



## PRETORIA HIGH SCHOOL FOR GIRLS

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<b>Document</b>	REQUEST FOR PROPOSAL
<b>Subject</b>	Request for Proposal for the provision of Tuck shop and Catering Services to Pretoria High School for Girls
<b>Date issued</b>	25 October 2017
<b>Return due date</b>	15 November 2017
<b>Award date</b>	06 December 2017
<b>Service beginning</b>	1 January 2018
<b>Issuer</b>	Pretoria High School for Girls
<b>Contact</b>	Anli Benzien
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Only hard copies of the proposals will be accepted.

All proposals shall be submitted in triplicate in a sealed envelope to the office of the Financial Manager (Mrs A Benzien)

No proposal will be accepted if handed to any other person at Pretoria High School for Girls

Any submission after the deadline will be disqualified from the process.

Shortlisted applications may be required to make presentations to the School, submit samples of the food and permit a visit to an outlet where the applicant currently operates. The Tuck shop facility may be viewed by appointment. The commencement date for occupation will be 1 January 2018. The successful tender will be announced no later than 30 November 2017.

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## **SECTION 1: INTRODUCTION**

The purpose of this document is to detail the scope of work, incorporating the tasks and responsibilities of the Service Provider required by Pretoria High School for Girls to provide tuck shop and catering services.

### **1. Background**

Pretoria High School for Girls intends to outsource the Tuck shop and catering services, to a Service Provider. The school intends to enter into a Service Level Agreement with a Service Provider who is to provide the services required. The services rendered will be for the Service Provider's own account, taking responsibility for all risks including profit/loss, stock and cash control.

### **2. Locality**

The existing Tuck shop premises situated at 949 Park Street, Arcadia, and measuring 45,8m<sup>2</sup> shall be the initial venue applicable to this tender. However, the School Governing Body reserves the right at any time to require the successful applicant to move its operations to a more suitable venue within the school grounds upon having given 3 calendar month's written notice.

## **SECTION 2: SCOPE OF WORK**

The Service Provider will be required to provide the following:

### **1. Provision of a tuck shop**

This is an all-inclusive tuck shop providing basic meals, beverages, snacks & other items on a daily basis to pupils, parents and staff, including providing and maintaining equipment and the provision of consumables required for the intended use.

### **2. Duration of contract**

The period of this agreement shall commence on 1 January 2018 and terminate on 31 December 2020. This is subject to the applicant not being in breach of any of the provisions of this tender and subsequent agreements concluded with the School Governing Body, unless either party shall have given the other party 3 calendar months written notice of termination.

### **3. Service hours**

Monday to Fridays: 06:30 to 16:30

Special events, sport fixtures, inclusive of festival days etc. 08:00 to 17:00, alternatively, as advised to the contrary by the Headmistress

No learners shall be served during school teaching hours, only visitors and staff.

### **4. Provision of catering services**

4.1 Pretoria High School for Girls may request the provision of a catering service for internal meetings and/or third party functions and ad hoc functions held on the premises of Pretoria High School for Girls.

#### **4.2 Response times**

The Service Provider is to ensure that meals ordered must be prepared and delivered to the respective venue as stipulated by the client. The response times shall be adhered to.

Failure to adhere to the times stipulated may result in non-payment or the reduction of the quoted price for the service.

## 5. **Service Conditions**

- 5.1 The contract includes for the provision of tuck shop and catering services, including providing, replacing and maintaining of all equipment used, and the provision of consumable supplies required for the intended use.
- 5.2 Preparation of basic meals, beverages and snacks to acceptable food industry standards whilst also ensuring that no food preparation other than specified takes place on the premises.
- 5.3 This Scope of Work shall be undertaken in the manner stated in this document as well as the Service Level Agreement.
- 5.4 This Scope of Work is subject to all conditions and requirements as stated in Section 3 of this document as well as any other accompanying documents in this pack.

## 6. **General requirements**

- 6.1 Tasks not specified in this document will be identified and mutually agreed between the Service Provider and Pretoria High School for Girls.
- 6.2 All written deliverables must be phrased in terms and language that can be easily understood by non-technical personnel (e.g. laypersons without subject matter expertise).
- 6.3 All documents must be in hard copy.

## 7. **General conditions**

The Service Provider is required to:

- 7.1 Conduct business in a courteous and professional manner.
- 7.2 Provide the necessary documentation as requested prior to the Tuck shop and Catering Service contract being awarded, including but not limited to insurance documents, South Africa's Food Safety Regulatory System and Industry Standards and other documentation as requested.
- 7.3 Comply with all relevant employment legislation and applicable bargaining council agreements, including but not limited to UIF, PAYE, etc. Documentary proof to be submitted within 14 days from awarding the contract by the successful Service Provider.
- 7.4 Ensure that all personnel working under this contract are in good health and pose no risk to any person at Pretoria High School for Girls.
- 7.5 Ensure that all staff, contractors and services providers of the Service Provider comply with the Pretoria High School for Girls security and emergency policies, procedures and regulations.
- 7.6 Ensure that all work performed and all vehicles, plant and equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act of 85 of 1993 and any Regulations promulgated in terms of this Act and the standard instructions of Pretoria High School for Girls.
- 7.7 Maintain its equipment in good order.
- 7.8 Ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- 7.9 Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are worn at all times.
- 7.10 Ensure that the Pretoria High School for Girls is informed of any removal and replacement of personnel.
- 7.11 Provide the services of pest control and general cleanliness to the tuck shop and surrounding areas at his/her own cost.
- 7.12 Provide an onsite manager, available during opening hours. Cell phone contact details are to be provided for use during closed times in case of emergency/fire etc.

Pretoria High School for Girls School shall:

- 7.13. Conduct business in a courteous and professional manner with the Service Provider.
- 7.14. Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- 7.15. Not accept any responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon in writing by the contracting parties.

Pretoria High School for Girls shall provide the following:

- 7.16.1. Limited lockable storage facility for equipment and materials.
- 7.16.2. Water points
- 7.16.3. Geyser
- 7.16.4. Fixtures and fittings to be confirmed at site meeting
- 7.16.5. Security Alarm monitoring and a Fire Alarm
- 7.16.6. Waste removal skips

### **SECTION 3:           SPECIFIC CONDITIONS**

#### **1.       Tuck shop services**

- 1.1 Establishment and operation of a tuck shop on Pretoria High School for Girls premises, utilising the allocated area for the supply of a set menu of basic, nutritious meals, beverages and other items on a daily basis, to pupils, parents and staff.
- 1.2. Prepare all foods/meals to exceptionally high standards whilst also ensuring that no food preparation other than specified takes place on the premises.
- 1.3. Use fresh ingredients in the food preparation and ensure that no items that are beyond expiry date are on offer or used in the preparation of any food offered to Pretoria High School for Girls. A Vegetarian, Halaal and Kosher meal option should be available at all times.
- 1.4. Preferably offer a weekly prepaid, pre-order daily meal to be collected by learners at 1st break.
- 1.5. Operation of the tuck shop will be from 06h30 to 16h30 on weekdays.
- 1.6. Operation of the tuck shop outside the standard hours shall be by special arrangement between the Pretoria High School for Girls and the Service Provider.
- 1.7. The purchase price of the items offered should be competitive.
- 1.8. Provide catering equipment that is of acceptable industry standards.

#### **2.       Fit out of Tuck shop premises:**

- 2.1 Pretoria High School for Girls shall provide the Service Provider with the opportunity to view the current facility. On handover of said facility, the condition and contents of the facility will be recorded and agreed on by both parties.
- 2.2. The Service Provider will be responsible for the maintenance of the facility occupied. Pretoria High School for Girls will conduct regular inspections of the facility to ensure adherence to standards prescribed by law.
- 2.3. Approved improvements made to the premises after occupation of the premises will be for the account of the Service Provider, after written approval from Pretoria High School for Girls.
- 2.4. On termination of the contract, fixed improvements will become Pretoria High School for Girls' property unless otherwise agreed in writing between the parties.

- 2.5. All furniture & fittings must be of industry standards. Pretoria High School for Girls reserves the right to instruct the Service Provider to remove any furniture and fittings that are deemed unacceptable, at the cost of the Service Provider.
- 2.6. On termination of the contract, the Service Provider is to make good to the premises all damages incurred during his occupancy.
- 2.7. No structural changes may be effected without Pretoria High School for Girls' written approval.
- 2.8. Access to the facility will be from 2 January 2018. The official opening of the facility must take place at 06h30 on 15 January 2018.
- 2.9. The School reserves the right of admission to the tuck shop and tuck shop area.

### **3. Catering Services**

- 3.1 Provide a catering service for internal meetings and ad hoc functions on request. Nothing however, prevents Pretoria High School for Girls from ordering from alternate, external Service Providers.
- 3.2. The catering function is to operate within the confines of the tuck shop environment.
- 3.3. Delivery of meals to internal meetings and ad hoc functions within prescribed time frames.
- 3.4. Provide meals in a presentable manner to clients.
- 3.5. Pretoria High School for Girls reserves the right to obtain or provide catering for special functions and meetings from other local suppliers, or from our internal catering team.

### **4. Preparation and standards**

- 4.1 The meals and beverages served will be of high quality and prepared in a clean and hygienic manner.
- 4.2 The Occupational Health and Safety Act should be adhered to at all times.
- 4.3. The Service Provider will be responsible for pest control and general cleanliness of the tuck shop area.

### **5. Cleaning of the areas**

- 5.1 Service Provider is to remove all waste (wet or dry) on a daily basis. Waste must be appropriately packaged for disposal with the use of proper refuse bags.
- 5.2. Waste should be removed in the skips provided.

### **6. Pricing**

- 6.1 All menu items are to be individually priced for sale.
- 6.2. For evaluation purposes Service Providers are required to provide detailed pricing on the Pricing Schedule (Section 5).

### **7. Storage**

- 7.1 The Service Provider shall maintain a stock of consumables in the stores, at his own risk, provided that all local council by-laws and the Occupational Health and Safety Act are adhered to.
- 7.2. Pretoria High School for Girls shall not be responsible or liable for any loss or damage to the Service Provider's stock of consumables and equipment stored on Pretoria High School for Girls premises

## 8. **Contract period**

- 8.1 The contract shall be for 36 month period. The commencement date will be 30 days from of the issue of a signed letter of acceptance being awarded.
- 8.2. A lease agreement between the Service Provider and Pretoria High School for Girls will be negotiated on awarding of contract.
- 8.3. Either party may cancel the contract at any given time by giving 90 days' notice in writing to this effect.
- 8.4. The extension/cancellation of the contract may not be affected without prior approval of the Pretoria High School for Girls.
- 8.5. The Pretoria High School for Girls reserves the right not to award this tender to any Pretoria High School for Girls employee or their direct family.
- 8.6 The commencement rental shall be the sum of R5000.00 paid to Pretoria High School for Girls monthly from January to December, with a yearly increase of 8%, in advance electronically for the credit of the following account:
- Bank: First National Bank  
Acc. Name: Pretoria High School for Girls  
Branch: Pretoria – 251 445  
Account No: 5515 233 5475  
Reference: Rent Tuck shop

## 9. **Occupational health and safety**

- 9.1 The successful Service provider shall comply with the Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act and their Regulations, as amended, from time to time.

## 10. **Industrial relations**

- 10.1 The Service Provider must ensure that he complies with the minimum wage requirement as prescribed by law and all other Labour Relations Acts.

## 11. **Electricity facility**

- 11.1 The cost of the electricity consumption by the Service Provider is included in the monthly rent.

## 12. **Off-site preparation facility**

- 12.1 In the event of meals being prepared off-site, Pretoria High School for Girls reserves the right to inspect such facilities to ensure compliance with the Occupational Health and Safety Act.

## **SECTION 4: RESPONSE TO THE REQUEST FOR PROPOSAL**

### 1. **General requirements**

The service provider must:

- 1.1 Submit a proposal addressing the tasks specified in this document as well as a completed Pricing Schedule (section 5).
- 1.2. Complete Service Provider Declaration (section 6).
- 1.3 Submit the following documents:
- Copy of Identity Document(s)
  - Tax clearance certificate, Copy of Tax Registration and Copy of VAT registration certificate
  - Copy of any partnership agreement, CC registration document, Memorandum and Articles of Association and Shareholders Agreement, whichever is applicable.

- Brief business plan indicating the intended modus operandi of the business, enabling an assessment to be made of how the service provider intends to conduct business, inclusive of confirmation, which may be required to demonstrate financial ability to perform
- Provides a Letter of Good Standing from its bankers
- Show a minimum of 3 years' experience with successful supply of similar services.
- Demonstrates complying with all necessary legislative requirements (all statutory certificates must be shown e.g. compliance certification with Labour Laws (LRA) for labour/wages related contracts.
- Provide necessary Health and Safety (OHS&E Act) compliance Certificates
- ISO/SABS certification for equipment, chemicals and services
- Letter of Good standing from the Department of Labour indicating proof of compliances with the Compensation for Occupational Injuries and Disease Act (COIDA)
- Provide proof of adequate cover of Public liability insurance, Professional Indemnity insurance and General and Commercial Liability insurance, including cover for defective workmanship, bodily injury and death and property damage.

## 2. **Technical and functional**

The Service Provider must furnish the following information as part of the tender response:

- 2.1 Company Declaration (Section 6) if not an individual
- 2.2. Comprehensive Pricing Schedule (Section 5)
- 2.3. Any other documentation deemed to be relevant by Service Provider to support tender bid.

## 3. **Pricing**

The Service Provider must take the following into consideration when completing the Pricing Schedule:

- 3.1. Reference must be made to Section 1 titled "Background" and Section 2 titled "Scope of Work".
- 3.2. The tendered price must include Value Added Tax (VAT) at 14%.
- 3.3. In the event of a decision to include items on the menu over and above the required minimum items, the prices shall be agreed with Pretoria High School for Girls prior to the introduction of such items.

## 4. **Evaluation/adjudication of proposals**

The proposals shall be evaluated by a committee which will consist of a minimum of the Principal, the SGB chairman, the Treasurer, a parent member of the SGB and a staff member of the SGB.

## **SECTION 5: PRICING AND MENU SCHEDULE**

For the purpose of this PROPOSAL, the pricing schedule consists of the following parts:

1. Schedule 1 – Sample menu for tuck shop services
2. Schedule 2 – Tuck shop services
3. Schedule 3 – Catering Services



**SECTION 6: DECLARATION**

Name of firm (if a company):	
Type of company (mark appropriate box)	
Cc	
Company(Pty)	
Company (Pty)Ltd	
Sole trader	
Partnership	
Other (detail)	
Name of individual:	
Postal address:	
Physical address:	
Telephone number:	
Mobile number:	
Fax number:	
Email address:	
Contact person:	
Company registration number (if applicable):	
VAT number (if applicable)	

List of directors, partners, members, shareholders

Name	ID number	Address

**\*\* Experience (Attach separate CV)**

I/we undersigned is/are duly authorised to do so on behalf of the Service Provider confirm that the information provided is true and correct.

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_

<b>Signature</b>		<b>Signature</b>	
<b>Name</b>		<b>Name</b>	
<b>Witness signature</b>		<b>Witness signature</b>	
<b>Name</b>		<b>Name</b>	