswill, nor have claim to any revenue generated from its sale.	
5.16	PROMOTIONAL AND ADVERTISING MATERIAL	
5.16.1	The service-provider may not display any promotional sign, poster, name-plate, article or object with its name or logo in ERH or on ERH premises, without the written approval of ERH's Head or his representative. ERH reserves the right to remove any such undesirable item at the service-provider's cost.	
5.17	TRANSFER AND CESSION	
5.17.1	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 WCGH. If sub-contracting is unavoidable, the relevant paragraphs of preference claim form WBCD6.1(b) will apply.	
5.17.2	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.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
8 NOV 2024	
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WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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

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

Para	Section 5: Special Conditions	Details of offer
5.18	BREACH AND TERMINATION	
5.18.1	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 GCC will apply in that event, if it is not conflict with the contract.	
5.18.2	The service-provider's right to use or occupy any part of the premises or use any equipment of ERH, shall cease on termination of the contract.	
5.18.3	The service-provider shall vacate the premises on termination of the contract and return all the items in the Inventory Schedule to ERH in the same condition in which they were received, fair wear and tear excepted.	
5.19.4	ERH 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.	
5.18.5	If ERH should be closed permanently for any reason, ERH 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.	
5.18.6.1	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 – - either in the legal sense, or - as contemplated in paragraph 16 of the latest version of Accounting Officer's System for Procurement, Supply Chain and Asset Management issued by the Accounting Officer in terms of section 44(1) and 44(2) of the PFMA, 1999.	
5.18.6.2	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.	
5.18.6.3	If members of the outgoing service-provider's staff wish to remain on site for logistical reasons (e.g. living in the area), the incoming service-provider may offer employment contracts to such staff, subject to conditions that are similar or better than those of the outgoing contractor, without interference or obstruction from the outgoing contractor.	
5.18.7	The service-provider agrees that the premises may be viewed by prospective bidders accompanied by ERH's Contract Manager at any reasonable time during the last 3 months of the duration of the contract.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

8 NOV 2024

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WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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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 5: Special Conditions	Details of offer
5.19	DISPUTE RESOLUTION	
5.19.1	Mediation	
5.19.1.1	Any dispute arising from or relating to this contract may be referred to a mediator without legal representation by the parties.	
5.19.1.2	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.	
5.19.1.3	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.	
5.19.1.4	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.	
5.19.1.5	The parties shall have 14 calendar days to finalise their representations. Within 14 calendar days of receiving the representations, the mediator shall provide a written opinion on the matter and furnish each party with a copy, by hand or by registered post.	
5.19.1.6	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.	
5.19.1.7	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.	
5.19.2	Arbitration	
5.19.2.1	Any dispute arising from or relating to this contract may be referred to arbitration.	
5.19.2.2	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.	
5.19.2.3	Unless otherwise stated here, if the disputed matter is - - primarily a legal matter, the arbitrator shall be a practising senior advocate of the Cape Bar ; - any other matter, the arbitrator shall be an independent, suitably qualified person mutually agreed upon by the disputing parties	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
BID OPENED @ 11:00
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WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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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 5: Special Conditions	Details of offer
5.19.2	Arbitration (continued)	
5.19.2.4	If parties cannot agree whether the question in dispute falls under either option under 5.19.2.3 above and/or on a particular arbitrator within 7 calendar days after agreeing to refer the dispute to arbitration, the serving Chairperson of the Cape Bar Council shall: - determine whether the question in dispute falls under either option under 5.19.2.3 and/or - appoint an arbitrator from two arbitrators nominated by each party within 7 calendar days after the parties' failure to agree.	
5.19.2.5	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.	
5.19.2.6	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.	
5.20	GENERAL	
5.20.1	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: - to withdraw any services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party; accordingly, parties have no rights, expressed or implied, with respect to any of the services as a result of their participation in the bid process, - to amend the bid process, closing date or any other date at its sole discretion, - to cancel the bid or any part of the bid before the bid has been awarded, - not to accept the lowest or any other bid and to accept the bid which it deems shall be in the best interest of the Department, - not to award the bid to the highest points or lowest price, - to reject all responses submitted and to embark on a new bid process.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 8 NOV 2024 1) 2) SIGNED SIGNED	
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PRICING SCHEDULE (SERVICES)

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0096/2024**CLOSING TIME : **11:00 ON FRIDAY, 8 NOVEMBER 2024**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
1.	Est Meals/ 36 months	MENU A: Normal/full diet for adult patients. See Provincial summer menu for full/normal diet, Table 11 on page 26 for guidelines In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
1.1	54 400	EARLY MORNING SNACK Rusk/brown bread with margarine and spread, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.2	54 400	BREAKFAST Fruit/fruit juice Cooked porridge/cereal with milk and sugar Protein Brown bread with margarine and spread, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
1.3	54 400	LUNCH Soup, winter only Protein Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
1.4	54 400	MID-AFTERNOON SNACK Brown bread with margarine and spread, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.5	54 400	SUPPER Soup, winter only Protein Starch 1 Vegetable/1 salad Brown bread with margarine and spread, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
1.6	54 400	LATE NIGHT SNACK Brown bread with margarine and spread/filling, 1 slice Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.7		Milk includes milk allowance for beverages and porridge: - 600-900 ml for pregnant & lactating women, and - 500 ml for all other patients Food cost per patient per day for items 1.1 to 1.6, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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SIGNED SIGNED

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

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

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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PRICING SCHEDULE (SERVICES)

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0096/2024**CLOSING TIME : **11:00 ON FRIDAY, 8 NOVEMBER 2024**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
2.	Est Meals/ 36 months	MENU B: High protein/ high energy diet for adult patients. 1½ times a full diet for persons who are malnourished , have suffered burns or major trauma or are recovering from major surgery . See Therapeutic Meal Guidelines, Table 12.1 on page 26 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
2.1	62 200	EARLY MORNING SNACK Rusk/brown bread, 2 slices, with margarine and protein-based spread/filling Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.2	62 200	BREAKFAST Fresh fruit Cooked porridge/cereal with milk and sugar Protein, 30 g Brown bread, 2 slices, with margarine and spread Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
2.3	62 200	LUNCH Protein double serving Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only Fresh fruit SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
2.4	62 200	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
2.5	62 200	SUPPER Protein double serving Starch 1 Vegetable/1 salad Brown bread, 2 slices, with margarine and spread Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
2.6	62 200	LATE-NIGHT SNACK Brown bread sandwich with protein filling (cheese, egg pilchards) Tea/coffee with milk and sugar/milk drink SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.7		Food cost per patient per day for items 2.1 to 2.6, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**

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- D.

Please note that the total bid cost under item 12.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).
- E.

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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

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PRICING SCHEDULE (SERVICES)

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER WCGHSC0096/2024

CLOSING TIME : 11:00 ON FRIDAY, 8 NOVEMBER 2024

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: Diet for psychiatric patients. 1½ times a full diet , similar to high protein diet . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
3.1	66 248	EARLY-MORNING SNACK Rusk/brown bread, 2 slices, with margarine and protein-based spread/filling Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
3.2	66 248	BREAKFAST Fresh fruit/fruit juice Cooked porridge/cereal with milk and sugar Protein 30 g Brown bread, 4 slices, 2 with margarine and 2 with spread Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
3.3	66 248	LUNCH Protein double serving Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only 200 ml warm milk/apple juice SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
3.4	66 248	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
3.5	66 248	SUPPER Protein double serving Starch 1 Vegetable/1 salad Brown bread, 2 slices, with margarine and spread SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
3.6	66 248	LATE-NIGHT SNACK Brown bread sandwich with protein filling (cheese, egg pilchards) Tea/coffee with milk and sugar/milk drink SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
3.7		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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
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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 12.5 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

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PRICING SCHEDULE (SERVICES)

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0096/2024**CLOSING TIME : **11:00 ON FRIDAY, 8 NOVEMBER 2024**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: Diet for adult diabetics. See Therapeutic Meal Guidelines, Table 12.2 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	
4.1	31 774	EARLY MORNING SNACK ProVita, 4 biscuits, with cheese Tea/coffee with skim milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....	
4.2	31 774	BREAKFAST Fruit Cooked porridge/cereal with skim milk and sweetener Protein Brown bread with margarine Tea/coffee with skim milk and sweetener SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	
4.3	31 774	LUNCH Soup, winter only Protein Starch 2 Vegetables/1 vegetable, 1 salad Diabetic dessert, Sundays only Tea/coffee with skim milk and sweetener Fruit SUB-TOTAL	R..... R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R..... R.....	
4.4	31 774	MID-AFTERNOON SNACK Brown bread, 2 slices/Pro Vita, 6 biscuits, with margarine and cheese Tea/coffee with skim milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....	
4.5	31 774	SUPPER Soup, winter only Protein Starch Vegetables Brown bread, 2 slices, with margarine and spread Tea/coffee with skim milk and sweetener Fruit SUB-TOTAL	WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 8 NOV 2024 1) 2) SIGNED SIGNED			R..... R..... R..... R..... R..... R..... R..... R.....
4.6	31 774	LATE NIGHT SNACK Brown bread, 2 slices/ProVita, 6 biscuits, with margarine and cheese Tea/coffee with skim milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....	
4.7		Food cost per patient per day for items 4.1 to 4.6, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1. This bid will be recommended based on the total cost of service under item 12.5.	R.....	R.....	R.....	

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Please note that the total bid cost under item 12.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).
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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

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WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
5.	Est Meals/ 36 months	MENU E: Low residue/light diet for adult patients. A diet prescribed by a dietician/medical practitioner only of non-irritating diet of food that digests completely and does not stimulate bowel secretions/produces low faecal output . See Therapeutic Meal Guidelines, Table 12.4 on page 29 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
5.1	11 459	EARLY-MORNING SNACK White bread, 2 slices, with margarine and protein-based spread/filling Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.2	11 459	BREAKFAST Fresh fruit Cooked porridge/cereal with milk and sugar Protein - 2 eggs boiled, scrambled or poached White bread, 2 slices, with margarine and spread Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
5.3	11 459	LUNCH Soup, winter only Protein Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only Tea/coffee with milk and sugar Fresh fruit SUB-TOTAL	R..... R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R..... R.....
5.4	11 459	MID-AFTERNOON SNACK White bread, 2 slices, with margarine and spread Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.5	11 459	SUPPER Soup, winter only Protein Starch 1 Vegetable/1 salad Brown bread, 2 slices, with margarine and spread Tea/coffee with milk and sugar SUB-TOTAL	WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 8 NOV 2024 1) 2) SIGNED SIGNED R..... R..... R..... R..... R..... R..... R..... R.....		
5.6	11 459	LATE-NIGHT SNACK Whitebread, 2 slices, with margarine and spread/filling Tea/coffee with milk and sugar/milk drink SUB-TOTAL Milk includes milk allowance for beverages and porridge: - 600-900 ml for pregnant & lactating women, and - 500 ml for all other patients	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.7		Food cost per patient per day for items 5.1 to 5.6, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5	R.....	R.....	R.....

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Please note that the total bid cost under item 12.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).
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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

BID OPENED @ 11:00

8 NOV 2024

1) 2)

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PRICING SCHEDULE (SERVICES)

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0096/2024**CLOSING TIME : **11:00 ON FRIDAY, 8 NOVEMBER 2024**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
6.	Est Meals/ 36 months	MENU F: Full/mixed fluid diet. A variation or choice of 4 liquids of 200 ml at mealtimes, excluding yoghurt at 80 ml and ice cream at 80-100 ml . See Therapeutic Meal Guidelines, Table 12.5 on page 30 . In accordance with the following meal plan:	Cost per patient per day		
6.1	308	BREAKFAST Fruit juice, 2 x 200 ml Yoghurt, 80 ml Porridge, 200 ml , liquidised and strained, with milk and sugar SUB-TOTAL	1st year	2nd year	3rd year
			R.....	R.....	R.....
			R.....	R.....	R.....
			R.....	R.....	R.....
			R.....	R.....	R.....
6.2	308	LUNCH Soup, strained, 200 ml Jelly and custard, 200 ml Fruit juice, Ceres or equivalent, 200 ml SUB-TOTAL	R.....	R.....	R.....
			R.....	R.....	R.....
			R.....	R.....	R.....
			R.....	R.....	R.....
6.3	308	MID-AFTERNOON SNACK Smooth yoghurt drink/fruit yoghurt, 80 ml Fruit juice, 200 ml SUB-TOTAL	R.....	R.....	R.....
			R.....	R.....	R.....
			R.....	R.....	R.....
6.4	308	SUPPER Soup, strained, 200 ml Fruit smoothie/milk shake, 200 ml Jelly and custard, 200 ml Tea/coffee with full-cream milk, 250 ml SUB-TOTAL	R.....	R.....	R.....
			R.....	R.....	R.....
			R.....	R.....	R.....
			R.....	R.....	R.....
			R.....	R.....	R.....
6.5	308	LATE-NIGHT SNACK Ice cream, 125 ml/ frozen yoghurt, 125 ml	R.....	R.....	R.....
6.6		Food cost per patient per day for items 6.1 to 6.5, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
BID OPENED @ 11:00
8 NOV 2024
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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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PRICING SCHEDULE (SERVICES)

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0096/2024**CLOSING TIME : **11:00 ON FRIDAY, 8 NOVEMBER 2024**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
7.	Est Meals/ 36 months	MENU G: Clear fluid diet. A variation or choice of 4 clear liquids of 200 ml at body temperature at mealtimes, of which 1 may be jelly . See Therapeutic Meal Guidelines, Table 12.6 on page 30 . In accordance with the following meal plan:	Cost per patient per day		
7.1	1 906	EARLY MORNING SNACK Black tea/coffee with sugar, 250 ml	1st year	2nd year	3rd year
7.2	1 906	BREAKFAST Clear apple juice, 200ml Clear grape juice, 200ml Marmite/Bovril drink or Oxo broth, 250 ml Black tea/coffee with sugar, 250 ml SUB-TOTAL	R.....	R.....	R.....
7.3	1 906	LUNCH Clear apple juice, 200ml Clear grape juice, 200ml Marmite/Bovril drink or Oxo broth, 250 ml Jelly, 250 ml Black tea/coffee with sugar, 250 ml SUB-TOTAL	R.....	R.....	R.....
7.4	1 906	MID-AFTERNOON SNACK Black tea/coffee with sugar	R.....	R.....	R.....
7.5	1 906	SUPPER Clear soup e.g. beef/chicken, 250 ml Clear fruit juice e.g. apple/grape, 200ml Jelly, 250 ml SUB-TOTAL	R.....	R.....	R.....
7.6	1 906	LATE-NIGHT SNACK Black tea/coffee with sugar, 250 ml	R.....	R.....	R.....
7.7		Food cost per patient per day for items 7.1 to 7.6, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .	R.....	R.....	R.....

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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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PRICING SCHEDULE (SERVICES)

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0096/2024**CLOSING TIME : **11:00 ON FRIDAY, 8 NOVEMBER 2024**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
8.	Est Meals/ 36 months	MENU H: Soft/light diet for adult patients. Normal food with a soft, easy-to-chew consistency for persons who have difficulty eating and/or swallowing or are unable to chew hard food . See Therapeutic Meal Guidelines, Table 12.7 on page 31 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
8.1	2 276	EARLY-MORNING SNACK Brown bread, 2 slices, with margarine and spread Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
8.2	2 276	BREAKFAST Fresh soft fruit/fruit juice Cooked porridge/cereal with milk and sugar Protein Brown bread, 2 slices, with margarine and jam Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
8.3	2 276	LUNCH Soup, winter only Protein Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
8.4	2 276	MID-AFTERNOON SNACK Brown bread, 2 slices, with margarine and spread Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
8.5	2 276	SUPPER Soup, winter only Protein Starch Vegetables/salad Brown bread, 2 slices, with margarine and jam Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R..... R.....
8.6	2 276	LATE-NIGHT SNACK Brown bread, 2 slices, with margarine and spread/filling Tea/coffee with milk and sugar, OR Milk/yoghurt/milk drink SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
8.7		Food cost per patient per day for items 8.1 to 8.6, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
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- B.

If not to specification, please indicate deviations (please list these separately against each applicable item if the space provided here is insufficient.)

.....
.....
- C.

Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**

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- D.

Please note that the total bid cost under item 12.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).
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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS

GOODS & SERVICES SOURCING

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PRICING SCHEDULE (SERVICES)

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0096/2024**CLOSING TIME : **11:00 ON FRIDAY, 8 NOVEMBER 2024**OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
9.	Est Meals/ 36 months	MENU I: Pureed diet for adult patients. Food that has been pureed or has a pureed texture that does not require chewing for patients with who cannot chew or swallow safely because of dental, mouth or throat conditions. See Therapeutic Meal Guidelines, Table 12.8 on page 32 . In accordance with the following meal plan:	Cost per patient per day		
9.1	203	BREAKFAST Tea/coffee with low fat milk and sugar	1st year	2nd year	3rd year
9.2	203	BREAKFAST Cooked mealie meal, 250 ml Protein Apple juice, 160 ml SUB-TOTAL	R.....	R.....	R.....
9.3	203	LUNCH Pureed meat/chicken Pureed/mashed potato/sweet potato Pureed vegetable e.g. pumpkin Pureed stewed apple/apple juice SUB-TOTAL	R.....	R.....	R.....
9.4	203	MID-AFTERNOON SNACK Oral supplement, 200 ml Tea/coffee with low fat milk and sugar SUB-TOTAL	R.....	R.....	R.....
9.5	203	SUPPER Pureed meat/pureed chicken egg Pureed/mashed potato/sweet potato Pureed vegetable e.g. carrots Grape juice, 160 ml SUB-TOTAL	R.....	R.....	R.....
9.6	203	LATE-NIGHT SNACK Oral supplement, 200 ml Custard, 200 ml SUB-TOTAL	R.....	R.....	R.....
9.7		Food cost per patient per day for items 9.1 to 9.6, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
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- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
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- D. **Please note that the total bid cost under item 12.5 must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).**
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PRICING SCHEDULE (SERVICES)

WCGHSC0096/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT EERSTE RIVER HOSPITAL UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT Cost per patient per day		
10.	Est Meals/ 36 months	MENU J: Diet for toddlers 1-3 years. ½ adult portions of specified foods, served with Rooibos tea/fruit juice instead of tea and coffee, an average milk portion of 500 ml daily and a hot beverage available in the mornings and evenings. In accordance with the following meal plan			
10.1	1 162	BREAKFAST Fresh fruit, ½ portion Porridge with full cream milk and sugar Rooibos tea with milk and sugar SUB-TOTAL	1st year R..... R..... R..... R.....	2nd year R..... R..... R..... R.....	3rd year R..... R..... R..... R.....
10.3	1 162	LUNCH Protein Starch Vegetables Dessert with custard/yoghurt, Sundays only Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
10.4	1 162	SUPPER Protein Starch Vegetables SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
10.5	1 162	LATE NIGHT SNACK Brown bread, ½ slice with margarine and smooth jam Milk, 200 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
10.6		Food cost per patient per day for items 10.1 to 10.5, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1. This bid will be recommended based on the total cost of service under item 12.5.	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
11.	Est Meals/ 36 months	MENU K: Paediatric diet for children 3-6 years. ¾ adult portions of specified foods, served with Rooibos tea/fruit juice instead of tea and coffee, an average milk portion of 500 ml daily and a hot beverage available in the mornings and evenings . In accordance with the following meal plan:	Cost per patient per day		
11.1	5 913	BREAKFAST Fresh fruit Porridge with full cream milk and sugar Rooibos tea with milk and sugar SUB-TOTAL	1st year R..... R..... R..... R.....	2nd year R..... R..... R..... R.....	3rd year R..... R..... R..... R.....
11.2	5 913	LUNCH Protein Starch Vegetables Dessert with custard/yoghurt, Sundays only Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
11.3	5 913	MID-AFTERNOON SNACK Fresh fruit Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
11.4	5 913	SUPPER Protein Starch Vegetables SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
11.5	5 913	LATE NIGHT SNACK Brown bread, ½ slice with margarine and smooth jam Milk, 200 ml SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
11.6		Food cost per patient per day for items 11.1 to 11.5, 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 Menus A-K, items 1-11 for 3 years must be provided under item 12.1 . This bid will be recommended based on the total cost of service under item 12.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
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NAME OF BIDDER:

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT
12.	36 months	TOTAL COST OF SERVICE: Breakdown of cost contributors. The sum of costs under item 12.1 to 12.4 must amount to the total cost of this service under item 12.5.	TOTAL COST OF SERVICE WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 8 NOV 2024 1) 2) SIGNED SIGNED
12.1		FOOD COST: Indicate the food cost per menu, excluding overheads, staff and miscellaneous costs , all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit, delivery, but including VAT , based on estimated patient numbers per menu for 3 years.	
	Meal totals	Patient menu	FOOD COST
			1st year 2nd year 3rd year
12.1.1	54 400	Menu A: Normal/full adult diet	R..... R..... R.....
12.1.2	62 200	Menu B: High Protein diet	R..... R..... R.....
12.1.3	66 248	Menu C: Diet for psychiatric patients	R..... R..... R.....
12.1.4	31 774	Menu D: Diabetic diet	R..... R..... R.....
12.1.5	11 459	Menu E: Low residue/light diet	R..... R..... R.....
12.1.6	308	Menu F: Full fluid diet	R..... R..... R.....
12.1.7	1 906	Menu G: Clear fluid diet	R..... R..... R.....
12.1.8	2 776	Menu H: Soft diet	R..... R..... R.....
12.1.9	203	Menu I: Pureed diet	R..... R..... R.....
12.1.10	1 162	Menu J: Diet for toddlers, 1-3 years	R..... R..... R.....
12.1.11	5 913	Menu K: Diet for paediatric patients, 3-6 years	R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
12.2		SALARIES AND WAGES: Indicate the salaries and wages paid to staff-members in different occupational classes in the contractor's employ, including applicable taxes (PAYE, income tax, UIF contributions and skills development levies) and VAT, based on staff numbers provided per rank, for 3 years.	
	No of staff	Occupational class	SALARIES AND WAGES
			1st year 2nd year 3rd year
12.2.1	1	Food Service Manager	R..... R..... R.....
12.2.2	2	Food Service Supervisor	R..... R..... R.....
12.2.3	2	Cook	R..... R..... R.....
12.2.5	2	General cleaner	R..... R..... R.....
12.2.6	16	Food Services Aid	R..... R..... R.....
12.2.7	6	Food Services Aid, night shift	R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
12.3		OVERHEADS AND OTHER COSTS: List the non-food related portion of the contract price, which comprises overheads (e.g. laboratory tests, staff vaccinations, cleaning materials, consumables, transport, delivery, etc.) for 3 years. Please list on separate page in this format if space here is insufficient.	
		Item description	OVERHEADS AND OTHER COSTS
			1st year 2nd year 3rd year
12.3.1			R..... R..... R.....
12.3.2			R..... R..... R.....
12.3.3			R..... R..... R.....
12.3.4			R..... R..... R.....
12.3.5			R..... R..... R.....
		SUB-TOTAL	R..... R..... R.....
12.4		COMBINED COST OF SERVICE PER ANNUM (12.1 + 12.2 + 12.3)	A B C R..... R..... R.....
12.5		TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS (A + B + C)	R.....

WESTERN CAPE GOVERNMENT

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

1. To give effect to the requirements of the following legislative framework -
 - (i) the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services),
 - (ii) Practice Note 4 of 2006: Declaration of Bidders Past SCM Practices(SBD8),
 - (iii) Instruction Note: Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management: Declaration of Interest (SBD4),
 - (iv) Practice note 7 of 2009/10 (SDB4 Declaration of Interest),
 - (v) Practice Note 2010: Prohibition of Restrictive practices (SBD9),
 - (vi) Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998 as amended, together with its associated regulations,
 - (vii) Act No 12 of 2004: Prevention and Combating of Corrupt Activities, and regulations pertaining to the tender defaulters register, and
 - (viii) Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.

2. All prospective bidders intending to do business with the Western Cape Government via the electronic Procurement Solution (ePS) must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WSCSEB).

3. **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;

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

Any person 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 that

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
8 NOV 2024	
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.

- (i) amounts to the illegal, dishonest, unauthorized, incomplete or biased, or 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 the abuse of a position of authority; a breach of trust; or the violation of a legal duty or a set of rules;
 - (iii) is designed to achieve an unjustified result; or
 - (iv) amounts to any other unauthorised or improper inducement to do or not to do anything,
- is guilty of the offence of corruption

“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;

“Western Cape Government” (“WCG”) means -

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

“RWOPS”/“RWOEE” means **R**emuneration **W**ork **O**utside the **P**ublic **S**ervice or **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.

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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.

4. 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;
 - (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.
5. Any legal person or their family members may make an offer/offers in response to this invitation to bid. In view of possible 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.
6. 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.
7. 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.
8. 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; or
 - (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.
9. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
10. In addition, and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious -
 - (a) will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 39 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.

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by

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SECTION A: DETAILS OF THE ENTITY

A1.	CSD Registration number	MAAA _____
A2.	Name of the entity	
A3.	Entity registration number (where applicable)	
A4.	Entity type	
A5.	Tax reference number	
A6.	Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of the entity, should be disclosed in the Table A below.	

TABLE A

[illegible]

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

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

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

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.

NAME OF CONTRACTOR	PROVINCIAL DEPT/ PROVINCIAL ENTITY	TYPE OF SERVICE OR 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? (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.)	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 3 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 five years on account of failure to perform on or comply with the contract?	NO	YES	

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SECTION D: DEPOSITION OF AFFIDAVIT BY DULY AUTHORISED REPRESENTATIVE

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

I, _____ hereby swear/affirm;

- (i) that the information disclosed above is true and accurate;
- (ii) that I understand the content of the document;
- (iii) that 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 and conditions or delivery particulars of the products or services to the Institution.
- (iv) 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.

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 place thereon in my presence.



SIGNATURE

Commissioner of Oaths

FULL NAMES

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

Date: _____

Place _____

Business Address: _____

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 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 contractor 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.
- 1.13 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million.

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- 1.14 **“Non-firm prices”** means all prices other than “firm” prices.
- 1.15 **“Person”** includes a juristic person.
- 1.16 **“Price”** means an amount of money tendered for goods and services and includes all applicable taxes less all unconditional discounts.
- 1.17 **“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.
- 1.18 **“QSE”** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million.
- 1.19 **“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.
- 1.20 **“Sub-contract”** means that the primary contractor is assigning, leasing, making out work to or employing another person to support the primary contractor in the execution of part of a project in terms of the contract.
- 1.21 **“Tender”** is the act of bidding.
- 1.22 **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 1.23 **“the Regulations”** means the Preferential Procurement Regulations, 2022.
- 1.24 **“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.
- 1.25 **“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.
- 1.26 **“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; or
 - Either the **80/20 or 90/10** preference points system will be applicable to this bid.
(Delete whichever option is not applicable to this bid)
- 2.3 Preference points for this bid shall be awarded for:
- Price; and
 - B-BBEE status level of contribution.

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

	POINTS	
PRICE	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 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:
 (a) points out of **80/90** for **price**; and
 (b) 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

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

5.1 POINTS AWARDED FOR PRICE

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

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 copy of an 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** will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
- 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.

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 subcontracted?%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor? 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) ☐ Partnership/Joint venture consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public company

☐ Personal liability company

☐ (Pty) Ltd

☐ Non-profit company

☐ 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 contractor, 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 contractor 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 dti 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

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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
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General Conditions of Contract

1. Definitions

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

General Conditions of Contract

1. Definitions (continued)

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

2. Application

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

General Conditions of Contract

- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC paragraph 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC paragraph 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful Bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

General Conditions of Contract

8. Inspections, tests and analyses

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

9. Packing

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

General Conditions of Contract

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

General Conditions of Contract

15. Warranty

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

16. Payment

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

17. Prices

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

18. Contract amendments

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

General Conditions of Contract

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

General Conditions of Contract

23. Termination for default

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

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

General Conditions of Contract

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

General Conditions of Contract

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

General Conditions of Contract

33. National Industrial Participation (NIP) Programme

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

34 Prohibition of restrictive practices

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

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

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

EXAMPLE OF COMPULSORY SITE VISIT ATTENDANCE REGISTER

We, the undersigned, hereby declare that we attended the compulsory site visit inspection and information session for bid no **WCGHSC0096/2024**, the **provision of a comprehensive catering service at Eerste River Hospital** on **Tuesday, 22 October 2024**

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

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
 BID OPENED @ 11:00
8 NOV 2024
 1) 2)
 SIGNED SIGNED

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

BIDDER'S PROFILE

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

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

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

QUALIFICATIONS AND EXPERIENCE

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

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

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

ORGANISATIONAL STRUCTURE

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

DETAILS OF BIDDER'S NEAREST OFFICE

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

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
8 NOV 2024	
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, hereafter called "WCGH" has entered into an agreement with the service-provider, hereafter called "the Contractor", (name) _____ with its office at (address) _____

_____ for the provision of **a comprehensive catering service at Eerste River Hospital** situated **Humboldt Avenue, Perm Gardens, EERSTE RIVER** for three years, which agreement forms part in all respects of this guarantee, as if incorporated herein,

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

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

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

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

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

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

Signed at _____ on _____ 202_.

Signed on behalf of the Guarantor

As witnesses

1. _____

2. _____

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

8 NOV 2024

1) 2)
SIGNED SIGNED

DEPARTMENT/AREA:

[illegible]

Signed on behalf of the contractor	Signed on behalf of Eerste River Hospital
Name (print) :	Name (print) :
Designation :	Designation :
Date :	Date :

ACCOUNTING SCHEDULES

The following three schedules are the basis of an accounting system that enables the service-provider to claim for services provided at ERH, and for ERH 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 ERH'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 ERH'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 ERH. Before payment can be made, ERH'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 ERH'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 ERH accountant for payment.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

8 NOV 2024

1) 2)
SIGNED SIGNED

EXAMPLE OF DAILY PROVISIONS ISSUED STATEMENT

EERSTE RIVER HOSPITAL

MONTH: _____

WARD _____

	5:00	7:00-8:00	10:00	12:00-13:00	15:00	17:00-18:00	20:00	Initial	
Diets	Early-morning snack	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late-night snack	Hospital	Contractor
Day 1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
15									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Meals issued									
Cost/item									
Total cost									

Signed on behalf of the Contractor

Designation: _____

Name (print): _____

Date: _____

Signed on behalf of Eerste River Hospital

Designation: _____

Name (print): _____

Date: _____

EXAMPLE OF BROADSHEET

EERSTE RIVER HOSPITAL

MONTH: _____

WARD: _____

	5:00	7:00-8:00	10:00	12:00-13:00	15:00	17:00-18:00	20:00
Diet/meal each	Early morning snack	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late night snack
MENU A Normal/Full adult							
MENU B High protein							
MENU C Psychiatric							
MENU D Diabetic							
MENU E Low residue/light							
MENU F Full fluid							
MENU G Clear fluid	N/A						
MENU H Soft							
MENU I Pureed adult							
MENU J Toddlers, 1 - 3 years	N/A						
MENU K Paediatric, 3 - 6 years	N/A						
Total no of meals & snacks/month							

THE QUANTITIES ABOVE ARE CERTIFIED AS CORRECT

Signed on behalf of the contractor

Name (print) :

Designation :

Date :

Signed on behalf of Eerste River Hospital

Name (print) :

Designation :

Date :

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

8 NOV 2024

1) 2)
SIGNED SIGNED

EXAMPLE OF MONTHLY INVOICE

EERSTE RIVER HOSPITAL

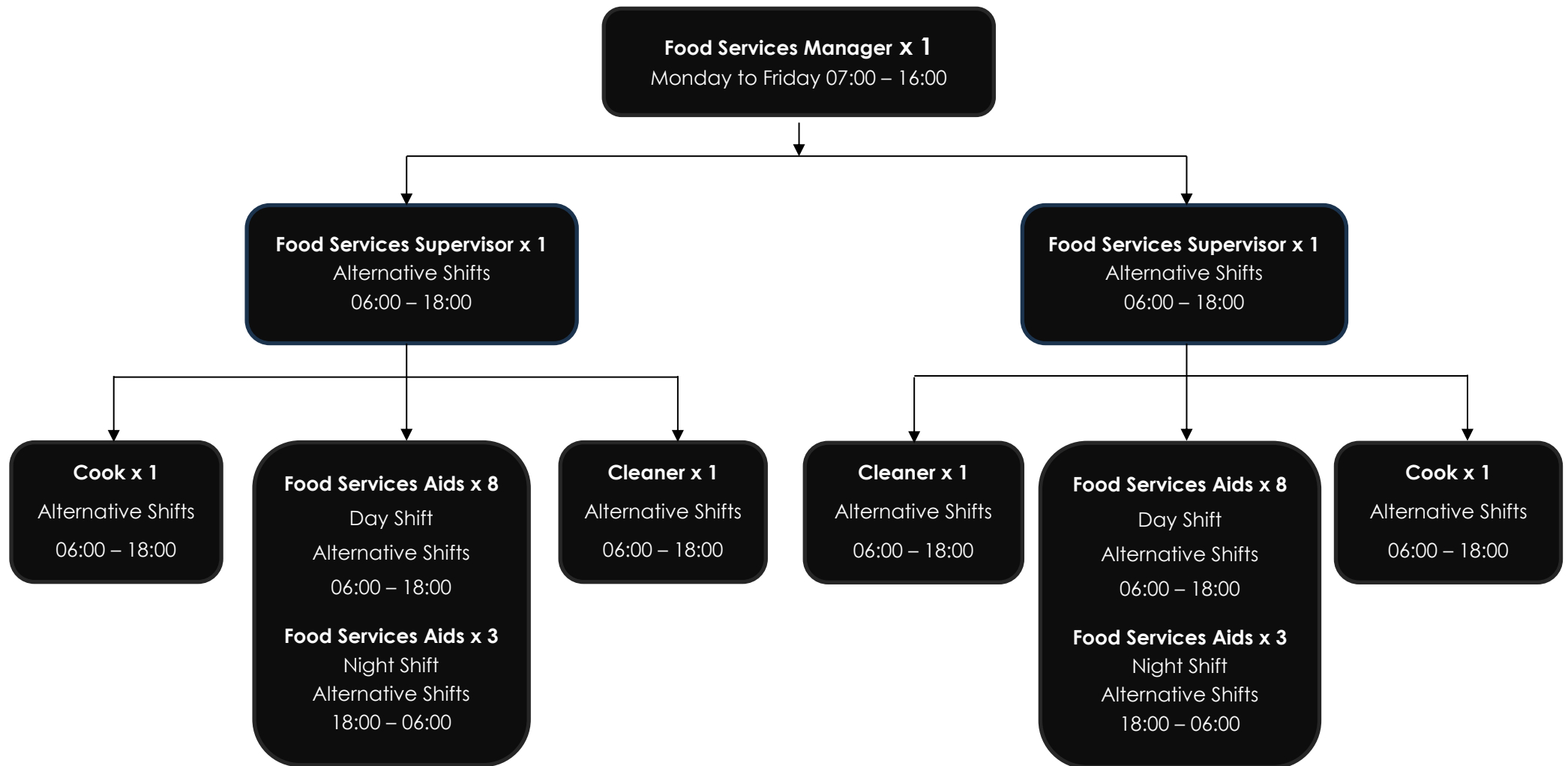
MONTH: _____

WARD: _____

		5:00	7:00-8:00	10:00	12:00-13:00	15:00	17:00-18:00	20:00	Total cost/ month
Diet/meal each		Early morning snack	Breakfast	In between snack	Lunch	In between snack	Supper	Late night snack	
MENU A	Qty.								
Normal/Full adult	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU B	Qty.								
High Protein	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU C	Qty.								
Psychiatric	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU D	Qty.								
Low residue/light	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU E	Qty.								
Diabeti C	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU F	Qty.								
Full fluid	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU G	Qty.	N/A							
Clear fluid	Cost		R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU H	Qty.								
Soft	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU I	Qty.								
Pureed adult	Cost	R.....	R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU J	Qty.	N/A							
Toddlers, 1-3 yrs	Cost		R.....	R.....	R.....	R.....	R.....	R.....	R.....
MENU K	Qty.	N/A							
Paediatric, 3-6 yrs	Cost		R.....	R.....	R.....	R.....	R.....	R.....	R.....
Total meals & snacks/month									

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 8 NOV 2024 1) 2) SIGNED SIGNED	
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EERSTE RIVER HOSPITAL CONTRACT FOOD SERVICE STAFF ORANOGRAM



WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
BID OPENED @ 11:00
8 NOV 2024
1) 2)
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**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

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	• 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)	• Carbonated soft drinks, sweetened or fruit juice blends, energy and sports drinks

Starchy foods (eg. Bread, biscuits, cakes, pies, pastries and muffins)	• Whole-wheat or brown (low GI) bread, rolls and wraps • Unsweetened and uncoated whole wheat biscuits • Bran and whole wheat muffins	• 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	• 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	• 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	• 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	• 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	• 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	• 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	• 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	• 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

Department:
Health
REPUBLIC OF SOUTH AFRICA

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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.

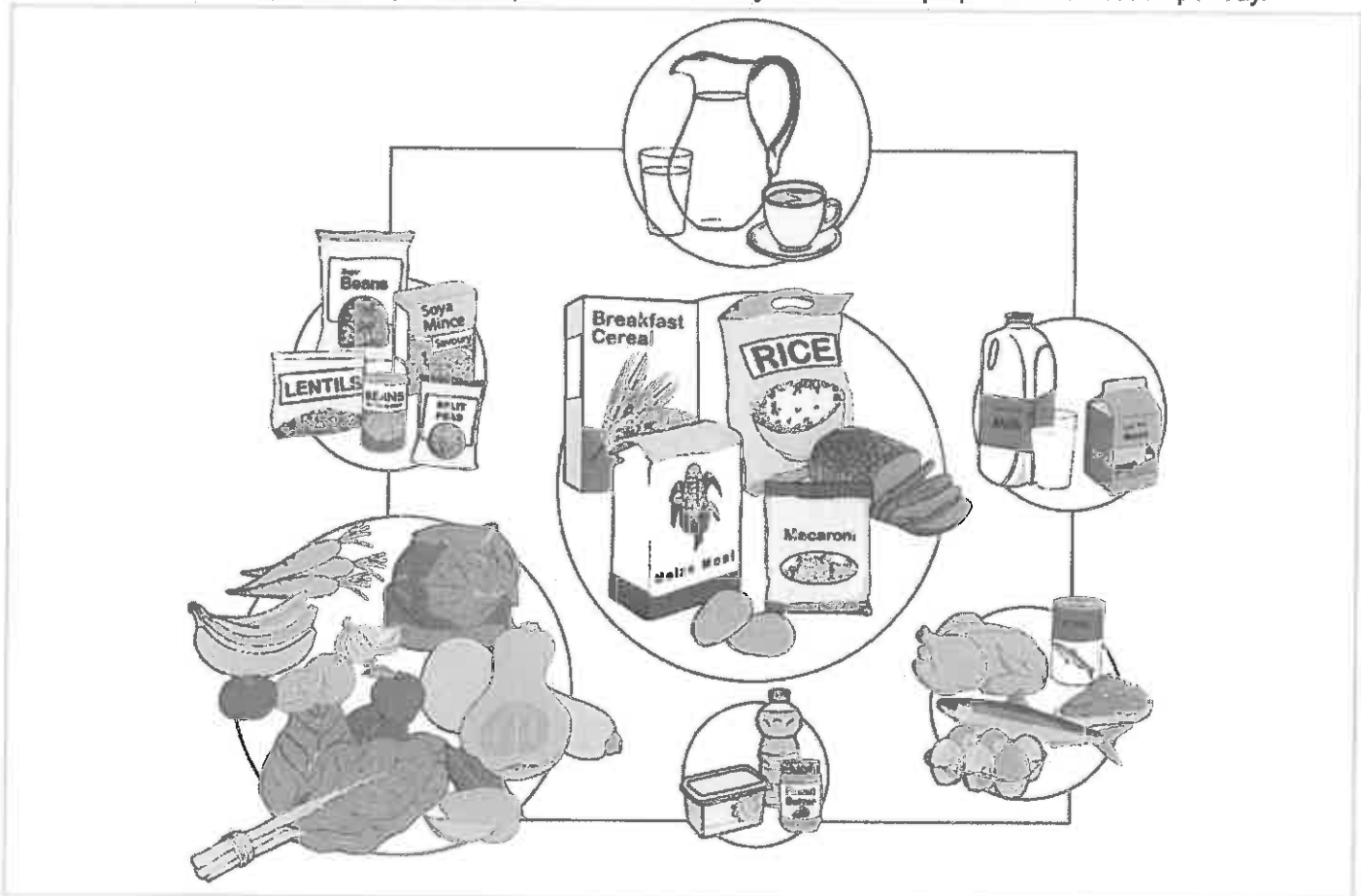


Figure 1: The Food Guide

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.

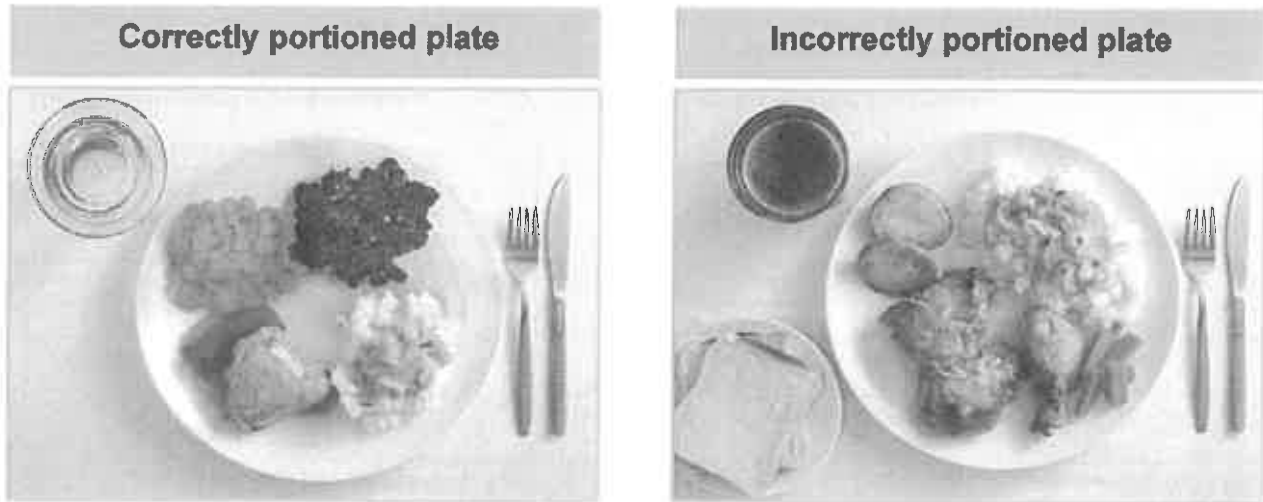
Table 2: Tips for healthier food preparation

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

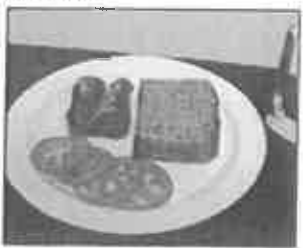
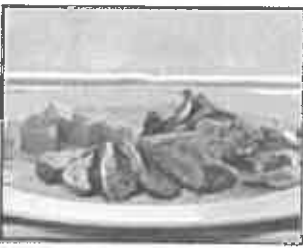
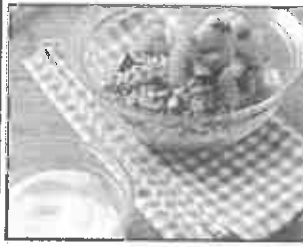
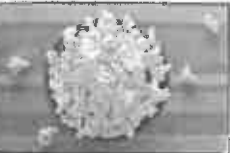
MEALS	BREAKFAST	LUNCH	SUPPER	TOTAL ENERGY
OPTION 1	OATS WITH CINNAMON AND BANANA  1½ tea cup of oats 100 ml (⅔) tea cup low fat milk 10 ml sugar (2 rounded teaspoons) ½ banana, sliced 1 tsp (5 ml) ground cinnamon Energy: 1233 kJ / portion (Source: HSFSa)	DUMPLING, GIZZARDS AND VEGETABLES  1 cup cooked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

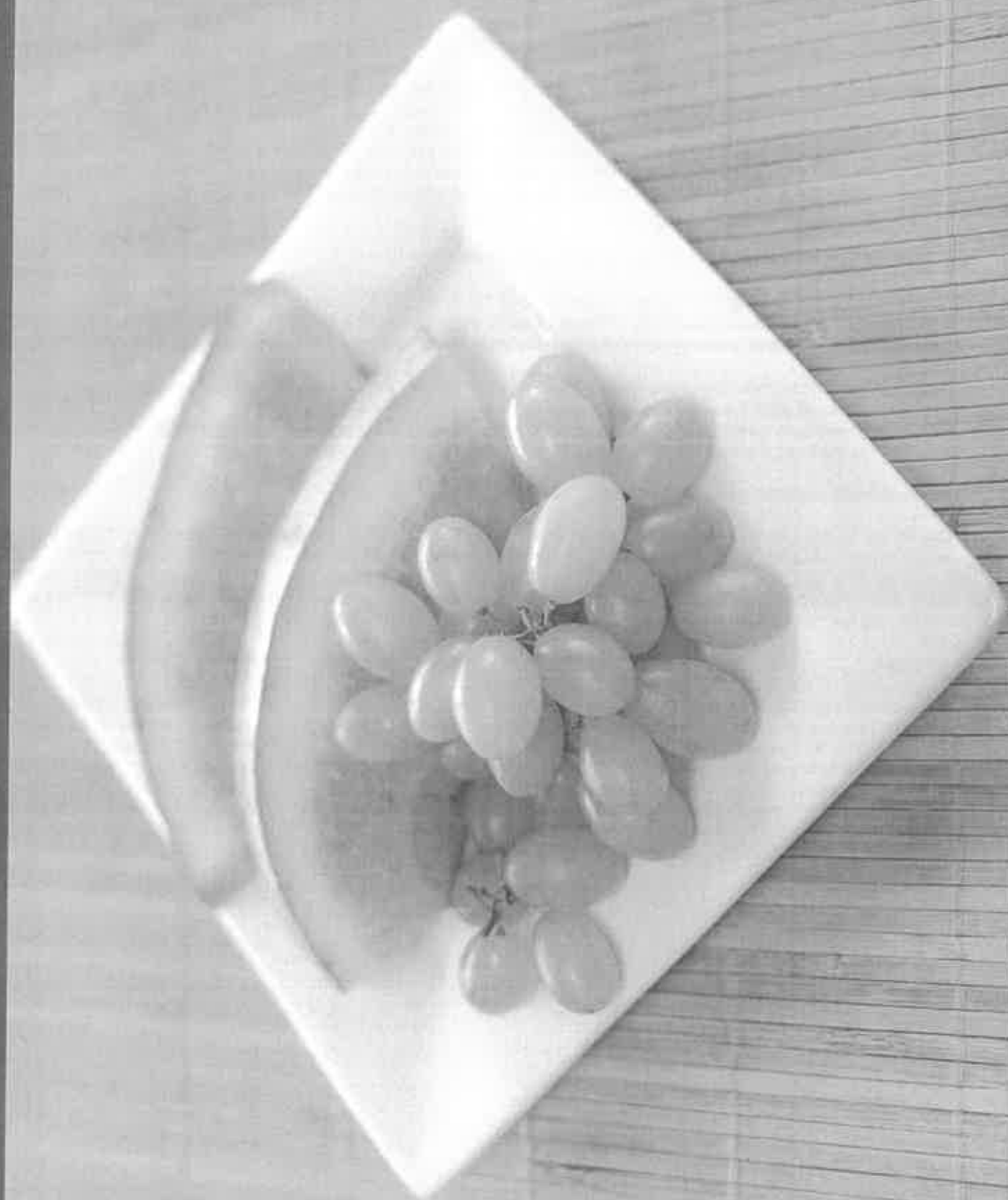
3.3 Vending machines and kiosks

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:**

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