



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

RFP- OFMD -Retail and Events Catering on Campus

Reference No.:	Wits 2025:12	
Description:	Retail and Events Catering on Campus	
Issue Date:	25 May 2025	
Issued by:	Operations and Facilities Management Department (OFMD)	
Submission Date and Time:	Date:18 June 2025	Time: Midnight 23h59
Important Information:	Tenderer has the option to tender for one or more options as indicated below including Retail Campus Sites AND/OR Events Catering. indicate their preferred option(s) below:	

Name of Tenderer: _____

Tenderer has the option to tender for one or more options as indicated below including Retail Campus sites AND/OR Events Catering, indicate their preferred option/s by selecting the respective option(s) below:

Retail on Campus

1.	Option Offering 1: Solomon Mahlangu House (SMH).	<input type="checkbox"/>
2.	Option Offering 2: Professional Development Hub (PDH).	<input type="checkbox"/>
3.	Option Offering 3: Sturrock Park Conference Facility (SPC).	<input type="checkbox"/>
<u>Catering on Campus – Events</u>		
4	Option Offering 4: Events	<input type="checkbox"/>

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ATTACHMENTS:

List of Annexures	Description of Annexures
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Annexure A-1	Solomon Mahlangu House.
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Annexure A-3	Sturrock Park Conference Facility.
Annexure A-4	<u>Scope of Work- Events Catering on Campus:</u>
Annexure B	Returnable Schedules and Documents
Annexure C-1,2,3	<u>Pricing Schedules- Retail on Campus:</u>
Annexure C-1	Solomon Mahlangu House.
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<u>Customer References- Retail on Campus:</u>	
Annexure D-1	Solomon Mahlangu House.
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Annexure D-3	Sturrock Park Conference Facility.
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Annexure D-4	Events
Annexure E1	<u>Draft Contract- Retail on Campus: -Retail Lease Agreement</u>
Annexure E2	<u>Draft Memorandum of agreement - Catering on Campus: - Events Catering Services Agreement</u>

PART A: TENDER OVERVIEW

1 TENDER OUTLINE

1.1 University's Background

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.

1.2 Tender Background

The University's Operations and Facilities Management Department (OMFD), invites Tenderers to provide Retail and Events Catering services on Campus.

1.3 Tender Description

1.3.1 The primary operational objective of the tender is to appoint a reputable service provider to provide Retail Catering services as per Option 1, 2 and 3 (SMH, PDH, SPC) and a panel of providers for Option 4: Events Catering services on Campus.

1.4 Procurement Strategy

This is an open competitive tender process.

1.5 Pre-qualification Criteria

- 1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in Retail and/or Event Catering services for Campus may be eligible to partake in this Tender.
- 1.5.2 Only Tenderers who satisfy the pre-qualification criteria as set out in the table below should submit a Tender Submission, failure to do so will result in disqualification.

The following mandatory criteria numbers 1 to 8 applies to all options (1,2,3 and 4) indicated above

No.	Procurement Mandatory Criteria for all options
	It is compulsory that the Tenderer:
1.	provides Schedule 1: Signed Submission which has be signed by a duly authorised representative
2.	provides proof of your legal entity's registration documentation (e.g., CIPC) indicating date of registration/incorporation, list of directors, partners, and members. The tenderer must be a South African entity.
3.	provide a current and valid Tax Clearance certificate/PIN for South African entities.
4.	provide VAT registration details. Provide rationale if not VAT registered for South African entities.
5.	provide audited company financial statements for the past 3 (three) years in line with the Companies Act. The Financial Health – Financials will be assessed to determine the financial health of the company. This will impact the financial risk assessment and the tenderer's evaluation.
6.	A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements with no impact on pricing if awarded or provide a letter of commitment that they will have adequate insurance in place to satisfy the minimum requirement with no impact on pricing if awarded. The Tenderer will have to establish its standard company insurance and details of: <ul style="list-style-type: none"> •public liability; and/or • professional indemnity insurance; and/or • general and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage.
7.	provides (current) Letter of Good Standing from its bankers and/or bank confirmation letter.
8.	Letter of Good Standing with the Department of Labour for Compensation for Occupational Injuries and Diseases (COIDA). The tenderer must commit in writing to have a COIDA certificate in place if appointed.

No.	Functionality (including Technical) Mandatory Criteria for options 1, 2 or 3 (SMH, PDH or SPC)
It is compulsory that the Tenderer:	
9.	<p>have a track record of a minimum of 5 years in line with a similar to the relevant scope of work</p> <ul style="list-style-type: none"> •Professional Development Hub – Conferencing, Functions and Retail •SMH–Retail and limited Functions •Sturrock Park –Conferencing and Functions <p>The track record will be assessed for acceptability and appropriateness. The track record should include the date, a description of what was provided, contract period (from and to date) and the client name to enable the track record to be assessed for relevancy.</p>
10.	<p>Provide a minimum of three (3) acceptable local references using the customer reference template and Annexure B or an equivalent reference letter from the client describing the service provided. These references should be within the last 5 years and not older. At least one (1) acceptable reference should be attached where a similar scale of service was provided. One confirmed reference must be deemed as acceptable.</p>

No.	Functionality (including Technical) Mandatory Criteria for option 4 (Events Catering)
It is compulsory that the Tenderer:	
11.	<p>Must have a local presence and must be based within 60 km radius of the WITS campus the caterer is servicing</p>
12.	<p>Certificate of Acceptability for the production kitchen for events catering.</p>
13.	<p>Provides a track record of a minimum of 5 years in line with a similar nature, to the relevant scope of work (A4) including the respective meal types as indicated below:</p> <ul style="list-style-type: none"> • Budget catering options • Moderate catering options • Gourmet/VIP catering options <p>The track record will be assessed for acceptability and appropriateness.</p>
14.	<p>Provides a minimum of three (3) acceptable local references using the customer reference template and Annexure B or equivalent reference letter from the client. These references should be within the last 5 years and not older. At least one (1) acceptable reference should be attached where a similar scale of service was provided. One confirmed reference must be acceptable</p>

1.5.3 The Tenderer's attention is drawn to the pre-qualification criteria which requires the Tenderer to provide the necessary evidence (please refer to Annexure B: Returnable Schedules and Documents) in order to be eligible, failure to do so will result in disqualification.

1.5.4 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.

1.5.5 Despite the above, the University reserves the right to request additional information (which must be responded and/or provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail and Tenderer differentiation.

1.6 Tender Terms and Conditions

1.6.1 The [Tender Terms & Conditions](#) apply to and form an integral part of this Tender.

Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>

1.6.2 Words and phrases defined in the Tender Terms & Conditions shall also apply in the interpretation of the same words and phrases in this Tender, save where specifically otherwise indicated.

PART B: KEY INFORMATION

2 TENDER TIMELINE

2.1 The table below lists key events, dates and periods applicable to this Tender:

No.	Description	Date / Period
1.	Invitation to Tender notice release via print media	25 May 2025
2.	Publication of Tender available on the University's Procurement website	26 May 2025 -28 May 2025
3.	Tenderer to submit its intention to respond to receive information relating to the including additional relevant tender communications.	11 June 2025
4.	<p><u>Briefing sessions:</u></p> <p><u>Compulsory</u> Onsite Briefing session for PDH, SMH and Sturrock Park (Option 1,2 or 3) will be held on:</p> <p>Date and time: 30 May 2025 10h00</p> <p>Please meet at the Professional Development Hub, 92 Empire Road. Wits Braamfontein Campus East. Refer to the map with entrance at Gate 6: https://www.wits.ac.za/maps/braamfontein-campus-east/</p> <p><u>A Non-Compulsory Online/Digital</u> will be held on:</p> <p style="padding-left: 40px;">Date and time: 03 June 2025 10h00</p> <p style="padding-left: 40px;">Join the meeting now</p> <p style="padding-left: 40px;">Meeting ID: 353 320 101 521 0</p> <p style="padding-left: 40px;">Passcode: wf33JG7J</p>	
5.	Submission Date and Time	18 June 2025 23h59
6.	Envisaged Presentation Date and Time	TBA

2.2 These dates and times do not create an obligation on the part of the University to take any action or create any right for a Tenderer to demand that the University executes a certain action on a specific date at a certain time.

2.3 In in accordance with section 6 of the Tender Terms and Conditions, the University may issue amendments until 3 (three) Business Days before the Submission Date and Time.

3 INTENT TO SUBMIT A TENDER SUBMISSION (WHERE APPLICABLE)

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer must submit to the University's Procurement Representative (see section 4) in a single email, on or before the time indicated in section 2.1, the Tenderer's written statement of intention to partake in the Tender.

4 UNIVERSITY CONTACT INFORMATION

Queries relating to the issue of the Tender Documents must be addressed to the Tender Administrator at admin.tenders@wits.ac.za and Bonolo Mpshe (**Procurement Representative**) via e-mail: bonolo.mpshe@wits.ac.za

5 DEVELOPING YOUR TENDER SUBMISSION

5.1 The Tender Documents set out the step-by-step process and conditions that apply.

5.2 Tenderers should take time to read and understand the Tender Documents, in particular:

5.2.1 the Tender Terms & Conditions;

5.2.2 the Tender Submission protocol (please refer to section 6);

5.2.3 develop a strong understanding of the University's Scope of Work detailed Annexure A;

5.2.4 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach;

- 5.2.5 important checklists are included in Annexure B: Returnable Schedules and Documents to assist Tenderers with the completion of their Tender Submission. Tenderers are required to tick the relevant boxes for verification purposes. Where information is not applicable, the symbols N/A must be inserted in the space provided.
- 5.3 Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform admin.tenders@wits.ac.za and to bonolo.mpshe@wits.ac.za and have the same rectified.
- 5.4 The University will respond to requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Queries should be by email to admin.tenders@wits.ac.za and to bonolo.mpshe@wits.ac.za. Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via e-mail.
- 5.5 It must be noted that the University shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

6 SUBMITTING YOUR TENDER SUBMISSION

- 6.1 The mode of delivery for submission is set out below and will apply to this Tender:
- 6.2 Electronic Submissions:
- 6.2.1 The [Electronic Submission Protocol](#) will apply to this Tender.
Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%2015.08.2020.pdf>
- 6.2.2 Tenderers must submit Annexure C: Pricing in an editable xls - Microsoft Excel file and a .pdf - PDF file.
- 6.2.3 Tenderers are urged to contact the University's Procurement Representative if unsure which mode of delivery applies to the Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery
- 6.2.4 Please note that telegraphic, telephonic, telex, facsimile, physical submissions, and late submissions will not be accepted by the University

PART C: THE EVALUATION PROCESS

7 EVALUATION METHODOLOGY

- 7.1 The University will apply a multi-criteria approach in evaluating the prospective Tender Submissions. It is envisaged that the following core criteria (not complete and in order of preference) will amongst others form the basis of the tender evaluation:
- 7.1.1 The financial offer;
- 7.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work and adequate client liaison;
- 7.1.3 The type of organisation and the number of years in operation in the industry;
- 7.1.4 The track record and experience of the Tenderer;
- 7.1.5 The Tenderer's contactable client references;
- 7.1.6 The competence of the proposed management, project managers and staff of the Tenderer;
- 7.1.7 The Tenderer's commitment to staff development and economic empowerment;
- 7.1.8 Accuracy and presentation of the calculations which must be sufficient for comparison purposes;
- 7.1.9 Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations;
- 7.1.10 Adequate insurance coverage with regard to the goods and/or services.
- 7.2 **Evaluation Procedure:**
- 7.2.1 The University may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission.

- 7.2.2 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.
- 7.2.3 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria as indicated in these Tender Documents.

8 EVALUATION CRITERIA

8.1 Stage 1: Pre-qualification Stage (Procurement Mandatory Criteria & Functionality Criteria)

- 8.1.1 The University has a defined minimum pre-qualification listed in the table under section 0 that must be met by the Tenderer in order for the University to accept the Tender Submission for evaluation.
- 8.1.2 The pre-qualification evaluation will be carried out by the University's tender evaluation committee members to determine which Tender Submissions are compliant or non-compliant with the requirements issued by the University as part of this tender process.
- 8.1.3 Where there is failure to comply with the pre-qualification criteria as set out in section 0 or the University is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the University may disqualify the Tender Submission;
- 8.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.
- 8.1.5 Please note that no points are allocated at this stage.
- 8.1.6 **Note:** Documents submitted in support of this Tender must be documents of the Tenderer's entity. It is not permitted that documents submitted pertain to different companies or business units within a group.

8.2 Stage 2: Functional including Technical Evaluation

- 8.2.1 In this stage, the Tenderer must get a minimum of 70%, in order to move on to the next stage of evaluation.
- 8.2.2 The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria. Each option's functionality criteria is listed below.:

Option 1: Retail on Campus - Solomon Mahlangu House.

No.	Criteria	Weight
1.	<u>Company experience/Track Record:</u> <ul style="list-style-type: none"> • The Tenderer must have 5 (five) or more years of experience on providing Retail. • The Tenderer must provide a clearly detailed company profile, stipulating the number of years rendering similar services. 	5%
2.	<u>References</u> Provide a minimum of three (3) acceptable references for the provision of Retail and limited Functions. At least one (1) acceptable reference should be attached where a similar scale of Retail and limited Functions contract was provided.	5%
3.	<u>Business Plan:</u> <u>Provide details as described below:</u> Business plan presented with realistic time frames and vision of the site.	40%
3.1	Intended method of funding, capital outlays and purchasing equipment, projected income, overhead costs, and proposed rental and repayment terms, profit and loss statement. Audited financials will be assessed to determine the financial health of the company. This will impact the financial risk assessment and the tenderer's evaluation.	
3.2	A detailed proposal of the proposed décor, furniture, signage and shop fitting for the facility. Innovation, Offerings that will be provided, etc. NB: All designs and branding must be approved by the Operations and Facilities Management Department before any commencement of construction on site.	
3.3	Detailed proposal on the menu offering for all aspects of the business, including cooked meal offerings, grab-and-go options, healthy meals, budget meal offerings, hot beverages, confectionary and resale items, and others, with price estimates and weighted options.	

3.4	Food preparation methods (Traditional as well as innovative) the diversity of cooking methods will be assessed for suitability. Indicate the different cooking methods to be used daily to cater for the diverse client base, taking in consideration promoting healthy meal options.	
3.5	Environmental sustainability, provide photographs, including the specifications and related standards for the proposed biodegradable/compostable, containers This will be assessed in terms of acceptability.	
	Implementation Plan:	15%
3.6	Submit a GANTT chart indicating the actions and processes up to the proposed opening date.	
4.	Food Safety Policy	20%
4.1	Submit well-documented and comprehensive Food Safety policy.	
4.2	Submit the latest 2 food safety audit reports conducted in the last 12 months, by an external auditing company. Include the corrective action reports relating to the audits	
4.3	Submit a food safety implementation plan, listing all SOP's which will be implemented.	
4.4	Submit the procedure to follow in the event of an alleged food illness incident.	
4.5	Provide details of the food safety training provider and courses intended for staff members.	
5.	Occupational Health & Safety Policy	5%
5.1	Submit an OHS&E Policy and a list of related Standard Operating Procedures relating to the business, list checklists and appointments that will be focused on.	
5.2	Describe the training program for all staff members on Standard Operating Procedures and protocols in line with OHS&E regulations	
6.	Staff Organogram & Training & Development Planning for staff:	5%
6.1	Provide an organogram of the proposed team, including an indication of permanent onsite personnel and ad hoc personnel. Include your training plan (excluding Food safety and OHS&E) for your personnel.	
7.	Risk/Assumption/Contingency Plan	5%
7.1	Provide risks, backup, contingencies during for example absences, strikes and unrests or national disaster that limits operations indicate other risks and the mitigations/contingencies in place to address those risks.	
	Total	100%
	Threshold	70%

Option 2: Retail on Campus - Professional Development Hub.

No.	Criteria	Weight
1.	<u>Company experience/Track Record:</u> <ul style="list-style-type: none"> The Tenderer must have 5 (five) or more years of experience on providing Retail. The Tenderer must provide a clearly detailed company profile, stipulating the number of years rendering similar services. 	5%
2.	<u>References</u> Provide a minimum of three (3) acceptable references for the provision of Conferencing, Functions and Retail. At least one (1) acceptable reference should be attached where a similar scale of Conferencing, Functions and Retail contract was provided.	5%
3.	<u>Business Plan:</u> Business plan presented with realistic time frames and vision of the site.	40%
3.1	Intended method of funding, capital outlays and purchasing equipment, projected income, overhead costs, and proposed rental and repayment terms, profit and loss statement. Audited financials will be assessed to determine the financial health of the company. This will impact the financial risk assessment and the tenderer's evaluation.	
3.2	Proposed site operation, description of proposed décor and furniture for the facility including the aesthetics of the facility. NB: All designs and branding must be approved by the Operations and Facilities Management Department before any commencement of construction on site.	
3.3	Sample menus for all aspects of the business, including cooked meal offerings, grab-and-go options, healthy meals, budget meal offerings, confectionary and resale items, and others, with price estimates and weighted options.	
3.4	Conference and training: Provide 15 days cycle menus and broad-spectrum events (cocktails, gala dinners) and pricing for conferences and functions comprising of affordable to high end options.	

3.5	Environmental sustainability: Provide photographs, including the specifications and related standards for the proposed biodegradable/compostable, containers This will be assessed in terms of acceptability.	
3.6	Food preparation methods (Traditional as well as innovative) the diversity of cooking methods will be assessed for suitability. Indicate the different cooking methods to be used daily to cater for the diverse client base, taking in consideration promoting healthy meal options.	
	Implementation Plan:	15%
3.7	Submit a GANTT chart indicating the actions and processes up to the proposed opening date.	
4.	Food Safety Policy:	20%
4.1	Submit well-documented and comprehensive Food Safety policy/	
4.2	Submit the latest 2 food safety audit reports conducted in the last 12 months, by an external auditing company. Include the corrective action reports relating to the audits.	
4.3	Submit a food safety implementation plan, listing all SOP's which will be implemented.	
4.4	Submit the procedure to follow in the event of an alleged food illness incident.	
4.5	Provide details of the food safety training provider and courses intended for staff members	
5.	Occupational Health & Safety Policy	5%
5.1	Submit an OHS&E Policy and a list of related Standard Operating Procedures relating to the business, list checklists and appointments that will be focused on.	
5.2	Describe the training program for all staff members on Standard Operating Procedures and protocols in line with OHS&E regulations	
6.	Staff Organogram & Training & Development Planning for staff:	5%
6.1	Provide an organogram of the proposed team, including an indication of permanent onsite personnel and ad hoc personnel. Include your training plan (excluding Food safety and OHS&E) for your personnel.	
7.	Risk/Assumption/Contingency Plan	5%
7.1	Provide risks, backup, contingencies during for example absences, strikes and unrests or national disaster that limits operations indicate other risks and the mitigations/contingencies in place to address those risks.	
	Total	100%
	Threshold	70%

Option 3: Retail on Campus - Sturrock Park Conference Facility.

No.	Criteria	Weight
1.	<u>Company experience/Track Record:</u> <ul style="list-style-type: none"> The Tenderer must have 5 (five) or more years of experience on providing Retail. The Tenderer must provide a clearly detailed company profile, stipulating the number of years rendering similar services. 	5%
2.	<u>References</u>	5%
2.1	Provide a minimum of three (3) acceptable references for the provision of Conferencing and Functions. At least one (1) acceptable reference should be attached where a similar scale of Conferencing and Functions contract was provided.	
3.	<u>Business Plan:</u> Business plan presented with realistic time frames and vision of the site.	40%
3.1	Intended method of funding, capital outlays and purchasing equipment, projected income, overhead costs, and proposed rental and repayment terms, profit and loss statement. Audited financials will be assessed to determine the financial health of the company. This will impact the financial risk assessment and the tenderer's evaluation.	
3.2	Ad hoc risk events: Sample menu for all ad hoc risk events such as grab-and-go options, healthy meals and resale items, and others, with price estimates and weighted options, as well as proposed set up options (stall).	
3.3	Provide sample menus for broad spectrum events (cocktail events, gala dinners, et) and day conference package pricing (DCP) for conferences and functions comprising of affordable to high end options	
3.4	Environmental sustainability: Provide photographs, including the specifications and related standards for the proposed biodegradable/compostable, containers This will be assessed in terms of acceptability.	

3.5	Food preparation methods (Traditional as well as innovative) the diversity of cooking methods will be assessed for suitability. Indicate the different cooking methods to be used daily to cater for the diverse client base, taking in consideration promoting healthy meal options. = 5 points.	
	Implementation Plan:	15%
3.6	Submit a GANTT chart indicating the actions and processes up to the proposed opening date.	
4.	Food Handling Policy	20%
4.1	Submit well-documented and comprehensive Food Safety policy that is aligned with the Food stuffs and cosmetics and disinfectants act No 54 OF 1972, and SANS10049:2019. etc.	
4.2	Submit the latest 2 food safety audit reports conducted in the last 12 months, by an external auditing company. Include the corrective action reports relating to the audits	
4.3	Submit a food safety implementation plan, listing all SOP's which will be implemented.	
4.4	Submit the procedure to follow in the event of an alleged food illness incident.	
4.5	Provide information on food safety training for staff members	
5.	Occupational Health & Safety Policy:	5%
5.1	Submit an OHS&E Policy and a list of related Standard Operating Procedures relating to the business, list checklists and appointments that will be focused on.	
5.2	Describe the training program for all staff members on Standard Operating Procedures and protocols in line with OHS&E regulations	
6.	Staff Organogram & Training & Development Planning for staff:	5%
6.1	Provide an organogram of the proposed team, including Head Chef, Supporting Chefs, Conference Coordinators and Floor Managers etc and provide an indication of ad hoc personnel. Submit relevant CVs for manager and Exec chef Include your training plan (excluding Food safety and OHS&E) for your personnel.	
7.	Risk/Assumption/Contingency Plan	5%
7.1	Provide risks, backup, contingencies during for example absences, strikes and unrests or national disaster that limits operations and include the goods/services and resource contingency plan and indicate other risks and the mitigations/contingencies in place to address those risks.	
	Total	100%
	Threshold	70%

Option 4: Events Catering on Campus

No.	Criteria	Weight
1.	<u>Company experience/Track Record:</u> <ul style="list-style-type: none"> The Tenderer must have 5 (five) or more years of experience on providing Event Catering and related services for functions and events. The Tenderer must provide a clearly detailed company profile, stipulating the number of years rendering similar services. 	10%
2.	<u>References:</u>	10%
2.1	Provide a minimum of three (3) acceptable references for the provision of catering, per relevant category (budget, moderate, and gourmet/VIP).	
3.	<u>Portfolio of evidence: menu, pricing and food preparation methods:</u>	40%
3.1	Provide relevant portfolio of evidence of catering services executed that aligns with the type of catering category (i.e. budget, moderate, gourmet/VIP) to be provided - photos of meals, menu and pricing's, etc.	
3.2	Menu and pricing- range of menu offering and charges by service provider	
3.3	Food preparation methods (traditional as well as innovative) the diversity of cooking methods will be assessed for suitability. Indicate the different cooking methods to be used daily to cater for the diverse client base, taking in consideration promoting healthy meal options.	
4.	<u>Environmental sustainability:</u>	5%
4.1	Provide photographs, including the specifications and related standards for the proposed biodegradable/compostable, containers This will be assessed in terms of acceptability.	
5.	<u>Food Safety Policy:</u>	20%
5.1	Submit well-documented and comprehensive Food Safety policy that is aligned with the Food stuffs and cosmetics and disinfectants act No 54 OF 1972, and SANS10049:2019. etc.	

5.2	Submit the latest 2 food safety audit reports conducted in the last 12 months, by an external auditing company. Include the corrective action reports relating to the audits	
5.3	Submit a food safety implementation plan, listing all SOP's which will be implemented.	
5.4	Submit the procedure to follow in the event of an alleged food illness incident.	
5.5	Provide information on food safety training for staff members	
6.	<u>Occupational Health & Safety Policy:</u>	5%
6.1	Submit an OHS&E Policy and a list of related Standard Operating Procedures relating to the business, list checklists and appointments that will be focused on.	
6.2	Describe the training program for all staff members on Standard Operating Procedures and protocols in line with OHS&E regulations.	
7.	<u>Staff Organogram & Training & Development Planning for staff:</u>	5%
7.1	Provide an organogram of the proposed team, including Head Chef, Supporting Chefs, Conference Coordinators and Floor Managers etc and provide an indication of ad hoc personnel. Include your training plan (excluding Food safety and OHS&E) for your personnel.	
8.	<u>Risk/Assumption/Contingency Plan</u>	5%
8.1	Provide a contingency plan in the event of unforeseen circumstances (delays, postponements, and disruptions)	
	<u>Total</u>	100%
	<u>Threshold</u>	70%

8.3 **Stage 3: Presentation, Site Visits, Food Tasting or other due diligences**

8.3.1 This phase of assessment will include Presentation, Food Tasting or other due diligences for respective options. Only successful Tenders that have met the minimum threshold of **70%** requirements in the technical/functionality stage (Stage 2) will be considered.

8.3.2 **Presentations:**

8.3.2.1 The University may require short-listed Tenderers to make presentations to University the evaluation team on the date and at the place in section 2.1.

8.3.2.2 Presentations and Food tasting are designed to give Tenderers the opportunity to present their solution and have a question and answer clarifying session. A minimum **70%** threshold will be applicable at this stage

8.4 **Stage 4: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages**

8.4.1 Tenderers who scored **70%** in stage 3 will be considered for (final stage).

8.4.2 In this final stage the criteria elements below will be considered. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below for both Retail and Catering:

Price and B-BBEE and Consideration of Previous Stages	Documents Required	Weighting %
Price for the specific Option	Annexure C: Pricing to be completed	70%
B-BBEE	Please submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.	20%
Functionality pro rated for the specific option		5%
Presentation (Stage 3 pro rated scoring) for the specific option		5%
Total		100%

8.4.3 ***B-BBEE Score Card***

B-BBEE Status Level Contributor	Number of Points (20% B-BBEE)
Level 1 contributor	20
Level 2 contributor	18
Level 3 contributor	14
Level 4 contributor	12
Level 5 contributor	8
Level 6 contributor	6
Level 7 contributor	4
Level 8 contributor	2
Non-Compliant contributor	0

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.

8.5 Price Points Calculation

8.6

A maximum of 70 = X points is allocated for price on the following basis:

$$PS = 70 \left\{ \frac{1 - \frac{Pt - Pmin}{Pmin}}{Pmin} \right\}$$

Where:

- Ps = Points scored for comparative price of Tender Submission under consideration;
X = Ratio allocated to pricing for scoring purposes;
Pt = Comparative price of the Tender Submission under consideration; and
Pmin = Comparative price of the lowest acceptable Tender Submission.

8.7 Other Information

- 8.7.1 All Tenderers will be formally notified (successful or not) after the evaluation process has been completed and are requested not to contact the University in this regard.
- 8.7.2 The detailed evaluation results and Tenderer ratings will not be published or made available to anyone.

PART D: SCOPE OF WORK

9 SCOPE OF WORK

- 9.1 The detailed scope of worked is attached to the Tender Documents and marked as Annexure A1, A2, A3, A4: Scope of Work depending on which options you have selected to bid for
- 9.2 Tenderers must ensure that before submitting a Tender Submission that they are able to meet the requirements as set out in the tendered option specific Annexure A: Scope of Work document (A1,A2, A3 or A4) .
- 9.3 **Note:** The University will not accept any material variation to the respective Annexure A: Scope of Work (which may include but not is not limited to the products, services and service levels).

PART E: RETURNABLE SCHEDULES & DOCUMENTS

10 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 10.1 The Tender Submission will be evaluated based on the information submitted as instructed through the returnable schedules and documents.
- 10.2 The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in Annexure B: Returnable Schedules and Documents. Additional instructions are contained under the applicable sections per Annexure B: Returnable Schedules and Documents.
- 10.3 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or

Excel compatible (.xls) (where indicated).

- 10.4 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant and valid.

PART F: PRICING

11 PRICING INSTRUCTIONS

- 11.1 The pricing that the Tenderer submits will be considered the Tenderer's final pricing which will be included in the Contract. The Excel spreadsheet that is Annexure C1, C2, C3 or C4: Pricing must be used to submit the applicable pricing as indicated in these Tender Documents for the options tendered for.
- 11.2 Tenderers must show its pricing information using the pricing template contained in the specific Annexure C: Pricing excel sheet.
- 11.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) and .pdf formats.
- 11.4 Tenderers agree that 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 Tenderers final pricing submitted.
- 11.5 Tenderers must carefully consider the provisions as set out in sections 11.6, **Error! Reference source not found.**, and 11.7 when providing provisions
- 11.6 Annual Escalation Adjustments:
- 11.6.1 The prices for the goods and/or services specified in Annexure A: Scope of Work will remain unchanged for the first 6(six) months of the Contract. Thereafter, such amounts may be adjusted provided that the relevant supporting documentation is supplied in accordance with CPI & FPI, as well as any other contributing factors such as out of the norm increases in raw products and related items. (the successful service provider is required to give 1 (one) month's prior written notice of such adjustment). The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required.
- 11.7 **Cost Savings:**
- 11.7.1 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond only price reductions. Alternative cost reduction methods must be included in a separate spread sheet in Annexure C: Pricing.

PART G: INSURANCE

12 INSURANCE REQUIREMENTS

- 12.1.1 A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements or provide a letter of commitment that it will have the appropriate insurance in place if awarded with no impact on submitted pricing. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:
- 12.1.2 public liability; and/or
- 12.1.3 professional indemnity insurance; and/or
- 12.1.4 general and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage.
- 12.2 Tenderers agree that should it be awarded as a successful service provider that it shall at all times maintain insurance cover satisfactory to the University's insurance brokers. Proof of payment of premium for the respective policy shall be furnished annually to the University in the event the Tenderer is the successful service provider. This should not have an impact on the Tenderer's submitted pricing.

PART H: THE CONTRACT

13 THE CONTRACT

13.1 Tenderers must please take note of the following important contractual terms:

Retail on Campus Indicative Contract Dates:	Start Date 01 January 2026 – End Date 30 December 2028
Indicative Contract Duration:	3 (three) years, with option to renew for another 2 years
Classification and Type of Contract:	Lease Agreement Annexure E1
Events Catering on Campus Indicative Contract Dates:	Start date 1 January 2026 – end date 30 December 2028
Indicative Contract Duration:	3 (three) years
Classification and Type of Contract:	Memorandum of Agreement Annexure E2

13.2 Any award made as a result of this Tender process will be governed by the regents of the Contract.

13.3 In the event that a Contract has been included in the Tender Documents (see Annexure E1,E2: Draft Contract) and if a Tenderer takes exception or wishes to propose a deviation to any term or condition in the Contract, it must be done clearly and conspicuously by referencing the specific clause number or the term or condition and by describing the exception or deviation in the Annexure B under the Contract Deviation Schedule. If a Tenderer does not clearly and conspicuously take an exception or propose a deviation to a specific term or condition, the Tenderer shall be bound by such term or condition in the event the award is made to it. The University reserves the right to in each instance to:

13.3.1 Accept the deviations or exceptions; or

13.3.2 Negotiate the deviations or exceptions; or

13.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.

13.4 The rejection or amendment by the Tenderer of any terms and conditions contained in the Contract may increase the risk to the University and will thus be taken into consideration when assessing the Tenderer's Tender Submission.

13.5 Tenderers should not provide or include their own contract, service level agreement or '*reserve the right to negotiate if the Tenderer is selected as the preferred service provider*' statement (the University will not consider this type of documentation). Tenderers must ensure that they follow the protocol as set out in section 13.3.

13.6 The Tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the Tender and to award another Tenderer without the need to repeat the same Tender process.

13.7 Should final contract negotiations with the preferred Tenderer not be concluded within 4 (four) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract which the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.