



PetroSA

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ENQUIRY NO: CTT26988

DESCRIPTION: CANTEEN AND CATERING IN MOSSEL BAY SCOPE OF WORK

1. Introduction

PetroSA is calling on Interested Parties to provide Canteen and Catering Services at the PetroSA, Mossel Bay.

Interested parties should make proposals on the following on a rental basis:

1. CANTEEN AND CATERING SERVICES

1.1. Mossel Bay:

Canteen and Catering

- A Canteen service consisting of meals and take away items for PetroSA personnel, tenants and suppliers.
 - **Admin Building** at the GTLR has between 387 employees per week with many people moving in and out of the building due to meetings etc.
 - **The Mossel Bay GTLR Office** has an estimated of 2249 employees and contractors on Mondays to Fridays
 - **COE** - has an estimated of 779 employees and contractors on Mondays to Fridays

Directors:

Ms Unati Figlan (Chairperson)
Ms Brenda Moagi; Mr Llewellyn Delpoit; Mr Thembinkosi Bonakele
Mr Mmete Fusi; Ms Ditsietsi Morabe
Group Chief Executive Officer: Mr Xolile Sizani
Group Chief Financial Officer: Ms Nombulelo Tyandela
Group Company Secretary: Ms Nohlanga Motaung



Pictures of the Admin building

2. SCOPE OF WORK – SPECIFIC

2.1 Meal and take away requirements.

- All meals and takeaways are expected to be of a high standard, seasonal, nutritional and freshly prepared.
- The menu should have diverse options, with items priced separately to allow staff to make up their own meal.
- All items, e.g. meals, sandwiches, fruits, snacks and other dry product etc. shall be fresh.
- Consumables such as serviettes and cutlery should at all times be available.
- Meals and takeaways will be presented and served in appropriate containers, plates, etc.
- The supplier will ensure that the venue is clean and tidy at the end of functions/meetings.

- Maintain equipment and keep facilities clean and in a hygienic condition.

2.2 Meal Specifications (All Meals)

• Protein:	Meat with Bone	250 g
	Meat with no Bone	200 g
	Fish	200 g
	Chicken with Bone	250 g
	Chicken with no Bone	200 g
• Starch	Rice/Pasta	100 g
	Potatoes	150 g
	Saute Potatoes/Chips	150 g
	Mealie Meal	120 g
• Vegetables/Salad		100g
• Starchy Salad		150 g

3. SERVICE REQUIREMENTS

- A small and limited catering service consisting of sit-down and finger or fork lunches for PetroSA Executive Management and guests as and when required with a 48-hour notice period. Provision of a variety of beverages. Halaal food may be requested on an ad hoc basis in which case the food should be brought in from a Certified Halaal facility.
- A catering service for special functions at irregular intervals (when requested by PetroSA). Halaal food may be requested in which case the food should be brought in from a Certified Halaal facility.
- The Service shall be rendered in a professional manner to the satisfaction of PetroSA, its personnel, suppliers and visitors.
- The Supplier shall deliver the service in accordance with all Health and Safety Requirements. Health Act 1977 (Act No.63 of 1977,
- The Supplier shall ensure that it provides sufficient and trained personnel to ensure an efficient service provision.
- The Supplier shall ensure that its employees are clean, healthy, neatly dressed, presentable and professional at all times whilst rendering the Service. These employees will be expected to be able to work well in a client service environment.
- The Supplier shall keep the premises, including kitchens, storerooms, service areas, canteen area, coffee shop etc. as well as all apparatus and equipment in a clean, neat and tidy condition.
- PetroSA will quarterly provide for a thorough inspection of the condition of the canteen.

- The Supplier shall at all times adhere to high standards of hygiene regarding the storage, preparation and serving of food.
- The Supplier shall ensure that all dishes, crockery, cutlery and other utensils used in the preparation and serving of food are kept clean at all times.
- PetroSA's nominated representative and the health authorities shall have full access to the premises, kitchen, storeroom, equipment, as well as the Supplier's own facilities, etc. for inspection purposes at all times.
- All complaints shall be handled by the nominated PetroSA representative and the supplier and will be resolved within 48hrs.
- The Supplier shall comply fully with all requirements, laws and regulations of the local authorities and medical health officer. In the event of an inspection by such authorities or officer, copies of the report shall be made available to PetroSA.
- The Supplier shall ensure that the service is rendered with the least possible impact on the activities of PetroSA and shall ensure that tables and the area outside the kitchens and coffee shop are cleaned in a quiet and professional manner.

4. SUPPLY BY SUPPLIER

The Supplier shall supply adequate resources to enable it to perform the Services, unless PetroSA elects to supply any of it to the Supplier:

4.1 Labour

The Supplier shall supply all labour, supervision, management and other overhead personnel required to perform the Service.

PetroSA reserves the right to object to any personnel, who in terms of this agreement is deemed to be incompetent, negligent, guilty of misconduct or otherwise unsuitable. The Supplier shall immediately remove such personnel from the premises and provide a satisfactory replacement if required.

4.2 Cafeteria Supplies

The Supplier shall be responsible for the timeous procurement of catering supplies which includes a coffee shop and all other goods in order to provide an efficient service. The Supplier shall be responsible for planning and determining the requirements and quantities of supplies.

4.3 Cooking utensils

The Supplier shall supply cooking utensils and apparatus for the preparation and serving of food.

4.4 Utensils (disposable)

The Supplier shall supply disposable cutlery, crockery, suitable containers and utensils for takeaway meals.

4.5 Crockery/Cutlery (Glass and steel ware)

- Crockery and cutlery will be supplied by PetroSA where required (i.e Executive Management catering and company functions only). The supplier will be charged for any lost crockery and cutlery. It is the responsibility of the Supplier to ensure that all crockery and cutlery are returned after use.
- Supplier to provide own crockery and cutlery for sit in service.

4.6 Consumables and Cleaning Materials

The Supplier shall supply all consumables and cleaning materials utilised in the provision of the Services.

4.7 Safety Equipment/Apparel

The Supplier shall ensure that its personnel engaged in the performance of the Services are provided with the necessary safety clothing and apparel in good condition. (Boots, branded clothing, head cover etc) Staff should be easily identified by name plates.

4.8 General Responsibilities of the Supplier

- ☐ Daily cleaning of fat traps
- ☐ Daily refuse removal.
- ☐ Refuse bins, fitted with lids, sanitized daily with a disinfectant.
- ☐ Refuse area kept clean, neat, washed and disinfected daily.
- ☐ Own printing, telephone, computer and stationery cost
- ☐ Maintaining of all Equipment
- ☐ Daily cleaning of the canteen Areas

4.9 Electronic payment facilities

Make provision for an electronic payment facility in addition to paying cash.

5. SUPPLY BY PetroSA

PetroSA will provide facilities for the canteen and catering at a rental fee as per Item 1.1

The rental fee will be inclusive of the following;

- Secure premises
- Furniture

- Equipped industrial kitchen.
- Equipped coffee shop (excluding a specialty coffee making machine)
- Storage space for all catering equipment.

The Supplier shall be billed for maintenance as well as all damages and repairs to all kitchen cooking and cold storage equipment as a result of the Supplier's negligence or improper use of such equipment.

The Supplier shall be billed for the use of electricity and water as applicable at each site.

6. INFORMATION TO SUBMIT

Interested parties are required to submit their proposals in accordance with the requirements stipulated below:

6.1 Company Profile

- Brief Company Profile, to include but not limited to,
 - BEE certification,
 - Staff complement.
 - Previous reference in the same environment.
- Proof of financial ability to finance the transaction.
- Details of company ownership, and where privately held, the owners, directors, and various shareholders.

6.2 Proposal Document

- Suggested menu with pricelist for each offer
- Rental Offer of premises

7. EVALUATION CRITERIA

The tender is set aside for Enterprise and Supplier Development. PetroSA will assist the successful tenderer, where appropriate, in line with the B-BBEE Policy of PetroSA. In order to advance certain designated groups, this tender is subject to pre-qualification. Only Suppliers who meet the following minimum requirements will proceed to the technical/functionality evaluation stage:

The target group are legally registered and operating in South African enterprises that are from the designated group which are *51% black-owned and at least 30% women-owned. Also, These must be:*

- I. *A Qualifying Small Enterprise - QSE* (a business entity with an annual turnover of between R10 million and R50 million)
- II. *An Exempted Micro Enterprise - EME* (a business entity with an annual turnover of less than R10 million).
- III. A business with an proven operating history of 3 years or more, full time presence in RSA, preferably in the Eden District and the broader Western Cape. It is imperative that the entity has proven experience in providing similar services in the food industry including catering or running a café or and restaurant. .

B-BBEE Compliance

It is the Supplier's responsibility to ensure that PetroSA is, at all times, in possession of the Supplier's valid BEE certificate with Level 1 -2. Suppliers with expired B-BBEE certificates will be deemed as non-compliant contributors to B-BBEEE will not be awarded preference points for B-BBEE.

Only technically acceptable tenders that meet the scope of work requirements will be considered and evaluated further (Refer to technical questionnaire available on the eProcurement System). Points will be allocated in accordance with the following preference point system: **Bidders must obtain minimum score of 70% in the elimination phase.**

<u>EVALUATION CRITERIA</u>			
CRITERIA	ANSWER	YES	NO
PRE-QUALIFICATION In order to advance certain designated groups, this tender is subject to pre-qualification. Only Suppliers who meet the following minimum requirements will proceed to the technical/functionality evaluation stage:			
The Supplier must be at least 51% black owned or 30% black women owned, or an EME or QSE.	Submit proof of B-BBEE certificate.		
ELIMINATION PHASE - TENDERERS WILL BE ELIMINATED FROM FURTHER EVALUATION FOR FAILURE TO COMPLY WITH THE ANY OF THE FOLLOWING;			
Does your Company have the ability to provide a comprehensive service in	1. If yes, provide full details of organisational structure including head office and all branches to be		

<u>EVALUATION CRITERIA</u>			
CRITERIA	ANSWER	YES	NO
terms of the scope of work at the required location?	involved in the provision of this service. • Provide organisational structure for the service		
Bidders must demonstrate a full-time operational presence in South Africa. Preference will be afforded to bidders with a proven physical presence and service delivery capability within the Eden District Municipality and the Western Cape Province.	1. Submit proof of residence i.e. utility account of business or owner of business. 2. The supplier must provide a signed confirmation letter confirming that it is able to provide food and catering services at short notice, with the ability to mobilise and deliver services within 24 hours of a request.		
Company Experience Does your Company have sufficient experience in the provision of the requested services? A minimum of five (5) years' company experience working in the industry must be proven through the provision of the company's profile, which covers the history of the organisation's services to date, spanning the full five (5) year period.	1. Provide full details of minimum of 3 previous experience and contactable references. NB: References to include contact personnel and contact details (e.g. email, telephone etc). 2. Provide list with staff compliment that will be working on this contract.		
Is your company financially sound?	1. Submit a letter of good standing from your bank or financial institution.		
The tenderer must submit a comprehensive proposal, including	Proposal submitted with proposed menu and rental offer.		

<u>EVALUATION CRITERIA</u>			
CRITERIA	ANSWER	YES	NO
the proposed menus pitched at an appropriate level for a corporate office and rental offer			
Does your Company have a valid COID certificate	If yes, provide copy of original COID certificate		
Does your company have adequate insurance?	Provide details and proof of public liability and all risks insurance.		

8. MEAL OFFERING (for information purpose)

Canteen Services And Sit Down Lunch

DESCRIPTION	COMMENTS
Sandwiches (Toasted Or Plain	
Cheese	
Cheese and Tomato	
Cheese and Ham	
Cheese, Ham and Tomato	
Bacon	
Bacon and Egg	
Bacon, Egg and Cheese	
Salami and Cheese	
Chicken Mayonnaise	
Tuna Mayonnaise	
Rolls	
Roast Beef and Mustard	
Cheese, Ham and Tomato	
Cheese	
Salami and Cheese	
Egg Mayonnaise	
Chicken Mayonnaise	

Tuna Mayonnaise	
Avocado and Cheese	
Russian Roll	
Hotdog	
Chip Roll	
Burgers	
Hamburger	
Cheese Burger	
Egg Burger	
Cheese and Egg Burger	
Bacon and Egg Burger	
Dagwood	
Chicken Burger	
Hot Food	
Chips	
Pies	
Russians	
Frankfurters	
Vienna's	
Boiled Eggs	
Omelette	
Deep fried potato chips	
Bunny chows	
Leg quarters	
Pap and sausage	
Hot dogs	
Wraps	
Soup	
Cold Beverages	
Soft Drinks / Sodas	
Grapetiser	
Appletiser	
Liquifruit	
Ice Tea	
Energy Drinks	
Mineral Water	
Fruit Juices	
Milkshakes	
Fruit shakes or Smoothies	

Hot Beverages	
Coffee (Various)	
Tea (Various) - both herbal and Ceylon	
Hot Chocolate	
Espresso	
Cappuccino;	
Espresso	
Café Latte	
Café Mocha	
Freshly brewed filter coffee	
Hot Horlicks	
Milo	
Pastries and Cakes	
Cake per slice (Various)	
Pastries (Various)	
Muffins	
Croissants	
Scones	
Snack Items	
Yogurt	
Fruit Salad	
Salad Platter	
Sweets and Chocolates (Various)	
Health options	
Meal of the Day	
Option 1	
Starter	
2 Choices of protein	
1 Starch	
2 Vegetables	
Salad	
Dessert	
Option 2	
2 Choices of protein	
1 Starch	
2 Vegetables	
Salad	
Option 3	
1 choice of protein	
1 Starch	
2 Vegetables/salad	

Catering Services (e.g. functions)

Service provider will be required to provide catering from time to time.

DESCRIPTION		COMMENTS
Platters		
- Cater for 8-10 people - A variety of 8 different Items per person		
Platter 1: Healthy Platter		
Platter 2: Continental Cheese Platter		
Platter 3: Something Fishy		
Platter 4: Meaty Platter		
Platter 5: Mixed Platter		
Platter 6: Morning Tea Platter		
Meal		
Suppliers are requested to provide three sample menus lunch options in their proposals		
Option 1 Starter 2 Choices of protein 1 Starch 2 Vegetables Salad Dessert		
Option 2 2 Choices of protein 1 Starch 2 Vegetables Salad		
Option 3 1 choice of protein 1 Starch 2 Vegetables/salad		
Executive Lunch		
Suppliers are requested to provide three sample menus for the executive lunch options in their proposals (provide rate in the CBA)		
Main Course		
Choice of any two of the following:		
Roast Sirloin of Beef		
Sole, pan fried in a lemon Butter and Parsley Sauce		
Line fish		
Fillet Steak		
Roast Rack of Lamb		
Chicken Breasts (stuffed)		
Leg of Lamb		
Veal Gordon Bleu		
Paella		
Chicken schnitzel		

Plus Assorted Salads (3) or Vegetables (2 and 1 salad)			
Dessert			
Fresh Fruit Salad and Cream/Ice Cream			
Chocolate Mousse			
Apple Pie and cream			
Malva Pudding			
Baked Alaska			

RENTAL FEE

DESCRIPTION	SIZE	RATE/M2	
Mossel Bay Canteen	265 m ²		
Admin Building	40.5 m ²		
COE	31.5 m ²		

9. PROCESS

9.1 Evaluation Process

Proposals that contain the information as requested in evaluation criteria will be evaluated.

9.1.1 The first stage of the selection process will be the elimination of non-responsive bids (i.e. proof of financial ability to finance the transaction is not provided, conflict of interest etc).

9.1.2 The second stage of the selection process is to shortlist the top 3 commercially attractive rental offers, and enter into final negotiations with the bidder or bidders.

9.2 Enquiries

Any queries regarding this RFP should be addressed to Saseka Sihlwayi in the Tender Office, e-mail address saseka.sihlwai@petrosa.co.za.