



BID INVITATION

TENDER NO. 230802GIC

TENDER DESCRIPTION:

OPEN TENDER TO PROVIDE CANTEEN AND CATERING SERVICES, AT GAP INFRASTRUCTURE CORPORATION FOR A PERIOD OF 12 MONTHS SITUATED IN CENTURION, GAUTENG

Proposals should be submitted electronically on or before the 9th October 2023 by no later than 11h00:

Email: sello@gic.co.za

Contact Person : Sello Mafako

Gap Infrastructure Corporation (Pty) Ltd
35 Tegel Ave
Highveld
Centurion
0157
Tel: 012 881 0210

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SECTION 1: INTRODUCTION

GIC Gap Infrastructure Corporation extends a warm welcome to potential catering service providers as we embark on the journey of selecting a Service Provider to operate and manage the canteen facilities at our head office in Centurion, Monday to Fridays, 7h00 – 16h00.

With a commitment to offering our employees a nourishing and enjoyable dining experience, we are seeking a dedicated and innovative canteen service provider to join us in this endeavour. Our commitment to excellence and a positive environment extends not only to our core operations but also to the well-being of those who are an integral part of our community.

The primary objective of this tender is to identify a reliable and capable service provider to undertake the responsibility of managing and operating the canteen facility. The service provider will be expected to provide a diverse menu, catering to external guests, our directors and +/- 80 employees of nutritious and appealing food options, excellent customer service and efficient operational management.

By collaborating with Gap Infrastructure Corporation, you will have the opportunity to showcase your culinary expertise and operational excellence to a discerning audience. As our esteemed canteen operator, you will gain access to a captive and diverse community, fostering a symbiotic relationship that thrives on quality, trust, and mutual growth.

We look forward to receiving your proposals and finding a partner who shares our commitment to delivering outstanding canteen services at GIC (Gap Infrastructure Corporation).

SECTION 2: BIDDERS DETAILS

You are hereby invited to bid for the requirements					
Bid no:	230802GIC	Closing Date:	9 th October 2023	Closing Time:	11:00
Description:	INVITATION FOR AN OPEN TENDER TO PROVIDE CANTEEN AND CATERING SERVICE, AT GAP INFRASTRUCTURE CORPORATION FOR 36 MONTHS SITUATED IN CENTURION, GAUTENG				
Bid response documents may be deposited in the bid box situated at (street address):					
Gap Infrastructure Corporation (Pty) Ltd					
Highveld					
Centurion					
Pretoria, 0157					
Bidding Technical enquiries may be directed to:			Administrative enquiries may be directed to:		
Contact Person	Sello Mafako		Contact Person	Lauren Whitelaw	
Telephone no	012 881 0210		Telephone no	012 881 0210	
E-mail Address	sello@gic.co.za		E-mail Address	lauren@gic.co.za	
Closing date for Enquiries:					
Supplier Information					
Company Name					
Company / CC Registration no					
B-BBEE Status					
Vat Registration no					
Postal Address					
Street Address					
Telephone no	Code		Number		
Cell Phone no					
E-Mail Address					
Main Contact Person					
Name					
Position					
Telephone no	Code		Number		
Cell Phone no					
E-Mail Address					

SECTION 3: SCOPE OF WORKS

3.1 The successful caterer will be responsible for the following tasks:

- Planning and developing diverse menus that cater to the taste preferences of our employees, including vegetarian and non-vegetarian options, and ensuring that the food is nutritious, healthy, and well-balanced.
- Procuring and supplying fresh ingredients and groceries necessary for the preparation of meals in the canteen.
- Preparing, cooking, and serving the meals within the designated time frame, maintaining high standards of hygiene, cleanliness, and presentation.
- Providing the required manpower, uniforms, and equipment for the efficient functioning of the canteen and ensuring that the staff are trained in food handling, service, and health and safety procedures.
- Management of employee payments for additional meals on a daily basis, with accurate record keeping of all transactions.
- Ensuring compliance with applicable food safety laws, regulations, and guidelines.
- Regular maintenance and deep cleaning of the kitchen and equipment, in addition to daily cleaning.
- Providing regular reports and updates to Gap Infrastructure Corporation (Pty) Ltd management, addressing any issues or concerns promptly and professionally.
- The service provider will be required to introduce innovative concepts, promotions, and seasonal offerings to enhance the dining experience.
- GIC hosts a monthly end-of-month braai event, with each occasion centred around a unique theme that reflects the spirit of the month. The service provider will be tasked with crafting innovative menus, imaginative dessert selections and more. Your creativity is not confined, we welcome suggestions for all alternative approaches and ideas to infuse the month end braai with an element of enjoyment and interaction for our staff.
- Ad hoc catering for meetings, internal events.
- The service provider is responsible for monthly reporting. It is an essential component of managing a canteen, as it allows for transparency, accountability, and continuous improvement.

e.g. Executive summary, operational performance, menu performance, financial performance, Inventory management, maintenance and upkeep.

- The service provider is responsible for comprehensive inventory control to minimise wastage. The service provider will be required to provide weekly and monthly reports on stock management.
- Ensuring the presence of a daily on-site manager who will serve as the primary point of contact and take responsibility for the day-to-day operations of the canteen.
- Gas is available and will be for the account of the service provider.
- Electricity and Water Account will be for GIC's Account.
- **Meal Pricing?**

3.2 Canteen & Catering Services

This will be an all-inclusive canteen service which must provide basic meals, beverages, snacks and other items on weekdays over and above the required lunch for employees. Lunchtime meals should be presented in a buffet-style format, wherein the service provider will assist employees in serving their chosen meal. The service provider is free to offer prepacked or special offers.

The canteen should be accessible for employees from 7h00 – 16h00. The service provider can provide other suggestions that will help cater to staff after hours.

A point-of-sale system is required by the service provider.

Possessing an independent coffee machine capable of catering to approximately 80 individuals per day would be advantageous for the service provider.

The responsibility for cleaning the coffee machine, coffee station, and coffee cups will lie with the service provider.

The take-away service includes delivering prepacked and pre-ordered meals to the respective clients.

The responsibility of menu planning, cooking and preparation oversight lies with a skilled chef. As part of the tender submission, a weekly lunch menu for an entire month must be included, catering specifically to the indicated employees, and executive members. Individual pricing for each portion is required to ensure that the company covers the cost of the employees' selected lunch food portions including a soft drink (with a minimum of 50 meals per day).

The specified serving hours should also be adhered to.

Operating hours for the main canteen on weekdays (Monday to Friday) are as follows:

08H30 – 10H00 – Breakfast (Available upon request and paid for by the employee themselves)

12H00 – 14H00 – Lunch

08H30 – 16H00 – Serving snacks and additional meals for employees.

Operating hours for the coffee station on weekdays (Monday to Friday)

08H30 – 16H00

SECTION 4: KITCHEN FACILITIES AND EQUIPMENT

Our company canteen is equipped with the following facilities and equipment to aid in the provision of catering services:

- OVEN STAND – 4 PAN
- FULL INSERT S/STEEL – 65MM VALUE
- FULL INSERT S/STEEL LID – VALUE
- BLENDER & 2 LT JUG 1120 - SMARTBLEND BLENDER JUG 112 & TAMPER - 2 LITRE TOASTER
9 SLICE [STD] - SMARTCHEF
- S/N 20220618089
- CONVECTION OVEN EKA MUL TI FUNC - 4 PAN S/N 0322002519
- BOILING TABLE STAGGERED ANVIL 6 BURNER FAT FRYER TM -1X6 LTR- SMARTCHEF
- S/N 20211208033
- CHIP DUMP
- S/N 20220506010
- CHEST FREEZER 1063MM - 299 LITRE
- GAS GRILLER FLOOR MODEL - 8 BURNER 975X685X900MM
- TABLE PLAIN TOP 1050MM
- TABLE S/STEEL SBA 2250MM
- UNDERBAR S/S 3.5 GLASS DOOR - PIZZA TOP
- UNDERBAR FRIDGE – 4 DOORS
- UNDERBAR FRIDGE - 3 DOORS
- COOLDRINK FRIDGE
- BAIE-MARIE – 5 DIVISON
- FREEZER
- MICROVEN

SECTION 5: TENDER PROCESS AND REQUIREMENTS

Interested catering companies are requested to submit their tender bids electronically via email to the following address – sello@gic.co.za . Clearly state the tender number and description in the subject line. The tender bids must include the following documents and information:

- The number of employees will vary between 65 and 85, with a minimum of 55 meals per day. GIC will provide lunch for employees, which includes one soft drink. Kindly take this into consideration when calculating the meal budget.
- A detailed Company Profile, including contact information, experience, references, along with any relevant recommendations or testimonials.
- A proposal outlining your approach, menu plans, pricing per meal, POS system, staff training, management strategy, and compliance with food safety regulations.
- Evidence of all relevant valid licenses, certifications, and registrations required to operate as a professional catering company.
- A sample menu for a one-month period, showcasing variety, and nutritional value, in accordance with the indicated budget.
- A sample menu/idea for events, meetings, and monthly braais
- Any additional information that demonstrates your company's capacity to provide high-quality catering services within the corporate environment.
- The service provider should contemplate hiring the staff previously employed by the former service provider.
- Tender bids must be submitted by **11H00 of 9th October 2023** to sello@gic.co.za. Late submissions will not be considered.

SECTION 6: EVALUATION CRITERIA AND CONTRACT AWARD

Tender bids will be evaluated based on the following criteria:

Service providers company's experience and reputation in the industry, demonstrated through client references and recommendations.

- Quality, variety, and nutritional value of proposed menu offerings.
- Competitiveness of meals, staffing, and additional services, within the a reasonable budget.
- Compliance with applicable food safety regulations and best practices.
- Creativity and innovation in their approach to food preparation, presentation, and service.
- Own equipment is advantageous. (the operating condition and the total outlook of the equipment will be considered.

6.1 Evaluation Criteria

A. Compliance Requirements – all documents to be submitted	Weighting
1. Documentations Required	
➤ Bank Confirmation stamped letter	Make sure it is provided, to be verified with the bank.
➤ BBBEE certificate issued by a verification agency accredited by SANAS or a sworn affidavit signed by the EME representative & certified by a Commissioner of Oaths as per DTI requirement for exempted EME's or QSE's	Submit BBBEE rating as detailed in the bid document
➤ Financial & liability status - submit any of the following: <ul style="list-style-type: none"> • Letter from the bidder's appointed accountant; or CEO certifying that the bidder is in a financially sound position and that there are no pending liabilities or court cases pending against the bidder not older than 6 months 	Make sure it is provided as failure to submit will lead to disqualification
➤ Valid Letter of good standing - (COIDA -Department of Labour)	Make sure it is provided as failure to submit will lead to disqualification
➤ Tax Clearance Certificate (PIN) NB: award cannot be made to the bidder whose tax matters are not in order	Make sure it is provided
➤ Company Registration Documents (CIPC) (with listed Directors and ID Documents)	Make sure it is provided.
➤ Valid certificate of food acceptability for current operation (s)	Make sure it is provided
➤ Valid public liability insurance to a minimum value of R1 million rand	Disqualified if not given

6.2 Functionality Criteria

		Maximum Points	Point Scored	Minimum Points
DESCRIPTION	SPECIFICATION	100		70
FUNCTIONAL EVALUATION CRITERIA				
PART A. Submission & Presentation				
1.1. Company Reference Letters in relation to working experience on canteen and catering services / Relevant Experience.				
Reference letter must be on the Company Letterhead Signed by the client with contact information.				
<ul style="list-style-type: none"> • 5 reference letters = 30 points • 4 reference letters = 20 points • 3 reference letters = 10 points • 1 or 2 reference letters = 5 points • no reference letters = 0 points 		30		
1.2. Qualifications				
Provide certified qualifications of personnel to be dedicated to the contract.				
Head Chef				
<ul style="list-style-type: none"> • Diploma / Similar in Hospitality or any equivalent qualification = 10 points • No qualifications = 0 points 		20		
Canteen Manager				
<ul style="list-style-type: none"> • Diploma / Similar in Operations Management= 10 points • No qualifications = 0 points 				

<p>1.3. Experience (Take out already in CV)</p> <p>Provide comprehensive CV'S of personnel to be dedicated to the contract.</p> <p>Head Chef</p> <ul style="list-style-type: none"> • 5 years and more experience as a Head Chef = 10 points • 3-4 experience as a Head Chef = 5 points • < experience as a Head Chef = 0 points 	20		
<p>Canteen Manager</p> <ul style="list-style-type: none"> • 5 years and more experience as a Canteen manager = 10 points • 3-4 experience as a Canteen manager = 5 points • <3 years experience as a Canteen manager = 0 points 			
<p>1.4. Operational plan (Proposal)</p> <p>Bidder to submit a detailed operational plan that includes the following, as per required scope of work as per section 3 (But not limited to):</p> <ol style="list-style-type: none"> a. Executive Summary Business model, b. Canteen, c. Additional items, d. handling of events, e. Stock Management with reference to food and beverages, f. Proposed Menu <ul style="list-style-type: none"> • Operational plan covering all items mentioned above = 20-30points. • Operational plan covering some items mentioned above = 10-20points • Operational plan providing limited information mentioned above = 0-10 points 	30		
<p>Total score</p>	100		70

The successful bidder will be awarded the contract based on the overall evaluation of their bid and subsequent negotiations. Gap Infrastructure Corporation (Pty) Ltd reserves the right to accept or reject any or all tender bids without assigning any reason.

SECTION 7: SPECIAL CONTRACT CONDITIONS

Service provider will be responsible for deep cleaning of the canteen.

GIC will provide gas and electricity and monitor the usage thereof.

The service provider should not bill us for services on public holidays or during the December break. Our payment is determined by the quantity of service provided. Additionally, the monthly braais at the end of each month should be integrated into the regular invoicing and should not incur separate charges. The pricing for meals and beverages can be modified through a mutual written agreement. In the event that there are changes in the meal or beverage composition requirements, the pricing may be adjusted accordingly.

The service provider will furnish a Point-of-Sale system with the capability to generate real-time reports and tracking for food and beverage consumption. They are required to provide the client with access to various reports at any time. Ensuring full transparency in the Point-of-Sale system is of utmost importance.

The canteen must maintain constant stock, ensuring that no day passes with items running out of stock. Provide proposals for invoicing purposes with transparency in mind.

If GIC is satisfied with the service provider's performance following the 4-month probation period, the contract will automatically extend to a 12-month term. Subsequently, the decision to continue the partnership will be jointly determined by both parties.

Incorporate a proposal for additional services and costings.

SECTION 8: HEALTH AND SAFETY SPECIFICATION

- 8.1 The service provider shall comply with all applicable OHS Act, Act 85 of 1993 including local municipality bylaws and National Environmental Management Act at allAIDC sites.
- 8.2 The service provider to submit the Letter of Good standing (COIDA).
- 8.3 The service provider to have competent First Aiders, Fire Fighters upon appointment.
- 8.4 Inspection and Audits shall be conducted from time to time.
- 8.5 The service provider to comply with all applicable COVID-19 related requirements.
- 8.6 HACCP Certification or be willing to obtain one.
- 8.7 The service provider must be in the position of food handlers certificate or to be able to obtain one.

SECTION 9: CONTRAC DATA

See Annexure A

SIGNED at _____ on the _____ day of _____ 2023

AS WITNESSES:

1. _____

2. _____

Authorised Representative
(on behalf of the Supplier)

We look forward to receiving your tender proposals and thank you for your interest in providing catering services to Gap Infrastructure Corporation.

-----THANK YOU-----