



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

BID NUMBER: **WCGHSC0032/2024**

CLOSING DATE: **MONDAY, 20 MAY 2024**

CLOSING TIME: **11:00**

FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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

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

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

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

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

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

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

The B-BBEE status **on form WCBD 6.1 in your bid document** will be used to evaluate the bid, **not your B-BBEE status on the SEB or CSD**. Please complete your claims for **both the 80/20 and 90/10 preference points systems** in the WCBD6.1, as well as the attached **form WCBD4**. All other mandatory documents held on the CSD will be accepted by the Department of Health (WCGH) for consideration of formal bids.

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

The successful bidder will be required to complete and sign a written contract form (WCBD7.1).

Please refer all technical/specification enquiries to **Mr Munier Patel** at telephone no (021) 377 4764 or email: munier.patel@westerncape.gov.za and/or Janice de Goede at telephone no. (021) 377 4561 or e-mail: janice.degoede@westerncape.gov.za


C Munnik
for HEAD: HEALTH AND WELLNESS

DATE: 5 April 2024

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
20 MAY 2024

1) 2)
SIGNED SIGNED

**PART A
INVITATION TO BID**

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

The WCG is committed to govern ethically and to comply fully with anti-fraud, theft and corruption laws and to continuously conduct itself with integrity and with proper regard for ethical practices.

The WCG has a zero-tolerance approach to acts of fraud, theft and corruption by its officials and any service-provider conducting business with the WCG.

The WCG expects all its officials and anyone acting on its behalf to comply with these principles to act in the best interest of the WCG and the public at all times.

The WCG is committed to protecting public revenue, expenditure, assets and reputation from any attempt by any person to gain financial or other benefit in an unlawful, dishonest or unethical manner.

Incidents and suspicious activities will be thoroughly investigated and where criminal activity is confirmed, responsible parties will be prosecuted to the full extent of the law.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH													
Bid no	WCGHSC0032/2024	Closing date:	Mon, 20 May 2024	Closing time	11:00								
Description	Provision of a comprehensive catering service at Mitchell's Plain Hospital for a 3-yr period												
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT													
The foyer of the main entrance, Western Cape Government Building (next to Cape High Court)													
Junction of Dorp and Keerom Streets, Cape Town 8001													
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:										
Contact person	Mr Rashaad Matthews		Contact person	Munier Patel/Janice de Goede									
Telephone no	(021) 483 2550		Telephone no	(021) 377 4764/(021) 377 4561									
E-mail address	rashaad.matthews@westerncape.gov.za		E-mail address	munier.patel@westerncape.gov.za janice.bent@westerncape.gov.za									
SUPPLIER INFORMATION													
Name of bidder													
Postal address													
Street address													
Telephone no	Code		Number										
Cellphone no													
Facsimile no	Code		Number										
E-mail address													
Vat registration no													
Supplier compliance status	CSD registration no. ↓		<table border="1"> <tr> <td colspan="2" style="text-align: center;">WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</td> </tr> <tr> <td colspan="2" style="text-align: center;">BID OPENED @ 11:00 20 MAY 2024</td> </tr> <tr> <td style="text-align: center;">1)</td> <td style="text-align: center;">2)</td> </tr> <tr> <td style="text-align: center;">SIGNED</td> <td style="text-align: center;">SIGNED</td> </tr> </table>			WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING		BID OPENED @ 11:00 20 MAY 2024		1)	2)	SIGNED	SIGNED
WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING													
BID OPENED @ 11:00 20 MAY 2024													
1)	2)												
SIGNED	SIGNED												
	MAAA												
B-BBEE status level verification certificate	[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE status level sworn affidavit	[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No									
If yes, was certificate issued by verification agency accredited by SANAS (SA National Accreditation System)			[Tick applicable box] <input type="checkbox"/> Yes <input type="checkbox"/> No										
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED WITH A COMPLETED 6.1 TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]													
Are you the accredited representative in South Africa for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [if yes enclose proof]		Are you a foreign based supplier for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer part B3]									
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS													
Is the entity a resident of the Republic of South Africa (RSA)?			<input type="checkbox"/> Yes <input type="checkbox"/> No										
Does the entity have a branch in the RSA?			<input type="checkbox"/> Yes <input type="checkbox"/> No										
Does the entity have a permanent establishment in the RSA?			<input type="checkbox"/> Yes <input type="checkbox"/> No										
Does the entity have any source of income in the RSA?			<input type="checkbox"/> Yes <input type="checkbox"/> No										
Is the entity liable in the RSA for any form of taxation?			<input type="checkbox"/> Yes <input type="checkbox"/> No										
IF THE ANSWER TO ALL OF THE ABOVE IS "NO", IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS). IF NOT, REGISTER AS PER 2.2 BELOW.													

**PART B
TERMS AND CONDITIONS FOR BIDDING**

- 1. BID SUBMISSION REQUIREMENTS**
- 1.1 Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
 - 1.2 All bids must be submitted on the official (not re-typed) forms provided, or in the manner prescribed in the bid document.
 - 1.3 This bid is subject to the preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
 - 1.4 **The successful bidder will be required to fill in and sign a written contract form (WCBD7).**

- 2. TAX COMPLIANCE REQUIREMENTS**
- 2.1 Bidders must ensure compliance with their tax obligations.
 - 2.2 Application for Tax Compliance Status (TCS) may be made via e-filing through the SARS website, www.sars.gov.za
 - 2.3 Bidders may also submit a printed TCS certificate with a result summary page (downloaded from e-filing) together with the bid.
 - 2.4 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate TCS certificate and CSD number as mentioned in 2.2 above.
 - 2.5 No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members persons in the service of the state.

NB: FAILURE TO PROVIDE/COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY IN WHICH THIS BID IS SIGNED:

(Please submit proof of authority, e.g. company resolution, that bid signatory has been mandated to sign the bid in his/her capacity as the authorized representative of the organization.)

DATE:

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING

BID OPENED @ 11:00

20 MAY 2024

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

SECTION	BID INDEX	PAGE
	WCBD1 Invitation to bid	2-3
	Definitions	6-7
Section 1	Introduction	
Paragraph 1.1	Scope	8
Paragraph 1.2	Contract period	8
Paragraph 1.3	General	8
Section 2	Service Specification	
Paragraph 2.1	Catering overview	9
Paragraph 2.2	Premises and food service equipment	10
Table 1	Main Kitchen facilities, staff accommodation and amenities	10
Paragraph 2.2.1	- Duties and obligations of MPH	10-11
Paragraph 2.2.2	- Duties and obligations of service-provider	12-13
Table 2	Service areas	13
Paragraph 2.3	Use and control of food service facilities	14
Paragraph 2.4	Staff management and training	15
Paragraph 2.4.1	- Staff management	15
Table 3	Catering staff profile - requirements	16
Table 4	Minimum core food service staff levels	16
Paragraph 2.4.2	- Staff training	17
Paragraph 2.5	Purchase and supply of food	18
Paragraph 2.6	Meal service, menus and recipes	19
Paragraph 2.7	Hygiene and cleanliness of staff, premises and food	20
Paragraph 2.7.1	- Staff	20
Table 5	Minimum uniform requirements for contract staff	20
Paragraph 2.7.2	- Premises	21
Table 6	Cleaning materials supplied by service-provider	21
Paragraph 2.7.3	- Food	21
Paragraph 2.8	Penalties	22
Table 7	List of infringements and fines	22
Section 3	Catering and food specification	
Paragraph 3.1	Menu and service requirements	23
Paragraph 3.1.1	- Menu and planning	23
Table 8	Menu requirements	23
Table 9.1	Two-week cycle menu for normal meals	24-25
Table 9.2	Provincial summer menu for normal diet	26
Table 10	Therapeutic meal guidelines	
Table 10.1	<i>High protein diet</i>	27
Table 10.2	<i>High-fibre diet</i>	27
Table 10.3	<i>7 600 kJ Diabetic diet & Glycaemic index</i>	28-29
Table 10.4	<i>Low residue diet</i>	30
Table 10.5	<i>Diabetic low residue diet</i>	31
Table 10.6	<i>Full/mixed liquid diet</i>	32
Table 10.7	<i>Diabetic full/mixed liquid diet</i>	32
Table 10.8	<i>Clear liquid diet</i>	33
Table 10.9	<i>Soft/light diet</i>	33
Table 10.10	<i>Renal/protein-restricted diet</i>	34
Table 10.11	<i>Cardio/low-salt diet</i>	34
Table 11	Portion specifications	35
Table 12	Portion sizes	36-37
Table 13	Recommended *RDA or *DRI for macro and micronutrients	37
Paragraph 3.1.2	- Daily diet list and patient menus	38
Table 14	Meal and beverage service times	38
Paragraph 3.1.3	- Special meal and beverage requirements	39-40
Table 15.1	Example of menu for travelling patients	39
Table 15.2	Example of economical meal	39
Table 15.3	Example of snack meal	39
Paragraph 3.2	Food requirements	41
Paragraph 3.2.1	- Islamic considerations	41
Table 16.1	Islamic terminology for degrees of food suitability	41
Table 16.2	Islamic terminology as applicable to basic foodgroups	41
Paragraph 3.2.2	Product quality specifications	42-46
Table 17.1	Quality standard - fresh fruit	46
Table 17.2	Quality - tinned fruit	46
Table 17.3	Quality standards for selected products	46

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

SECTION	BID INDEX	PAGE
Section 4	Cafeteria specification	
Paragraph 4.1	Overview	47
Paragraph 4.2	Premises and food service equipment	47
Paragraph 4.3	Staff management	47
Paragraph 4.4	Menu and service requirements	47
Table 18	Cafeteria service hours	47
Section 5	Special conditions of contract	
Paragraph 5.1	Applicable Documents	49
Paragraph 5.1.1	- <i>Compulsory bid documents</i>	49
Paragraph 5.1.2	- <i>Compulsory evaluation documents</i>	50
Paragraph 5.1.3	- <i>Applicable Acts</i>	50-51
Paragraph 5.2	Briefing/information session	51
Paragraph 5.3	Pricing	52
Paragraph 5.4	Evaluation	52
Paragraph 5.5	Guarantee and surety	53
Paragraph 5.6	Liaison	53
Paragraph 5.7	Accounting	54
Paragraph 5.8	Public liability and insurance indemnity	55
Paragraph 5.9	Security	56
Paragraph 5.10	Fire and safety precautions	56
Paragraph 5.11	Industrial action, unrest and <i>force majeure</i>	57
Paragraph 5.12	Disturbances	57
Paragraph 5.13	Restrictions	57
Paragraph 5.14	Transport	58
Paragraph 5.15	Waste disposal	59
Paragraph 5.16	Promotional and advertising material	59
Paragraph 5.17	Transfer and cession	59
Paragraph 5.18	Breach and termination	60
Paragraph 5.19	Dispute resolution	60
Paragraph 5.19.1	- <i>Mediation</i>	60-61
Paragraph 5.19.2	- <i>Arbitration</i>	62
Paragraph 5.20	General	62
WCBD3.2	Pricing Schedules	
Item 1	Menu A: Normal/full diet for adults	62-63
Item 2	Menu B: High-protein/high energy diet	64-65
Item 3	Menu C: Diet for psychiatric patients	66-67
Item 4	Menu D: High-fibre diet	68-69
Item 5	Menu E: 7 600 Kilojoules diabetic diet & Glycaemic Index chart	70-71
Item 6	Menu F: Low residue diet	72-73
Item 7	Menu G: Diabetic low residue diet	74-75
Item 8	Menu H: Full liquid diet	76-77
Item 9	Menu I: Diabetic full liquid diet	78-79
Item 10	Menu J: Clear liquid diet	80-81
Item 11	Menu K: Soft/Light diet	82-83
Item 12	Menu L: Renal diet	84-85
Item 13	Menu M: Cardio/low salt diet	86-87
Item 14	Menu N: Pureed diet for babies (7-12 months)	88
Item 15	Menu O: Diet for toddlers (1-3 years)	89-90
Item 16	Menu P: Diet for paediatric patients (4-6 years)	91-92
Item 17	Menu Q: Economical meal	93
Item 18	Menu R: Snack meal	94
Item 19	Total cost of service	95
WCBD4	Declaration of Interest	96-102
WCBD 6.1(b)	Preference Points Claim Form; Sworn affidavit B-BBEE/QSE	103-109
GCC	General Conditions of Contract	110-122
Annexure A	Example of compulsory site inspection attendance register (generic)	123
Annexure B	Profile of bidder – Qualification, experience, organisational structure, nearest office and undertaking	124
Annexure C	Guarantee	125
Annexure D	Example of inventory schedule	126
Annexure E	Accounting schedules	127
Annexure E1	- <i>Example of daily provisions issue statement</i>	128
Annexure E2	- <i>Example of broadsheet</i>	129
Annexure E3	- <i>Example of monthly invoice</i>	130
Annexure F	- <i>Contract staff organogram</i>	131

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING

 BID OPENED @ 11:00

20 MAY 2024

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DEFINITIONS

For the purpose of the description, financial implications, bid conditions, conditions of bid and contract, bid specifications and annexures, the definition of words below will apply.

Authority	Representatives from the end-user institutions authorized to instruct the service-provider about specified and agreed contract requirements. Authorized persons for the purpose of this bid may include the head of clinical services, doctors, the food services manager, dietician and their delegated officials.
Bid	A written offer, in prescribed format, from a prospective service-provider, to provide services to an end-end-user.
Bidder	An organization/individual who completes and submits a bid subject to all the terms and conditions embodied in the bid.
Catering facilities	Premises made available by the client in which the service-provider shall perform the catering service according to the provisions of this agreement.
Catering manager	Also called 'co-ordinator or 'representative', the member of the service-provider's management designated to liaise with the designated Mitchell's Plain Hospital contract manager on all catering and related services.
Catering staff	Staff involved in food preparation, provided by the service-provider for the duration of this agreement as explained further on in this document.
Conditions	All conditions and procedures specified which may affect the legal aspects of the bid or contract.
Contract	A legal, binding document and agreement resulting from the acceptance of a bid, including the full attached documentation, as well as the conditions contained in the General Conditions of Contract (GCC), which form the basis of the agreement resulting from the acceptance of a bid.
Contractor	The successful bidder/service-provider by whom the services specified will be provided subject to all the terms and conditions embodied in the contract.
Contract manager	The appointed manager from Mitchell's Plain Hospital assigned to review project effectiveness, compliance with health and safety regulations, and monitoring the service.
End-user	The institution, Mitchell's Plain Hospital, abbreviated as 'MPH' , that requires provision of a specialized outsourced service to fulfil a need for which it does not have the in-house capacity, and who retains the services of a service-provider to carry out such service in accordance with an agreed contract.
Equipment	All furniture, fixtures, fittings, appliances or any other item of equipment which the service-providermight reasonably require in the performance of its duties.
Facility	The end-user's premises/site where the the service-provider shall perform the duties under the provisions of this bid.
Food guidelines	A guideline of food types, quantities and quality to be supplied by the service-provider for bid and evaluation purposes only, upon which bid prices must be based and which is to be paid by the individual client.
Food invoice/invoice	The draft invoice format which forms the basis of all accounting for moneys payable by MPH for catering services provided to patients by the service-provider.
Food service staff	Staff serving food prepared by the service-provider for the duration of this agreement as explained further on in this document.
Food specification	The schedule of food types, quantities and quality per meal and menu cycle, to which the service-provider must adhere in all respects, and for which MPH must pay.

DEFINITIONS (continued)

For the purpose of the description, financial implications, bid conditions, conditions of bid and contract, bid specifications and annexures, the definition of words below will apply.

General Conditions of Contract	An explanatory annexure which forms part of the bid specification, detailing the general rights and obligations of entities conducting business with government.
Hospital:	Mitchell's Plain Hospital, abbreviated as 'MPH' , represented by its management
Institutions	Hospitals and associated health and training facilities under the control of WCGH including MPH, who are participants in a bid and on whose behalf certain services are arranged.
Interpretation	Words referring to the singular also include the plural and vice versa, where required by the context. Any gender includes the other. Reference to a person includes all entities, e.g. corporations, associations, partnerships, close corporations, government or local authorities and other legal and natural persons.
Kitchen	Main kitchen/food service unit and ward kitchens
Management staff	Any management staff provided by the contractor for the duration of this agreement.
Mandatory	A term which denotes an obligation (also shall/should and must) or legal requirement.
May (aux verb)	An expression of discretion (option) or contingency, especially in clauses indicating condition, concession, purpose, result, etc
Ration scale	A list of unprocessed and processed foods and drinks expressed in quantities/portion sizes needed per person per day or week to meet the Recommended Daily Allowances (RDA) for energy and all other nutritional requirements of a specific group of clients.
Service	The outsourced provision of a patient catering service at MPH in accordance with the specified duties, responsibilities and conditions detailed in this document.
Service-provider	The successful bidder/service-provider by whom the specified service will be provided subject to all the terms and conditions embodied in the bid.
Service-provider's staff	Staff responsible for performing the specified duties according to the scope of services required for the contract.
Specification	A document detailing proposed services to be provided for the contract.
State, Government, Department	The Republic of South Africa and/or Government Department/Western Cape Government Health, according to the context of the sentence in which it appears.
Status quo	The condition or state of affairs of the bidder and bidding organisation as at the date of bid.
Validity date	Period when a bid is valid, during which it is expected to be evaluated, recommended and concluded. This bid shall be valid for 90 days from the closing date. Validity dates can be extended in agreement with bidders if bids are not concluded within 90 days.
Western Cape Government Health & Wellness	Abbreviated as 'WCGHW' , previously known as the Department of Health, Western Cape Government, this is the provincial government body who invited the bid, under whose control MPH resides.

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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

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

Para	Section 1: Introduction	Details of offer
1.1	SCOPE	
1.1.1	This specification establishes the requirements for the provision, operation and management of a Halaal patient catering service and related facilities and food services at Mitchell's Plain Hospital ('MPH') for a 3-year period , in accordance with the requirements described further on.	
1.1.2	The service must include: <ul style="list-style-type: none"> - a proposal for a 2-week summer and winter menu cycle, consisting of a 14-day summer and 14-day winter menu for normal and therapeutic diets, - a full tray service from kitchen to ward to patient, on a 24-hour basis or as mutually agreed by MPH and the service-provider, for all hospital in-patients, and - provision of an additional delivery vehicle to transport meals between MPH's Main Kitchen and satellite wards. 	
1.1.3	As the possibility exists that operational requirements at MPH may result in the removal of Freesia and Magnolia Wards from the contract during its term, the impact and logistics, including the continued need for an to transport meals between the Main Kitchen and these wards , will be discussed with the designated service-provider at an appropriate time if/as soon as the removal of these wards becomes definite . Also see para 2.2.15 on page 12.	
1.1.4	Patient food services will be paid in full by MPH and must comply in all regards with the requirements the Catering and Food Specification. The cost of meals provided to any persons other than patients will be paid by the service-provider .	
1.1.5	The sale and use of cigarettes and alcohol is excluded from the scope of the service and is expressly prohibited .	
1.2.	VALIDITY PERIOD	
1.2.1	This bid shall be valid for 90 days from the closing date. If a bidder withdraws his offer during this period, and a less favourable bid has to be accepted as a result, the bidder will be liable to compensate MPH .	
1.3	CONTRACT PERIOD	
1.3.1	This contract between WCGHW and the service-provider will become effective for 3 years from the day on which it is signed , or the first day of the following month, unless otherwise provided in the contract.	
1.3.2	The contract will end on the last calendar day of the 36th month after the commencement date, with the option to extend the contract for a period determined by WCHW if required, after which fresh bids will be invited.	
1.4	GENERAL	
1.4.1	The bid will be subject to the General Conditions of Contract (GCC) of which a copy is included in the bid documents for the information of bidders. The successful bidder must accept the terms and conditions of the GCC.	
1.4.2	NOTE: Please insert any annexures in the order as indicated in the index and add them after the last documents in your bid offer with page separators in-between.	

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

Para	Section 2: Service Specification	Details of offer
2.2	PREMISES AND FOOD SERVICE EQUIPMENT	
2.2.1	Duties and obligations of the hospital	
2.2.1.1	MPH will provide existing food services premises , furniture, fixtures, appliances and equipment including stoves (gas, steam or electrical), any additional catering equipment required for the due execution of the contract as mutually agreed with the service provider, other food service equipment , cooking utensils , cutlery, crockery, chopping boards and knives to the service-provider in a good, clean and working condition.	
2.2.1.2	MPH will supply electrical power, gas or steam and hot and cold water for cooking, cleaning, refrigeration and freezing. Meters have been installed at MPH to monitor water and electricity consumption . A spot fine per incident will be imposed if any taps are found running unnecessarily , or if any electrical appliance is left on , but is not in use .	
2.2.1.3	MPH will make its fully equipped main kitchen available to the successful bidder free of charge to prepare all patient and other meals. A comprehensive list of all kitchen equipment will be provided to the successful bidder during the handover period .	

Table 1 Main Kitchen facilities, staff accommodation and amenities

Description	Number
Walk-in fridges	2
Freezer room	1
Large storeroom for groceries & packaging	1
Medium daily store	1
Bread store	1
Crockery store	2
Cleaning store	1
Preparation areas	3
Special diet area	1
Pot wash	1
Delivery entrance	1
Large trolley bay	1
Refuse room	1
Office sections	2
Small communal staff tearoom	1
Locker room	1

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING

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20 MAY 2024

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2.2.1.4	MPH will supply crockery once-off to the service-provider in accordance with MPH's minimum specified stock levels and shall comprise the items below. If crockery stock levels must be increased due to operational requirements, MPH will carry the cost. - Crockery: polycarbonate dinner plates, side plates, dessert bowls, cups, saucers and water glasses, min 240 ml capacity. - Other: meal trays, color-coded chopping boards, general-purpose knives for peeling, cutting and chopping, portion spoons and insulated domes and bases.	
2.2.1.5	Where necessary, due to fair wear and tear, MPH will maintain, repair, renovate and/or replace such items with the least disruption to its catering services. MPH will not be responsible for the replacement of stock losses and damage due to proven negligence of service-provider staff .	

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 2: Service Specification	Details of offer
2.2.1	Duties and obligations of the hospital (continued)	
2.2.1.6	MPH shall provide access to (a) dedicated telephone(s) for internal calls only, to enable the service provider to provide an efficient service. No speed-dials will be created. All external calls will be for the service provider's account .	
2.2.1.7	MPH shall provide free ablution facilities to service-provider's staff at/near service areas, detailed further on.	
2.2.1.8	However, MPH shall not be obliged to provide housing or accommodation at or near its premises for service-provider staff .	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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20 MAY 2024

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 2: Service Specification	Details of offer
2.2	PREMISES AND FOOD SERVICE EQUIPMENT (continued)	
2.2.2	Duties and obligations of the service-provider	
2.2.2.1	The service-provider is responsible for payment of all applicable rates and service charges for the proper operation and management of the service.	
2.2.2.2	The service-provider must provide its own (independent) telecommunication facilities (e.g. for external calls), IT connectivity (ADSL line or similar) and necessary information technology equipment to manage the service efficiently. The service-provider is responsible for payment of associated maintenance, safety expenses, network and equipment costs.	
2.2.2.3	Before the service starts, the service-provider must draw up an inventory with MPH's Contract Manager and inspect all premises , furniture, fixtures, food service equipment and utensils (see para 2.2.1.4). The items must be recorded on an inventory schedule and a copy of this document, signed by both parties , will form part of the contract.	
2.2.2.4	If necessary, and subject to the written approval of MPH's Chief Executive Officer, the service-provider may install any equipment, machines, etc. and replace them at his own cost with other equipment which he may consider necessary to provide an efficient service.	
2.2.2.5	The service-provider shall facilitate repairs and/or general maintenance of essential kitchen equipment by obtaining and submitting at least 2 quotes for any work considered necessary, for the scrutiny and approval of MPH's Food Service or Contract Manager , who must ensure costs are market-related .	
2.2.2.6	Repairs can only begin upon approval of the quotes by the authorised MPH staff, and repair costs must be indicated clearly on the relevant monthly account , supported by its quotation/s and invoice/s .	
2.2.2.7	The service-provider must establish a contingency plan for the undisrupted continuation of the service while equipment is being repaired or replaced. Dieticians from MPH and the service-provider must discuss and approve the contingency plan before implementation	
2.2.2.8	The service-provider will carry the cost of any unserviceable equipment resulting from proven negligence and/or misuse by service-provider staff	
2.2.2.9	The service-provider will also be responsible for maintaining crockery in an acceptable and usable condition , free of cracks, chips and scratches, at adequate stock-count levels to accommodate continuous monthly patient feeding.	
2.2.2.10	Crockery used in wards must be returned to the kitchen for the service-provider to clean. The service-provider will perform a monthly stock count of all these items and provide a report, comprising the stock lists and statistics of breakages and theft to MPH's Contract Manager.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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Para	Section 2: Service Specification	Details of offer
2.2.2	Duties and obligations of the service-provider (continued)	
2.2.2.11	Daily stock losses must be reported immediately to the Food Services Manager and the Contract Manager . Where stock losses necessitate the replacement of polycarbonate crockery and/or cutlery, the service-provider will carry the cost of procuring good-quality replacement items of similar material	
2.2.2.12	Where stock losses or damage of polycarbonate crockery and/or cutlery items occur, the service-provider will carry the cost of procuring good-quality replacement items of similar material.	
2.2.2.13	A month before the contract ends , a stock-count will be undertaken of all equipment, cutlery crockery, knives, pots, chopping boards, etc. The service-provider will receive a list of deviations and condition of the items, which must be replaced at the service-provider's expense where required.	
2.2.2.14	The service-provider must render a bedside meal service to all patients at the locations below in liaison with the on-duty nursing staff . The isolation ward , where service staff must wear appropriate Personal Protective Equipment supplied by the service-provider, and 3 satellite wards are included in the service areas.	
2.2.2.15	As the possibility exists that operational requirements at MPH may result in the removal of Freesia and Magnolia Wards from the contract during its term, the impact and logistics, including the need for an additional delivery vehicle to transport meals between the Main Kitchen and these wards , will be discussed with the designated service-provider at an appropriate time at an appropriate time if/as soon as the removal of these wards becomes definite . Also see para 1.1.2 and 1.1.3 on page 8.	

Table 2	Service areas	No of sites
	Mitchell's Plain Hospital	
	Lavender and Sunflower Female Medical Wards	2
	Rose and Protea Male Medical Ward	2
	Surgical Ward, Male and Female	2
	Overnight and Emergency Centre including Thutuzela Centre	1
	Ante-natal Ward	1
	Labour Ward	1
	Post-natal Ward	1
	Kangaroo Mother Care Ward	1
	Paediatric Ward	1
	72-hour Psychiatric Ward	1
	Satellite Wards	
	Heideveld Emergency Centre including Thutuzela Centre	1
	Freesia Ward & Magnolia Psychiatric Ward – Lenteguur Estate	2
	Total service areas	16

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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Para	Section 2: Service Specification	Details of offer
2.3	USE AND CONTROL OF FOOD SERVICE FACILITIES	
2.3.1	The service-provider shall have full access to the kitchen, food stock stores, food services and dining areas and their supervision , and custody and control of all keys that allow access to these areas, as well as to lockable furniture, equipment, fixtures and fittings. The service-provider’s access will be limited to those areas and any surrounding buildings and facilities required for the provision of the food service.	
2.3.2	The service-provider shall not use the designated food services facilities or premises, or allow them to be used, for any purpose other than food services under the conditions of this bid, nor will the service-provider be allowed to prepare or serve food at any other premises than the designated premises, <u>unless necessitated by operational requirements and formally approved by WCGH as a contract expansion.</u>	
2.3.3	The service-provider shall use all furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies, or allow these to be used, economically, only for the purpose for which they are provided , and according to their directions for use. Periodic spot checks may be conducted by MPH’s Contract Manager to ensure that the service-provider’s staff complies with this requirement.	
2.3.4	The service-provider shall not remove any MPH property from the premises or location where it is kept, and shall ensure that these are used in a proper manner. Non-compliance will be penalised . MPH management must grant permission for any catering equipment being moved into or out of the facility.	
2.3.5	The service-provider shall not make any structural changes to the existing premises. Any proposed change to the structure must be submitted in writing to MPH for consideration and MPH’s decision regarding its necessity will be final .	
2.3.6	The contractor will not be allowed to use the facility and equipment for the preparation of food for private functions ; such preparations must be made onsite .	
2.3.7	MPH’s Food Services Manager accompanied by the Contract Manager shall have access to the facilities and equipment, material and supplies used by the service-provider at all reasonable times - (i) to monitor compliance with the contract conditions and food specifications, (ii) to establish if the premises, furniture, fixtures, equipment, utensils, fuel, electricity, material and supplies are being used in accordance with these conditions (iii) to conduct inventory control of furniture, fixtures, equipment, utensils, etc., and (iv) for any other reasonable purpose related to contract conditions or the wider interest of WCGH.	
2.3.8	The service-provider will carry the cost of any additional security required to safeguard furniture, fixtures, equipment, appliances, utensils, material and supplies in the Kitchen against damage or theft .	
2.3.9	On termination of the contract, except for fair wear and tear, the service-provider shall maintain , and where necessary, restore all designated areas, facilities, etc. in the same good order and condition in which the inventory schedule confirmed them to be at the start of the contract.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Para	Section 2: Service Specification	Details of offer
2.4	STAFF MANAGEMENT AND TRAINING	
2.4.1	Staff management	
2.4.1.1	WCGHW encourages the deployment of labour from within the local community as far as possible. The successful service-provider must assess the number of contract staff members it is able to source from the local community and submit a proposal to the Hospital Board and Facility Manager. This number must be revised annually and be maintained by the service-provider in the event of the resignation, retirement or decease of any of these staff members.	
2.4.1.2	The service-provider must provide all management, catering and food service staff required for the efficient operation of the catering service. This shall include relief staff in designated positions for day/night shift.	
2.4.1.3	The envisaged minimum (core) food service staffing levels , determined by MPH and vetted by a duly appointed Bid Specification Committee, are intended to ensure the continuous availability of staff for day and night shifts, and include relief staff in designated positions. Costing provided must include provision for relief staff against each position.	
2.4.1.4	Although the positions of dietician and financial controller must exist in the bidder's organizational structure and their expertise must be available to MPH for this bid, these posts must not be included in the total staff complement price.	
2.4.1.5	The service-provider must provide a management service to oversee quantity and quality control and supervision of food preparation by all staff as defined in the Food Specification for the proper execution of the contract. This includes: (i) personal supervision by the manager during meal preparation and at all serving points during meals, (ii) management and control of the premises, equipment, furniture and utensils, (iv) providing additional staff for any food service function, where required, and (v) providing an accounting service.	
2.4.1.6	A sufficiently senior contract staff member (Catering Manager or Assistant Catering Manager) must be on site every day to maintain standards and handle queries.	
2.4.1.7	If there should be an unforeseen increase or decrease in clients participating in the service, the service-provider will be entitled to negotiate an increase or decrease of its personnel with MPH. Any fluctuation in the service-provider's staff numbers must be approved by WCGH.	
2.4.1.8	Wages paid by the service-provider to management and food service staff must be not less than the minimum wage for the category of employee determined and gazetted by the Department of Labour from time to time. Bidders shall furnish proof that the salaries/wages paid to employees comply with this condition.	
2.4.1.9	Time/posting sheets of contract staff must be submitted to the Food Services Manager or Contract Manager at or before 9:00 in the morning and must also be included with the monthly invoice generated for the cost of the catering service.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
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Para	Section 2: Service Specification	Details of offer		
2.4	STAFF MANAGEMENT AND TRAINING (continued)			
Table 3	Catering staff profile - requirements			
Any catering staff member deployed by the service-provider must be:				
1.	- a South African citizen , and if not , possess a valid work permit ,			
2.	- cleared by South African Police Services to confirm no criminal record ,			
3.	- able to speak, read and write at least 2 of 3 Western Cape official languages , of which 1 must be English			
4.	- physically fit and in good health to perform his/her duties, and			
5.	- able to work independently			
Table 4	Minimum core food service staff levels			
Post description	Shift/Hours	Site	Staff/site	Total
Food services manager ('FSM'), trained, NQF6 qualification	Mon-Fri; 7:00-16:00	@ MPH	1	1
Assistant food services manager, trained	Alternating shift	@ MPH	1	2
Cook, trained in assistant-chef course	Alternating shift	@ MPH	1	2
Assistant Cook, trained in assistant-chef course	Alternating shift	@ MPH	2	4
Storekeeper	Mon-Fri; 7:00-16:00	@ MPH	1	1
Driver	Alternating shift	@ MPH	1	2
Sub-total of staff excluding Food Services Aids ('FSAs')				12
FSA - Lavender and Sunflower Female Medical Wards	Alternating shift	@ MPH	2	4
FSA - Rose and Protea Male Medical Ward	Alternating shift	@ MPH	2	4
FSA - Female Surgical Ward	Alternating shift	@ MPH	1	2
FSA - Male Surgical Ward	Alternating shift	@ MPH	1	2
FSA - 72-hour Psychiatric Ward	Alternating shift	@ MPH	1	2
FSA - Overnight	Alternating shift	@ MPH	1	2
FSA - Trauma	Alternating shift	@ MPH	1	2
FSA - Ante-natal Ward	Alternating shift	@ MPH	1	2
FSA - Labour Ward & Kangaroo Mother Care	Alternating shift	@ MPH	1	2
FSA - Post-natal Ward	Alternating shift	@ MPH	1	2
FSA – Paediatric Ward	Alternating shift	@ MPH	1	2
FSA – Night shift , including 1 team leader	Alternating shift	@ MPH	6	12
Reliever/Assistant Driver	Alternating shift	Between facilities	1	2
FSA - Heideveld Emergency Hub incl Thutuzela	Shift A	@ Heideveld	1	1
FSA - Heideveld Emergency Hub incl Thutuzela	Shift B	@ Heideveld	2	2
FSA – Freesia Ward	Alternating shift	@ Lentegeur	2	4
FSA – Magnolia Psychiatric Ward	Alternating shift	@ Lentegeur	1	2
Sub-total Food Services Aids				49
Total staff				61

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Para	Section 2: Service Specification	Details of offer
2.4	STAFF MANAGEMENT AND TRAINING (continued)	
2.4.2	Training	
2.4.2.1	The service-provider must ensure that key contract staff members are fully trained and possess the following qualifications:	
	(i) The Food service manager must have an NQF6 or National Diploma in Food Service Management , with a minimum 3 years experience in an industrial food service unit.	
	(ii) Cooks must be trained in the assistant-chef course , with experience of cooking large volumes of food (for 400 to 500 patient per day) including specialized diets	
	(iii) Assistant-cooks must be trained in the assistant-chef course .	
2.4.2.2	Dedicated staff members must be assigned to fulfill the following roles, and proof of their appointment and training for these positions must be displayed in the Main Kitchen :	
	(i) First Aider	
	(ii) Fire Marshal	
	(iii) SHE representative	
2.4.2.3	All new staff and/or casuals must have been trained before they are allowed to work in the kitchen. All permanent staff should at least be trained on the level of Food Service Aid, Ward Hostess, Chef or Assistant Chef . All ongoing staff training and development must be documented and records to be kept on site.	
2.4.2.4	The service-provider shall be responsible for the continuous training of all food service staff to ensure the efficient functioning of the catering service. A fully documented in-service training matrix and detailed exposition of all envisaged courses shall accompany the bid document. Training programs shall be instituted from the contract commencement date.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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Para	Section 2: Service Specification	Details of offer
2.5	PURCHASE AND SUPPLY OF FOOD	
2.5.1	All food purchased and prepared must be Halaal and only Halaal meals shall be provided to patients. The service-provider shall submit without objection to inspections by MPH's Halaal Committee as and when required.	
2.5.2	The service-provider shall arrange for the supply and delivery of all ingredients and food supplies necessary for the proper preparation of all menus in the food specification at his own cost. The service-provider shall also ensure the availability of sufficient reserve food stocks to provide meals to MPH for a minimum period of 5 days .	
2.5.3	As compliance with specification requirements for quality is mandatory, the service-provider shall ensure that all food products received from its own suppliers for preparation at MPH complies with the specified quality and adhere to SABS specifications for the handling and preparation of food etc.	
2.5.4	Where required, the service-provider undertakes to submit food to quality and quantity control inspections and testing of menu specifications by the Contract Manager and/or dietician. Where inspections and tests by the SABS or Environmental Health practitioners are required, paragraph 8 of the General Conditions of Contract will apply.	
2.5.5	If the quantity and/or quality of any food or materials supplied to patients does not comply with the standard and specifications in the contract, the contract may be terminated immediately by written notice and without prejudice to any other remedy for breach of contract in terms of paragraph 23 of the General Conditions of Contract.	

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Para	Section 2: Service Specification	Details of offer
2.6	MEAL SERVICE, MENUS & RECIPES	
2.6.1	The meal service will be based on a conventional cooking system . A proposed 2-week cycle menu must be submitted with the completed bid document for evaluation, and must include all diets required, as well as appropriate summer and winter menus , specified portion sizes, vegetables, salads, gravies, sauces and spreads for all meals in accordance with the Provincial Meal Plan . Failure to comply will invalidate a bidder's offer .	
2.6.2	Within 1 month after award of the contract: - the approved service-provider must provide standardised recipes for normal and therapeutic meals to MPH, - the service-provider's dietician must perform a nutritional analysis of all menus, and - submit it to MPH's dietician , and the Assistant Director, Dietetics Asst Director Dietetics (Provincial Food Services Coordinator)	
2.6.3	MPH reserves the right to make any reasonable alterations, changes or substitutions to the menus submitted where necessary, in collaboration with and prior approval by the service-provder , provided that such changes remain within budget .	
2.6.4	Once approved by MPH's dietician and the Asst Director Dietetics (Provincial Food Services Coordinator), the menus attached to the bid document will be implemented by the successful bidder, who will use and limit itself to these standard recipes for all menu items in the menu cycles.	
2.6.5	After the contract's commencement, menus may only be amended with prior approval of MPH's dietician . Changes to the daily menu may only be made in exceptional cases with the prior approval of MPH's dietician or Food Services Manager .	
2.6.6	The service-provider must furnish and display menus reflecting the meal of the day in the food service unit . MPH will monitor whether the meals served comply with the specified weight requirements for individual food items. A 10% tolerance above or below the weight specified per item shall be allowed. However, if the weight per item should vary more than 10% and the contractor fails to correct it, a fine will be imposed.	

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Para	Section 2: Service Specification	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD	
2.7.1	Staff	
2.7.1.1	The service-provider shall ensure that hygiene standards in accordance with SANS 10049: 2019 edition 5 are followed at all times. MPH's Contract Manager and other responsible staff appointed by MPH shall carry out regular health inspections and internal and external audits to ensure the service-provider's compliance with this requirement.	
2.7.1.2	The Provincial Task Team will perform a hygiene audit within the 3-year contract period which will measure acceptable hygiene levels at a minimum of 75% . If the service provider fails to achieve 75% , MPH will indicate the areas that require improvement and may conduct a follow-up audit within the following 48 hours . A fine will be imposed if the service provider fails to achieve 75% during this subsequent audit.	
2.7.1.3	Random inspections (spot checks) may also be performed and a fine per incident may be imposed if staff hygiene during these inspections is not found up to standard	
2.7.1.4	The service-provider shall ensure that a complete uniform is issued to all service staff-members within 1 month from the contract's commencement , and that at least 2 new sets of uniforms are issued to staff annually . Existing staff members must provide proof of the purchase and receipt of these uniforms to the Food Services Manager or Contract Manager. The service-provider is responsible for purchasing these uniforms and laundering the non-disposable components.	
2.7.1.5	Any newly appointed staff members or casual staff must be dressed appropriately for food services duties until they receive their complete uniform. <u>No tracksuit pants, open shoes, shorts etc. will be allowed.</u> All service staff-members must look presentable and be neatly dressed in uniforms and/or protective clothing at all times.	

Table 5 Minimum uniform requirements

Description	Comments
Disposable headgear, gloves, aprons, mask	Masks must be N95 or disposable surgical, as required (isolation ward, etc)
Chef's jacket, white	
Chef's pants, black/black & white check	
Shirt/blouse and pants/skirt	
Cloth aprons for cooks	
Safety shoes/boots where required, OR Comfortable closed shoes	In accordance with Occupational Health & Safety Act, Act 85 of 1993, where applicable
Freezer jackets, freezer gloves white gumboots	Should be available.
Name/identification badges	Must show name, position & company name & be worn at all times

2.7.1.4	The service-provider shall ensure that all food service staff-members are in good physical health to perform their daily duties, and free of infectious diseases . All of the contractor's staff and every newly appointed employee must be vaccinated against hepatitis B by a private clinic or doctor within the 6 months from the contract's commencement . Proof of the vaccinations of existing staff must be provided to the MPH's Contract Manager at the start of the contract.	
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Para	Section 2: Service Specification	Details of offer
2.7	HYGIENE AND CLEANLINESS OF STAFF, PREMISES AND FOOD	
2.7.2	Premises	
2.7.2.1	The service-provider shall ensure that all food service areas and ward kitchens , including all windows, fixtures, fittings and kitchen drains and all food service equipment, appliances and utensils used for preparing and serving meals to patients are maintained in a clean, hygienic and tidy condition to the satisfaction of MPH's Contract Manager.	
2.7.2.2	This includes the monthly extermination (pest control) of insects and rodents in food stock stores, kitchens and the cafeteria by a pest-control company registered with the Department of Agriculture, Forestry and Fisheries, at the service-provider's expense and for the contract's duration. Proof of each pest control treatment must be submitted monthly to MPH's Contract Manager; failure will lead to the imposition of a fine .	
2.7.2.3	The service-provider shall purchase and ensure the safe storage and continuous availability of all items listed below that are necessary for the fulfillment of the service and management functions, at his own risk. The MPH Food Service Manager will conduct spot checks to confirm ongoing availability of these items, and impose a fine for non-compliance .	

Table 6 Cleaning materials supplied by service-provider

Category	Example
Cleaning equipment	All cleaning equipment
Cleaning accessories	Sufficient colour-coded cloths, 2-3 brooms, 2-3 mops, 2 squeegees, 2 x 2-bucket trolleys (each bucket a different colour), clean, in good working order & in use in kitchen at any given time
Detergents	Dishwashing liquid, dish-washer detergent, bleach, drain-cleaner, heavy-duty degreaser, etc
Consumable items	Cling wrap, packaging, bin liners, refuse bags, paper napkins
Hygiene products	Hand-wash, hand-sanitizer, paper towels
Stationery	Copy paper, printer cartridges, clipboards, pens etc
Dilution charts, Material Safety Data sheets	Preparation & usage instructions for all chemicals & list of all chemicals utilized in the kitchen must always be displayed clearly

2.7.3	Food The service provider shall implement and operate an assured, safe catering system based on Hazard Analysis and Critical Control Point (HACCP) , including <u>monthly laboratory testing</u> at the service provider's cost. Monthly food samples and swabs of equipment and working surfaces must be sent to a laboratory for bacterial tests , and results submitted to MPH's Contract Manager .	
2.7.3.1	The service-provider shall have procedures in place for the clean, hygienic and safe handling of food from receipt through preparation to servicing , to ensure and monitor that all food, when received, is: <ul style="list-style-type: none"> - examined for expiry date, damage, pest infestation and temperature, - handled, stored, prepared and cooked appropriately, and - kept at the correct temperature throughout, including when in transit between the food-preparation site and service areas. <p>MPH's Contract Manager will conduct regular inspections to monitor the general standard of service, food and quantities, and shall be entitled to instruct the service-provider to rectify any specification breach immediately. Failing this, the contract may be terminated immediately upon written notice, without prejudice to any other remedy, in terms of the GCC, para 23.</p>	

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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

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

Para	Section 2: Service Specification	Details of offer
2.8	PENALTIES	
2.8.1	In addition to general penalties for the non-performance of contract services within specified timeframes to which MPH is entitled under paragraph 21 and 22 of the General Conditions of Contract ('GCC'), individual penalties mentioned elsewhere in this specification will be imposed on the service-provider for the following infringements:	
Table 7	Infringement	Value of fine
1.	Failing to provide standardised recipes for normal and therapeutic meals within 1 month from award of contract.	R3 000.00
2.	Failing to provide Halaal meals, prepared from only Halaal ingredients, to patients.	R3 000.00
3.	Failing to adhere to standardised recipes and prescribed food items in accordance with cycle menu.	R3 000.00
4.	Making substitutions to daily meals without consulting Food Service Manager/Dietitian or Contract Manager.	R3 000.00
5.	Failing to provide required cooked portion (weight) for any food item in accordance with catering and food specification (Section 3).	R3 000.00
6.	Failing to adhere to specification regarding vehicle/s utilised to deliver meals to the offsite facilities	R3 000.00
7.	Failing to maintain hygiene and cleanliness of vehicle/s used to deliver meals to the offsite facilities.	R3 000.00
8.	Failing to adhere to prescribed mealtimes.	R2 000.00
9.	Serving meals to Institutional staff	R2 000.00
10.	Serving any food item/dish confirmed by MPH's Contract Manager or dietician as being spoilt, e.g. mouldy bread, sour milk, rotten fruit or meat etc.	R2 000.00
11.	Failing to correct weight variations exceeding 10% of specified requirements for individual food items.	R2 000.00
12.	Omission of menu items specified and quoted on pricing schedules (WCBD3.2)	R2 000.00
13.	Failing to achieve 75% hygiene level during hygiene audit; failing to correct area of improvement within 48 hours after audit.	R2 000.00
14.	Failing to adhere to staff hygiene standards during routine inspections.	R2 000.00
15.	Failing to have all the required cleaning equipment to maintain standard of hygiene and cleanliness within food service unit.	R2 000.00
16.	Failing to have sufficient cleaning detergents/chemicals, chemical list, dilution chart or instructions on how to use each product.	R2 000.00
17.	Failing to have sufficient hand towels, handwash and hand sanitizer.	R2 000.00
18.	Failing to post required number of staff per shift, daily	R2 000.00
19.	Failing to have First Aider, Fire Marshall and SHE representative in staff complement.	R2 000.00
20.	Water & electricity wastage - taps running when not in use; failing to switch off electrical appliances when not in use.	R1 500.00
21.	Failing to comply with cafeteria opening hours.	R1 000.00
22.	Failing to man the cafeteria at all times.	R1 000.00
23.	Failing to submit posting sheet at specified time.	R1 000.00
24.	Failing to provide staff with appropriate uniforms within 1 month from commencement of contract, resulting in penalties per person for each day without full uniform.	R1 000.00
25.	Failing to provide proof to Food Service Manager or Contract Manager of annual purchase and receipt of new uniforms per person by existing staff members.	R1 000.00

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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

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

Para	Section 3: Catering and food specification	Details of offer
3.1	MENU & SERVICE REQUIREMENTS	
3.1.1	Menu and planning	
3.1.1.1	The service-provider shall serve good quality, safe, wholesome and nutritious meals and snacks to all patients in accordance with a standardised 2-week cycle menu , of which examples appear further on. Patient menus must be developed and implemented for winter and summer for adults and toddlers , in accordance with South African Food-Based Dietary Guidelines. Copies of colour-coded menus must be displayed prominently and be available at all times.	
3.1.1.2	The service-provider shall adhere to the National Food Policy for menu planning in respect of the colour, flavour, texture, cooking methods and variety of food items used.	
3.1.1.3	Where dietetic specifications for other types of diets are required, as illustrated in Table 1(c), Therapeutic Meal Guidelines , the service-provider’s dietician must confirm details of such diets/menus, including costs , with MPH’s Contract Manager before preparation.	
3.1.1.4	All special/therapeutic diets shall adhere to the portion specification for a normal diet , with the adaptation of snacks and the use of jam and sugar according to specific dietary requirements, except fluid diets and special diets where proteins and/or fats are either restricted or increased , e.g. <u>low protein, high protein, weight reducing</u> , etc.	
3.1.1.5	Bidders must submit the detailed 2-week cycle menu that will be implemented with their bid offer. Failure to comply with this requirement will invalidate the bid.	

Table 8	Menu requirements
1.	A variety of food items must be included.
2.	A rusk or sandwich must be served with the late-night or early-morning beverage if the period between supper and the next day’s breakfast exceeds 12 hours .
3.	A serving of fruit must be provided at least once per day .
4.	Soup must be available throughout the day and year for patients with poor appetite, those on special diets and late admissions.
5.	Lunch and supper dishes must be interchangeable .
6.	Coffee and tea must be served at least 4 times daily .
7.	Portion specifications and portion quantities must be provided for daily meals and snacks.
8.	Portion sizes must be specified for vegetables, salads for lunch and dinner, and gravies, spreads and garnishes for all meals.
9.	Recommended Dietary Allowance (RDA) or Dietary Reference Intakes (DRI) for macro and micro nutrients must be indicated.

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Section 3: Catering and food specification

Table 9.1: FULL DIET MENU - WEEK 1

DAY	SUNDAY	SPEC	MONDAY	SPEC	TUESDAY	SPEC	WEDNESDAY	SPEC	THURSDAY	SPEC	FRIDAY	SPEC	SATURDAY	SPEC
BREAKFAST	1		2		3		4		5		6		7	
MILK ALLOW/DAY	400ML		400ML		400ML		400ML		400ML		400ML		400ML	
PORRIDGE	CORN FLAKES/ WEETBIX	40G	MEALIE MEAL	250G	OATS	250G	MIELIE MEAL	250G	OATS	250G	MIELIE MEAL	250G	OATS	250G
MILK	MILK	100ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML
SUGAR/SWEETNER	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G
BREAD	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G
MARGERINE	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G
SPREAD	PEANUT BUTTER	15G	JAM	15G	PEANUT BUTTER	15G	JAM	15G	PEANUT BUTTER	15G	JAM	15G	PEANUT BUTTER	15G
TEA/COFFEE	TEA/COFFEE	2,5G	TEA/COFFEE	2,5G	TEA/COFFEE	2,5G	TEA/COFFEE	2,5G	TEA/COFFEE	2,5G	TEA/COFFEE	2,5G	TEA/COFFEE	2,5G
MILK	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML
SUGAR/SWEETNER	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G
LUNCH	POULTRY	SPEC	MINCE	SPEC	MEAT	SPEC	POULTRY	SPEC	MEAT	SPEC	POULTRY	SPEC	MINCE	SPEC
MAIN COURSE	ROAST CHICKEN	150-180G	MEATBALLS (MINCE)	200 G (120G)	GREEN BEANS STEW (BEEF)	200G (120G)	CHICKEN CURRY (CHICKEN)	200G (120G)	CARROT STEW (BEEF)	220G (120G)	CHICKEN A LA KING (CHICKEN)	200G (120G)	MINCE BOLOGNAISE (MINCE)	120G (120G)
STARCH	SAVOURY RICE	100G	MASHED POTATOES	90G	RICE	90G	RICE	90G	SAMP	90G	PARSLEY RICE	90G	SPAGHETTI	110G
VEGETABLE 1	CREAMED SPINACH	80G	(MIXED VEG)	(80G) INCL.	(GREEN BEANS)	(80G) INCL.	(PEAS)	(80G) INCL.	(CARROT)	(80G) INCL.	(PEAS AND CARROTS)	(80G) INCL.	GARDEN SALAD	80G
VEGETABLE 2 / SALAD	GLAZED CARROTS	80G	GEM SQUASH	80G	BETROOT & ONION SALAD	80G	BUTTERNUT	80G	BROCCOLI	80G	PUMPKIN	80G		
DESSERT/FRUIT	JELLY & CUSTARD		FRUIT		FRUIT		FRUIT		FRUIT		FRUIT		FRUIT	
SUPPER	MEATLESS	SPEC	FISH	SPEC	SAUSAGE	SPEC	MINCE	SPEC	MEATLESS	SPEC	FISH	SPEC	MEAT	SPEC
MAIN COURSE	LENTIL AND VEGETABLE BREYANI	200G	BATTERED HAKE	120G	BOERWORS SMOOR	120G	SAVOURY MINCE (MINCE)	120G (120G)	MACARONI AND CHEESE	250G	FISHCAKES	2 X 50G	PUMPKIN STEW (BEEF) (PUMPKIN)	200G (120G) (80G) INCL.
STARCH	RICE	(90G) INCL.	PARSLEY RICE	90G	MIELIE PAP	80G	RICE	90G	MACARONI	110G INCL.	MASHED POTATOES	90G	SAMP	90G
VEGETABLE / SALAD	TOSSED SALAD	90G	OMATO AND ONION SMOOR	50ML	COUNTRY CROP	50ML	MIXED VEGETABLES	80G	GEM SQUASH	80G	RATATOUILE	80G	BROCCOLI	80 G
LATE NIGHT SNACK		SPEC		SPEC		SPEC		SPEC		SPEC		SPEC		SPEC
TEA/COFFEE	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G
MILK	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML
SUGAR/SWEETNER	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G
BREAD & MARGERINE	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G
PROTEIN DISH	CHICKEN MAYO	30G	CHEESE	20G	PILCHARDS	30G	EGG MAYO	30G	CHEESE	20G	CHICKEN LIVERS	30G	BOILED EGG	1

Section 3: Catering and food specification

Table 9.1: FULL DIET MENU - WEEK 2

DAY	SUNDAY	SPEC	MONDAY	SPEC	TUESDAY	SPEC	WEDNESDAY	SPEC	THURSDAY	SPEC	FRIDAY	SPEC	SATURDAY	SPEC
BREAKFAST	8		9		10		11		12		13		14	
MILK ALLOW/DAY	400ML		400ML		400ML		400ML		400ML		400ML		400ML	
PORRIDGE	CORN FLAKES OR WEETBIX	40G	OATS	250G	MIELIE MEAL	250G	OATS	250G	MEALIE MEAL	250G	OATS	250G	MEALIE MEAL	250G
MILK	MILK	100ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML
SUGAR/SWEETNER	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G
BREAD	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G	BROWN	2X30G
MARGERINE	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G	MARGARINE	8G
SPREAD	JAM	15G	PEANUT BUTTER	15G	JAM	15G	PEANUT BUTTER	15G	JAM	15G	PEANUT BUTTER	15G	JAM	15G
TEA/COFEE	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G
MILK	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML
SUGAR/SWEETNER	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G
LUNCH	POULTRY	SPEC	MEAT	SPEC	FISH	SPEC	POULTRY	SPEC	FISH	SPEC	SAUSAGE	SPEC	MINCE	SPEC
MAIN COURSE	ROAST CHICKEN	150-180G	CABBAGE STEW (BEEF)	200G (120G)	BATTERED HAKE	(120-150G)	HAWAII CHICKEN (CHICKEN)	120G (120G)	FISH CAKES	2 X 50G	SAUSAGE STEW SAUSAGE	120G (120G)	COTTAGE PIE (MINCE)	120G (120G)
STARCH	YELLOW RICE	100G	MIELIEPAP	80G	POTATO WEDGES	100G	STEAMED RICE	90G	RICE	90G INCL	MIELIE PAP	80G	MASHED POTATOES	90G
VEGETABLE 1	BROCOLLI & CAULIFLOWER WHITE SAUCE	80G	(CABBAGE)	(80G) INCL	TOMATO RELISH	80G	(HAWAII STIRFRY MIX)	(80G) INCL	MIXED VEG	80G	STEAMED CARROTS	80G	PUMPKIN	80G
VEGETABLE 2 / SALAD	BUTTERNUT	80G	CARROTS	80G	GREEN SALAD	80G	GEM SQUASH	80G	BETROOT SALAD	50ML	BROCOLLI	80G	BRAISED CABBAGE	80G
DESSERT/FRUIT	CANNED FRUIT & CUSTARD		FRUIT		FRUIT		FRUIT		FRUIT		FRUIT		FRUIT	
SUPPER	MEATLESS	SPEC	MINCE	SPEC	MEAT	SPEC	MINCE	SPEC	MEATLESS	SPEC	POULTRY	SPEC	MEAT	SPEC
MAIN COURSE	VEGGIE BAKE	250G	CHILLI CON CARNE (MINCE)	150G (120G)	BEEF CURRY (BEEF)	150G (120G)	BEEFERONI (MINCE)	220G (120G)	BUTTERBEAN AND VEG. CASSEROLE	200G (120G)	BRAISED CHICKEN (CHICKEN)	150G (120G)	IRISH STEW (BEEF)	120G (120G)
STARCH	PASTA	110G	PARSLEY RICE	90G	SAMP	90G	MACARONI	110G	RICE	90G	RICE	90G	SAMP	90G
VEGETABLE / SALAD	(COUNTRY CROP)	(80G) INCL	DICED MIXED VEG	80G	BUTTERNUT	80G	BABY MARROWS	80G	GEM SQUASH	(80G)	STIRFRIED VEGETABLES	80G	(CARROTS AND PEAS)	(80G) INCL
LATE NIGHT SNACK		SPEC		SPEC		SPEC		SPEC		SPEC		SPEC		SPEC
TEA/COFFEE	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G	TEA/COFFEE	2.5G
MILK	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML	MILK	50ML
SUGAR/SWEETNER	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G	SUGAR	10G
BREAD & MARGERINE	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G	BROWN BREAD	2X30G
PROTEIN DISH	CHICKEN MAYO	30G	CHEESE	20G	PILCHARDS	30G	EGG MAYO	30G	CHEESE	20G	CHICKEN LIVERS	30G	BOILED EGG	1

Section 3 – Catering and food specification

Table 9.2 Provincial summer menu for full/normal diet					
Meals & snacks	Serving time	Food items	Hospital patients		Private patients
			Adults	Toddlers/children	Adults
BREAKFAST	07:00-08:00	Fruit	✓	✓	✓
		Cooked porridge with milk & sugar, 6 days	✓	✓	✓
		Dry cereal with milk and sugar, once weekly	✓	✓	✓
		2 Slices brown bread with margarine & spread (Jam, peanut butter, Marmite)	✓	✓	✓
MID-MORNING SNACK	10:00	Tea/coffee with milk & sugar	✓	✓	✓
LUNCH	12:00-13.00	Soup, optional	✓	✓	✓
		Main dish	✓	✓	✓
		Starch	✓	✓	✓
		2 Vegetables OR 1 vegetable & 1 salad	✓	✓	✓
MID-AFTERNOON SNACK	15:00	Tea/coffee with milk & sugar	✓	✓	✓
SUPPER	17:00-18:00	Soup, optional	✓	✓	✓
		Main dish	✓	✓	✓
		Starch	✓	✓	✓
		1 Vegetable OR 1 salad	✓	✓	✓
LATE-NIGHT SNACK	20:00	2 Slices brown bread with margarine & protein filling	✓	✓	✓
		Tea/coffee with milk & sugar	✓	✓	✓

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

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Section 3 – Catering and food specification

Table 10.1 Therapeutic meal guidelines - High-protein diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet similar to full adult/normal diet but comprising 1½ times a full diet to provide more energy & protein to patients.</p> <p>Protein content of diet may be increased by: - adding eggs to porridge & soup, - serving peanut-butter sandwiches as snack, - serving high-protein drinks e.g egg-flips & Build Up.</p> <p>Indications To provide nutrition to patients – - who are malnourished, - who have suffered burns or major trauma, and - after major surgery.</p>	<p>See proposed meal plan for high protein diet under Menu B, item 2 on form WCBD3.2.</p>	<p>No specific food/extras excluded. Based on full diet in Table 9, with increased protein.</p>

Table 10.2 Therapeutic meal guidelines - High-fibre diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet similar to normal adult diet with adaptations to increase the fibre content.</p> <p>Diet should not be prescribed if patient is unable to drink the recommended amount of fluids per day.</p> <p>Indications To provide nutrition with added fibre to patients – - with atonic constipation, - with uncomplicated diverticulitis, and - with irritable bowel syndrome (IBS/spastic colon)</p>	<p>Yoghurt, milk beverages Cheddar & sweet milk cheese, cottage cheese</p>	<p>Milo, cocoa Strong, flavoured cheese</p>
	Beverages	
	<p>All beverages, e.g., tea - Ceylon & Rooibos, coffee, vegetable & fruit juice, fruit shakes with fibre/pieces</p>	<p>Strong tea/coffee, carbonated drinks</p>
	Eggs	
	<p>Eggs in any form - hard-boiled, scrambled, poached, fried, omelette</p>	
	Meat, fish & poultry	
	<p>Lean red meat, lean mince Fish boiled, steamed. Chicken & other poultry without skin</p>	<p>Processed meat e.g. bacon, polony, sausage (wors) Grilled or smoked meat, fish & poultry</p>
	Fruit & vegetables	
	<p>Any/all fresh fruit with skins & seeds if edible Dried fruit, Stewed fruit</p>	<p>Fruit canned in syrup</p>
	<p>Vegetables in any form – raw in salad & cooked/steamed</p>	<p>Fried, baked or roast vegetables</p>
	Bread & grains	
	<p>Whole-wheat/brown/seed bread with added grain kernels/oat bran Whole-wheat & digestive biscuits e.g., Pro-Vita</p>	<p>Regular white bread, bread rolls & baked goods made with cake flour. Rice cakes, snack bread, cream crackers, water biscuits</p>
	<p>Cereal/porridge – All Bran/High Fibre Bran flakes, muesli/granola, ProNutro wholewheat, WeetBix, Nutrific, Special K, cornflakes, rice crispies Raw oat bran, whole oats & digestive bran</p>	<p>Puffed wheat</p>
Other starches		
<p>Potato with skin Whole kernel corn, corn on the cob Brown rice Dried beans, peas, lentils, chickpeas Barley, barley wheat, crushed wheat, bulgur wheat, buckwheat</p>	<p>Mashed, baked & fried potato. Noodles, white rice, samp, mealie rice</p>	

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Section 3: Catering and food specification

Table 10.3 Therapeutic meal guidelines - Diabetic diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet with food from the low and medium glycemic index categories in the table on the next page.</p> <p>Diet must contain increased fibre, and decreased fat and salt. Three meals with three snacks must be consumed. Fresh fruit/fruit salad may be served as dessert. No sugar, syrup, honey, or foods containing these products must be served.</p> <p>Indications To provide nutrition with the appropriate glycemic index to patients- - with diabetes mellitus, - with weight loss, and - who have reactive hypoglycaemia</p> <p>See Glycaemic Index overleaf.</p>	Milk & milk products	
	Low fat/fat free milk & dairy products e.g unsweetened yoghurt, cottage cheese	Full cream milk & milk products Sweetened yoghurt
	Beverages	
	Tea (Ceylon & Rooibos), coffee without sugar, unsweetened or diluted vegetable & fruit juice form low or intermediate GI fruit & vegetables, sugar free cold drinks & cordials	Strong tea/coffee with sugar, carbonated & sports drinks
	Meat, fish & poultry	
	Lean red meat, lean mince Fish boiled, steamed Chicken & other poultry without skin	Fatty, processed & grilled meat, fish & poultry
	Fruit & vegetables	
	Fresh fruit – all deciduous fruit e.g apricots, cherries, peaches, plums, pears, apple, etc. All citrus fruit e.g orange, naartjie, grapefruit, etc. Kiwi & grapes - controlled portions. In moderation – tropical fruit e.g banana, mango, pawpaw, pineapple & litchi. Dried fruit – sultanas, dates & raisons (controlled portions).	Fruit canned in syrup Sweet melon & watermelon Dried fruit rolls
	Vegetables – beans, broccoli, cauliflower, cabbage, marrow, peas, onion, mushroom, cucumber, lettuce, tomato, pepper., spinach	Beetroot, carrots & carrot juice, pumpkin, Hubbard squash, butternut, parsnip, turnip Sweetened vegetables
	Bread & grains	
	Whole-wheat/brown/seed bread with added grain kernels/oat bran - Duens dumpy, Albany Whole-wheat & digestive biscuits e.g Pro-Vita	Regular white, brown & whole-wheat bread; bread rolls & baked goods made with cake, bread & whole-wheat flour & added sugar Rice cakes, snack bread, cream crackers, water biscuits
	Cereal/porridge – All Bran/High Fibre Bran flakes, fine form muesli Pro Nutro wholewheat original, apple bake & honey melt Raw oat bran & digestive bran Cold mealie meal, reheated when served & whole oats	WeetBix, Nutrific, Special K, corn flakes, rice crispies, toasted muesli, puffed wheat Pro Nutro flavors other than original, apple bake & honey melt Maltabella
	Other starches	
	All dried & canned beans - baked beans, butter beans - peas, lentils Boiled barley, barley wheat, crushed wheat, bulgur wheat, buckwheat	Boiled, mashed, baked & fried potato Noodles, rice, samp, mealie rice
Fats & oils		
Margarine Sunflower/olive oil Low fat salad dressing	Salad cream, salad dressing & mayonnaise	
Dessert, sweets, spreads		
Low fat/fat free custard, sweetened & unsweetened Low fat/fat free ice cream, sweetened & unsweetened Sugar free jam - Naturelite, St Dalfour - & raw honey Sugar free sweets	Boiled & jelly-type sweets Commercial honey	

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20 MAY 2024

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GLYCEMIC INDEX FOR DIABETIC DIET

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

Section 3 - Catering and food specification

Table 10.4 Therapeutic meal guidelines - Low residue diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet that is non-irritating and is aimed at producing a low faecal output. It includes food that digest completely and does not stimulate bowel secretions.</p> <p>Indications To provide nutrition with restricted sodium to patients –</p> <ul style="list-style-type: none"> - that have infection in their intestines, - with severe diarrhoea, - recovering from intestinal surgery, - awaiting colon surgery, - who require bowel rest, - with oesophageal varices - with uncomplicated acute diverticulitis, ulcerative colitis, and infective enterocolitis, and - with irritable bowel disease 	Milk and milk products	
	Cottage cheese, limit milk to 2 cups/day including that used in food preparation	Milk and dairy in excess of 2 cups/day. Cremora, cream, cheese, ice cream, milky drinks like Milo, Horlicks or build up.
	Beverages	
	Fruit and vegetable juices Sorbitol <10g/day and Fructose <30g/day Rooibos tea	Caffeinated cooldrinks, coffee, tea
	Eggs	
	Boiled, scrambled, poached, omelette, soufflés	Fried eggs
	Meat, fish & poultry	
	Tender meat, fish or chicken, stews. No skin, fat or sauces. (Boiled, steamed, poached)	Fatty and fried meats, bacon, sausage, processed meats or fish, tough meat, fish or chicken.
	Legumes, pulses and nuts	
		Baked beans, lentils, dried peas Nuts, seeds and peanut butter
	Fruit & vegetables	
	Fruits that contain less than 2% fiber and fruit juices.	Hard fruits, skins, pips. Fruit that contains more than 2% fiber. Dried fruit or stewed fruit, prune juice. Gas-forming fruits.
	Vegetables that contain less than 2% fibre and vegetable juices. Mashed or boiled potato	Hard, whole vegetables with skin, hulls and pips. Gas-forming vegetables Roast or fried potatoes, jacket potato or cream filled potatoes
	Bread & grains	
	White bread or rolls. Marie biscuits or shortbread. Cooked porridges like mealie meal, Maltabella, strained oats or Tasty Wheat. White rice, soft pasta and sweet potatoes.	Whole wheat or hard bread or rolls. Whole wheat biscuits, cereals, brown or wild rice. Bran products. Biscuits with coconut, chocolate or nuts. Mealie rice, samp or popcorn.
	Cereal/porridge– cooked porridge e.g. Tasty Wheat, mealie meal, Maltabella, oats prepared without added salt Muesli/granola, bran flakes	Corn flakes, rice crispies
Soup		
	Soups made with dried peas, lentils, pips or cream	
Sauces		
	Strongly flavoured sauces like hot chutney or Worcestershire sauce. High fat content like mayonnaise or salad dressings Rich gravies or sauces	
Seasoning/flavouring		
Cinnamon, thyme, origanum and parsley	Strongly flavoured spices like curries or chillies. Pickles or preserves like olives	
Dessert, sweets, spreads, snacks		
Smooth jam, honey, syrup, Marmite or Bovril. Soft puddings and plain cakes	Coconut, marmalade, rich puddings or pastries	

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Section 3 - Catering and food specification

Table 10.5 Therapeutic meal guidelines - Diabetic low residue diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet that is non-irritating and is aimed at producing a low faecal output. It includes food that digest completely and does not stimulate bowel secretions.</p> <p>Diet with food from the low and medium glycemic index categories in the table on page 30.</p> <p>Diet must contain decreased fat and salt. Three meals with three snacks must be consumed. Fresh fruit/fruit salad may be served as dessert. No sugar, syrup, honey or foods containing these products must be served.</p> <p>Indications To provide nutrition with restricted sodium to patients –</p> <ul style="list-style-type: none"> - that have infection in their intestines, - with severe diarrhoea, - recovering from intestinal surgery, - awaiting colon surgery, - who require bowel rest, - with oesophageal varices - with uncomplicated acute diverticulitis, ulcerative colitis, and infective enterocolitis, and - with irritable bowel disease 	<p align="center">Milk and milk products</p> <p>Cottage cheese, limit milk to 2 cups/day including that used in food preparation</p>	<p>Milk and dairy in excess of 2 cups/day. Cremora, cream, cheese, ice cream, milky drinks like Milo, Horlicks or build up.</p>
	<p align="center">Beverages</p> <p>Fruit and vegetable juices Sorbitol <10g/day and Fructose <30g/day Rooibos tea</p>	<p>Caffeinated cooldrinks, coffee, tea</p>
	<p align="center">Eggs</p> <p>Boiled, scrambled, poached, omelette, soufflés</p>	<p>Fried eggs</p>
	<p align="center">Meat, fish & poultry</p> <p>Tender meat, fish or chicken, stews. No skin, fat or sauces. (Boiled, steamed, poached)</p>	<p>Fatty and fried meats, bacon, sausage, processed meats or fish, tough meat, fish or chicken.</p>
	<p align="center">Legumes, pulses and nuts</p>	<p>Baked beans, lentils, dried peas Nuts, seeds and peanut butter</p>
	<p align="center">Fruit & vegetables</p> <p>Fruits that contain less than 2% fiber and fruit juices.</p>	<p>Hard fruits, skins, pips. Fruit that contains more than 2% fiber. Dried fruit or stewed fruit, prune juice. Gas-forming fruits.</p>
	<p>Vegetables that contain less than 2% fibre and vegetable juices. Mashed or boiled potato</p>	<p>Hard, whole vegetables with skin, hulls and pips. Gas-forming vegetables Roast or fried potatoes, jacket potato or cream filled potatoes</p>
	<p align="center">Bread & grains</p> <p>White bread or rolls. Marie biscuits or shortbread. Cooked porridges like mealie meal, Maltabella, strained oats or Tasty Wheat. White rice, soft pasta and sweet potatoes.</p>	<p>Whole wheat or hard bread or rolls. Whole wheat biscuits, cereals, brown or wild rice. Bran products. Biscuits with coconut, chocolate or nuts. Mealie rice, samp or popcorn.</p>
	<p>Cereal/porridge– cooked porridge e.g. Tasty Wheat, mealie meal, Maltabella, oats prepared without added salt Muesli/granola, bran flakes</p>	<p>Corn flakes, rice crispies</p>
	<p align="center">Soup</p>	<p>Soups made with dried peas, lentils, pips or cream</p>
	<p align="center">Sauces</p>	<p>Strongly flavoured sauces like hot chutney or Worcestershire sauce. High fat content like mayonnaise or salad dressings Rich gravies or sauces</p>
	<p align="center">Seasoning/flavouring</p> <p>Cinnamon, thyme, origanum and parsley</p>	<p>Strongly flavoured spices like curries or chillies. Pickles or preserves like olives</p>
	<p align="center">Dessert, sweets, spreads, snacks</p> <p>Smooth diabetic jam, Marmite or Bovril. Soft diabetic puddings and plain diabetic cakes</p>	<p>Coconut, marmalade, rich puddings or pastries</p>

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING

 BID OPENED @ 11:00

20 MAY 2024

 1) 2)
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Section 3: Catering and food specification

Table 10.6 Therapeutic meal guidelines – Full/mixed liquid diet

Definition & Indications	Foods allowed	Foods to avoid	
<p>Definition Diet with foods at room temperature that are liquid or liquefied.</p> <p>Diet should contain sufficient protein, carbohydrates, fats, vitamins & minerals to ensure nutritional adequacy. Patients on prolonged fluid diet may require vitamin & mineral supplements. If patient is lactose-intolerant after surgery, lactose-free products, buttermilk & yoghurt must be used. Diet is high in cholesterol & fat; fat-free products & sunflower oil must be used for patients with high cholesterol. Yoghurt or orange juice must be used for patients who prefer non-sweetened products. Meat, fish & chicken puree & eggs may be added to soup to increase substance & nutritional value.</p> <p>Indications To provide nutrition to patients who are unable to swallow or chew solid foods, e.g. patients –</p> <ul style="list-style-type: none"> - who have broken jaws/have undergone mouth, throat or jaw surgery, - who are transitioning between clear fluid diet & light, soft diet, and - who are acutely ill. 	<p>Milk and milk products Milk & milk drinks – in any form, smooth yoghurt, Yogi-Sip, milkshakes</p>	<p>Any food not liquid or liquefied at room temperature</p>	
	Beverages		Tea, coffee, iced tea, vegetable & fruit juice, fruit squash, fruit shakes without fibre/pieces, Ensure, Build Up.
	Eggs		In soup & custard
	Bread & grains		Porridge – thin, strained liquid porridge Cereal/porridge– cooked porridge e.g Tasty Wheat, mealie meal, Maltabella, oats
	Soup		Strained soup and broth
	Dessert, sweets, spreads		Jelly, custard, ice-cream sugar, syrup, honey

Table 10.7 Therapeutic meal guidelines - Diabetic full/mixed liquid diet

Definition & Indications	Foods allowed	Foods to avoid	
<p>Definition Diet with foods at room temperature that are liquid or liquefied.</p> <p>Diet should contain sufficient protein, carbohydrates, fats, vitamins & minerals to ensure nutritional adequacy appropriate for a diabetic patient. The diet should contain food from the low and medium glycemic index categories in the table on page 30.</p> <p>Patients on prolonged fluid diet may require vitamin & mineral supplements. If patient is lactose-intolerant after surgery, lactose-free products, buttermilk & yoghurt must be used. Diet is high in cholesterol & fat; fat-free products & sunflower oil must be used for patients with high cholesterol. Yoghurt or orange juice must be used for patients who prefer non-sweetened products. Meat, fish & chicken puree & eggs may be added to soup to increase substance & nutritional value. No sugar, syrup, honey or foods containing these products must be served.</p> <p>Indications As for Table 10.4, Full/mixed liquid diet</p>	<p>Milk and milk products Milk and milk drinks in any form, smooth yoghurt, Yogi-Sip, milkshakes – sweetened with sweeteners</p>	<p>Any food not liquid or liquefied at room temperature</p>	
	Beverages		Tea, coffee, iced tea, vegetable & fruit juice, fruit squash, fruit shakes without fibre/pieces, Ensure, Build Up.
	Eggs		In soup & custard; use sweetener to sweeten – or diabetic custard
	Bread and grains		Porridge – thin, strained liquid porridge. Cereal/porridge– cooked porridge e.g., Tasty Wheat, mealie meal, oats.
	Soup		Strained soup and broth
	Dessert, sweets, spreads		Diabetic jelly, diabetic custard, low fat frozen yoghurt sweetened with sweetener

<p>WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</p>	
<p>BID OPENED @ 11:00</p>	
<p>20 MAY 2024</p>	
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Section 3: Catering and food specification

Table 10.8 Therapeutic meal guidelines - Clear liquid diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet with foods at body temperature that are clear and liquid or liquefied.</p> <p>Diet is not nutritionally adequate and should not be used for more than 1-2 days.</p> <p>Indications To provide temporarily-limited nutrition to patients –</p> <ul style="list-style-type: none"> - preparing for bowel surgery. - in Stage 1 diarrhoea feeding programme - unable to tolerate solid food due to nausea, vomiting, diarrhoea & appetite loss, and - who cannot yet tolerate solid food after surgery 	Beverages	
	Black tea or coffee, iced tea, strained fruit juice, clear fruit juice, e.g., grape, apple & litchi	Milk & milk products, dairy-fruit juice mixes, fruit juice with fibre/pieces, carbonated drinks
	Bread & grains	
	Thin, strained (liquid) porridge	Thin, strained (liquid) porridge
	Soup	
	Soup – fat-free broth, bouillon/consommé, e.g., Bovril	Thick home-made soup
	Dessert, sweets, spreads	
Dessert – plain jelly	Dessert – plain jelly	

Table 10.9 Therapeutic meal guidelines - Soft/light diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Diet with foods in soft, easily chewable form.</p> <p>Mild herbs, spices & flavourings/seasonings e.g. parsley, cinnamon, salt may be used. Preferred cooking methods for meat, fish & poultry – steam, stew, boil, oven-bake & microwave.</p> <p>Avoid greasy & gas-forming food; it affects the gastric emptying rate. Sufficient fluids should be consumed to prevent dehydration.</p> <p>Indications To provide easily-chewable nutrition to patients –</p> <ul style="list-style-type: none"> - who have trouble eating due to mouth/throat sores, - who have trouble swallowing e.g., due to oesophageal stenosis, - with no teeth/badly fitting dentures, and - who are otherwise unable to chew hard food 	Milk & milk products	
	Yoghurt, milk beverages Cheddar & sweet milk cheese, cottage cheese	Milo, cocoa Strong, flavoured cheese
	Eggs	
	Soft-boiled, scrambled, poached, omelette	Hard-boiled, fried eggs
	Meat, fish & poultry	
	Soft-cooked/flaked/diced/minced meat, fish or chicken; fish cakes.	Fatty meat with bones & sinews Bacon, sausage (wors) & polony Fried/roasted meat, fish or poultry
	Fruit & vegetables	
	Fruit - soft ripe fruit e.g., banana, pawpaw, pear, watermelon, sweet melon, stewed fruit, baked apple. Steamed prunes for breakfast/dessert in cases of constipation	Hard fruit, e.g., pineapples, raw apples, pears
	Vegetables - cooked, soft vegetables e.g., potato boiled without skin/mashed, sweet potato, carrots, pumpkin. Lettuce, beetroot, tomato	Raw or hard, cooked vegetables, e.g., corn; gas-forming vegetables Baked potato
	Bread & grains	
Soft white or brown bread, pasta & rice	Whole-wheat bread & whole-wheat products, toast, vetkoek	
Cereal/porridge– cooked porridge e.g., Tasty Wheat, mealie meal, Maltabella, oats, Corn Flakes	Hard cereal, e.g., muesli, granola	
Dessert, sweets, spreads		
Sot dessert - custard, jelly, plain ice-cream, fruit sponge	Desserts with hard or rich ingredients - dried fruit or nuts, pastries	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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20 MAY 2024

1) 2)
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Section 3 - Catering and food specification

Table 10.10 Therapeutic meal guidelines - Renal/protein restricted diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet containing foods with restricted protein content. Diet must be prescribed to patients by dietician/medical practitioner only.</p> <p>Indications To provide nutrition with limited protein content to patients with renal diseases.</p>	Milk and milk products	
	Milk for beverages & porridge/cereal (124 ml per day)	Cheese & cheese spread
	Beverages	
	Tea, coffee, fruit juice	Beverages - high-protein shakes, e.g. Build Up.
	Meat, fish & poultry	
	Pure meat, fish & poultry steamed, stewed, boiled, oven-baked & grilled, 60/90 g for lunch & 30/60 g for supper for 40/60 g renal diets respectively	Commercial cold meat, canned meat & fish, sausage (wors)
	Fruit & vegetables	
	Fresh, stewed & canned fruit	Any canned products except fruit and corn (mealies)
	Fresh (raw) & cooked vegetables, canned whole-kernel corn & sweetcorn	
	Soup	
Clear broth, Oxo/Bovril drinks	Quick (instant) and canned soup	
Dessert, sweets, spreads		
Jam, syrup, honey	Peanut butter, meat spread, fish paste Snacks - any nuts, biltong, droëwors	

Table 10.11 Cardio/low salt diet

Definition & Indications	Foods allowed	Foods to avoid
<p>Definition Diet with restricted salt content, prescribed as treatment to correct a sodium imbalance in the patient.</p> <p>Indications To provide nutrition with restricted sodium to patients – - who have liver disease with ascites and/or oedema, - with hypertension, - who have compromised renal function with hypertension and/or oedema, and - with congenital heart failure.</p>	Milk and milk products	
	Milk & milk drinks, yoghurt, cottage cheese (All milk products should be low fat or fat free)	Cheese & cottage cheese, cream
	Beverages	
	Tea, coffee	Carbonated drinks
	Eggs	
	Eggs in any form - hard-boiled, scrambled, poached, fried, omelette prepared without added salt	
	Meat, fish & poultry	
	Pure meat, fish & poultry steamed, stewed, boiled, oven-baked & grilled without added salt or seasoning high in sodium	Processed meat – Viennas, polony, ham, sausage (wors) meat pies etc. Smoked meat – bacon, haddock, snoek, etc. Preserved meat – biltong, droëwors
	Fruit & vegetables	
	Fruit in any form – fresh, stewed & canned	
	Vegetables in any form - fresh, boiled, oven-roasted without added salt or seasoning high in sodium Boiled/baked potato	Canned & pickled vegetables, eg olives, gherkins, sauerkraut, etc. Potato chips (crisps)
	Bread & grains	
	Whole-wheat bread & whole-wheat products Other baked yeast products Whole-wheat biscuits e.g. ProVita Pasta, rice	Rice cakes, snack bread, cream crackers/other savoury biscuits
	Cereal/porridge– cooked porridge e.g. Tasty Wheat, mealie meal, Maltabella, oats prepared without added salt Muesli/granola, bran flakes	Corn flakes, rice crispies
	Soup	
	Home-made soup, broth or cream-style prepared with minimal salt	Tinned, packet & instant soup Bovril/Oxo broth Beef, chicken, mutton, vegetable stock cubes
Sauces		
	Worcestershire sauce, soy sauc	
Seasoning/flavouring		
Bay leaves, basil, cinnamon, curry powder, fennel, ginger, lemon, marjoram, oregano, paprika, parsley, rosemary, tarragon, thyme, vinegar.	Salt – table, celery, garlic, onion salt Seasoning – Aromat, Fondor Sauce powder – Bisto, Brono	
Dessert, sweets, spreads, snacks		
Sugar, jelly, jam	Meat, fish or cheese spread Meat & yeast extracts e.g., Bovril, Oxo, Marmite Peanut butter, Salted nuts	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

20 MAY 2024

1) 2)

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Section 3: Catering and food specification

Section 3: Catering and food specification		
Table 11 Portion specifications		
Meals & snacks	Food items	Qty specified
BREAKFAST	Ripe, user-friendly seasonal fresh fruit e.g., apple, banana	1 portion
	Cooked porridge - Monday-Saturday	250 g
	Dry cereal - Sunday	40 g
	Milk	50-100 ml
	Sugar/sweetener	10 g/1 sachet
	Protein dish (psychiatric & TB patients)	1 portion (30 g)
	Bread	2 slices
	Margarine/butter	1-2 x 8 g
	Spread (jam / peanut butter / fish paste)	15 g
	Tea/coffee	1.5-2.5 g
	Milk	50 ml
	Sugar/sweetener	10 g/1 sachet
MID-MORNING TEA/COFFEE	Tea/coffee	1.5-2.5 g
	Milk	50 ml
	Sugar/sweetener	10 g/1 sachet
LUNCH	Protein dish	Bone in-150 g Bone out-120 g
	Gravy	60 ml
	Starch	1 portion
	2 x Vegetables in season OR 1 x vegetable & 1 x salad in season	1 portion
	Desserts - Sunday only	100 g
MID-AFTERNOON TEA/COFFEE	Tea/coffee	1.5-2.5 g
	Milk	50 ml
	Sugar/sweetener	10 g/1 sachet
SUPPER	Soup - optional	200 ml
	Protein dish	Bone in – 150 g Bone out – 120 g
	Starch	1 portion
	Vegetable or salad in season	1 portion
LATE EVENING BEVERAGE	Tea/coffee/hot chocolate	1.5-2.5 g
	Milk	50 ml
	Sugar/sweetener	10 g/1 sachet
LATE EVENING SNACK	Bread	2 slices
	Margarine	8 g
	Cheese – sliced or grated OR Protein filling (e.g., pilchards / egg mayo etc)	20 g 30 g

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

20 MAY 2024

1) 2)

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Section 3: Catering and food specification

Table 12 Portion sizes		
Food items	Hospital patients	
	Adults	Toddlers/children
Porridge, cooked -		
Maize meal ("mieliepap"), soft	250 g	150 g
Maltabella	250 g	150 g
Tasty Wheat	250 g	100 g
Porridge, instant, cooked -		
Nestum		20-30 g
Rice cereal		20-30 g
Cereal -		
Bran, shredded	40 g	30 g
Cornflakes	40 g	30 g
Rice Crispies	40 g	30 g
Weet-Bix	40 g	30 g
Cheese -		
Supper portion	60-90 g	60-90 g
Eggs -		
Breakfast-boiled/fried/poached	1 egg	1 egg
Breakfast-scrambled	2 eggs	1 egg
Supper	1 egg	1 egg
Sausage, cooked-		
Portion	100 g	100 g
Mince, cooked -		
Lunch portion	120 g	100-120 g
Supper portion	120 g	100-120 g
Stewing beef/mutton, cooked-		
Lunch portion	Bone in-150 g; bone out-120 g	Bone in-100-120 g
Supper portion	Bone in-150 g; bone out-120 g	Bone out-100-120 g
Pot roast, cooked: -		
Lunch portion, beef/mutton	Bone out-120 g	Bone out-100-120 g
Poultry roast, cooked-		
Lunch portion	Bone in-150-180 g; bone out-120 g	Bone in-120-150 g; bone out-100-120 g
Supper portion	Bone in-150-180 g; bone out-120 g	Bone in-150-180 g; bone out-120 g
Poultry stew-		
Lunch portion	Bone in-150 g; bone out-120 g	Bone in-120-150 g; bone out-100-120 g
Steak/schnitzel, cooked, boneless-		
Lunch portion	110-120 g	100-110 g
Fish, cooked-		
Lunch portion	120-150 g	100-110 g
Supper portion	110-120 g	100-110 g
Cold meat, fresh & processed-		
Supper portion	90-100 g	90-100 g
Grain products-		
Bread, brown/white, 1 slice	28-30 g	28-30 g
Roll/bun, white/whole wheat	50 g	50 g
Provita/Cream Crackers	30 g (3 crackers)	30 g (3 crackers)
Durum wheat pasta, cooked	100 g	60 g
Samp	90 g	60 g
Mieliepap ('stywe pap')	80 g	60 g
Rice, cooked	90 g	60 g
Vegetables-		
Potato, cooked	100 g	60 g
Sweet corn, cooked	100 g	60 g
Salad beans, cooked	80 g	60 g
Salad/other cooked vegetables	80 g	60 g
Dessert-		
Baked dessert	80-100 g	80-100 g
Fruit salad	100-125 g	100-125 g
Dessert whip	80 g	80 g
Gravies and sauces-		
Meat/chicken gravy	60 ml	60 ml
Dessert sauce	30-60 ml	30-60 ml

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
BID OPENED @ 11:00
20 MAY 2024
1) 2)
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Section 3: Catering and food specification

Table 12 Portion sizes (continued)		
Food items	Hospital patients	
	Adults	Toddlers/children
Fruit, dried -		
Stewed dried fruit	50 g	50 g
Apricots, cooked	80 g	80 g
Apple rings, cooked	80 g	80 g
Pears, cooked	80 g	80 g
Raisins	30 g	30 g
Fruit, fresh -		
Apricots, medium	2 x 35 g	2 x 35 g
Apples, small	138-150 g	138-150 g
Bananas	150-180 g	150-180 g
Grapes	1 bunch/120 g	1 bunch/120 g
Oranges, medium	138-150 g	138-150 g
Pears, medium	138-150 g	138-150 g
Plums	2 x 60 g	2 x 60 g
Fruit, canned-		
75 g (5 x 15 g)	75 g (5 x 15 g)	75 g (5 x 15 g)
100 g	100 g	100 g
2 x 50 g	2 x 50 g	2 x 50 g
2 x 50 g	2 x 50 g	2 x 50 g
100 g	100 g	100 g

Table 13 Recommended dietary allowance (RDA) or Dietary Reference Intake (DRI) for macro and micronutrients							
	Adult 23-55 yrs	Elderly Plus 55 yrs	TB Adult	Infant 6-12 mnths	Toddler 1-3 yrs	Child 4 – 6 yrs	Child 7-10 yrs
Kilojoules	6 300-8 400 kJ	5 376-6 426 kJ	9 600-12 000 kJ	3 556 kJ	5 460 kJ	8 368 kJ	10 080 kJ
Carbs	206-272 g	176-210 g	125-287 g	115 g (54%)	177 g (55%)	290 g (58%)	266 g (61%)
Protein	56-99 g	50-63 g	54-115 g	20 g (10%)	30 g (9%)	45 g (9%)	54 g (9%)
Fat	41-55 g	20-27 g	36-76 g	34 g (36%)	52 g (36%)	72 g (33%)	80 g (30%)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
20 MAY 2024

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 3: Catering and food specification	Details of offer
3.1	MENU & SERVICE REQUIREMENTS (continued)	
3.1.2	Daily diet list and patient menus	
3.1.2.1	At 15:00 every day MPH's nursing staff must provide a copy of the provisional diet list of breakfast, lunch, and supper menus for the following day to the contractor.	
3.1.2.2	In the morning by 6:00 , the night sister must inform the contractor of any patients with special requirements (allergies and/or preferences) and provide all correct patient diets . All other diets must be ordered electronically by ward clerks . MPH shall keep a copy of the diet list on ward level for reference purposes.	
3.1.2.3	Any amendments will be attached to the diet list for record-keeping. In case of such changes, the final cut-off time to inform the contractor shall be at 9:30 for lunch and 14:00 for supper , failing which <u>soup and 2 slices of buttered bread</u> will be issued in the place of late meal orders.	
3.1.2.4	The service provider shall supply beverages to wards 5 times daily , according to patient requirements. Food Services Aids (FSAs) shall prepare beverages and serve patients according to individual needs. At 20:00 patients are served a snack , e.g., a sandwich, rusk or biscuit. The service provider's staff may not use these supplies to prepare their own beverages and the beverage service is not available to hospital staff .	
3.1.2.5	The service provider's FSAs shall fill water jugs from 07:00 to 18:00 daily or as required. Ice shall be supplied by the kitchen where necessary.	

Table 14 Meal and beverage service times – daily, 7 days/week		
Meals	Adult patients incl TB, psychiatric & private	Toddles & children ≤ 12 years
Between 7:00-8:00	Breakfast	Breakfast
Between 12:00-13:00	Lunch	Lunch
Between 17:00-18:00	Supper	Supper
At 10:00, 15:00 & 20:00	In-between snacks	
Beverages (including in-between snacks as required)		
8:00	Tea/coffee, milk & sugar	Rooibos, milk & sugar
10:00	Tea/coffee, milk & sugar	Rooibos, milk & sugar/juice/yoghurt
15:00	Tea/coffee, milk & sugar	Rooibos, milk & sugar
20:00	Tea/coffee, milk, sugar & snack/sandwich	Rooibos, milk & sugar & sandwich

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

BID OPENED @ 11:00
20 MAY 2024

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 3: Catering and food specification	Details of offer
3.1	MENU & SERVICE REQUIREMENTS (continued)	
3.1.3	Special meal and beverage requirements:	
3.1.3.1	<p>Travelling patients</p> <ul style="list-style-type: none"> - Meal provisions including therapeutic diets such as liquid diets, diets for cancer patients, paediatric diets (pureed food for babies, etc.) are supplied to travelling patients according to the number of meals patients will require during their journey. - Meals must be ordered <u>in advance</u>, at least 12 hours before the patient's departure. 	

Table 15.1 Example of menu for travelling patients

Food/beverage	Example	Portion size
Eggs	Boiled egg	1 egg
Cheese	Grated, diced, portions	25 g
Milk	Long-life milk	200 ml
Fruit/fruit juice	Fresh fruit in season/100% fruit juice	150 g/200 ml
Bread	Brown bread	4 slices
Spread	Peanut butter	15 g

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3.1.3.2	<p>Trauma, dialysis, eye surgery and TOP patients</p> <p>Patients that have been in the Trauma Unit for one day or longer, patients on a renal dialysis regime, patients hospitalized for termination of pregnancy ('TOP') or one-day surgical cases (e.g for eye surgery where a clinical test is required) may receive an economical meal.</p>
3.1.3.3	<p>Lodgers</p> <p>Lodgers (boarders), i.e. non-breastfeeding mothers or a family member sitting with a sick child, limited to <u>one person per child</u>, may receive an economical meal.</p>

Table 15.2 Example of economical meal

Breakfast	Large portion (350 ml) of porridge with milk and sugar; Tea/coffee with milk and sugar
Lunch	Stew with vegetables served with rice/samp/pasta/pap
Supper	Large portion (350 ml) of thick vegetable soup with 2 slices of buttered bread.
Beverage & snack	2 Slices of bread with protein filling Tea/coffee with milk and sugar

3.1.3.4	<p>Caregivers, trauma patients awaiting admission for up to 12 hours, discharge lounge patients and late admissions:</p> <p>Caregivers and the patient categories above are entitled to a snack meal.</p>
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Table 15.3 Example of snack meal

Breakfast	Large portion (350 ml) of porridge with milk and sugar Tea/coffee with milk and sugar
Lunch	Large portion (350 ml) of thick vegetable soup with 2 slices of buttered bread.
Supper	Large portion (350 ml) of thick vegetable soup with 2 slices of buttered bread.
Beverage & snack	2 Slices of bread with protein filling Tea/coffee with milk and sugar

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 3: Catering and food specification	Details of offer
3.1	MENU & SERVICE REQUIREMENTS (continued)	
3.1.3.5	<p>Breast-feeding/Kangaroo mothers Healthy breast-feeding mothers will be entitled to the full adult diet. Diabetic breastfeeding mothers will receive a full diabetic diet including the late-night snack.</p>	
3.1.3.6	<p>Day wards and outpatients Meals to patients in these departments will be served at the discretion of the hospital's management. Where meals are served, the tariff according to the meal schedule will apply.</p>	
3.1.3.7	<p>Tonsillectomy patients Tonsil diets vary among institutions and can comprise either jelly and custard, or jelly and ice-cream with a clear juice or Rooibos tea.</p>	
3.1.3.8	<p>Patients who require nutritional supplements/parenteral feeding Nutritional supplements and parenteral feeding products as part of specific therapeutic diets, e.g Polycose, Protifar, Ensure, and Pediasure shall be ordered by the MPH dietician, prepared in the Milk Kitchen, and distributed by hospital staff, ensuring compliance with all safety and hygiene precautions throughout. MPH will carry the cost; the service-provider shall not be involved in, or charged for, preparing, and issuing these feeds.</p>	
3.1.3.9	<p>Patients' visitors <u>No meals are served to patients' visitors</u>; meals or snacks can be bought at the cafeteria.</p>	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING

BID OPENED @ 11:00

20 MAY 2024

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 3: Catering and food specification	Details of offer
3.2	FOOD REQUIREMENTS	
3.2.1	Islamic considerations	
3.2.1.1	Food services provided for this bid, and food used in meals for Muslim patients must conform to the laws of Islam for the preparation and serving of food, and must bear the Halaal mark of the Muslim Judicial Council ('MJC') or any other recognised Islamic certification body (Islamic Council of SA/ICSA, Hospital Welfare & Muslim Education Movement /HWMEM, etc).	
3.2.1.2	A valid Halaal certificate provided by the relevant Islamic certification body must be displayed in the food service area at all times , and kitchen utensils and appliances used for the preparation of Halaal meals must be clearly identified, washed and stored separately from other utensils.	
3.2.1.3	According to Islamic jurisprudence, different food have degrees of suitability , which influence their lawful use. Where the guidelines and specifications further on refer to food that are forbidden to members of the Muslim faith, they must be avoided .	

Table 16.1 Islamic terminology for degrees of food suitability

Term	Description
Halaal	Completely lawful
Haraam	Absolutely forbidden
Makrooh	Abominable
Makrooh tanzih	Mildly disapproved, but nonetheless lawful; close to Halaal
Makrooh tahrimi	Severely disapproved, but nonetheless lawful; more observant Muslims will abstain from such products, because they are close to Haraam
Mubah	Neutral or indifferent; may be consumed or avoided

Table 16.2 Islamic terminology as applicable to basic food groups

Food group	Requirement/suitability
Meat	Sheep and cattle must be slaughtered in accordance with the applicable religious laws. Pork, blood and carrion are absolutely forbidden
Poultry	Chickens and other poultry must be slaughtered in accordance with the applicable religious laws.
Fish	Completely lawful
Eggs	Completely lawful
Fats/oils	Plant and vegetable fats/oils are completely lawful. Animal fats are subject to certain constraints.
Fruit & vegetables	Completely lawful raw or cooked, dried, canned or preserved, provided that no Haraam ingredient was added during processing.
Alcohol & alcohol-containing products	E.g. flavouring essences are absolutely forbidden. Vinegar is lawful.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

20 MAY 2024

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 3 - Catering and food specification	Details of offer
3.2.2 NOTE:	Product quality specification Should a manufacturer recall a product, the service-provider will ensure that the product is not used in the production of food for this service until the affected product is declared safe by the relevant authorities.	
A	<i>Meat, meat products and poultry</i>	
A.1	Fresh meat must comply with the specifications for the various grades of meat in the Meat Safety Act, 2000 (Act no 40 of 2000) and related regulations. The Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) relates to the marking and labelling of meat packaging.	
A.2	Only fresh, locally produced, preservative-free mutton and beef, Grade B2 quality or higher, shall be used. No imported meat or poultry will be accepted. Fresh meat, sausages and polony must be chilled but not frozen .	
A.3	Fresh meat must be lean (without inherent fat) or defatted (with excess external fat trimmed).	
A.4	Meat must be free from disease and have a mild, clean smell . Strong, foreign or putrid odours must not be present.	
A.5	Processed meat products shall be characteristic in colour, general appearance and taste, and shall contain no pork. No undeclared foreign matter (meat or ingredients) may be added to processed meat products	
A.6	Declared, limited amounts of grain products or any other fillers, spices or flavourings and food-safety preservatives, but no nitrates , may be added to processed meat products,	
A.7	No amount of grain products or any other fillers (fat, rusks, soya, water, offal, etc.), spices or flavourings and food safety preservatives may be added to fresh meat products.	
A.8	No injected meat or poultry will be acceptable.	
A.9	The minimum required mass specified is cooked edible mass only , and excludes bone, fat and skin .	
A.10	The total animal fat content of all meat products shall not exceed 10% (i.e. only 10% or 1-3mm visible fat)	
3.2.2.1	MINCE	
3.2.2.1.1	The product shall consist of ground beef with a maximum fat content of 10% .	
3.2.2.2	BEEF SAUSAGES	
3.2.2.2.1	The product shall consist of three parts (not less than 80%) lean beef, one-part beef fat (10%), not more than 6% cereal and starch products or more than 1.5% salt & mild seasoning. No bone, cartilage or grit may be present.	
3.2.2.3	BOEREWORS	
3.2.2.3.1	The product shall contain at least 90% total meat content, made up of lean beef or mutton plus a maximum fat content of 10%, not more than 6% cereal and starch products or more than 1.5% salt & mild seasoning. No bone, cartilage or grit may be present.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING
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20 MAY 2024
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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 3 - Catering and food specification	Details of offer
3.2.2.4	POULTRY	
3.2.2.4.1	Poultry shall comply with requirements prescribed for Grade A in Government Notice R2078 of 25 July 1969 , and any amendments regarding grading, packing and marking of poultry promulgated subsequently. No salt water infusion of the product shall be permitted.	
B	<i>Fish and fish products</i>	
B.1	Fresh fish must comply with the regulations of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) as amended.	
B.2	All fish purchased must be traceable and shall be harvested in accordance with sustainable fishing practices (SASSI).	
B.3	Fish must be in sound, fresh condition with a mild, clean smell , must not show any signs of deterioration and must be suitably and hygienically packed and delivered to the end-user.	
3.2.2.5	HADDOCK	
3.2.2.5.1	The product must be cured but not heavily brined, with a bright colour and thin, shiny pellicle.	
3.2.2.6	FROZEN FISH CAKES	
3.2.2.6.1	The products must contain at least 90% fish , not more than 6% cereal and starch products or more than 1.5% salt & mild seasoning.	
3.2.2.7	TINNED FISH	
3.2.2.7.1	These products must comply with compulsory specifications published in Government Notice R490 dated 28 March 1969, as amended by Government Notice R358 dated 10 March 1972, and SABS 324/1953 (VC801) . Fish must be tinned in accordance with Government Notice 2277 dated 17 December 1971. No tins must be damaged, dented or leaking.	
C	<i>Milk, dairy products and eggs</i>	
C.1	Only dairy products from suppliers whose premises have been found suitable by local health authorities , and who are able to provide a certificate to this effect, will be allowed. Premises will be subject to inspection at the discretion of the contractor. All dairy products shall comply with Government Notice R520 dated 5 April 1973 and any applicable amendments issued.	
C.2	All packaging/containers must be clearly marked or labelled with the following information in legible print, in accordance with Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972): <ul style="list-style-type: none"> - the name and address of the manufacturer and his trademark, - the name and ingredients of the product (what it is made of), - the net volume of the contents in millilitres or litres, as applicable, - the net weight of the contents in grams or kilograms, as applicable, - the date of manufacture (code or serial number), and - the expiry date 	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
20 MAY 2024

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Para	Section 3 - Catering and food specification	Details of offer
3.2.2.8	FRESH AND POWDERED MILK	
3.2.2.8.1	Only pasteurized whole milk or skim milk shall be used for adults .	
3.2.2.8.2	If powdered milk is used, it must be reconstituted according to manufacturer's directions, e.g. 130 g whole milk powder or 100 g skim milk powder per litre of water.	
3.2.2.9	CHEESE	
3.2.2.9.1	Where cheese is included in the menu, it shall be either cheddar, gouda or cottage cheese.	
3.2.2.10	PLAIN YOGHURT AND BUTTERMILK	
3.2.2.10.1	Where plain yoghurt and buttermilk are included in the menu, the products provided shall be commercially prepared.	
3.2.2.11	CREAM	
3.2.2.11.1	Cream shall be fresh, pasteurized and free of preservatives and/or other foreign substances. It shall contain not less than 40% milk fat and not more than 0.2% acid , calculated in terms of lactic acid.	
3.2.2.12	ICE CREAM	
3.2.2.12.1	Ice cream shall conform to local health regulations and/or SABS 510/1954 and any applicable amendments issued.	
3.2.2.13	EGGS	
3.2.2.13.1	Where eggs are included in the menu, they shall be large and Grade 1 quality, in accordance with Government Notice R62 dated 12 January 1973 and any applicable amendments issued regarding grading, packing and marking of eggs.	
D	<i>Bread and bread products</i>	
3.2.2.14	BREAD	
3.2.2.14.1	All bread supplied shall conform to the provisions of Section 84 of the Marketing Act (Act 59 of 1968) as amended and any applicable amendments issued. Bread and rolls shall be fresh and free from foreign matter .	
3.2.2.14.2	Bread included in the menu shall be brown/whole wheat/low GI/high-fibre bread . A slice of bread shall be a minimum of 35 g .	
3.2.2.14.3	Brown or white rolls or buns may be used as bread substitutes only on special occasions .	
E	<i>Spreads for bread</i>	
3.2.2.15	MARGARINE, JAM AND PEANUT BUTTER	
3.2.2.15.1	Only full fat margarine bricks must be used for cooking . Yellow medium fat margarine may be served as spread with bread.	
3.2.2.15.2	Jam shall be South African First Grade quality in accordance with Government Notice 1898 dated 22 October 1971 as amended.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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20 MAY 2024

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Para	Section 3 - Catering and food specification	Details of offer
3.2.2.15	MARGARINE, JAM AND PEANUT BUTTER (continued)	
3.2.2.15.3	Peanut butter can be smooth or chunky and must be aflatoxin-free .	
F	<i>Beverages</i>	
3.2.2.16	COFFEE	
3.2.2.16.1	Ground coffee, instant coffee granules or coffee bags may be used. In each case, the amount of South African chicory shall not exceed 25% of the product’s composition.	
3.2.2.17	TEA	
3.2.2.17.1	Good quality Ceylon-type blended tea or Choice Quality Rooibos tea shall be used.	
3.2.2.18	FRUIT JUICE	
3.2.2.18.1	Only 100% pure fruit juice may be used – no powdered fruit juice (granules), fruit nectar, fruit juice concentrate or dairy-fruit juice blends will be allowed.	
G	<i>Dessert</i>	
3.2.2.19	CUSTARD POWDER	
3.2.2.19.1	The product shall be in the form of a fine, pale yellow powder and when reconstituted, shall have a natural egg yolk colour and a pleasant vanilla flavour .	
H	<i>Dry goods</i>	
3.2.2.20	PULSES	
3.2.2.20.1	Dried beans, peas, lentils and barley shall be graded in accordance with Government Notice R493 dated 29 March 1974. Pulses shall be free from moulds and yeast , and when tested, the aflatoxin levels should not exceed 10 mg/kg .	
I	<i>Fruit and vegetables</i>	
3.2.2.1.1	All fresh fruit and vegetables shall be sound and of a good quality and standard.	
3.2.2.1.2	Fresh fruit shall be <u>Choice or Standard Grade</u> quality.	
3.2.2.1.3	Frozen vegetables shall be <u>Choice Caterer's Grade</u> quality.	
3.2.2.1.4	Tinned fruit and vegetables must comply with Regulation 908/1977 of the Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972) which relates to the marking and labelling of packaging. No tins must be damaged, dented or leaking. Tinned products shall be <u>Choice or standard Grade</u> quality.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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Para	Section 3 - Catering and food specification		Details of offer
Table 17.1	Quality standards – fresh fruit		
Type of fruit	Quality	Size/Weight	Portion
Apple	Grade 1	Medium, ± 150 g each	1 apple
Apricot	Grade 1	Medium, ± 35 g each	2 apricots
Banana	Grade 1	Medium, ± 150-180 g each	1 banana
Fruit salad	Not applicable	110 g	1 serving
Grapes	Standard Grade	± 230 g	1 bunch
Naartjies	Choice Grade	± 155 g ± 65-90 g	1 naartjie 2 naartjies
Orange	Choice Grade	± 138-150 g	1 orange
Peach	Choice Grade	Medium, ± 150 g each	1 peach
Pear	Choice Grade	± 138 g each	1 pear
Plum	Choice Grade	± 50 g-60 g each	2 plums
Table 17.2 Quality standards – finned (canned) fruit			
Type of fruit	Quality	Size/Weight	Portion
Pie apple	Choice Grade	± 100 g slices	1 serving
Apricot	Choice Grade	± 70 g halves	4 halves
Fruit cocktail	Choice Grade	± 110 g	1 serving
Grapefruit	Choice Grade	± 90 g segments	± 125 g
Guava	Choice Grade	± 50 g halves	2 halves
Peach	Choice Grade	± 80 g halves ± 90 g slices	2 halves 1 serving
Pear	Choice Grade	± 50 g halves	2 halves
Pineapple	Choice Grade	± 45 g rings ± 90-100 g cubes/pieces	2 rings 1 serving
Table 17.3 Quality standards for selected foods			
Product	Latest issue of standard		
Baking powder	CKS 138		
Cooking oil	CKS 3		
Corned beef, prime	SABS 274		
Custard powder	CKS 138		
Fish paste	SABS 571		
Gelatine	SABS 49		
Gravy powder	CKS 290		
Jelly crystals	CKS 261		
Mayonnaise	CKS 630		
Meat extracts	CKS 139		
Peanut butter	CKS 339		
Tomato sauce	Best quality, at least 8% solids		
Worcestershire sauce	Best quality		

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

20 MAY 2024

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 4 – Cafeteria specification	Details of offer
4.1	OVERVIEW:	
4.1.1	For the duration of the contract the cafeteria will be managed by the same contractor providing the catering service at MPH.	
4.1.2	The quality and standard of decoration, presentation and food in the cafeteria shall be maintained according to MPH’s requirements, and décor and presentation must be in line with the tourist culture of the area.	
4.1.3	Attention shall be paid to small details such as table decorations and the availability of plastic cutlery and condiments like sachets of take-away salt, pepper and sugar.	
4.1.4	Food and snack items offered in the cafeteria shall adhere to the guidelines of Circular H86/2021 issued by the Department’s Directorate Service Priorities Coordination (Provincial Nutrition), with the emphasis on healthy alternative choices.	
4.2	PREMISES AND FOOD SERVICE EQUIPMENT:	
4.2.1	The contractor shall pay the hospital a monthly rental fee of R5 000.00 for the cafeteria premises. A separate lease agreement for the rental must be concluded between the service-provider and MPH and shall not form part of the costing for this bid.	
4.2.2	The hospital shall provide the water and electrical infrastructure at the designated site necessary for the operation of the cafeteria.	
4.2.3	The contractor shall provide all equipment, appliances and utensils required, and shall record, maintain, repair and replace such items where necessary, at no additional cost to MPH.	
4.3	STAFF MANAGEMENT:	
4.3.1	The contractor will man the cafeteria with sufficient trained staff to provide a cafeteria service to approximately 850 staff members in addition to visitors and patients . Cafeteria staff shall be provided and their salaries paid by the service-provider.	
4.4	MENU AND SERVICE REQUIREMENTS:	
4.4.1	Cafeteria service hours	

Table 18	Day	Hours	Trading days
	Monday-Friday	7:30-20:00	} 7 days a week
	Saturday & Sunday	7:30-16:00	
	Public holidays	7:30-16:00	

4.4.1.1	The cafeteria shall be manned throughout the designated service times. Penalties will be imposed if the contractor does not comply with opening hours or if the cafeteria is found to be unmanned at any time.
4.4.1.2	From Monday to Sunday during the service hours reflected above, the cafeteria shall be staffed with the following personnel: 1 x working supervisor per shift , and 4 x Food Services Aids per shift , of which 2 will operate as cashiers .
4.4.1.3	Mondays to Fridays from 9:00 and 10:00 and 15:00 and 16:00 daily, a trolley service with a suitable selection of cafeteria items must also be in operation, for which the service-provider must supply a suitable dedicated food trolley .

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Para	Section 4 – Cafeteria specification	Details of offer
4.4.2	Services	
4.4.2.1	The management of the cafeteria will be allowed to sell the following items on an <i>ad hoc</i> basis to patients, staff and visitors: <ul style="list-style-type: none"> - Sit-down and take-away meals - Confectionery - Any hot or cold beverages – coffee, tea, fruit juice, etc - Assorted resale items – chocolate, chips and sweets as well as healthier snacks (cereal/seed bars, fruit etc) in adherence with Circular H86/2021 - Airtime - Basic toiletries e.g. toothpaste, roll-on deodorant and soap etc. 	
4.4.2.2	No sales of non-cafeteria items such as household goods (e.g. blankets, saucepans etc.) will be allowed.	
4.4.2.3	The sale and consumption of alcohol and cigarettes are strictly prohibited .	
4.4.3	Menu and planning	
4.4.3.1	The service-provider shall adhere to the guidelines of Circular H86/2021 issued by WCGHW’s Directorate Service Priorities Coordination (Provincial Nutrition) for the provision of sit-down and take-away meals and snacks. Sit-down meals will be prepared in the Main Kitchen.	
4.4.3.2	By 8:00 on a Monday morning, the weekly menu for the upcoming week must be available to be circulated via email to staff members at MPH. All items printed on the menu will be available continuously. The cafeteria shall make provision daily for - <ul style="list-style-type: none"> - a healthy meal - a lighter lunch/snack option - take-away meals and snacks, and - one large cake or tart 	
4.4.3.3	<u>Except for muffins and baked items with a warm filling</u> such as curry buns, all baked goods sold in the cafeteria shall be prepared on the same day in the Main Kitchen. Previously prepared items must be marked with production, best before and expiry dates.	
4.4.3.4	Special meals shall be on offer at a cafeteria purchase price agreed with the Food Service Manager or Support Service Manager.	
4.4.5	Liaison	
4.4.5.1	The service provider shall liaise formally and informally with MPH’s Contract Manager/Food Services Manager about operational issues, menu changes, complaints and feedback.	

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Para	Section 5 - Special Conditions	Details of offer
5.1.	APPLICABLE DOCUMENTS	
	<p>In addition to the specification and annexures which form part of this bid, prospective bidders are responsible for furnishing the following compulsory bid and evaluation documents in their bid offer where the requirement is stated. Bidders shall check the number of the pages and ensure that none are missing or duplicated, as no liability will be accepted for challenges arising as a result.</p>	
5.1.1	Compulsory bid documents	
5.1.1.1	WCBD1 - Invitation to Bid.	
5.1.1.2	WCBD3.2 - Pricing schedules	
5.1.1.3	WCBD4 - Declaration of Interest	
5.1.1.4	WCBD6.1(b) - Preference claim form	
5.1.1.5	Tax Clearance Certificate - Proof of current valid certificate	
5.1.1.6	BBBEE Certificate - Proof of current valid certificate	
5.1.1.7	Annexure B - Company profile	
5.1.1.8	Annexure C – Guarantee (to be provided by successful bidder within 14 days of award)	
5.1.2	Compulsory evaluation documents	
	<p>These documents shall be either originals or certified copies of originals, and shall not be older than 3 months, confirming that a bidder is:</p>	
5.1.2.1	Registered under the Compensation for Occupational Injuries and Diseases Act 130 of 1993	
	- Letter of good standing with the Commissioner for COID	
5.1.2.2	Registered with the Unemployment Insurance Fund	
	- Proof of registration or confirmation similar to letter of good standing	
5.1.2.3	Registered in terms of the Skills Development Levies Act (Act 9 of 1999)	
	- Proof of current valid registration	
5.1.2.4	Registered for Value Added Tax (VAT)	
	- VAT registration number	
5.1.2.5	Registered for Pay as you Earn (PAYE)	
	- Letter of good standing with the Commissioner for PAYE	
5.1.2.6	Registered for Public Liability Insurance	
	- Proof of current public liability insurance	
	- Amount insured	
5.1.2.7	SABS/SANS 10049:2019/ISO compliant	
	- Proof that all food supplied to MPH comply with the specified quality standard and adhere to SABS specifications for the handling and preparation of food.	
5.1.2.8.	Compliant with the Health Act, 2003 (Act no 61 of 2003), Regulation 638, 'Regulations Governing General Hygiene Requirements for Food Premises, the Transport of Food and Related Matters', 2018	
	- A certified copy of the Certificate for Acceptability for Food Premises (Gesiktheidsertifikaat vir 'n Voedselperseel) issued by an Environmental Health Practitioner. Failure to comply will invalidate a bidder's offer.	

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Para	Section 5 - Special Conditions	Details of offer
5.1.2	Compulsory evaluation documents These documents shall be either originals or certified copies of originals, and shall not be older than three months, confirming that a bidder is:	
5.1.2.9	A FEDHASA or similar Hospitality Association member - A copy of your current, valid membership certificate	
5.1.2.10	Halaal certified - A current, valid Halaal certificate issued by a recognised Islamic certification body (e.g. MJC, ICOSA, HWMEM, etc.) for the handling and preparation of food in accordance with Islamic laws.	
5.1.2.11	Experienced in providing goods in the Public Health Sector - Proof of a least 5 years' experience in health institutions (catering to hospital inpatients); please provide quotation/contract numbers. - Reference letters and contact details of 3 clients , attesting to the bidder's ability to provide a professional, punctual, reliable and cost-effective service, a sound accounting process and suitable contingency plans in emergencies.	
5.1.2.12	Able to provide competent staff - Certified copies of the qualification of the food service manager, assistant managers, dietician and cooks. - Curriculum Vitae supplied must be clearly linked to a position on the contract staff establishment e.g. 'CV of Miss Ann Other, Food Services Manager'. - The Food Services Manager shall have an NQF6 qualification . The assistant managers, supervisors and cooks must have a certificate of proof of formal training , either in-house or by an outsourced company.	
5.1.2.13	Able to provide a standard menu - A proposed standard 2-week cycle menu with winter and summer menus for normal diets and all therapeutic diets based on the provincial menu. All portion sizes must be included on the menus. Failure to comply will invalidate a bidder's offer.	
5.1.3	Acts that are applicable to this bid and should be read in conjunction with the specification include, but are not limited to:	
5.1.3.1	The Constitution of the Republic of South Africa (Act 108 of 1996)	
5.1.3.2	The Employment Equity Act (Act 55 of 1998)	
5.1.3.3	The Labour Relations Act (Act 66 of 1995)	
5.1.3.4	The Basic Conditions of Employment Act (Act 75 of 1997)	
5.1.3.5	Occupational Health and Safety Act (Act no 95 of 1993) and regulations	
5.1.3.6	Occupational Injuries and Diseases Act (Act 130 of 1993),	

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Para	Section 5 - Special Conditions	Details of offer
5.1.	APPLICABLE DOCUMENTS (continued)	
5.1.3.7	The Health Act, 2003 (Act 61 of 2003). Regulation 638 relates to the hygienic handling of food and the inspection of food premises published under this Act, which is also enforced by local authorities (EHPs at municipalities) in their areas of jurisdiction.	
5.1.3.8	The Food, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972). This Act addresses the manufacture, sale and importation of food. Authorised local authorities (EHPs at municipalities) enforce it in their areas of jurisdiction. Food import control is conducted by Port Health Services (EHPs of Western Cape Government Health). Regulation 908/1977 relates to the marking and labelling of meat packaging with the required information in legible print.	
5.1.3.9	The Meat Safety Act, 2000 (Act no 40 of 2000) and related regulations. Products shall comply with the specifications for the various grades of meat in this Act and The Food, Cosmetics and Disinfectant Act, 1972 (Act no 54 of 1972).	
5.1.3.10	Code of Good Practice for Food Hygiene Management, SABS 049 , Government Notice No. R. 1748 of 26 June 1992 , Government Notice No. R. 2120 of 20 September 1985 and Government Notice No. R. 2178 of 23 November 1990 .	
5.1.3.11	Government Notice R. 2078 of 25 July 1969 , and any amendments regarding grading, packing and marking of poultry promulgated subsequently.	
5.2.	BRIEFING SESSION	
5.2.1	All prospective bidders are invited to attend a compulsory information session and site inspection ('walk-about') at MPH . Bidders wishing to visit the satellite sites, Heideveld Emergency Centre, Freesia and Magnolia wards can contact Mr Munier Patel at tel no (021) 377 4764 to make an appointment.	
5.2.2	Bidders must sign an attendance register, attached for information as Annexure A , at the entrance gates, at the information session and at the compulsory site inspection. The register will be provided at the relevant venues on the meeting day and will be forwarded to Head Office by the institution after the meeting as proof that the bidder attended the information session and site inspection.	
5.2.3	For the information session, a 10-minute allowance from the starting time will be made after which the doors of the meeting venue will be locked. Late bidders will not be allowed to enter the venue and will be excluded. Failure to attend will invalidate a bidder’s offer.	
5.2.4	Date and time: Friday, 3 May 2024 from 11:30-12:30 Venue: Conference Room, Mitchell's Plain Hospital 8 AZ Berman Drive LENTEGEUR 7885 Contact person: Mr Munier Patel OR Ms Janice de Goede Tel no: (021) 377 4764/4327 OR (021) 377 4561 E-mail: munier.patel@westerncape.gov.za OR janice.degoede@westerncape.gov.za	

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Para	Section 5 - Special Conditions	Details of offer
5.3.	PRICING	
5.3.1	The bidder undertakes to provide the services specified to MPH in accordance with the bid prices it has provided according to the requirements in the WCBD1 and WCBD3.2 forms.	
5.3.2	Bid prices must be firm 3-tier prices , where any annual escalations that may be reasonably expected (e.g. labour, food & transport cost, inflation) have been incorporated into the prices for each year of the contract. <u>No additional requests for increases will be considered, therefore, during the contract term.</u>	
5.3.3	Under no circumstances, either before or after the award of the bid, shall the WCGH negotiate with any party regarding alternative methods of calculating the cost of the service.	
5.4.	BID EVALUATION	
5.4.1	The specification and conditions here and elsewhere in this bid, any documents where bidders have been required to respond, and compliance with inherent requirements, such as CSD registration will all be considered part of the evaluation of received bids.	
5.4.2	The following factors will be considered during evaluation of this bid:	
5.4.2.1	At least 5 years’ experience and knowledge of catering in the Public Sector environment and/or Hospitality industry. Only recognised, reputable catering service-providers with proof of experience in the provision of catering services at hospitals with at least a 40-500 bed-capacity will be considered..	
5.4.2.2	The provision of references for similar food services undertaken. Bidders must provide detailed information of their experience in the catering trade, acceptable proof of the ability to supply high quality meals and a list of current catering contracts with their bid documents.	
5.4.2.3	A detailed, documented system analysis for a functional organisational structure as a basis for managing this contract. Please see Annexure B . Bidders must clearly indicate envisaged organisational principles, procedures and functions for the effective management and operation of the institution in the analysis submitted with their bid documents.	
5.4.2.4	Neither offers deviating from the specified requirements, nor alternative, qualified, conditional or incomplete offers will be considered . WCGHW will not be obliged to enter into correspondence with bidders about this condition.	

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Para	Section 5 - Special Conditions	Details of offer
5.5	GUARANTEE AND SURETY	
5.5.1	Please see paragraph 7 of the General Conditions of Contract. The prospective service-provider shall furnish the Directorate Sourcing, WCGHW Head Office with a financial guarantee equivalent to 2.5% of the total contract value, the monetary value which shall be determined in the letter of acceptance, within 14 days of notification of the acceptance of the bid.	
5.5.2	The proceeds of the performance security shall be payable to MPH as compensation for any loss resulting from the service-provider’s failure to complete his obligations under the contract.	
5.5.3	If the prospective service-provider fails to comply with this requirement, the Directorate Supply Chain Management at Head Office is entitled to terminate the contract without prejudice to any other rights it may have, and to recover any damages suffered due to this failure and the need to accept a less favourable bid for the catering service.	
5.5.4	The type of financial guarantee shall be valid for the duration of the contract and shall be in the currency of the contract , or a freely convertible currency acceptable to the end-user and shall be in one of the following forms, in accordance with <u>paragraph 7.1 of the General Conditions of Contract</u> :	
5.5.4.1	a bank guarantee or an irrevocable letter of credit issued by a reputable bank in the end-user’s country or in a foreign country acceptable to the end-user, in the form provided in the bid documents or another form acceptable to the end-user; OR	<p style="text-align: center;">WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING</p> <p style="text-align: center;">BID OPENED @ 11:00 20 MAY 2024</p> <p style="text-align: center;">1) 2) SIGNED SIGNED</p>
5.5.4.2	a cashier’s or certified cheque	
5.6	LIAISON	
5.6.1	The service-provider must have the full-time services of (a) fully qualified dietician(s) registered with the Health Professions Council of South Africa (HPCSA) on the pay-roll of the company or must undertake to acquire the services of such (a) qualified person(s).	
5.6.2	MPH shall appoint a Contract Manager and the service-provider shall appoint a Catering Manager who shall form a communication link with the between the patients, MPH and the service-provider. This liaison committee shall co-operate closely to facilitate the flow of information regarding operational issues between the parties.	
5.6.3	Both Managers must ensure that a contact person is available 24 hours a day to manage emergency situations relating to the catering service that might arise either on the side of MPH or the service-provider.	
5.6.4	The service-provider must furnish the curriculum vitae of this Catering Manager , who will manage the specialist food service operation of MPH for the duration of the contract, within 14 days before commencement of the contract.	
5.6.5	To promote efficient liaison between MPH and the service-provider after award of the contract, the service-provider shall provide the following information:	
5.6.5.1	the physical address of its <u>nearest office to the location of the contract</u> , and	
5.6.5.2	confirmation that the in-house Catering Manager is stationed at this office , and that the dietician will visit MPH every week .	

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 5 - Special Conditions	Details of offer
5.7	ACCOUNTING	
5.7.1	The service-provider must adhere to generally acceptable accounting practices and will maintain all accounting records for the provision of the catering service.	
5.7.2	The accounting period shall be from the first day to the last day of each month. Accounts received by MPH for the food service must be remitted within 30 days of receipt of an accurate, certified account . The hospital does not accept responsibility for delays in payment due to the submission of inaccurate accounts.	
5.7.3	The service-provider shall provide food on an all-risk basis and MPH will only pay for <u>actual</u> meals and beverages issued to patients. The amount claimed from MPH for meals served shall not exceed the amount in the pricing schedules , forms WCBD3.2, subject to the provisions under Pricing. This will enable MPH's Contract Manager to monitor and keep account of <u>all meals, snacks and beverages actually served</u> on each occasion to patients in terms of the contract.	
5.7.4	The service-provider must provide MPH with a document to verify patient meals served per month. Monthly payment claims for meals must be submitted to MPH's Contract Manager on the service-provider's official invoices by the 2nd weekday of the next month , and must be supported by the schedules reflecting the total number of meals served and the cost of the meals.	
5.7.5	The actual number of meals served to patients and any costs reflected in the accounting schedules, Annexure E , must be certified as correct by MPH's Contract Manager or an appointed and authorized representative, to enable MPH to monitor and keep account of all meals consumed.	
5.7.6	At any reasonable time, MPH, in the capacity of its Contract Manager or other duly authorized person, shall be entitled to inspect all the records and documents of the service-provider relating to the provision of the catering service (e.g. purchase orders, accounts, invoices etc.).	

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Para	Section 5 - Special Conditions	Details of offer
5.8	PUBLIC LIABILITY AND INSURANCE INDEMNITY	
5.8.1	The service-provider shall indemnify MPH and hold it harmless against:	
5.8.1.1	any damage to MPH's movable or immovable property , any loss resulting directly or indirectly from damage to such property, any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of MPH's property by the contractor,	
5.8.1.2	legal liability for any claims that may be made against MPH arising from damage to movable or immovable property of any third parties, including any damage resulting directly or indirectly from any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of MPH's property by the service-provider,	
5.8.1.3	legal liability claims in the event of the death, injury or illness of any person, including employees of MPH or their dependents, or any associated loss resulting or arising from any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of MPH's property by the service-provider, or	
5.8.1.4	any reasonably incurred legal costs , including attorney and client costs, relating to claims or actions against MPH arising from any act or omission on the part of the service-provider or its staff, or any damage arising from the use and occupation of MPH's property by the service-provider.	
5.8.2	For the proper fulfilment of the indemnity, the service-provider shall submit proof of the insurance cover held and maintained to cover the risks above as well as the amount of such cover, within 14 days of the date of the letter of acceptance.	
5.8.3	If MPH deems this amount insufficient , it reserves the right to request the service-provider to increase the cover at his expense to the value determined by MPH.	
5.8.4	This bid will be accepted on condition that MPH may terminate the agreement in its sole discretion and without prejudice to any other rights it may have, if the service-provider fails to submit proof of the insurance cover required above. The service-provider shall be liable for any damage which MPH may sustain due to the termination of the contract and the appointment of another service-provider.	
5.8.5	If the service-provider fails to pay the premiums required to maintain the insurance cover, an equivalent amount will be deducted from its monthly service account to ensure that cover is maintained.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00 20 MAY 2024	
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Para	Section 5 - Special Conditions	Details of offer
5.9	SECURITY	
5.9.1	The service-provider must supply a list with the names of all his staff at MPH to MPH's Contract Manager for security purposes. Any personnel changes must be reported in writing to the Contract Manager, who will inform MPH's security section in turn. Unidentified staff and staff whose names do not appear in the security section's records will not be allowed access to MPH	
5.9.2	The service-provider shall ensure that his staff complies with the security regulations applicable to MPH. The service-provider's staff shall wear official name/identification badges at all times. Staff may be subjected to random searches .	
5.9.3	MPH reserves the right to notify the service-provider in writing about any food service staff-member it views as a threat to the security , health or safety of MPH's patients and/or staff, without prejudice to the service-provider's right to screen personnel prior to employment. The service-provider may not continue to use this/these staff-member(s) in the execution of the contract and must terminate employment of such staff-member(s) at MPH, within one month of receipt of MPH's written notification .	
5.9.4	No information concerning WCGH, MPH or any of its activities may be disclosed to the public or the media by the service-provider's staff.	
5.10	FIRE AND SAFETY PRECAUTIONS	
5.10.1	The service-provider shall ensure compliance with the provisions of the Occupational Health and Safety Act, No. 95 of 1993 , and regulations.	
5.10.2	The service-provider shall report any hazardous situation in writing to MPH. Similarly, MPH will report any hazardous situation that requires the service-provider's attention, to the service-provider in writing through the Health and Safety Committee structures . MPH management will review the situation and determine a course of action.	
5.10.3	The service-provider shall ensure that all staff under his control are trained in Health and Safety procedures , including fire training, that they know the fire drill procedures of MPH and are aware of the locations of fire extinguishers on the premises. The service-provider must be familiar with MPH Major Incident Plan , which will be provided to the service-provider for scrutiny.	
5.10.4	Fire extinguishing equipment in the service-provider's designated operational areas must be recorded on his inventory schedule, however, MPH will maintain this equipment and ensure that it is in good working order.	
5.10.5	The service-provider must ensure that all electrical appliances used in the execution of the contract, and for which he is responsible, are in good working order , will not trip the earth leakage system of MPH or pose a fire hazard to any person, property or premises.	
5.10.6	Any power disruptions caused by the service-provider's faulty equipment can have severe and adverse effects on the operation of MPH in general and patients on life-support systems in particular. The service-provider will be liable for any claims and damages incurred in this way.	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
20 MAY 2024

1) 2)
SIGNED SIGNED

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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

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Para	Section 5 - Special Conditions	Details of offer
5.11	INDUSTRIAL ACTION, UNREST AND FORCE MAJEURE	
5.11.1	The service-provider shall be liable for the provision of the catering service irrespective of the effect of industrial action and/or unrest on management staff and other food service staff it employs.	
5.11.2	During industrial action and/or unrest the service-provider's staff will be present on MPH premises at their own risk . MPH shall not be liable for any damage to property or equipment of the service-provider or his staff, or injury to or death of the service-provider's staff. The service-provider shall indemnify MPH against such damages or claims and legal costs including attorney and client costs.	
5.11.3	Should the service-provider's staff embark on a strike/industrial action they will not be allowed onto MPH premises.	
5.11.4	If the premises used by the service-provider to provide the catering service should become either partially or completely inaccessible due to force majeure (Act of God, e.g. floods, wind-storms) or fire damage , MPH and the service-provider shall agree mutually on methods to continue the service as best as possible.	
5.12	DISTURBANCES	
5.12.1	The service-provider shall not facilitate access to, or allow any activity, person or vehicle on the premises of MPH that could pose a disturbance, inconvenience, public nuisance or danger to patients, staff or property. Noise levels must be limited as far as practically possible.	
5.13	RESTRICTIONS	
5.13.1	MPH reserves the right, within reason, to implement such regulatory measures as it may deem necessary to maintain hygiene standards, safety and order on the premises. If the service-provider fails to comply with these measures despite written notification by MPH, its non-compliance may be considered breach of contract .	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
 GOODS & SERVICES SOURCING

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Para	Section 5 - Special Conditions	Details of offer
5.14	TRANSPORT	
5.14.1	The service-provider shall provide all suitable and approved transport services necessary for the proper execution of its management and food service functions, and shall be fully liable for conveying supplies and staff to MPH.	
5.14.2	The vehicle transporting food products for delivery shall be a closed, insulated, refrigerated delivery truck with an inner temperature not exceeding 7°C . It must be clean, sanitized and should not be used for any other purpose , nor should fresh and perishable foodstuffs be transported with other goods that may contaminate them . The vehicle may be subjected to random inspection at MPH's discretion.	
5.14.3	The service-provider shall provide its own trolley(s) with which to transport food products into MPH's Food Service storage area, and to convey food carriers with prepared meals into delivery vehicles for transport to satellite facilities and wards (Heideveld Emergency Centre, Freesia and Magnolia) . Under NO circumstances may the supplier use MPH's trolleys.	
5.14.4	Once prepared, meals for delivery to satellite facilities and wards must be placed in containers inside food carriers and transported to those sites in a dedicated, suitable delivery vehicle as quickly as possible. The vehicle must - <ul style="list-style-type: none"> - have a fully insulated interior (in the case of a bakkie, the canopy must be fully insulated) - be clean, rust-free and dust-proof - not be used to transport any person or patient, or any other goods that may contaminate or spoil the food e.g. chemicals or cause spillages e.g. blood or milk. 	
5.14.5	When meals are transported from MPH's Main Kitchen to satellite facilities and wards the service-provider must comply with the following conditions :	
5.14.5.1	The temperature of refrigerated foods must be maintained at 4°C or below , and cooked food that is transported hot , at 65 °C or above	
5.14.5.2	Food must be stored in containers suitable for transportation that must be: <ul style="list-style-type: none"> - rigid and sectioned so that foods do not mix, - tightly closed to retain the proper food temperature, - non-porous to avoid leakage, - easy-to-clean, and - approved to hold food only 	

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Para	Section 5 - Special Conditions	Details of offer
5.15	WASTE DISPOSAL	
5.15.1	The service provider shall place all general refuse generated by its food service in sturdy refuse bags at least 50 microns thick , seal these bags and place them in MPH's waste containers in the goods yard . MPH will dispose of such refuse at its own discretion and at no cost to the service provider.	
5.15.2	The service provider shall be responsible for the disposal of pigswill , which shall be kept separate from general refuse, and for the supervision and cleaning of the fat trap .	
5.16	PROMOTIONAL AND ADVERTISING MATERIAL	
5.16.1	The service-provider may not display any promotional sign, poster, name-plate, article or object with its name or logo within MPH or on MPH premises without the written approval of MPH's Head or his representative. MPH reserves the right to remove any such undesirable item at the service-provider's cost.	
5.17	TRANSFER AND CESSION	
5.17.1	The service-provider must be the sole provider of the catering service. The use of sub-contractors will not be allowed without the prior written permission of WCGH. If sub-contracting is unavoidable, the relevant paragraphs of preference claim form WBCD6.1(b) will apply.	
5.17.2	The service-provider will not cede, transfer, sell or alienate the contract or a part of it in any way to any other person or company without obtaining prior written permission from the WCGH, and on condition that the cessionary complies with all requirements of this contract.	
5.18	BREACH AND TERMINATION	
5.18.1	Should either party commit a breach of this contract's provisions and fail to remedy that breach within 14 days after receipt of a written notice, the non-defaulting party, without prejudice to any other right it may have as a result of the breach, shall be entitled to cancel the contract with the other party upon written notice to the address in the contract. The parties agree that the provision of paragraph 23 of the GCC will apply in that event, if it is not conflict with the contract.	
5.18.2	The service-provider's right to use or occupy any part of the premises or use any equipment of MPH, shall cease on termination of the contract.	
5.18.3	The service-provider shall vacate the premises on termination of the contract and return all the items in the Inventory Schedule to MPH in the same condition in which they were received, fair wear and tear excepted.	
5.18.4	MPH shall be entitled to determine the value of any missing items in collaboration with the contractor, and to deduct the amount of the value or reduced value of such items from any amount due to the contractor.	
5.18.5	If MPH should be closed permanently for any reason, MPH shall give the service-provider 3 months prior written notice of the intended closing, and shall reserve the right to terminate this agreement with the service-provider at the time of closing.	

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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Para	Section 5 - Special Conditions	Details of offer
5.18	BREACH AND TERMINATION (continued)	
5.18.6.1	<p>The service-provider agrees that the termination of its contract (either when the 3-year term or any extensions have expired) and the commencement of a new service does not constitute a transfer or cession of the service:</p> <ul style="list-style-type: none"> - either in the legal sense, or - as contemplated in paragraph 16.16 of the latest version of the Accounting Officer’s System for Procurement, Supply Chain and Asset Management issued by the Accounting Officer in terms of section 44(1) and 44(2) of the PFMA, 1999. 	
5.18.6.2	<p>As such, Article 197 of the Labour Relations Act (Act 66 of 1995) and subsequent amendments of the Act cannot be invoked to compel the incoming service-provider to transfer and permanently appoint any or all of the outgoing service-provider’s staff on its establishment.</p>	
5.18.6.3	<p>If members of the outgoing service-provider’s staff wish to remain on site due to logistical considerations (e.g. living in the area), the incoming service-provider may offer employment contracts to such staff, subject to conditions that are similar or better than those of the outgoing contractor, without interference or obstruction from the outgoing contractor.</p>	
5.18.7	<p>The service-provider agrees that the premises may be viewed by prospective bidders accompanied by MPH’s Contract Manager at any reasonable time during the last 3 months of the duration of the contract.</p>	
5.19	DISPUTE RESOLUTION	
5.19.1	Mediation	
5.19.1.1	<p>Any dispute arising from or relating to this contract may be referred to a mediator without legal representation by the parties.</p>	
5.19.1.2	<p>The dispute shall be heard by a mediator selected by agreement between the parties, at a place and time he/she has determined in consultation with the parties.</p>	
5.19.1.3	<p>If the parties cannot agree on a particular mediator within 5 calendar days after agreeing to refer the matter for mediation, the serving President of the Law Society of the Cape of Good Hope shall nominate a mediator within 10 calendar days after the parties’ failure to agree.</p>	
5.19.1.4	<p>The mediator at his/her sole discretion shall determine whether the referral shall be made by written or verbal representations, on condition that he/she shall consult with the parties about this determination and be guided by their mutual and reasonable desire of how the representations should be made.</p>	
5.19.1.5	<p>The parties shall have 14 calendar days to finalise their representations. Within 14 calendar days of receiving the representations, the mediator shall provide a written opinion on the matter and furnish each party with a copy, by hand or by registered post.</p>	
5.19.1.6	<p>The mediator’s opinion shall be final and binding on the parties unless a party is unwilling to accept it. Should this happen, the unwilling party may institute legal proceedings in a court with appropriate jurisdiction, unless the parties agree to refer the dispute to arbitration. The mediator’s opinion shall not prejudice the rights of either party in any way if either legal proceedings or arbitration should ensue.</p>	

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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

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Para	Section 5 - Special Conditions	Details of offer
5.19.1	Mediation (continued)	
5.19.1.7	The mediator shall determine the cost and liability for the cost of mediation, which shall be due and payable to the mediator on presentation of his/her written account.	
5.19.2	Arbitration	
5.19.2.1	Any dispute arising from or relating to this contract may be referred to arbitration.	
5.19.2.2	According to the provisions of the Arbitration Act, No. 42 of 1965, arbitration shall be held in Cape Town with the intention that it be concluded within 14 calendar days where possible.	
5.19.2.3	Unless otherwise stated here, if the disputed matter is - <ul style="list-style-type: none"> - primarily a legal matter, the arbitrator shall be a practising senior advocate of the Cape Bar; - any other matter, the arbitrator shall be an independent, suitably qualified person mutually agreed upon by the disputing parties 	
5.19.2.4	If parties cannot agree whether the question in dispute falls under (a) or 3(b) above and/or on a particular arbitrator within 7 calendar days after agreeing to refer the dispute to arbitration, the serving Chairperson of the Cape Bar Council shall: <ul style="list-style-type: none"> - determine whether the question in dispute falls under 3(a) or 3(b); and/or - appoint an arbitrator from two arbitrators nominated by each party within 7 calendar days after the parties' failure to agree. 	
5.19.2.5	The arbitrator shall provide his/her decision within 14 calendar days after the completion of arbitration. He/she may determine that the arbitration costs be paid either by one or both parties and at a rate he/she considers appropriate.	
5.19.2.6	The arbitrator's decision shall be final and binding and may be made an <u>order of the Western Cape High Court</u> , Cape Town on application by either party.	
5.20	GENERAL	
5.20.1	Receipt of the invitation to bid does not confer any right on any party in respect of the services or in respect of, or against, the Department of Health. The Department reserves the right, in its sole discretion: <ul style="list-style-type: none"> - to withdraw any services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party; accordingly, parties have no rights, expressed or implied, with respect to any of the services as a result of their participation in the bid process, - to amend the bid process, closing date or any other date at its sole discretion, - to cancel the bid or any part of the bid before the bid has been awarded, - not to accept the lowest or any other bid and to accept the bid which it deems shall be in the best interest of the Department, - not to award the bid to the highest points or lowest price, - to reject all responses submitted and to embark on a new bid process. 	

PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
1.	Est meals 36 mnths	MENU A: Normal/full diet for adult patients. See Provincial summer menu for full/normal diet, Table 9.2 , on page 26 for guidelines. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
1.1	296 000	BREAKFAST Fruit/fruit juice Cooked porridge cereal with milk and sugar Brown bread with margarine and spread, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
1.2	296 000	MID-MORNING SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
1.3	296 000	LUNCH Protein Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
1.4	296 000	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
1.5	296 000	SUPPER Protein Starch Vegetables/salad Brown bread with margarine and spread, 2 slices SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
1.6	296 000	LATE NIGHT SNACK Brown bread sandwich with protein filling Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
1.7	296 000	OTHER ALLOWANCES Salt and pepper	R.....	R.....	R.....
1.8		Food cost per patient per day for items 1.1 to 1.7, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1. This bid will be recommended based on the total cost of service under item 19.5.	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

 BID OPENED @ 11:00
20 MAY 2024
 1) 2)
 SIGNED SIGNED

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- A. Does the offer comply with the specification? Please circle your option. **YES/NO**
- B. If not to specification, please indicate deviations (please list these separately against each applicable item if the space provided here is insufficient.)
.....
.....
- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
- D. **Please note that the total bid cost must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).**
- E. **A bidder's conditions will not supersede those in the bid document.**

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
2.	Est meals 36 mnths	MENU B: High protein/ high energy diet for adult patients . 1½ times a full diet for persons who are malnourished , have suffered burns or major trauma or are recovering from major surgery . See Therapeutic Meal Guidelines, Table 10.1 on page 27 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
2.1	600	BREAKFAST Fresh fruit Cooked porridge/cereal with milk and sugar Protein, 30 g Brown bread with margarine, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
2.2	600	MID-MORNING SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
2.3	600	LUNCH Protein double serving Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only Fruit SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
2.4	600	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
2.5	600	SUPPER Protein double serving Starch Vegetables/salad Brown bread with margarine and spread, 2 slices SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
2.6	600	LATE-NIGHT SNACK Brown bread sandwich with protein filling (cheese, egg, pilchards) Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
2.7	600	OTHER ALLOWANCES Salt and pepper sachets	R.....	R.....	R.....
2.8		Total food cost per patient per day for items 2.1 to 2.7, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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- C. Period required for delivery. **Please note that delivery cost to the prescribed destination must be included in the total bid cost.**
- D. **Please note that the total bid cost must include VAT and all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies).**
- E. **A bidder's conditions will not supersede those in the bid document.**

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

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
3.	Est meals 36 mnths	MENU C: Diet for psychiatric patients . 1½ times a full diet , similar to high protein diet . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
3.1	78 500	BREAKFAST Fresh fruit/fruit juice Porridge (Mon-Sat)/cereal (Sun) with milk and sugar Protein, 30 g Brown bread with margarine and spread (jam or peanut butter) 4 slices – 2 with margarine; 2 with spread Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
3.2	78 500	MID-MORNING SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
3.3	78 500	LUNCH Protein, double serving Starch 2 vegetables/1 vegetable, 1 salad Dessert, Sundays only Cup of warm cow's milk/apple juice SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
3.4	78 500	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
3.5	78 500	SUPPER Protein, double serving Starch Vegetables/salad Brown bread with margarine and spread (jam or peanut butter), 2 slices SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
3.6	78 500	LATE NIGHT SNACK Brown bread with protein filling (cheese, egg, pilchards etc), 4 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
3.7	78 500	OTHER ALLOWANCES Salt and pepper sachets	R.....	R.....	R.....
3.8		Food cost per patient per day for items 3.1 to 3.7, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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GOODS & SERVICES SOURCING**

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
4.	Est meals 36 mnths	MENU D: High-fibre diet. Adaptation of normal adult diet with increased fibre content for persons with severe constipation , uncomplicated diverticulitis and irritable bowel syndrome (IBS/spastic colon). See Therapeutic Meal Guidelines, Table 10.2 on page 27. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
4.1	60	BREAKFAST Fresh fruit/ fruit juice Stewed fruit/fruit shake, optional (on request only; can be excluded from total cost) Cooked porridge (Mon-Sat)/cereal (Sun) with milk and sugar Whole wheat/seed bread with margarine and spread (jam, peanut butter etc), 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
4.2	60	MID-MORNING SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
4.3	60	LUNCH Protein Starch 2 vegetables/1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
4.4	60	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
4.5	60	SUPPER Protein main dish Starch Vegetables/salad SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
4.6	60	LATE NIGHT SNACK Whole wheat/seed bread with protein filling (cheese, egg, pilchards etc), 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
4.7	60	OTHER ALLOWANCES Salt and pepper sachets	R.....	R.....	R.....
4.8		Food cost per patient per day for items 4.1 to 4.7, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1. This bid will be recommended based on the total cost of service under item 19.5.	R.....	R.....	R.....

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

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
5.	Est meals 36 mnths	MENU E: 7 600 Kiloujoule diet for adult diabetics. See Therapeutic Meal Guidelines, Table 10.3 on page 28 and Glycaemic Index on page 29. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
5.1	63 000	BREAKFAST Fresh fruit Cooked porridge Brown bread with margarine, 1 slice Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
5.2	63 000	MID-MORNING SNACK Brown bread with margarine and cheese/diabetic jam, 1 slice Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.3	63 000	LUNCH Protein Starch 2 Vegetables/1 vegetable, 1 salad SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
5.4	63 000	MID-AFTERNOON SNACK Pro Vita with margarine and cheese/diabetic jam, 3 biscuits Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.5	63 000	SUPPER Protein Starch Vegetables Fruit SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
5.6	63 000	LATE NIGHT SNACK Brown bread with margarine and cheese, 1 slice Tea/coffee with skim milk SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
5.7		Food cost per patient per day for items 5.1 to 5.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1. This bid will be recommended based on the total cost of service under item 19.5.	R.....	R.....	R.....

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GOODS & SERVICES SOURCING**

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
6.	Est meals 36 mnths	MENU F: Low residue diet. A diet prescribed by a dietician/medical practitioner only of non-irritating diet of food that digests completely and does not stimulate bowel secretions/produces low faecal output . See Therapeutic Meal Guidelines, Table 10.4 on page 30 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
6.1	60	BREAKFAST Cooked porridge with 50 ml milk only and sugar, White bread with margarine and smooth spread/jam, 2 slices Rooibos tea with 30 ml milk SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
6.2	60	MID-MORNING SNACK Rooibos tea with 30 ml milk	R.....	R.....	R.....
6.3	60	LUNCH Protein Starch 2 vegetables/ 1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
6.4	60	MID-AFTERNOON SNACK Rooibos tea with 30 ml milk	R.....	R.....	R.....
6.5	60	SUPPER Protein Starch Vegetables SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
6.6	60	LATE-NIGHT SNACK White bread with protein filling (cottage cheese, egg, etc), 2 slices Rooibos tea with 30 ml milk SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
6.7		Food cost per patient per day for items 6.1 to 6.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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GOODS & SERVICES SOURCING**

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
7.	Est meals 36 mnths	MENU G: Diabetic low residue diet. A diet prescribed by a dietician/medical practitioner only of non-irritating diabetic diet of food that digests completely and does not stimulate bowel secretions/produces low faecal output . See Therapeutic Meal Guidelines, Table 10.5 on page 31 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
7.1	60	BREAKFAST Cooked porridge with 50 ml milk only and sugar, Low GI white bread with margarine and smooth spread/diabetic jam, 2 slices Rooibos tea with 30 ml milk and sweetener SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
7.2	60	MID-MORNING SNACK Rooibos tea with 30 ml milk and sweetener	R.....	R.....	R.....
7.3	60	LUNCH Protein Starch 2 vegetables/ 1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
7.4	60	MID-AFTERNOON SNACK Rooibos tea with 30 ml milk and sweetener	R.....	R.....	R.....
7.5	60	SUPPER Protein Starch Vegetables SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
7.6	60	LATE-NIGHT SNACK Low GI white bread with margarine and protein filling (cottage cheese, egg, etc), 2 slices Rooibos tea with 30 ml milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
7.7		Food cost per patient per day for items 7.1 to 7.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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GOODS & SERVICES SOURCING**

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0032/2024**

CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024**

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

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
8.	Est meals 36 mnths	MENU H: Full/mixed liquid diet A variation or choice of 4 liquids of 200 ml at mealtimes, excluding yoghurt, at 80 ml and ice cream at 80-100 ml . See Therapeutic Meal Guidelines, Table 10.6 on page 32 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
8.1	800	BREAKFAST Fruit juice, 200 ml Yoghurt, 80 ml Porridge, 200 ml , liquidised and strained, with milk and sugar Full cream milk, 200 ml , optional (<u>on request only</u> ; can be excluded from total cost) SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
8.2	800	MID-MORNING SNACK Fruit puree, 80 ml Tea/coffee SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
8.3	800	LUNCH Soup, strained, 200 ml Jelly and custard, 200 ml Fruit juice, Ceres or equivalent, 200 ml SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
8.4	800	MID-AFTERNOON SNACK Yoghurt drink/fruit yoghurt, 80 ml Fruit juice, 200 ml Tea/coffee SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
8.8	800	SUPPER Homemade soup, strained, 200 ml Fruit smoothie/milk shake, 200 ml Jelly and custard, 200 ml Tea/coffee with full-cream milk, 200 ml SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
8.6	800	LATE-NIGHT SNACK Ice cream, 125 ml/ frozen yoghurt, 125 ml	R.....	R.....	R.....
8.7		Food cost per patient per day for items 8.1 to 8.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER:

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
9.	Est meals 36 mnths	MENU I: Diabetic full liquid diet. A variation or choice of 4 liquids of 200 ml at mealtimes, excluding yoghurt, at 80 ml and ice cream at 80-100 ml for persons with diabetes . See Therapeutic Meal Guidelines, Table 10.7 on page 32 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
9.1	800	BREAKFAST Fruit juice, 200 ml Yoghurt, plain or sweetened with sweetener, 80 ml Porridge, 200 ml, liquidised and strained, with milk and sweetener Low fat milk, 200 ml, optional (<u>on request only</u> ; can be excluded from total cost) SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
9.2	800	MID-MORNING SNACK Fruit puree, unsweetened Tea/coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
9.3	800	LUNCH Homemade soup, strained, 200 ml Diabetic jelly and diabetic custard, 200 ml Diabetic fruit squash, 200 ml SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
9.4	800	MID-AFTERNOON SNACK Yoghurt drink/fruit yoghurt, plain or unsweetened, 80 ml Fruit juice, 200 ml Tea/Coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
9.5	800	SUPPER Homemade soup, strained, 200 ml Fruit smoothie/milkshake, unsweetened, 200 ml Diabetic jelly and diabetic custard, 200 ml Tea/Coffee with low fat milk and sweetener SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
9.9	800	LATE-NIGHT SNACK Diabetic ice cream/frozen yoghurt, 125 ml SUB-TOTAL	R..... R.....	R..... R.....	R..... R.....
9.7		Food cost per patient per day for items 9.1 to 9.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
10.	Est meals 36 mnths	MENU J: Clear liquid diet A variation or choice of 4 clear liquids of 200 ml at body temperature at mealtimes, of which 1 may be jelly . See Therapeutic Meal Guidelines, Table 10.8 on page 33 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
10.1	120	BREAKFAST Clear apple juice, 200ml Clear grape juice, 200ml Marmite/Bovril drink or Oxo broth Black tea/coffee with sugar SUB-TOTAL	R.....	R.....	R.....
10.2	120	MID-MORNING SNACK Clear fruit juice, e.g., apple or grape juice, 200 ml OR Cordial drink, e.g. Oros, 200 ml Black tea/coffee with sugar SUB-TOTAL	R.....	R.....	R.....
10.3	120	LUNCH Clear fruit juices, 2 x 200 ml each Marmite/Bovril drink or Oxo broth Jelly Black tea/coffee with sugar SUB-TOTAL	R.....	R.....	R.....
10.4	120	MID-AFTERNOON SNACK Black tea/coffee with sugar	R.....	R.....	R.....
10.5	120	SUPPER Clear soup,e.g. beef or chicken Clear fruit juice, 200 ml Jelly SUB-TOTAL	R.....	R.....	R.....
10.6	120	LATE-NIGHT SNACK Black tea/coffee with sugar	R.....	R.....	R.....
10.7		Food cost per patient per day for items 10.1 to 10.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER:

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11.	Est meals 36 mnths	MENU K: Soft/light diet for adult patients . Normal food with a soft, easy-to-chew consistency for persons who have difficulty eating and/or swallowing or are unable to chew hard food . See Therapeutic Meal Guidelines, Table 10.9 on page 33 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
11.1	14 500	BREAKFAST Fresh, soft fruit Cooked porridge (Mon-Sat)/cereal (Sun) with milk and sugar Brown bread with margarine and jam, 2 slices Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
11.2	14 500	MID-MORNING SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
11.11	14 500	LUNCH Protein Starch 2 Vegetables/1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
11.4	14 500	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
11.5	14 500	SUPPER Protein Starch Vegetable/salad SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
11.6	14 500	LATE-NIGHT SNACK Brown bread sandwich with protein filling (cheese, egg, pilchards) Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
11.7		Food cost per patient per day for items 11.1 to 11.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
20 MAY 2024

1) 2)
SIGNED SIGNED

PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
12.	Est meals 36 mnths	MENU L: Renal/ protein-restricted diet, 60 grams Foods with restricted protein content prescribed by a dietician/medical practitioner for patients with renal disease . See Therapeutic Meal Guidelines, Table 10.10 on page 34 . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
12.1	60	BREAKFAST Fesh fruit/fruit juice Cooked porridge/cereal with 25 ml milk only and sugar Brown bread with margarine and spread/jam, 2 slices Protein-rich spreads must be avoided Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
12.2	60	MID-MORNING SNACK Tea/coffee with 20 ml milk only and sugar	R.....	R.....	R.....
12.3	60	LUNCH Protein, 60/90 g Starch 2 vegetables/ 1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
12.4	60	MID-AFTERNOON SNACK Tea/coffee with 20 ml milk only and sugar	R.....	R.....	R.....
12.5	60	SUPPER Protein main dish, 30/60 g Starch Vegetables SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
12.6	60	LATE-NIGHT SNACK Brown bread with margarine and spread/jam, 2 slices Protein-rich spreads must be avoided Tea/coffee with 20 ml milk only and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
12.7		Food cost per patient per day for items 12.1 to 12.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
13.	Est meals 36 mnths	MENU M: Cardio/low salt diet Diet for persons who require a restricted salt and fat intake. See Therapeutic Meal Guidelines, Table 10.11 on page 34 . <i>IMPORTANT: Please provide an expanded menu with pricing if making an offer for this diet. See note under 'Therapeutic Meal Guidelines, low salt diet'.</i> In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
13.1	60	BREAKFAST Fresh fruit/fruit juice Porridge with low fat milk and sugar Brown bread with margarine and jam Tea/coffee with low fat milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
13.2	60	MID-MORNING SNACK Tea/coffee with low fat milk and sugar	R.....	R.....	R.....
13.3	60	LUNCH Protein Starch 2 vegetables/1 vegetable, 1 salad Dessert, Sundays only SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
13.4	60	MID-AFTERNOON SNACK Tea/coffee with low fat milk and sugar	R.....	R.....	R.....
13.5	60	SUPPER Protein Starch Vegetables/salad Brown bread with margarine and spread SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
13.6	60	LATE NIGHT SNACK Sandwich with protein filling (cheese/egg/pilchards, etc); excluding processed meat Tea/coffee with low fat milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
13.7		Food cost per patient per day for items 13.1 to 13.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0032/2024**

CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024**

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

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
14.	Est meals 36 mnths	MENU N: Pureed diet for babies 6-12 months Single foods , including a choice of 2 types of fruit , minced, mashed or liquidized to a very soft consistency, strained porridge and rice/maize-based infant cereal in servings of 2-4 tablespoons each. Purity Apple must always be available for gastro patients . In accordance with the following meal plan	Cost per patient per day		
			1st year	2nd year	3rd year
14.1	5 000	BREAKFAST Soft pureed fruit, not Purity Strained porridge/ rice/maze-based infant cereal without milk SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
14.2	5 000	LUNCH Protein Starch Vegetables SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
14.3	5 000	SUPPER Protein main dish Starch SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
14.4		Food cost per patient per day for items 14.1 to 14.3, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER:

BID NUMBER **WCGHSC0032/2024**

CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024**

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

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
15.	Est meals 36 mnths	MENU O: Diet for toddlers 1-2 years ½ adult portions of specified foods, served with Rooibos tea/fruit juice instead of tea and coffee, an average milk portion of 500 ml daily and a hot beverage available in the early mornings and evenings . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
15.1	5 500	BREAKFAST Fresh fruit, ½ portion Porridge with full cream milk and sugar Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
15.2	5 500	MID-MORNING SNACK Brown bread with margarine, peanut butter and jam, ½ slice Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
15.3	5 500	LUNCH Protein Starch Vegetables Dessert with custard/yoghurt, Sundays only Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....	R..... R..... R..... R..... R..... R.....
15.4	5 500	MID-AFTERNOON SNACK Fresh fruit, ½ portion Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
15.5	5 500	SUPPER Protein Starch Vegetables SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
15.6	5 500	LATE NIGHT SNACK Brown bread with margarine and smooth jam, ½ slice Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
15.7		Food cost per patient per day for items 15.1 to 15.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
16.	Est meals 36 mnths	MENU P: Paediatric diet for children 3-6 years ¾ adult portions of specified foods, served with Rooibos tea/fruit juice instead of tea and coffee, an average milk portion of 500 ml daily and a hot beverage available in the early mornings and evenings . In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
16.1	3 000	BREAKFAST Fruit Porridge with full cream milk and sugar Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
16.2	3 000	MID-MORNING SNACK Brown bread with margarine, peanut butter and jam, 1 slice Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
16.3	3 000	LUNCH Protein Starch Vegetables Dessert with custard/yoghurt, Sundays only Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....	R..... R..... R..... R..... R.....
16.4	3 000	MID-AFTERNOON SNACK Fresh fruit Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
16.5	3 000	SUPPER Protein Starch Vegetables SUB-TOTAL	R..... R..... R..... R.....	R..... R..... R..... R.....	R..... R..... R..... R.....
16.6	3 000	LATE NIGHT SNACK Brown bread with margarine, peanut butter and jam, 1 slice Rooibos tea with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
16.7		Food cost per patient per day for items 16.1 to 16.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

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

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PRICING SCHEDULE (SERVICES)

WCGHSC0032/2024 FOR THE PROVISION OF A COMPREHENSIVE CATERING SERVICE AT MITCHELL'S PLAIN HOSPITAL UNDER CONTROL OF WESTERN CAPE GOVERNMENT HEALTH FOR A 3-YEAR PERIOD

NAME OF BIDDER: BID NUMBER **WCGHSC0032/2024**
 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
17.	Est meals 36 mnths	MENU Q: Economical meal. Served to patients who are in the Trauma Unit for 1 day or more, renal dialysis patients, termination of pregnancy (TOP) patients, surgical day-cases , lodger mothers/carers sitting with sick children in the ward (limited to one person per child.) See Table 15.2 on page 39 for guidelines. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
17.1	18 000	BREAKFAST Large portion of cooked porridge, 350 ml, with milk and sugar Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
17.2	18 000	MID-MORNING SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
17.3	18 000	LUNCH Economical dish - beef, mince or chicken stew with vegetables included, served with Rice/samp/stywepap/pasta SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
17.4	18 000	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
17.5	18 000	SUPPER Large portion of thick vegetable soup, 350 ml Brown bread with margarine, 2 slices SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
17.6	18 000	LATE NIGHT SNACK Sandwich with protein filling (cheese, egg, pilchards, etc) Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
17.7		Food cost per patient per day for items 17.1 to 17.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1. This bid will be recommended based on the total cost of service under item 19.5.	R.....	R.....	R.....

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 CLOSING TIME : **11:00 ON MONDAY 20 MAY 2024** OFFERS SHALL BE VALID FOR **90 DAYS** FROM CLOSING DATE OF BID

ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT		
18.	Est meals 36 mnths	MENU R: Snack meal. Served to caregivers, trauma patients awaiting admission for up to 12 hours, discharge lounge patients and late admissions . See Table 15.3 on page39 for guidelines. In accordance with the following meal plan:	Cost per patient per day		
			1st year	2nd year	3rd year
18.1	94 000	BREAKFAST Large portion of cooked porridge, 350 ml, with milk and sugar Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
18.2	94 000	MID-MORNING SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
18.3	94 000	LUNCH Large portion of thick vegetable soup, 350 ml Brown bread with margarine, 2 slices SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
18.4	94 000	MID-AFTERNOON SNACK Tea/coffee with milk and sugar	R.....	R.....	R.....
18.5	94 000	SUPPER Large portion of thick vegetable soup, 350 ml Brown bread with margarine, 2 slices SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
18.6	94 000	LATE NIGHT SNACK Sandwich with spread (cheese, egg, pilchards, etc) Tea/coffee with milk and sugar SUB-TOTAL	R..... R..... R.....	R..... R..... R.....	R..... R..... R.....
18.7		Food cost per patient per day for items 18.1 to 18.6, excluding overheads, staff and miscellaneous costs, all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit and delivery, but including VAT. Note to bidders: Food cost for Menus A-R, items 1-18 for 3 years must be provided under item 19.1 . This bid will be recommended based on the total cost of service under item 19.5 .	R.....	R.....	R.....

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

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ITEM	QUANTITY	DESCRIPTION OF PRODUCT	BID PRICE IN RAND INCL VAT			
19.	36 months	TOTAL COST OF SERVICE: Breakdown of cost contributors. The sum of costs under item 19.1 to 19.4 must amount to the total cost of this service under item 19.5.	TOTAL COST OF SERVICE			
19.1		FOOD COST: Indicate the food cost per menu, excluding overheads, staff and miscellaneous costs , all other applicable taxes (PAYE, income tax, UIF contributions and skills development levies), profit, delivery, but including VAT , based on estimated patient numbers per menu for 3 years.	FOOD COST			
	Meal totals	Patient menu	Cost per day	1st year	2nd year	3rd year
19.1.1	296 000	Menu A: Normal/full adult diet	R.....	R.....	R.....	R.....
19.1.2	600	Menu B: High-protein/high energy diet	R.....	R.....	R.....	R.....
19.1.3	78 500	Menu C: Psychiatric diet	R.....	R.....	R.....	R.....
19.1.4	60	Menu D: High-fibre diet	R.....	R.....	R.....	R.....
19.1.5	63 000	Menu E: 7 600 kJ adult diabetic diet	R.....	R.....	R.....	R.....
19.1.6	60	Menu F: Low residue diet	R.....	R.....	R.....	R.....
19.1.7	60	Menu G: Diabetic low residue diet	R.....	R.....	R.....	R.....
19.1.8	800	Menu H: Full/mixed liquid diet	R.....	R.....	R.....	R.....
19.1.9	60	Menu I: Diabetic full/mixed liquid diet	R.....	R.....	R.....	R.....
19.1.10	120	Menu J: Clear liquid diet	R.....	R.....	R.....	R.....
19.1.11	14 500	Menu K: Soft/light diet	R.....	R.....	R.....	R.....
19.1.12	60	Menu L: Renal/protein-restricted diet	R.....	R.....	R.....	R.....
19.1.13	60	Menu M: Cardio/low-salt diet	R.....	R.....	R.....	R.....
19.1.14	5 000	Menu N: Pureed diet for babies	R.....	R.....	R.....	R.....
19.1.15	5 500	Menu O: Diet for toddlers	R.....	R.....	R.....	R.....
19.1.16	3 000	Menu P: Paediatric diet	R.....	R.....	R.....	R.....
19.1.17	18 000	Menu Q: Economical meal	R.....	R.....	R.....	R.....
19.1.18	94 000	Menu R: Snack meal	R.....	R.....	R.....	R.....
		SUB-TOTAL		R.....	R.....	R.....
19.2		SALARIES AND WAGES: Indicate the salaries and wages paid to staff-members in different occupational classes in the contractor's employ, including applicable taxes (PAYE, income tax, UIF contributions and skills development levies) and VAT , based on staff numbers provided per rank, including relief and rotation staff, for 3 years.	SALARIES AND WAGES			
	No of staff	Occupational class	Cost per day	1st year	2nd year	3rd year
19.2.1	1	Food Services Manager, trained, NFQ 6	R.....	R.....	R.....	R.....
19.2.2	2	Assistant Food Services Manager, trained	R.....	R.....	R.....	R.....
19.2.3	2	Cooks, trained in assistant chef course	R.....	R.....	R.....	R.....
19.2.4	4	Assistant cooks, trained in assistant chef course	R.....	R.....	R.....	R.....
19.2.5	49	Food Services Aids	R.....	R.....	R.....	R.....
19.2.6	1	Storekeeper	R.....	R.....	R.....	R.....
19.2.7	2	Drivers	R.....	R.....	R.....	R.....
		SUB-TOTAL		R.....	R.....	R.....
19.3		OVERHEADS AND OTHER COSTS: List the non-food related portion of the contract price, which comprises overheads (e.g. laboratory tests, staff vaccinations, cleaning materials, consumables, transport, delivery, etc.) for 3 years. Please list on separate page in this format if space here is insufficient.	WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 20 MAY 2024 1) 2) SIGNED SIGNED			
		Item description	Cost per day	1st year	2nd year	3rd year
19.3.1		R.....	R.....	R.....	R.....
19.3.2		R.....	R.....	R.....	R.....
19.3.3		R.....	R.....	R.....	R.....
19.3.4		R.....	R.....	R.....	R.....
19.3.5		R.....	R.....	R.....	R.....
		SUB-TOTAL		R.....	R.....	R.....
19.4		COMBINED COST OF SERVICE PER ANNUM (19.1 + 19.2 + 19.3)		A	B	C
				R.....	R.....	R.....
19.5		TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS (A + B + C)		R.....	R.....	R.....

WESTERN CAPE GOVERNMENT

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

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

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

3. Definitions

“Bid” means a bidder's response to an institution's invitation to participate in a procurement process, which may include a bid, price quotation or proposal;

“Bid rigging” (or “collusive bidding”) occurs when businesses that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

“Business interest” means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit; or
- (d) any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“Consortium” or “Joint Venture” means an association of persons combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

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

Any person who directly or indirectly-

- (a) accepts, agrees or offers to accept a gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives, agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person, to act personally or by influencing another person to act in a manner that

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- (i) amounts to the illegal, dishonest, unauthorized, incomplete or biased, or misuse or selling of information or material acquired while exercising, carrying out, or performing any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;
 - (ii) that amounts to the abuse of a position of authority; a breach of trust; or the violation of a legal duty or a set of rules;
 - (iii) is designed to achieve an unjustified result; or
 - (iv) amounts to any other unauthorised or improper inducement to do or not to do anything,
- is guilty of the offence of corruption

“CSD” means the Central Supplier Database maintained by National Treasury;

“Employee”, in relation to -

- (a) a department, means a person contemplated in Section 8 of the Public Service Act, 1994, but excludes a person appointed in terms of Section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

“Entity” means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

“Entity conducting business with the Institution” means an entity that contracts, applies or bids for the sale, lease or supply of goods or services to the Western Cape Government;

“Family member” means a person’s -

- (a) spouse; or
- (b) child, parent, brother or sister, whether such a relationship results from birth, marriage, adoption or some other legal arrangement (as the case may be);

“Intermediary” means a person through whom an interest is acquired, and includes a representative, agent or any other person who has been granted authority to act on behalf of another person;

“Institution” means a provincial department or provincial public entity listed in Schedule 3C of the Act;

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

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

“RWOPS”/“RWOEE” means Remunerative Work Outside the Public Service or Remunerative Work Outside the Employee’s Employment.

“Spouse” means a person’s -

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he/she cohabits and who is publicly acknowledged by the person as his/her life partner or permanent companion.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
20 MAY 2024	
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4. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state, unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
 - (a) Therefore, by 31 January 2017, all employees who were conducting business with an organ of state should either have -
 - (i) resigned as an employee of the government institution;
 - (ii) ceased conducting business with an organ of state; or
 - (iii) resigned as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
5. Any legal person or their family members may make an offer/offers in response to this invitation to bid. In view of possible conflict of interest, should the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the institution.
6. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
7. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a prohibition *pe se*, meaning that it cannot be justified on any grounds.
8. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to -
 - (a) disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and/or committed fraud, or any other improper conduct in relation to such system; or
 - (b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
9. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
10. In addition, and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious -
 - (a) will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 39 of the Competition Act No 89 of 1998; and/or
 - (b) may be reported to the National Prosecuting Authority (NPA) for criminal investigation; and/or
 - (c) may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004, or any other applicable legislation.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00 20 MAY 2024	
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SECTION A: DETAILS OF THE ENTITY

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

TABLE A

FULL NAME	DESIGNATION <small>Where a director is a shareholder, both should be confirmed</small>	IDENTITY NO	PERSONAL TAX REF NO	% INTEREST IN ENTITY

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SECTION B: DECLARATION OF THE BIDDER'S INTEREST

Irrespective of the procurement process, the supply chain management system of an institution must prohibit any award to an employee of the state who seeks to conduct business with the Western Cape Government, either individually or as a member of a close corporation, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA, as prescribed by Public Service Regulation 13(c).

Furthermore, an employee employed by an organ of state conducting remunerative work outside the public enterprise/the employee's employments should obtain the necessary approval first (RWOP/ROEE). Failure to submit proof of such authority may result in disciplinary action, where applicable.

B1.	Are any persons listed in Table A identified on the CSD as employees of an organ of state? (If yes, refer to Public Service Circular EIM1/2016 to exercise the listed action.)	NO	YES
B2.	Are any employees of the entity also employees of an organ of state? (If yes, complete Table B and attach their approved "RWOP"/"ROEE")	NO	YES
B3.	Are any family members of the persons listed in Table A employees of an organ of state? (If yes complete Table B)	NO	YES

TABLE B

Details of persons (family members) connected to, or employees of, an organ of state should be disclosed in Table B below.

FULL NAME OF EMPLOYEE	IDENTITY NO	DEPARTMENT/ EMPLOYMENT ENTITY	RELATIONSHIP TO BIDDER/DESIGNATION	INSTITUTION EMPLOYEE NO/PERSAL NO <small>Indicate if not known</small>

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

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

C1.	Did the entity conduct business with an organ of state in the last 12 months? <i>(If yes, complete Table C)</i>	NO	YES
------------	--	----	-----

TABLE C

Complete the table below to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPT/ PROVINCIAL ENTITY	TYPE OF SERVICE OR COMMODITY	CONTRACT/ ORDER NO	CONTRACT PERIOD	CONTRACT VALUE
C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?			NO	YES
C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004? <i>(To access this Register enter National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012 326 3443.)</i>			NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?		N/A	NO	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past 3 years in a court of law (including a court outside the Republic of South Africa)?			NO	YES
C7.	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?			NO	YES

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SECTION D: DEPOSITION OF AFFIDAVIT BY DULY AUTHORISED REPRESENTATIVE

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

I, _____ hereby swear/affirm;

- (i) that the information disclosed above is true and accurate;
- (ii) that I understand the content of the document;
- (iii) that the entity undertakes to arrive independently at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution.
- (iv) that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.

DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

I certify that I asked the deponent the following questions and wrote down his/her answers in his/her presence before administering the oath/affirmation:

1.1 Do you know and understand the contents of the declaration?

ANSWER: _____

1.2 Do you have any objection to taking the prescribed oath?

ANSWER: _____

1.3 Do you consider the prescribed oath to be binding on your conscience?

ANSWER: _____

1.4 Do you want to make an affirmation?

ANSWER: _____

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
20 MAY 2024	
1)	2)
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SIGNATURE

Commissioner of Oaths

FULL NAMES

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

Date: _____ Place _____

Business Address: _____

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE WESTERN CAPE GOVERNMENT'S INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

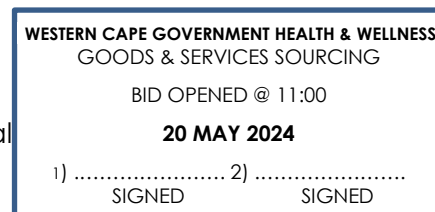
NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE TO THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOOD PRACTICE

1. DEFINITIONS

- 1.1 **“Acceptable bid”** means any bid which complies in all respects with the specifications and conditions of bid as set out in the bid document.
- 1.2 **“Affidavit”** is a type of verified statement or showing or contains a verification, made under oath on penalty of perjury, which serves as evidence of its veracity and is required for court proceedings.
- 1.3 **“All applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- 1.4 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- 1.5 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of the code of good practice for black economic empowerment, issued in terms of section 9(1) of The Broad-Based Black Economic Empowerment Act.
- 1.6 **“Bid”** means a written offer on the official bid documents in the form determined by an organ of state, in response to an invitation to provide services through price quotations, competitive bidding processes or any other method envisaged in legislation.
- 1.7 **“Bid for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation to originate income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party, which produces revenue for the organ of state, and includes but is not limited to leasing and disposal of assets and concessions contracts, but excludes direct sales and disposal of assets through public auctions.
- 1.8 **“Code of Good Practice”** means the generic codes or the sector codes as the case may be.
- 1.9 **“Consortium”** or **“joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- 1.10 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state.
- 1.11 **“EME”** is an Exempted Micro-Enterprise with an annual total revenue of R10 million or less.
- 1.12 **“Firm price”** means a price that is only subject to adjustments in accordance with an actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which is binding on the contractor in terms of the law or regulation, and demonstrably has an influence on the price of any supplies or the rendering costs of any service for the execution of the contract.
- 1.13 **“Large Enterprise”** is any enterprise with an annual total revenue above R50 million.

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GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
20 MAY 2024	
1)	2)
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- 1.14 **“Non-firm prices”** means all prices other than “firm” prices.
- 1.15 **“Person”** includes a juristic person.
- 1.16 **“Price”** means an amount of money tendered for goods and services and includes all applicable taxes less all unconditional discounts.
- 1.17 **“Proof of B-BBEE status level contributor”** means –
- the B-BBEE status level certificate issued by an authorized body or person;
 - a sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - any other requirements prescribed in terms of the Broad-based Black Economic Empowerment Act.
- 1.18 **“QSE”** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million.
- 1.19 **“Rand value”** means the total estimated value of a contract in South African currency calculated at the time of bid invitation, and includes all applicable taxes.
- 1.20 **“Sub-contract”** means that the primary contractor is assigning, leasing, making out work to or employing another person to support the primary contractor in the execution of part of a project in terms of the contract.
- 1.21 **“Tender”** is the act of bidding.
- 1.22 **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 1.23 **“the Regulations”** means the Preferential Procurement Regulations, 2022.
- 1.24 **“Total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013.
- 1.25 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 1.26 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed for such property to be administered for the benefit of another person.



2. GENERAL CONDITIONS

- 2.1 The following preference points systems are applicable to all bids:
- The **80/20 system** for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included); and
 - the **90/10 system** for requirements with a Rand value **above R50 000 000** (all applicable taxes included).
- 2.2 Preference points system for this bid:
- The value of this bid is estimated **to exceed/not exceed R50 000 000** (all applicable taxes included) and therefore the preference points system shall be applicable;
or
 - Either the **80/20 or 90/10** preference points system will be applicable to this bid.
(Delete whichever option is not applicable to this bid)
- 2.3 Preference points for this bid shall be awarded for:
- Price; and
 - B-BBEE status level of contribution.

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

	POINTS	
PRICE	80	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20	10
Total points for Price and B-BBEE must not exceed	100	100

2.5 Failure on the part of a bidder to complete and sign this form and submit along with the bid either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS), **or** an affidavit confirming annual total revenue and level of black ownership, **or** an affidavit issued by the Companies Intellectual Property Commission will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

2.6 The organ of state reserves the right to require of a bidder to substantiate any claim in regard to preferences in any manner required by the organ of state, either before a bid is adjudicated or at any time subsequently.

3. ADJUDICATION USING A POINT SYSTEM

3.1 Subject to Regulation 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract will be awarded to the bidder obtaining the **highest number of total points**.

3.2 A bidder must submit proof of its B-BBEE status level to claim points for B-BBEE.

3.3 A bidder failing to submit proof of B-BBEE status level, or who is a non-compliant contributor to B-BBEE will not be disqualified, but will only score:

- (a) points out of **80/90** for **price**; and
- (b) 0 points out of **20/10** for **B-BBEE**.

3.4 Points scored must be rounded off to the nearest 2 decimal places.

3.5 If two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.6 Per Regulation 2 (1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act, which justifies the award to another bidder provided that it has been stipulated upfront in the bid conditions.

3.7 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.



THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

4. FORMULAE FOR PROCUREMENT OF GOODS & SERVICES

4.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points are allocated for price on the following basis:

$$\text{Where } \begin{matrix} \mathbf{80/20} \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{matrix} \quad \mathbf{OR} \quad \begin{matrix} \mathbf{90/10} \\ P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{matrix}$$

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

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

5.1 POINTS AWARDED FOR PRICE

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

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\max} = Price of highest acceptable bid

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GOODS & SERVICES SOURCING
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20 MAY 2024
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6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the following table:

B-BBEE Status Level of Contributor	No of points (90/10 system)	No of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6.2 An **EME** must submit a valid originally certified affidavit confirming annual turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission.

6.3 A **QSE that is less than 51% (50% or less) black-owned** must be verified in terms of the QSE scorecard issued via Government Gazette and must submit a valid, original or legible certified copy of a B-BBEE Verification Certificate issued by SANAS.

6.4 A **QSE that is at least 51% black-owned (51% or higher)** must submit a valid, originally certified copy of an affidavit confirming turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission, as well as declare its empowering status.

6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

6.6 A **trust, consortium or joint venture** will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.

6.7 A **trust, consortium or joint venture (including unincorporated consortia and joint ventures)** must submit a consolidated B-BBEE status level verification certificate for every separate bid.

6.8 **Tertiary institutions and public entities** must submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

7. BID DECLARATION

7.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

8. B-BBEE STATUS LEVEL CLAIMED IN TERMS OF PARAGRAPH 6

8.1 B-BBEE Status Level: = **(maximum of 20 points in terms of 80/20)**

8.2 B-BBEE Status Level: = **(maximum of 10 points in terms of 90/10)**

(Points claimed in paragraphs 8.1 & 8.2 must correspond with the table in paragraph 6.1 and must be substantiated by a B-BBEE certificate issued by a verification agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the bid).

9. SUB-CONTRACTING

9.1 Will any portion of the contract be sub-contracted? *(delete which is not applicable)* **YES/NO**

9.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor? Level
- (iv) whether the sub-contractor is an EME or QSE? *(delete which is not applicable)* **YES/NO**

9.1.2 Sub-contracting relates to a **particular** contract so if sub-contracting is applicable, the bidder must state in its reponse to a particular RFQ that a portion of that contract will be sub-contracted.

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity:

10.2 VAT registration number:

10.3 Company Registration number:

- 10.4 Type of company/firm (Select applicable option)
- Partnership/Joint venture consortium
 - One-person business/sole propriety
 - Close corporation
 - Public company
 - Personal liability company
 - (Pty) Ltd
 - Non-profit company
 - State-owned company



10.5 I/we, the undersigned, who am/are are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 8 above, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:

- (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
 - (ii) provides false information or misrepresents information to a B-BBEE verification professional to secure a particular B-BBEE status or any benefit associated with compliance with the B-BBEE Act;
 - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
 - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or any official from another organ of state or public entity becomes aware of the attempted or actual commission of any offence referred to in paragraph 10.5 (b), this will be reported to an appropriate law enforcement agency for investigation,
- (d) Any person convicted of an offence by a court in the case of contravention of paragraph 10.5 (b) is liable to a fine or imprisonment for a period not exceeding 10 years, or to both a fine and such imprisonment, or if the convicted person is not a natural person, to a fine not exceeding 10% of its annual turnover.
- (e) The purchaser may investigate the matter if it becomes aware that a bidder may have obtained its B-BBEE status level fraudulently. If the investigation warrants the imposition of a restriction, this will be referred to the National Treasury for investigation, processing and restriction of the bidder on the National Treasury's List of Restricted Suppliers. After the *audi alteram partem* (hear the other side) rule has been applied, the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted fraudulently may be restricted from obtaining business from any organ of state for a period not exceeding 10 years.
- (f) in addition to any other remedy it may have, the organ of state may -
- (i) disqualify the bidder from the bid process;
 - (ii) recover costs, losses or damages it has incurred or suffered as a result of that bidder's conduct;
 - (iii) cancel the contract and claim from the contractor any damages it has suffered for having had to make less favourable arrangements due to such cancellation; and
 - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

SIGNATURE(S) OF THE BIDDER(S):

DATE:

ADDRESS:

WITNESSES:

1.

2.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING	
BID OPENED @ 11:00 20 MAY 2024	
1)	2)
SIGNED	SIGNED

SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

1. I, the undersigned

Full name and surname	
Identity number	

2. Hereby declare under oath as follows:

- (i) The contents of this statement are to the best of my knowledge a true reflection of the facts.
- (ii) I am a member/director/owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise name	
Trading name	
Registration number	
Enterprise address	

<p>WESTERN CAPE GOVERNMENT HEALTH & WELLNESS GOODS & SERVICES SOURCING BID OPENED @ 11:00 20 MAY 2024 1) 2) SIGNED SIGNED</p>
--

3. I hereby declare under oath that:

- The enterprise is _____ % Black owned;
- The enterprise is _____ % Black woman owned;
- Based on management accounts and other information available for the _____ financial year, the income did not exceed R50 000, 000.00 (fifty million Rands)
- The entity is an Empowering Supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) or (e) as amended (select one) _____ of **the dfi** Codes of Good Practice.
- Please confirm in the table below the B-BBEE contributor **by ticking the applicable box.**

100% Black owned	Level One (135% B-BBEE procurement recognition)
More than 51% Black owned	Level Two (125% B-BBEE procurement recognition)
(a) At least 25% of cost of sales (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; For the service industry, include labour costs capped at 15%.	(b) At least 50% of jobs created are for Black people, provided that the number of Black employees in the B-BBEE measurement verified immediately before is maintained.
(c) At least 25% transformation of raw material/beneficiation, which includes local manufacturing, production and/or assembly, and/or packaging.	(d) At least 12 days per annum of productivity deployed in assisting QSE and EME beneficiaries to increase their operational or financial capacity.
(e) At least 85% of labour costs should be paid to South African employees by service industry entities.	

4. I know and understand the content of this affidavit, I have no objection to taking the prescribed oath, I consider the oath binding on my conscience and not on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date of signature by the commissioner.

Deponent signature: _____

Date: _____

Commissioner of Oaths signature & stamp

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

The purpose of this document is to:

Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
To ensure that clients are familiar with the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and *vice versa* and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract will form part of all bid documents and may not be amended.

Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. **Definitions**
2. **Application**
3. **General**
4. **Standards**
5. **Use of contract documents and information; inspection**
6. **Patent rights**
7. **Performance security**
8. **Inspections, tests and analysis**
9. **Packing**
10. **Delivery and documents**
11. **Insurance**
12. **Transportation**
13. **Incidental services**
14. **Spare parts**
15. **Warranty**
16. **Payment**
17. **Prices**
18. **Contract amendments**
19. **Assignment**
20. **Subcontracts**
21. **Delays in the supplier's performance**
22. **Penalties**
23. **Termination for default**
24. **Dumping and countervailing duties**
25. **Force majeure**
26. **Termination for insolvency**
27. **Settlement of disputes**
28. **Limitation of liability**
29. **Governing language**
30. **Applicable law**
31. **Notices**
32. **Taxes and duties**
33. **National Industrial Participation Programme (NIPP)**
34. **Prohibition of restrictive practices**

General Conditions of Contract

1. Definitions

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

General Conditions of Contract

1. Definitions (continued)

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

2. Application

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

General Conditions of Contract

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

General Conditions of Contract

8. Inspections, tests and analyses

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

9. Packing

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

General Conditions of Contract

- 10. Delivery and documents**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation**
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services**
- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts**
- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested

General Conditions of Contract

15. Warranty

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

16. Payment

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

17. Prices

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

18. Contract amendments

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

General Conditions of Contract

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

General Conditions of Contract

23. Termination for default

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

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

General Conditions of Contract

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

General Conditions of Contract

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

General Conditions of Contract

33. National Industrial Participation (NIP) Programme

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

34 Prohibition of restrictive practices

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

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

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

EXAMPLE OF COMPULSORY SITE VISIT ATTENDANCE REGISTER

We, the undersigned, hereby declare that we attended the compulsory site visit inspection and information session for bid no **WCGHSC0032/2024**, the **provision of a comprehensive catering service at Mitchell's Plain Hospital** on **Friday, 3 May 2024**.

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

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

BIDDER'S PROFILE

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

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

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

QUALIFICATIONS AND EXPERIENCE

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

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

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

ORGANISATIONAL STRUCTURE

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

DETAILS OF BIDDER'S NEAREST OFFICE

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



UNDERTAKING

7. I, (name in print) _____
in my capacity as (designation) _____
and duly authorized, hereby undertake to open and/or maintain an office at the address above from which the catering service shall be conducted and managed during the term of the contract. Staff employed for the purpose of the contract shall be based at the address in the WCBD1 ("the Bid" form)/the address in paragraph 6 above. (*Please delete what is not applicable*).

Signed on behalf of the bidder

Date: _____

GUARANTEE (SURETYSHIP)

WHEREAS Western Cape Government Health and Wellness, hereafter called "WCGHW" has entered into an agreement with the service-provider, hereafter called "the Contractor", (name) _____ with its office at (address) _____ for the provision of **a comprehensive catering service at Mitchell's Plain Hospital** situated at the corner of **8 AZ Berman Drive, LENTEGEUR 7785** for three years, which agreement forms part in all respects of this guarantee, as if incorporated herein,

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

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

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

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

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

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

Signed at _____ on _____ 2022.

Signed on behalf of the Guarantor

As witnesses

1. _____

2. _____

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

ACCOUNTING SCHEDULES

The following three schedules are the basis of an accounting system that enables the service-provider to claim for services provided at MPH, and for MPH to pay the service-provider for those services.

ANNEXURE E1: DAILY PROVISIONS ISSUED STATEMENT

The daily statement must be completed by the service-provider to indicate the number of meals actually served to patients per mealtime per day. On completion, it must be certified as correct by MPH's authorized representative.

ANNEXURE E2: BROADSHEET

The broadsheet is a summary of the number of meals actually served per mealtime per month. The broadsheet, with supporting daily statements attached, must be checked and certified as correct by MPH's authorized representative and must be attached to the monthly invoice for payment.

ANNEXURE E3: MONTHLY INVOICE

The monthly invoice is a summary of the number of all meals actually served to patients and the individual and total cost of all meals served by the contractor, which constitutes the service-provider's monthly claim for services to MPH. Before payment can be made, MPH's authorized representative must verify that the amount claimed by the service-provider in the broadsheets supporting the invoice is correct and has been certified. When MPH's authorized representative is satisfied that the furnished invoice is correct, he/she must certify and hand over the invoice with its supporting documents, to MPH accountant for payment.

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

EXAMPLE OF DAILY PROVISIONS ISSUED STATEMENT

MITCHELL'S PLAIN HOSPITAL

MONTH: _____

WARD: _____

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

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00
20 MAY 2024

1) 2)
SIGNED SIGNED

_____ Signed on behalf of Contractor Name (print):	_____ Designation: _____ Date:	_____ Signed on behalf of Mitchell's Plain Hospital Name (print):	_____ Designation: _____ Date:
--	--	---	--

EXAMPLE OF A BROADSHEET

MITCHELL'S PLAIN HOSPITAL

MONTH: _____

WARD: _____

	7:00-8:00	10:00	12:00-13:00	15:00	17:00-18:00	20:00
Diet/meal each	Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late night snack
Normal/Full adult						
High-protein						
Psychiatric						
High-fibre						
7 600 kJ Diabetic						
Low residue						
Diabetic low residue						
Full liquid						
Diabetic full liquid						
Clear liquid						
Soft/light						
Renal						
Cardio/low salt						
Pureed for babies						
Toddlers						
Paediatrics						
Economical						
Snack						
Total no of meals & snacks/month						

THE QUANTITIES ABOVE ARE CERTIFIED AS CORRECT

Signed on behalf of the contractor

Signed on behalf of Mitchell's Plain Hospital

Name (print) :

Name (print) :

Designation :

Designation :

Date :

Date :

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

20 MAY 2024

1) 2)
SIGNED SIGNED

EXAMPLE OF A MONTHLY INVOICE

MITCHELL'S PLAIN HOSPITAL

MONTH: _____

WARD: _____

		7:00-8:00	10:00	12:00-13:00	15:00	17:00-18:00	20:00	Total cost/month
Diet/meal each		Breakfast	Mid-morning snack	Lunch	Mid-afternoon snack	Supper	Late-night snack	
Normal/Full adult	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
High-protein	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Psychiatric	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
High-fibre	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
7 600 kJ diabetic	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Low residue	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Diabetic low residue	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Full liquid	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Diabetic full liquid	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Clear liquid	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Soft/light	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Renal	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Cardio/low-salt	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Pureed for babies	Qty.							R.....
	Cost	R.....		R.....		R.....		
Toddlers	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Paediatrics	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Economical	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Snack	Qty.							R.....
	Cost	R.....	R.....	R.....	R.....	R.....	R.....	
Total meals & snacks/month								

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

CONTRACT STAFF ORGANOGRAM

