**Tender – Sturrock Park Conference Facility 2025**

Annexure A- 3

1. BACKGROUND AND PURPOSE

The University of the Witwatersrand, Johannesburg (the University) is a leading University in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services, and information technology. The University prepares students for managerial, professional, and leadership positions in the public, private, and non-governmental sectors. The University has about 35000 students and approximately 6,500 staff. The University’s graduates occupy many senior positions in government and industry and have thus made a considerable contribution to the economy.

The University wishes to engage with operators who can provide suitable offerings at the Sturrock Park Conference Centre and associated sports facilities and venues for a period of three years, with an option to renew for an additional two years.

1. Project Definition

The Sturrock Park Conference Centre is situated in the heart of the premier academic address (Wits University) and a vibrant cosmopolitan city (Johannesburg). This facility has been in operation since 2010, offering a range of superbly designed conference rooms, meeting rooms, and presentation

spaces. The Sports facilities and venues are vibrant open facility spaces that host many guests, athletes, and students for sports events, tournaments, league fixtures, etc.

It is a perfect venue for learning, teaching, conferences, networking, and other business opportunities. The facility has a sophisticated infrastructure that is compatible with the latest technological devices and systems. This tender involves seeking proposals and selecting a service provider to provide catering and related services to support conference, training and sport venues. The University requires the Service Provider to render catering and related services with the following requirements:

* Conference catering
* Meals for delegates attending training
* Functions and events
* Providing services at the relevant Sports venues on campus
* Ad hoc requirements

1. Goals AND Objectives

The University intends to receive proposals from Catering Operators to provide products and services to the University community that are not only convenient, but also provide on-going value for money, and efficient and consistent services while maintaining a high standard.

The service provider should offer flexibility and scalability to provide catering and related services to the varying group sizes, types of events, locations, and schedules as required by the client. Service delivery should be seamless and efficient coordination and event management skills are a pre-requisite. The offering should promote healthy living by offering nutritious food options and menu customisation and diversity that will complement the diverse culture of the University community. It needs to contribute to a positive impression of the University as a dynamic inclusive space.

1. Scope of Work & EXPECTED DELIVERABLES

The service provider must provide the following:

**4.1 General Requirements**

* **Full Catering Service:**

The caterer will be responsible for providing food and beverage services for all conferences, events, and sporting fixtures held at the Wits Sport Conference Centre. This includes preparing, cooking, and serving meals and snacks for various occasions, ranging from small meetings to large sports events.

* **Event Management Support:**

The caterer will offer event-related services such as setup, decoration, and other related logistics for both corporate and sports-related events.

* **Exclusive Use of the Kitchen:**

The conference centre’s kitchen is in a ready-to-move-in state, with a walk-in cold room and freezer room, and industrial dishwasher. This kitchen is designated for the exclusive use of the selected caterer for the duration of the agreement.

**Beverage Services:**

Beverage sales are subject to university-controlled liquor licenses. The caterer must coordinate with the university on beverage sales and support sporting clubs' fundraising initiatives by allowing them to manage the bar operations at sporting events.

The service provider will have exclusive catering rights at this site, which are dependent on the ability to deliver on the expected catering service requirements. Non-compliance will affect this contractual privilege such that the services of the alternative caterers will be enlisted to render the catering service as requested by the client.

* 1. Menus

Provide a wide range of nutritious, high-quality, and diverse food options for different groups (e.g., conferences, training groups, sports teams).

Cater to various dietary restrictions (e.g., vegetarian, vegan, gluten-free, halal, kosher, etc.).

The tenant will work with the Conference co-ordinator to draft menu options for conferences, functions, and training packages that is supportive of the client requirements

It should be noted that many courses run over 5 or more days, and a menu cycle should be provided in each price range to prevent menu fatigue.

The Service Provider must submit menus and pricing annually in July, for the next financial year for budget purposes

Requirements, include but are not limited to the below:

* Conference catering:
* Executive catering options
* Standard catering options
* Budget catering options
* Function catering:

o A buffet-style offering for breakfast, lunch and dinner

o A high tea and light refreshment service

o A formal and plated service

o Cocktail snacks/finger foods/bowls

o An outdoor braai service

* Sport launches and prize giving events
* Risk Catering

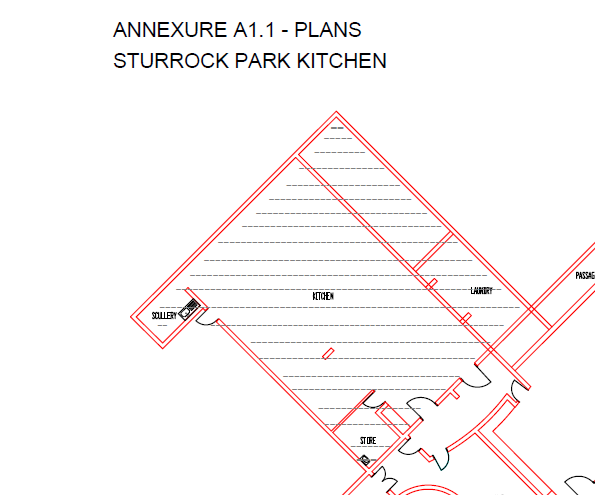
Risk catering is required for events at Sport venues such as the Soccer stadium, Rugby club, Marks Park, etc These services are required on an ad hoc basis and no specific number of patrons are available. Services would include, but not be limited to beverages, resale items, grab-and-go food options such as boerewors rolls, hamburgers, Prego rolls etc.

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1. PREMISES

The premises comprise the following:

|  |  |
| --- | --- |
| **AREA** | **SIZE (m2)** |
| **Braamfontein Campus West – Sturrock Park** |  |
| **Lettable area** |  |
| Kitchen, refuse area | 198m² |
|  |  |



The premises have access to electricity, water, and Egoli gas for cooking purposes. It is the responsibility of the successful retail vendor to ensure that Occupational Health and Safety requirements of equipment, storage, and facilities are met, and a certificate of compliance is provided to the University for the gas connection to equipment.

The successful tenant will be required to install the following, but not limited to, tiling, painting, shopfitting, providing equipment, point of sale (where required), and all other related equipment and furnishings to create an appealing store that is fit for purpose. The tenant will maintain the proposed area to a standard equal to the general tone and quality of the surrounding facilities (and subject to the approval of the University). All proposed internal & external works must be approved by the University representative

The Fixtures in these facilities belong to the University – items such as extractor unit, sinks, dishwasher machine, grease trap-, walk-in cold room and freezer room -. must be maintained by the Service Provider. The university will conduct quarterly asset verification.

The Sturrock Park Conference Centre has the following venues where the successful caterer will be required to provide a service as requested by the client:

The potential capacity of the venue is as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |
| **Venues** | | **Description** | **Capacity**  **(cinema/cocktail/u-shape/ banqueting)** | | | |
| Baxter Room & Bar (min of 20) | | Access to entrance; separate entry/exit; downstairs with own bar/ catering area | 60 / 30 / 20 / 40 | | | |
| Bozzoli Hall – East campus | | Walter Milton fields; cocktail and deck area with glass views onto fields; bench seating and wooden floors | 400 / 120 / 50 / 250 | | | |
| Bozzoli Pavilion – East campus | | On deck area only with access to indoor bar area | 70 - 100 cocktail style only | | | |
| Blue Room & Bar (min of 60) | | Enter through Deck area; Own catering area at the corporate bar | 100 / 70 / 40 /100 | | | |
| Pete Suzman | | Access to entrance; separate entry/exit; downstairs with own bar/ catering area | 120 / 80 / 40 / 100 | | | |
| Pete Suzman Cocktail area | | Bar area with large sleeper wood bar counter  Café style seating and glass windows. Leads into Hall and onto Deck | 70 - 100 cocktail style | | | |
| Sturrock Park Hall | | Access to entrance; separate entry/exit; downstairs with own bar/ catering area in Annex | 500 / 200 / 100 / 300 | | | |
| Cocktail Deck area | | Wooden Deck – Outside the Bar Area.  Uncovered area - requires indoor back up area | Up to 70 cocktail style | | | |
| Think tank - reception area | | Storage and meeting room for guests/conferences | Storeroom or small meeting space | | | |
| Sports Boardroom | | For meetings / breakaways | 18-20 boardroom style | | | |
| Sunroom | | Banqueting area which opens onto Deck area | 100 / 80 / 30 / 80 | | | |

Sporting venues, across all campuses, include, but are not limited to:

* Braamfontein Campus East:
  + - Old Mutual Sports Hall – 2200sqm
    - Wits Football Stadium and Clubhouse – 4000seater stadium
    - Rugby Stadium and Clubhouse – 4000seater stadium
    - Walter Milton Cricket Oval and Bozzoli Hall and Clubhouse
  + Braamfontein Campus West:
    - Hall 29 & Balcony – 2500sqm floor space
    - Sturrock Park Stadium, Precinct and Clubhouse
  + Parktown Education Campus
    - Education Campus Hockey Astro and Cricket Clubhouse
  + Off site:
    - Marks Park Football Precinct and Clubhouse

**Facilities and Space Usage**

* **Main Kitchen and other Catering premises:** 
  + The Conference centre has a Kitchen equipped with a walk-in cold room and freezer room and hot preparation areas, dry store, and equipment storage
  + Marks Park – a satellite kitchen space only. There is a bar area and a fridge in the back area
  + Clubhouses – there are satellite Kitchen spaces at Bozzoli, WEC Hockey Clubhouse, and the Rugby & Football stadium. Football and Rugby stadia have fridges and counter spaces only

NB: Conference centre Kitchen is for the exclusive use of the selected vendor. The other spaces are shared facilities with sporting codes

* **Storage and Office Space Rental:**
  + The successful tenant will be provided with office and storage spaces at the following monthly rates:
    - **Office Space:** R12,500 per month – situated at Sturrock Park Administration building
    - **Storage Space:** R8,000 per month – storage room situated at Sturrock Park Administration buildings
  + These rates exclude VAT, utility costs, and water tariffs. These additional charges will be billed based on actual usage.

**Sporting Events and Club Involvement**

* **Sporting Fixture Catering:**

The successful tenant is required to provide catering services for all major sporting fixtures and events. This includes match-day catering, corporate suites, and risk catering. Client requirements may dictate that multiple vetted vendors share the risk of catering. This should be allowed on approval from Procurement for large events

* **Bar Operations:**

Sporting clubs are encouraged to operate bar services at games and matches as part of their fundraising efforts. The caterer will collaborate with these clubs to ensure smooth coordination and may assist in beverage service logistics when necessary.

1. **Service Standards and Expectations**

* **Quality and Presentation:**

All food and beverages must be prepared to the highest standards, using fresh, high-quality ingredients. The presentation of food must be professional and appropriate for the type of event.

* **Innovation and Trends:**

The caterer must stay abreast of trends, innovations, and technological advancements in the catering industry. An annual open day will be hosted by the vendor to showcase new trends in food preparation, presentation, creativity, and the incorporation of technology, reflecting the caterer’s commitment to modernity and excellence.

* **Sustainability:**

The caterer must implement sustainable practices, including the use of eco-friendly packaging, minimizing food waste, and sourcing local ingredients.

* **Social Media and Brand Representation**

The caterer is expected to maintain a professional and positive online presence that aligns with the values of Wits University. All social media posts and digital content related to events held at the Wits Sport Conference Centre or other university facilities must accurately and respectfully represent both the event and the institution, in alignment with the university's brand strategy. Images or videos taken on-site that feature Wits branding, facilities, or attendees remain the intellectual property of Wits University. Use of such media for marketing or promotional purposes by the caterer requires prior approval from the university's communications team.

* **Social Responsibility:**

It is preferred that the successful tenant aligns with a Corporate Social Investment (CSI) initiative that supports community upliftment projects or feeding schemes. The successful tenant is encouraged to demonstrate a commitment to social responsibility, ideally by partnering with Wits Citizenship and Community Outreach (WCCO). Through this collaboration, the vendor could contribute to WCCO’s mission by providing a meal once a week (suggested) to assist in feeding underprivileged students on campus. This support would enhance the university’s efforts to address food insecurity among students

1. Operating hours

The operating hours are dependent on functions and events being hosted at the premises, but the kitchen must be manned during the following hours if no events or functions are booked for the day:

* Monday to Friday 07h00 to 17h00.
* Saturdays, Sundays, and public holidays as required – hours dependant on the clients/sport group requirements. These hours can be amended, with consultation with the Operations manager: Sports Admin, as and when the operations require changes and are applicable for the year unless determined otherwise. Full operation is required during study breaks, exams, and University holidays.
* No operation is required during the week between Christmas and New Year as the University is closed for this period.

1. **LICENSES**

The successful tenant will be required to ensure that all relevant legal requirements are met. these include but are not limited to the food premises (Certificate of Acceptability), television, and radio licensing, liquor license for events, where applicable.

The University holds the various liquor licenses for all Sport clubs

1. Payment options

All payment options must be available to patrons. The University is promoting a cashless campus and encourages tenants to implement and promote this.

1. Security, ACCESS, and Parking

The successful tenant will be required to adhere to university policies and procedures for securing the premises and parking and access rules. The successful retail vendor must install CCTV and alarm systems at the point of sale and the back of house if required by the retail vendor for their account. The CCTV data will belong to the tenant as part of their security controls.

The successful tenant must apply for ICAM cards for access to the University at their cost. All staff must have access cards within the first week of trading. ICAM cards for staff members that left the employ of the tenant must be returned to the University, and access will be cancelled.

Cards will be renewed on an annual basis.

The successful tenant must purchase parking permits in line with the University policies and procedures for each vehicle that needs access to the campus. Parking on campus is on a hunting basis and parking bays are not allocated to retailers. Parking is allocated for deliveries to the building and should not be used as permanent parking for staff.

1. Cleaning and Hygiene

The successful tenant is responsible for cleaning requirements and related costs for all internal and external areas relating to their leased area, including but not limited to refuse area sanitation, antibacterial soaps, and hand paper towels.

The successful retail vendor will be required to employ a cleaner/s for all areas of their allocated premises and will be responsible for all costs associated with such cleaning service.

The successful tenant is responsible for all pest control requirements and related costs for all areas falling within their allocated premises, including but not limited to treatment for cockroaches, flies, bees, ants, termites and rodents, as well as installation of flycatchers. All pest control documentation shall be retained within the premises, i.e. Pest control file including compliance certificates and treatment reports etc.

The successful tenant is responsible for additional charges. The University has the right to arrange deep cleaning of waste areas if the tenant does not maintain the area. The cost of this cleaning will be recovered from the tenant.

1. **UTILITY CHARGES FOR THE STURROCK PARK CONFERENCE CENTRE KITCHEN**

**Electricity**

The University charges for electricity consumed, as per meter reading, per month at the same rate at which it is charged by the COJ at any time, plus any other fees or levies charged by the COJ, and any other charges incurred by the University that are directly related to the measurement of the successful retail vendor’s electricity consumption. Any adjustment in rates by the COJ will be passed on to the successful retail vendor.

**Water**

The University charges for water consumed, as per meter reading, per month at the same rate at which it is charged by the COJ at any time, plus any other fees or levies charged by the COJ, and any other charges incurred by the University that are directly related to the measurement of the successful retail vendor’s water consumption. Any adjustment in rates by the COJ will be passed on to the successful retail vendor. Sewer charges will be aligned with the water readings.

**Grease trap cleaning**

Grease trap cleaning is performed by a third-party service provider to the University and the successful retail vendor will be charged per month according to the rate charged to the University by such third party. The third-party charges are based on the type of operation the successful retail vendor has on the premises.

**Telephone / Internet**

Costs relating to telephone services, including installation, line rental, and calls, will be for the successful tenant's account.

Internet services will be installed by the tenant’s service provider after approval by the University’s Operations and Facilities Department, ICT and the landlord.

**Waste**

Waste generated by the retail tenant's operations must be disposed of in a responsible manner that aligns with the University's environmental sustainability goals. Waste must be separated into clear refuse bags and placed in the marked wheelie bins inside the refuse area. Wet waste (food waste) must not be mixed with dry waste. All waste must be taken to the allocated refuse area. Boxes must be flattened and placed in the allocated area for boxes. The University manages all waste on campus and requirements for special waste removal must be arranged with the responsible Retail Operations Manager.

1. Surrounding area

The surrounding gardens and parking facilities will be maintained by the University. The successful tenant is required to take cognizance of the fact that the operations unit is inside a conference venue and administration offices, which operates during normal working hours and would be affected by any activities in the venue i.e., noise, and an excessive number of visitors.

1. Competencies and Expertise Required

The successful tenant is expected to employ suitably qualified staff with relevant experience in a similar operation for the facility. All staff must be familiar with food handling and trained on Regulations Governing General Hygiene Requirements for Food Premises, the Transport of Food, and Related Matters R638 of 2018. legislation and best practices and must attend regular training sessions related to their area of work, including but not limited to OHS&E training, food safety training, customer service training etc. Training plan related to OHS and Food safety must be available. The successful retail tenant is responsible for arranging trainings and cover any related cost of the training.

1. **COMPLIANCE**

All tenants must comply with the requirements stipulated in the Occupational Health and Safety Act 85 of 1993. Staff must be trained as indicated in the act and all relevant appointments must be in place within the 1st month of operating on campus. Non-compliance to the act will not be tolerated and will be regarded as contravention. Retail vendors must conduct monthly OHS inspections and retain all records in their OHS filing system. The university will conduct biannual OHS inspections.

The successful service provider will be required to submit OHS&E for approval by the OHS&E Department.

Implementation of a Food Safety Management System is required and needs to be in place from the start of the awarded contract. Compliance with the regulations and standards for the industry, including but not limited to the Foodstuffs. Cosmetics and Disinfectants Act 54 of 1972 (R638, R146, R908 etc.) and the SANS 10049:2019.

Staff must be trained, at the cost to the successful retail vendor and the applicable certificates must be on file. All staff must be issued with the company’s branded uniforms and the related PPE (personal protective equipment) for the area. Retail vendors must conduct daily monitoring checks and monthly food safety internal inspections to monitor compliance with food safety requirements. All records must be retained daily and monthly as part of their food safety management system. The university will conduct ad hoc unannounced inspections and biannual food safety inspections.

Legal compliance documents are requested from tenants on an annual basis, these include, but is not limited to the following: CIPC, SARS TAX clearance, COIDA, COA, applicable licenses, staff salary scales, registration with the relevant Bargaining council, BBBEE certificate or affidavit, public liability insurance, applicable licenses, etc.

Successful retail vendors must comply with the commercial protocol for retailers operating on the university premises.

1. Reporting

The successful retail vendor will be required to provide the following reports:

* Client satisfaction survey reports completed by clients utilising the facilities to monitor service delivery.
* Attendance and reporting at the bi-annual Retail Tenants meeting. (Agenda can include the following: Feedback on functions, events, and other catering done in the period, as well as comments and complaints, Food Safety & OHS&E audit feedback).
* Any other reports that may be requested by the University from time to time.

**17 UNIVERSITY VENDORS**

The successful tenant will also be an approved catering vendor to the University community

18 Additional Requirements & MAINTENANCE

The successful retail vendor must report all maintenance requirements, i.e., malfunctions, and damage to property to the University in the format and manner prescribed by the University. The tenant is responsible for maintaining the equipment belonging to the tenant and those belonging to the university. *It is the tenant’s responsibility to maintain the leased premises as stipulated in the lease agreement*

Figure indicated below contains the Maintenance Responsibility Assignment Matrix (RACI):

| **Maintenance Activity** | **Operator** | **OFMD** | **Sports Admin** | **Procurement** | **CPS** |
| --- | --- | --- | --- | --- | --- |
| Routine cleaning of kitchen equipment | AR | I | I |  |  |
| Preventative maintenance (e.g., filters) | AR | C | I |  |  |
| Repairs to university-owned equipment | R | C | A |  |  |
| Reporting equipment faults | R | C | A |  |  |
| Asset verification (quarterly) | R | I | A |  |  |
| Upgrades to university-owned equipment | C | I | A |  |  |
| Emergency repairs (e.g., safety hazards) | R | C | A |  | I |

**Key:**

* **R** = Responsible: Performs the task.
* **A** = Accountable: Ultimately answerable for the task's completion.
* **C** = Consulted: Provides input before the task is performed.
* **I** = Informed: Notified after the task is completed.

**19 STUROCK PARK SPECIFIC DETAILS**

* Sales Rebate and Commission:

The caterer will rebate 5% of all sales generated from conferences and events back to the conference centre. A separate commission structure will be agreed upon for risk catering (catering that requires financial investment due to high risk or uncertainty). The previous commission structure for risk was 1% on total sales for food and beverage, billed monthly.

* Pricing and Preferential Rates
* Discount for Conference Centre:

The caterer is to offer preferential pricing to the Wits Sport Conference Centre. All services rendered to the conference centre must be billed at 8-12% less than the standard quoted prices provided to other clients. This is irrespective of whether this is an internal or external client.

* Market-Competitive Pricing:

The caterer must ensure that its pricing for all clients is competitive in the market while maintaining high quality service and products. Rates must be transparent, and any additional costs must be approved in advance by the conference centre management.

Conference package prices must be confirmed at the start of the year and can only increase by prior approval of the Senior Operations Manager: Sports Administration. Mid-year increases based on Food price index increase must be communicated and negotiated before implementation.

**Reporting and Rebates**

* **Financial Reporting:** The caterer must submit quarterly reports detailing sales figures, event numbers, and any rebate amounts owed to the conference centre.
* Rental and storage rental amounts are to be credited to the Conferencing cost centre every month and a statement of account is to be submitted per quarter to the Procurement office
* **Year-End Commission:** An annual commission review will take place at the end of each year to assess the total earnings from risk catering and other services. Commission payments will be calculated based on a mutually agreed-upon percentage of profits for high-risk events.