



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



PURCHASING CONSORTIUM
SOUTHERN AFRICA NPC
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University of the Witwatersrand, Johannesburg

Request for Proposal (RFP)
Services Department: SERV/2019/02

Dining Hall Catering Tender

PROCUREMENT DOCUMENT

August 2019

Issued by:

The Services Management Department: Mr. Israel Mogomotsi (Director: Services)

University of the Witwatersrand, Johannesburg

Name of Tender: Dining Hall Catering Tender

Name of Tenderer: _____

Tenderer to note the 2 (two) components and indicate their option/s below:

Indicate which component being tendered for : ✓	
Component 1: Dining Hall Catering Services for: Main Dining Hall (Students' Union Building); Knockando Dining Hall; Highfield Dining Halls; Convocation Dining Hall; and Jubilee Dining Hall.	
Component 2: Dining Hall Catering Service for: Ernest Oppenheimer Dining Hall. This component's pre-qualifying B-BBEE criteria invites EME & QSE (Level 1 to Level 4 with at least 51% black ownership). This is also subjected to University final approval.	



UNIVERSITY OF THE
WITWATERSRAND,
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University of the Witwatersrand, Johannesburg

Services Department: SERV/2019/02

Dining Hall Catering Tender

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T1.1 Tender Notice and Invitation to Tender

Overview of the University

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 more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

Invitation to Tender

The Services Department of the University of the Witwatersrand, Johannesburg, in collaboration with Purchasing Consortium of Southern Africa (PURCO SA) requires the services of one or qualifying Catering Service Providers to operate the residence kitchens and dining halls.

Tender Background

The University operates 6 (six) Dining Hall complexes across 5 (five) campuses, providing breakfast, lunch and dinner for catered residence students, and Oppidani (Day Students) students. Oppidani students are day and self-catered residence students who are on a partial meal plan. The University has 35 000 enrolled students with 6035 students in campus residences of whom 3360 reside in catered residences. In addition to this, there are approximately 2187 Oppidani students.

The University operates on a functional model, thus the successful service provider(s) is required to assist the University’s management team with:

- promoting the University’s culture;
- managing the University staff which includes but is not limited to managing the day-to-day operations in relation to the respective catering services and report any poor performance, theft or misconduct to the University’s operations manager;
- providing continuous value add which includes but is not limited to menus to be reviewed and approved by qualified dieticians, creative menu planning for functions and events, continuous training, providing its experienced procurement background and knowledge, always ensure a level of international quality, using its expert category buyers, ensure that it has a comprehensive standard operating procedure checklist, at all times be proactive.

The University may select only the 5 (five) top ranked tenderers for presentations, and may further shortlist for site visits (the top 5 (five) tenderers will be shortlisted based on the proposed functionality criteria).

Section 1: Tender- Eligibility Criteria

The tenderer should only submit a tender offer if the following essential eligibility criteria are met. Failure to do so will result in disqualification.

Tenderers are urged to study the information provided in detail before responding to the tender. It is of utmost importance that information and conditions set out in this specification and "Tender Forms" be completed and submitted in the indicated format and order. Should the information not be submitted in the required format, the University reserves the right not to assess the tender received and to disqualify such tenders. Preferences are offered to tenderers that are Broad Based Black Empowerment Contributors.

Only tenderers who satisfy the following Eligibility Criteria and those set out in the Tender Notice and Invitation to Tender section of the Tender Documents should submit tender.

It is compulsory that the Tenderer submit all of the information required in the below Schedules:

1. A signed submission by an authorised employee of the company must be submitted.
2. All required schedules, documents and annexures indicated in this document must be submitted.
3. **Component 1:** Audited company financial results for the past 3 (three) financial years, prepared in accordance with International Financial Reporting Standards (IFRS) must be submitted.
4. **Component 2:** Company financial results for the past 3 (three) financial years (at least approved by Accounting Officer), prepared in accordance with International Financial Reporting Standards (IFRS) must be submitted.
5. Company and tax certificates must be submitted including the following:
 - 5.1. South African registration documents if a registered company (CIPC registration and directors, VAT registration, Memorandum of Association, Certificate of Incorporation);
 - 5.2. Current tax clearance certificate for tenders issued by the South African Revenue Services;
 - 5.3. A Letter of Good Standing from its bankers (see Returnable documents below).

6. Technical Eligibility Criteria for Component 1

The tenderer must:

- 6.1. attach proof of at least two (2) local accredited sites that is currently being managed by the tenderer and the sites must be accredited and conforms to Food Safety Management System - Hazard Analysis and Critical Control Point (HACCP).
- 6.2. provide proof of compliance with all relevant environmental legislations, regulations in the Republic of South Africa and be willing to comply with the University's environmental sustainability requirements/initiatives. (Tenderers are required to complete Annexure 2.)
- 6.3. have a track record for at least 5 (five) years where a similar services were conducted, preferably in a canteen environment.
- 6.4. provide at minimum 3 (three) acceptable client references. At minimum 1 (one) of the reference site where tenderer provided at least 2500 meals in a day. References must be within the last 3-5 years.
- 6.5. submit proof of SAQA / SETA accreditation or an equivalent qualification with an affiliation to SACA confirming that the tenderers executive chef's is qualified in order to carry out the task and obligations under the awarded contract.
- 6.6. provide proof of having access to a HPCSA registered dietician that is also registered with Association for Dietetics in South Africa (ADSA).
- 6.7. submit a valid COIDA certification.
- 6.8. submit proof of a valid written contract with an independent audit food safety (including premises) company.
- 6.9. agree to provide knowledge transfer, more specifically a successful tenderer which is not an emerging enterprise will be required to develop and mentor an EME or QSE which is at least 51% ownership that may be appointed by the University. (Note: This is a mandatory requirement, which must be accepted by a tenderer).
- 6.10. provide proof of sufficient credit facility from its financial institution to ensure it is financially viable and operating as a going concern for the initial period for the awarded contract.

7. Technical Eligibility Criteria for Component 2

The tenderer must:

- 7.1. attach proof of at least 1 (one) local accredited sites that is currently being managed by the tenderer and the site must be accredited and conforms to Food Safety Management System - Hazard Analysis and Critical Control Point (HACCP).

- 7.2. provide proof of compliance with all relevant environmental legislations, regulations in the Republic of South Africa and be willing to comply with the University's environmental sustainability requirements/initiatives. (Tenderers are required to complete Annexure 2.)
- 7.3. have a track record for at least 3 (three) years where a similar services were conducted, preferably in a canteen environment.
- 7.4. provide at minimum 1 (one) acceptable client reference. The reference site where tenderer provided at least 500 (five hundred) meals in a day. Reference must be within the last 3-5 years.
- 7.5. submit proof of SAQA / SETA accreditation or an equivalent qualification with an affiliation to SACA confirming that the tenderers executive chef's is qualified in order to carry out the task and obligations under the awarded contract
- 7.6. proof of tenderer having access to a HPCSA registered dietician that is also registered with Association for Dietetics in South Africa (ADSA).
- 7.7. submit a valid COIDA certification.
- 7.8. ensure that in terms of component 2: Pre-qualify B-BBEE level (Must be an EME and QSE with a B-BBEE Level 1 to Level 4 and at least 51% black ownership).
- 7.9. provide proof of sufficient credit facility from its financial institution to ensure it is financially viable and operating as a going concern for the initial period for the awarded contract.

Tenderers must ensure that all points above are addressed and referenced in Section 1 and Schedule A. List each criteria in your response and detail how you comply with the respective criteria.

Tenderers are required to submit the following documentation as indicated above. The University reserves the right to request additional information (to be responded to within a particular timeframe) related to these items below if insufficient information is provided.

Queries relating to this tender must be addressed to Ms Meshal Moonsamy and copied to the University's admin address via e-mail: meshal.moonsamy@purcosa.co.za and admin.tenders@wits.ac.za

Compulsory clarification meeting/session/briefing is on Friday, 16 August 2019 strictly from 10h00 until 11h30. Meeting point to the clarification venue, **at 09h50**, at the offices of Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011 – 717 1510). **Transport will be provided to the clarification venue and is leaving the campus at 10h00. Ensure that you are at Procurement's offices before 10h00.**

Refer to the following links for directions::

<https://www.wits.ac.za/maps/braamfontein-campus-west/>

<http://www.wits.ac.za/about-wits/procurement/>

<https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Directions%20-%20Wits%20Procurement%20Department%20v2.1.pdf>

The tenderer is to submit 1 (one) original hard copy and 1 (one) editable electronic copy on an USB of their proposal addressing the items listed in section 1, as well as the completed Tender Forms with supporting documentation, provided in section 2. A hard copy is to be separately bound, and are to be hand delivered to the University's Procurement Services.

The **closing time** for receipt of tender is strictly on **Friday, 6 September 2019 at 12H00 hrs.**

NO LATE SUBMISSIONS WILL BE ACCEPTED.

Shortlisted tenderers may be subjected to a physical site visit at their client reference. A formal communication will be emailed to shortlisted tenderers notifying on the proposed date and time for Site Evaluation.

The University reserves its right to award this tender in full, in parts or not at all and call for new tenders in the event of unsatisfactory reply to this tender invitation.

The conditions of tender, tender instructions, eligibility criteria, detail regarding the compulsory briefing meeting and detail regarding the shortlisted tenderer site evaluation are stated in the tender Data of the tender Invitation Documents.

Note: Intent to Respond to Tender

Prior to the submission of any of the below listed Returnable documents and schedules in the Tender Data, the tenderer should submit to the University's agent (whose details are in F.1.4 below), in a single email, the following by the time indicated in F.2.15 of the Tender Data below:

The tenderer's written statement of intention to offer to tender. This is for logistical purposes.

T1.2 Tender Data

Standard Conditions of Tender

The standard conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (July 2015). (See

<http://www.cidb.org.za/publications/Documents/Standard%20for%20Uniformity%20in%20Construction%20Procurement%20-%20July%202015.pdf>).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
F.1.1	Each occurrence of “the employer” is replaced with “the University. The University <i>r</i> is the University of the Witwatersrand, Johannesburg, acting through the University’s Services Department “The employer” and “the University” have the same meaning and are interchangeably used throughout this tender invitation.
F.1.2	The Tender Documents issued by the University comprise the documents listed in the above Table of Contents.
F.1.2	All tender offers and any accompanying documentation become the property of the <i>University</i> and will not be returned.
F.1.3.2	The returnable schedules so specified in section T.2.2 and the following terms will be included in any contract arising from the invitation to tender and the tender offer.
F.1.4	The University’s agents with respect to the facilitation of the tender are indicated below: Email: Queries relating to this tender must be addressed to Ms Meshal Moonsamy meshal.moonsamy@purcosa.co.za and copied to admin.tenders@wits.ac.za (Tel 011-717-1510)
F.1.5.1	This provision applies equally to the University. In addition, the University reserves the right at any time to: <ul style="list-style-type: none">• request further information should the tender offer yield insufficient detail and tenderer differentiation,• contact any tenderer during the evaluation process, in order to clarify any information, without informing any other tenderer.• award portions of the tender to more than one tenderer,• award this tender in full, in parts or not at all and call for new tenders in the event of unsatisfactory reply to this tender invitation,• cancel, withdraw, defer, suspend or reissue the tender in whole or in part at any time,• share all information and findings with any other higher education entities worldwide, provided such information has not been marked as confidential, for benchmarking purposes, and

	<ul style="list-style-type: none"> audit the awarded contract/s from time to time. 						
F.1.5.2	This clause does not apply.						
F.1.6.1	A contract, substantially in the form contained in Part C1 and C2, and subject to F.3.13 and F.3.14, will be concluded with the successful tenderer. You are advised to review the contract terms very carefully as the University may at its option accept only minor changes.						
F.1.6.2	This clause does not apply.						
F.2.1	Only those tenderers who satisfy the Eligibility Criteria set out in tender Notice and Invitation to tender above are eligible to submit tenders.						
F.2.1	The tenderer may partner with its business partner or subcontractor in its response to this tender. However, all applicable information that is required about the tenderer should be supplied for the business partner or subcontractor as well.						
F.2.7	Compulsory clarification meetings will be held at the times and places set out in F.2.15. tenderers must sign the attendance register in the name of the tenderer entity at the meeting. Any addenda will be issued to and tenders will be received only from those entities appearing on the attendance register.						
F.2.11	An item against which no rate or price is entered by the tenderer shall be considered to be covered by other rates or prices detailed in the tender offer.						
F.2.13.2	All documents submitted by the tenderer must be compiled in the order (and corresponding to the headings) set out in the Table of Contents above and all pages numbered within each section. Failure to comply with this requirement may disqualify the tenderer.						
F.2.13.3	The tenderer must submit 1 (one) original printed copy of its Tender offer together with an electronic copy on a USB to the address set out in F.2.15. The printed copies and the electronic copy i.e. USB must contain exactly the same information.						
F.2.13.4	<p>An officer or director of the tenderer who is legally authorised by the tenderer to enter into a binding agreement must sign the tender offer. A list of the person(s) authorised to negotiate on the tenderer behalf must be submitted with the tender offer.</p> <p>The tenderer will nominate one representative to act as its single point of contact for all dealings with the University.</p>						
F.2.13.5	<p>The <i>University's</i> details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <table border="1"> <tr> <td>Identification details:</td> <td>Tender reference number, Title of Tender and the closing date and time of the Tender</td> </tr> <tr> <td>Tender Location:</td> <td>Foyer of the Procurement Services Offices (Attention: Charmaine Layton)</td> </tr> <tr> <td>Physical address:</td> <td>Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) Refer maps at: https://www.wits.ac.za/maps/braamfontein-campus-west/</td> </tr> </table>	Identification details:	Tender reference number, Title of Tender and the closing date and time of the Tender	Tender Location:	Foyer of the Procurement Services Offices (Attention: Charmaine Layton)	Physical address:	Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) Refer maps at: https://www.wits.ac.za/maps/braamfontein-campus-west/
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<https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Directions%20-%20Wits%20Procurement%20Department%20v2.1.pdf>

F.2.13.9	Telephonic, facsimile or e-mailed tender offers will not be accepted by the University.																																												
F.2.15	<p>The closing time for receipt of Tender offers is 12H00 hrs on 6 September 2019. (Tender Offers submitted after this time will <u>NOT BE ACCEPTED</u>)</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Time</th> <th>Venue / Site</th> </tr> </thead> <tbody> <tr> <td>Invitation to tender notice release via print media</td> <td>11/8/2019</td> <td></td> <td></td> </tr> <tr> <td>Publication of tender available on the University's Procurement website</td> <td>12/8/2019</td> <td></td> <td></td> </tr> <tr> <td><i>Tenderer notice of intent to respond and make an offer</i></td> <td>14/8/2019</td> <td>12:00</td> <td></td> </tr> <tr> <td>Compulsory clarification meeting¹</td> <td>16/8/2019</td> <td>10:00</td> <td></td> </tr> <tr> <td>Compulsory visits to <i>University</i> site/s¹</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tender Offer submission (response <u>closing time</u>)</td> <td>6/9/2019</td> <td>12:00</td> <td></td> </tr> <tr> <td>Intended Short-listed Presentations</td> <td>3/10/2019</td> <td></td> <td></td> </tr> <tr> <td>Intended Short-listed Site Visits</td> <td>8/10/2019</td> <td></td> <td></td> </tr> <tr> <td>Intended award date for</td> <td>November 2019</td> <td></td> <td></td> </tr> <tr> <td>Intended contract conclusion for tender</td> <td>TBC</td> <td></td> <td></td> </tr> </tbody> </table> <p>¹Tenderer's visits to <i>University's</i> venue/s and site/s will be arranged beginning promptly at 10:00. ²University's visits to tenderer's sites are optional at the University's discretion. Note that the dates in this clause F.2.15 are fixed, unless the University, which reserves its right to do so, alters any of these dates at any time, as it deems necessary.</p>		Date	Time	Venue / Site	Invitation to tender notice release via print media	11/8/2019			Publication of tender available on the University's Procurement website	12/8/2019			<i>Tenderer notice of intent to respond and make an offer</i>	14/8/2019	12:00		Compulsory clarification meeting ¹	16/8/2019	10:00		Compulsory visits to <i>University</i> site/s ¹				Tender Offer submission (response <u>closing time</u>)	6/9/2019	12:00		Intended Short-listed Presentations	3/10/2019			Intended Short-listed Site Visits	8/10/2019			Intended award date for	November 2019			Intended contract conclusion for tender	TBC		
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F.2.16	The tender offer validity period is for the duration of the contract																																												
F.2.22 F.2.23	All returnable documents, certificates and schedules must be current and valid and returned with the tenderer's offer submission by the closing time indicated above.																																												
F.3.1.1	The University will respond to requests for clarification received up to 3 (three) working days before the tender closing time. Queries should be by email only to the University representative named above. Additional information supplied to any tenderer may be provided to other tenderers via e-mail.																																												
F.3.2	The University may issue addenda until 3 (three) working days before the tender closing time.																																												

F.3.3	<p>Tender offers submitted after the closing time in F.2.15 will be rejected, as will any tender submission that is received by any staff member of the University after the closing time.</p> <p>All such rejected submissions will remain unopened - (unless already open, or it is necessary to open to obtain tenderers details), and should be retrieved by the tenderer within 7 (seven) days of the closing time, failing which it will be destroyed.</p>
F.3.4	<p>Submissions are opened in the presence of the <i>University</i> tender evaluation committee members only.</p>
F.3.8	<p>Tenderers will be disqualified without the opportunity to make their tender offer responsive if:</p> <ul style="list-style-type: none"> • it is submitted after the closing time specified in F.2.15, • it is delivered to individuals other than Procurement personnel at the address in F.2.13.5, • it is not submitted in duplicate and/or does not include a softcopy, • it is not signed by a signatory as required in F.2.13.4, • proof of indicated insurance policies and their values are not provided, • the compulsory Returnable documents and schedules are not provided or not completed in full, • they fail to comply with the requested specifications, services and service levels, or • any compulsory requirements as indicated are not complied with. <p>A tender offer may be declared unresponsive and rejected if:</p> <ul style="list-style-type: none"> • it contains any erasure, alteration, text addition or irregularity other than that as requested, • it is considered unbalanced, or does not include the required information necessary for proper comparison and evaluation, • it is incomplete or invalid documents are submitted, • it does not follow the required sequence of documents and schedules listed in the Table of Contents, • it is not submitted on the forms provided or forms are not completed, • any “must” condition is not met, or • the University reasonably deems it fit to do so for any other cause.
F.3.10	<p>The University may require short-listed tenderers to make presentations to University management on the date and at the place in F.2.15 of the tender Data. These are designed to give tenderers the opportunity to present their solution, have a question, and answer clarifying session.</p>
F.3.11.2 to F.3.11.9 inclusive	<p>These clauses are replaced with the following:</p> <p>The University will apply a unique set of evaluation criteria to the tender offer including:</p> <ul style="list-style-type: none"> • Tenderers experience and financial condition, reputation and competence in the provision of the goods and/or services that the tenderer is offering to provide, • the qualification, experience and ability of the tenderer’s staff expected to be assigned to the project, • the degree to which the proposed solution addresses the University’s requirements (fitness for purpose, business, technical, functionality, financial, quality, preference, etc.), including the effectiveness of implementation, and the reliability and quality of the goods and services, • the ability of the tenderer to minimize the University’s business risks in ensuring business continuity, and • additional differentiators that tenderer shows are advantages over other similar suppliers.
F.3.15	<p>This clause does not apply.</p>
F.3.18	<p>Notwithstanding the provisions of clause F.3.18, the University shall provide upon written request only the outcomes of tender process.</p>
F.3.19	<p>This clause does not apply.</p>

By signing below, the Tenderer agrees to be bound to all of the conditions, statements and terms of this tender.

Authorised Signature of Tenderer		
Name of signing person		
Capacity		
Date		
Telephone Number & Fax Number		
Cell Number		
Email Address		
Name of Tenderer [company name]		
Postal address (in block letters)		
Full street address (Domicilium citandi et executandi in the RSA)		



UNIVERSITY OF THE
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JOHANNESBURG

University of the Witwatersrand, Johannesburg

Services Department: SERV/2019/02

Dining Hall Catering Tender

T.2.1 List of returnable schedules

Returnable schedules required for tender evaluation purposes

The tenderer's offer must be composed according to, and in the sequence of the below list of required documents. The Service Provider must submit all of the following returnable schedules.

Only tenderer's who satisfy the indicated Eligibility Criteria and those set out in the Tender Notice and Invitation to tender section of the Tender Documents should submit tender. Eligibility criteria is indicated in T1.1 of this tender document.

Section 1 Refer to the Eligibility Criteria in section T1

Section 2

Schedule A: Company Profile and Information

1. Description and brief history of tenderer's company
2. Local organogram, including corporate and support structure
3. Company financial results (including last 3 financial years' audited financial results or statements prepared in accordance with International Financial Reporting Standards (IFRS) for the preceding financial year and latest integrated annual report (specific website address for report is sufficient)
4. Company and tax certificates including:
 - South African registration documents if a registered company (CIPC registration and directors, VAT registration, Memorandum of Association, Certificate of Incorporation)
 - A Valid Tax Clearance Certificate for the tenderer issued by the South African Revenue Services
5. Letter of Good Standing from Tenderer's bankers, which indicates the tenderer's company's financial health and liquidity. This letter must state at minimum about the tenderer :
 - i. Tenderer's 's registered name and length of time as the bank's client,
 - ii. The tenderer's account name and details at the bank,
 - iii. The tenderer has successfully completed various contracts and conducted accounts at the bank,
 - iv. Engagements and accounts with the bank have always been properly and satisfactorily conducted,
 - v. The bank considers the tenderer good for its normal contracting commitments, and
 - vi. The tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and that the bank considers the tenderer a counterparty of good risk and good for business.
6. Have a track record of implementing similarly successful contracts.
7. The tenderer's offer should include:
 - a) A summary of the tenderer's proposal
 - b) How the tenderer is able to meet the tender requirements. Include differentiators that tenderer shows are advantages over other similar suppliers. Include here any relevant information, which is not covered in other sections information that you believe will help to convince the University of your suitability as a supplier and your ability to add value.

Functionality Criteria to be completed by Tenderers : Component 1

Phase 1 of Functionality: Note: Only Tenderers that attain a minimum of 75% threshold for functionality indicated below shall be evaluated further.

An onsite evaluation will be conducted at the tenderer's client reference. Presentations will be required as part of the final stage where functionality, presentation, pricing and preference is considered. A minimum of 80% threshold will be considered for Presentation and Site Visits.

No	FUNCTIONALITY CRITERIA	WEIGHTS
1	Provide five (5) acceptable references and proven track record for similar work done, preferably in a canteen environment for the past five (5) years (Schedule C)	15
	Tenderer submitted 5 and more similar acceptable & verified references = 15 points	
	Tenderer submitted 4 similar acceptable & verified references = 13 points	
	Tenderer submitted 3 similar acceptable & verified references = 11.25 points	
2	Promotion of Emerging Enterprises Tenderers which are not themselves emerging enterprises may be required to develop and mentor an EME or QSE which is at least 51% ownership that may be appointed by the University . Tenderers are required to submit at least a 12-month plan that will be undertaken or committed by them, which are designed to support the University's transformation objectives. Tenderer can submit as part of their proposal previous or current experiences where a similar mentoring and coaching were conducted as part of development to emerging enterprises. = 10 Points	10
3	Competency & Capacity of Proposed Management and Human Resources (Attach CVs, Relevant Accreditations , Certifications & Associations)	10
	1) Executive Chef -Relevant experience at least 10 years with 2-3 years Culinary qualification. = 4 points OR Executive Chef with relevant trade experience with a minimum of 10 years of experience = 4 points	
	2) Project Manager - Relevant experience at least 10 years with relevant Management qualifications = 2 points	
	3) Catering Manager - Relevant experience at least 5 years with relevant Catering qualifications = 2 points	
	4) Additional resources for Adhoc services that may be required as and when by the University. Tenderer to provide proof of additional capacity that should include catering staff and executive chefs. = 2 points	
4	OHS Procedures and Food Safety	30
	Tenderer to submit their approved company's Food handling Policy = 5 points	
	Tenderer to submit their approved company's OHS Policies = 5 points	
	Provide a site where tenderer implemented Hazard Analysis Critical Control Point (HACCP), the reference site must indicate the size of the site, duration of contract and type of services rendered. = 15 points	
	Tenderer to provide their Risk Plan ; Mitigation & Preventive Policy & Procedures for food borne illnesses and outbreaks /contamination = 5 points	
5	Staff Training and Skills Development - Value Added Services Tenderers capability to provide both offsite and onsite training (Related to but not limited to Culinary, Food Safety). Attach proof of relevant training programs & training facility. Should the tenderer not have a training facility, proof of access to a training facility must be submitted) = 5 Points	5
6	Cycle menus	10
	Tenderer to propose Menus - for a 4 week cycle, variety and ingredients demonstrated - (Refer to Annexure 6.3 - Meal Specifications) = 4 points	
	Tenderer to submit as part of the menu cycle that Vegetarian, Halaal and Kosher options would be made available. (Attach the relevant Certifications/Accreditations) = 2 points	
	Nutritional value of food - Tenderer to provide their intended method of implementation of standardised recipes - = 2 points	

	Sample of nutritionally balanced meal from the tenderer's registered Dietician = 2 points	
7	Tenderer's Supply Chain Standard Operating Procedures	20
	Provide the company's SOP for procurement of good & services = 10 points	
	Proof of supplier compliance audit reports = (Attach sample of recent audit report) = 10 points	
No	FUNCTIONALITY CRITERIA	WEIGHTS
8	Control of inedible /Hazardous substances	5
	Tenderer to attach Certificate of analysis for products e.g. allergens (Attach current samples of COA for a thickener & a spice) = 5 points	
9	Project Plan (Comprehensive plan with detailed milestones). Tenderers to note expected date of awarding of contract end of November 2019 and provisional commencement date 1 Jan 2020. (Commencement date is subjected to site specific and would be discussed with successful tenderer).	10
	Provide a project implementation plan. Your plan will be assessed in terms of completeness and comprehensiveness. In addition, how well does the plan meet the transition timelines (tenderer on boarding) and full scope of work? = 10 Points	
10	Risks, Contingency plans, Back-ups, Dependencies, Exclusions	5
	Back up, Contingencies during Strikes, Unrests and Blackouts etc. (Attach Company's Plan & Policy) = 2.5 points	
	Provide proof of a back-up for an Off-site acceptable/ approved production kitchen or an alternative acceptable back-up plan = 2.5 points	
11	Environmental Sustainability	10
	Green policy initiatives & innovation .(Should include reduction of packaging material and initiatives such as making the University a plastic free zone = 5 points	
	Tenderers to attach company policy and SOP on recycling. (Proposal should include Implementation around biodegradable packaging) =5 points	
	TOTAL POINTS FOR FUNCTIONALITY	130

Schedule B: Tenderer's Insurances

Provide proof that the tenderer has adequate cover of the following insurances:

- Public/Commercial liability insurance including insurance against liability for death of or bodily injury to employees, agents or representatives of the tenderer;
- Professional indemnity insurance;
- The tenderer must at all times maintain insurance cover satisfactory to the University's insurance brokers, including professional indemnity insurance, which adequately insures against all the liabilities under the awarded contract.

The tenderer shall forward proof of its insurance cover to the University on or about the start date and thereafter the terms shall not be altered without the consent of the University. Proof of payment of premium for the policy shall be furnished annually to the University.

Component 1

Schedule C: Customer References and Experience of Tenderer

- The Tenderer to provide minimum of 3 (three) references where similar implementation of the proposed solution has been conducted. (References within the last 3-5 years). The tenderer must provide at least 1 (one) local reference site, preferably based in Gauteng.
- If, in the University's opinion, the reference customers do not meet the University's requirements, additional references will be requested, and visits to the reference sites will be required. Interviews at reference sites will be confidential.
- Please provide your information in the attached Schedule C: Customer References and Experience of Tenderer.

- The following is a statement of similar work successfully completed by ourselves over the last 3-5 years (use a separate page of necessary but ensure the below information is responded fully):

Indicate your years of experience _____ years

Schedule C.1: Customer Reference : Component 1

Provide five (5) acceptable client references. At minimum one of the reference site where tenderer provided at least 2500 meals in a day. References must be within the last 3-5 years.	Description of Contract	Value of Contract inclusive of VAT (Rand)	Contract Commencement	Contract Period
Name of Institution: Senior Contact Person: Position: Email: Mobile Contact Number: Location of Site (Physical Address):				
Name of Institution: Senior Contact Person: Position: Email: Mobile Contact Number: Location of Site (Physical Address):				
Name of Institution: Senior Contact Person: Position: Email: Mobile Contact Number: Location of Site (Physical Address):				
Name of Institution: Senior Contact Person: Position: Email: Mobile Contact Number: Location of Site (Physical Address):				
Name of Institution: Senior Contact Person: Position: Email: Mobile Contact Number: Location of Site (Physical Address):				

Signed

Date

Name

Position

Service
Provider

Schedule D: Compliance Schedule (Complete Annexure 2: Compliance Schedules)

Indicate your compliance to the criteria. It is essential that mandatory criteria in this schedule be complied with.

- As per compliance schedule at minimum 75%, compliance is required. Some criteria are mandatory; Criteria elements are weighted.
- The Compliance Schedule must be submitted in editable and printable softcopy in both the original Excel compatible (.xlsx) and .pdf formats.
- Tenderers are required to indicate, in the spaces provided, compliance or non-compliance with the requirement. Tenderers are to enter one of the following compliance codes in the Comply column of the tables in Annexure 2:
 - Y = Fully Compliant
 - N = Partially Compliant or Not Compliant.

Note: When marked N with no reason for deviation, it will be assessed as Not Compliant with the requirement. The deviation is still subjected to consideration to determine if it is acceptable.

Tenderers must attain a minimum of 75% compliance to the items and/or components listed in this Minimum Specifications Compliance Schedule:

Schedule E: Promotion of Emerging Enterprises

Tenderers are required to submit at least a 12-month plan that will be undertaken or committed by them, which are designed to support the University's transformation objectives.

Schedule F: Competency and Capacity of Proposed Management and Human Resources (Attach CVs, Relevant Accreditations , Certifications & Associations)

- Provide Staff Capacity – Indicate the relevant skills, experience and qualifications of the below key staff members.

No	Resource: Executive Chef	Number of Years: Proof of at least 10 yrs. experience	2-3 Years Culinary Qualification/	Proof Of Association	Attach CV & Relevant Qualifications & Associations

No	Resource: Project Manager	Number of Years: Proof of at least of 10 yrs. of experience	Attach CV & Relevant Management Qualifications

No	Resource: Catering Manager	Number of Years: Proof of at least of 5 yrs. of experience	Attach CV & Relevant Catering Qualifications

No	Additional Resources	Indicate number of Additional Staff	Attach Relevant Proof of Qualifications & Experience
	Executive Chef		

Schedule G: OHS Procedures & Food Safety

Tenderer's must:

- submit their approved company's Food handling Policy;
- submit their approved company's OHS Policies;
- provide a site where tenderer implemented Hazard Analysis Critical Control Point (HACCP), the reference site must indicate the size of the site, duration of contract and type of services rendered
- provide their Risk Plan; Mitigation and Preventive Policy and Procedures for food borne illnesses and outbreaks /contamination.

Schedule H : Staff Training and Skills Development - Value Added Services

Tenderers must be capable of providing both offsite and onsite training (Related to but not limited to Culinary, Food Safety). Tenderers must attach proof of relevant training programs and training facility. Should the tenderer not have a training facility, proof of access to a training facility must be submitted)

Schedule I: Cycle Menus

- Tenderers must propose menus - for a 4 (four) week cycle, variety and ingredients demonstrated - (Refer to Annexure - Meal Specifications).
- Tenderers must provide their intended method of implementation of standardised recipes in order to ensure the nutritional value of food.
- Tenderers are required to sample (or provide samples of) nutritionally balanced meal from the tenderer's registered dietician.

Schedule J: Tenderer's Supply Chain's Standard Operating Procedures

The Tenderers must:

- provide its standard operating procedures (SOP) for procurement of good and services;
- proof of supplier compliance audit reports = (Attach sample of recent audit report)

Schedule K: Control of inedible /Hazardous substances

- Tenderers must attach a certificate of analysis for products e.g. allergens (Attach current samples of Certificate of Acceptance COA for a thickener and a spice)

Schedule L: Project Plan (Comprehensive plan with detailed milestones).

Tenderers must provide a project implementation plan. The tenderers plan will be assessed in terms of completeness and comprehensiveness, for example how well the plan meets the transition timelines (tenderer on boarding) and full scope of work.

Schedule M: Environmental Sustainability

Tenderers must:

- undertake to ensure green policy initiatives and innovation, more specifically, tenderers should. include reduction of packaging material and initiatives such as making the University a plastic free zone.
- attach its policy and SOP on recycling. (The tenderers proposal must include implementation around biodegradable packaging).

Schedule N: Risk/Assumptions/Dependencies/Exclusions

The tenderer must:

- provide back-up contingency plan during strikes, unrests and blackouts etc. (Please attach company plan and policy)
- provide proof of a back-up for an off-site acceptable/ approved production kitchen or an alternative acceptable back-up plan.

Functionality Criteria to be completed by Tenderers : Component 2

Phase 1 of Functionality: Note: Only Tenderers that attain a minimum of 75% threshold for functionality indicated below shall be evaluated further.

An onsite evaluation will be conducted at the tenderer's client reference. Presentations will be required as part of the final stage where functionality, presentation, pricing and preference is considered. A minimum of 80% threshold will be considered for Presentation and Site visits.

No	FUNCTIONALITY CRITERIA	WEIGHTING
1	Provide three (3) acceptable references and proven track record for similar work done in a canteen environment for the past five (5) years;	15
	Tenderer submitted 3 and more similar acceptable & verified references = 15 points	
	Tenderer submitted 2 similar acceptable & verified references = 13 points	
	Tenderer submitted 1 similar acceptable & verified references = 11.25 points	
2	Competency & Capacity of Proposed Management and Human Resources (Attach CVs, Relevant Accreditations , Certifications & Associations)	10
	1) Executive Chef -Relevant experience with at least 10 years with 2-3 years Culinary qualification. = 4 points OR Executive Chef with relevant trade experience with at least 10 years of experience = 4 points	
	2) Project Manager - Relevant experience with at least 10 years with relevant Management qualifications = 2 points	
	3) Catering Manager - Relevant experience with at least 5 years with relevant Catering qualifications = 2 points	
	4) Additional resources for Adhoc services that may be required as and when by the University. Tenderer to provide proof of additional capacity that should include catering staff and executive chefs. = 2 points	
3	OHS Procedures and Food Safety	30
	Tenderer to submit their approved company's Food handling Policy = 5 points	
	Tenderer to submit their approved company's OHS Policies = 5 points	
	Provide a site where tenderer implemented Hazard Analysis Critical Control Point (HACCP), the reference site must indicate the size of the site, duration of contract and type of services rendered. = 15 points	
	Tenderer to provide their Risk Plan ; Mitigation & Preventive Policy & Procedures for food borne illnesses and outbreaks /contamination = 5 points	
4	Staff Training and Skills Development - Value Added Services	5
	Tenderers capability to provide both offsite and onsite training (Related to but not limited to Culinary, Food Safety). Attach proof of relevant training programs & training facility. Should the tenderer not have a training facility, proof of access to a training facility must be submitted) = 5 Points	
6	Cycle menus	10
	Tenderer to propose Menus - for a 4 week cycle, variety and ingredients demonstrated - (Refer to Annexure - Meal Specifications) = 4 points	
	Tenderer to submit as part of the menu cycle that Vegetarian, Halaal and Kosher options would be made available. (Attach the relevant Certifications/Accreditations) = 2 points	
	Nutritional value of food - Tendered to provide their intended method of implementation of standardised recipes - = 2 points	
	Sample of nutritionally balanced meal from the tenderer's registered Dietician = 2 points	

7	Tenderer's Supply Chain Standard Operating Procedures	20
	Provide the company's SOP for procurement of good & services = 10 points	
	Proof of supplier compliance audit reports = (Attach sample of recent audit report) = 10 points.	
8	Control of inedible /Hazardous substances	5
	Tenderer to attach Certificate of analysis for products e.g. allergens (Attach current samples of COA for a thickener & a spice) = 5 points	
No.	FUNCTIONALITY CRITERIA	WEIGHTING
9	Project Plan (Comprehensive plan with detailed milestones). Tenderers to note expected date of awarding of contract end of November 2019 and provisional commencement date 1 Jan 2020. (Commencement date is subjected to site specific & would be discussed with successful tenderer).	10
	Provide a project implementation plan. Your plan will be assessed in terms of completeness and comprehensiveness. . In addition, how well does the plan meet the transition timelines (tenderer on boarding) and full scope of work? = 10 Points	
10	Risks, Contingency plans, Back-ups, Dependencies, Exclusions	5
	Back up, Contingencies during Strikes, Unrests and Blackouts etc. (Attach Company's Plan & Policy) = 2.5 points	
	Provide proof of a back-up for an Off-site acceptable/ approved production kitchen or an alternative acceptable back-up plan = 2.5 points	
11	Environmental Sustainability	10
	Green policy initiatives & innovation .(Should include reduction of packaging material and initiatives such as making the University a plastic free zone = 5 points	
	Tenderers to attach company policy and SOP on recycling. (Proposal should include Implementation around biodegradable packaging) 5= points	
	TOTAL POINTS FOR FUNCTIONALITY	120

T.2.2 List of contract annexures

Returnable contract annexures that will be used for tender evaluation purposes and will be incorporated into the contract

The Tenderer's offer must be composed according to, and in the sequence of the Schedules / Annexures listed in the Table of Contents. The Tenderer must complete as applicable all of the attached returnable Annexures by complying with the below corresponding requirements and instructions.

Annexure 1: Scope of Work

The tenderer agrees not to deviate from the University's scope of work and agrees not to provide its own contract, service level requirements in its submission, additionally the tenderer shall:

- provide a cover letter
- provide an executive summary
- ensure that its offer includes:
 - How the tenderer is able to meet the tender requirements, including differentiators that tenderer shows are advantages over other similar suppliers or in this field of expertise. The tenderer must include any relevant information, which is not covered in other sections and information, which it believes will help convince the University of your suitability as a supplier and your ability to add value.

Section 3: Pricing Schedule(s) (Annexure 3)

- The pricing the tenderer submits will be considered the tenderer's final offer, which will be a Returnable that will become Annexure 3 Pricing and equipment schedule to the Contract. The spreadsheet that is Annexure 3 must be used to submit pricing and equipment as indicated in this tender invitation.

- Tenderers must show the pricing information using the pricing template contained in Annexure 3. The Pricing and equipment schedule must be submitted in editable and printable softcopy in both the original Excel compatible (.xlsx) and .pdf formats. Note there are two pricing options, one for an on premise solution and one for a cloud solution,
- The tenderer must provide analysed and total costs plus detailed descriptions of what is included in such costs for the selected component elements and/or solution as required in the Scope of Work.
- The pricing proposal should be accompanied by a detailed schedule of what is excluded from the pricing proposal and items the tenderer assumes the University will provide e.g. any resources, consumables, additional equipment etc.
- The tenderer must complete the appropriate pricing schedules dependent on whether the solution they are offering has an on premise and/or a cloud option.

Price Adjustments

Where applicable and provided the relevant supporting documentation is supplied, the successful tenderer may request in writing from the University that its prices be adjusted due to proven and motivated changes in its costs. Price adjustments will only be applicable upon successful negotiations between the parties and the University agreeing in writing thereto. Otherwise, prices must remain firm for the duration of the awarded contract.

Cost Savings

The University expects the tenderer to be an active partner in generating ideas to reduce costs (including total cost of ownership) beyond only price reductions. Alternative cost reduction methods should be included in a separate spreadsheet.

PURCO SA Service Fee

The successful tenderer agrees that it will provide for a 2% (two percent) service fee which is calculated on the total value of each monthly invoice issued by the successful tenderer to the University for the provision of the services (including any additional services and or goods).

The successful tenderer agrees that it will send copies of its monthly invoice and statement to both PURCO SA and the University. Upon receipt of the successful tenderer's invoice, PURCO SA will invoice the successful tenderer the 2% (two percent) service fee which is payable to PURCO SA by the successful tenderer within 30 (thirty) days of PURCO SA's invoice date.

Annexure 4: Services Standards

Service Level Requirements

- Service Levels as per Annexure 1: Scope of Work: will apply once the contract has been concluded.

The tenderer should provide a problem resolution procedure.

The tenderer must provide accurate reporting information against the Service Levels with particular attention to:

- Monthly/quarterly usage reports by Equipment, device and campus
- Trend reports on usage
- Monthly billing amounts to be shown by machine / device
- Downtime
- Performance against agreed Service Levels (SLs)
- Regular service summary for all Equipment and devices
- Regular report on all issues and service calls dealt with
- Customer satisfaction measures to be agreed as part of the contract
- Monthly SLA review meetings will take place at the University

The delivery of all proposed technical support and training requirements should be clearly and comprehensively described.

Specification standards, compliance measurements and associated penalties will form part of the final contract concluded.

Annexure 5: Access to University's Precincts

These terms, provided by the University in Annexure 5, will govern the successful tenderer's access to and where and how the works, goods and services on the University's precincts are delivered / performed.

Section 4: Preference Documents

- Valid SANAS approved BBBEE certificate (Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agency - (see http://home.sanas.co.za/?page_id=1021)
- Attach a written declaration on company letterhead, which has been duly signed by the tenderer's authorised signatory, with the following content:

I/we declare that the <<Tenderer Name>> enterprise is a Level contributor as at the closing date of this tender and our financial year ends onReturnable contract annexures that will be used for tender evaluation purposes and will be incorporated into the contract

Part C1: Main Contract Terms and Conditions

The successful tenderer agrees to be bound to the University's contract terms and conditions. The contract will refer to the scope of work and relevant annexures (pricing, service levels and compliance schedules, where applicable.) as contained in the tender documentation. The tenderer acknowledges and agrees that the University will accept no deviations to the contract or scope of work.

Note the University's contract will be provided post-compulsory clarification meeting.

Part C2: Annexures (refer Annexures listed in the Table of Contents above)