



SPECIFICATION: LEASING OF BENONI, DAVEYTON & SPRINGS CAMPUS CAFETERIA

1. SCOPE AND EXTENT OF WORK

- 1.1. The role of the appointed Service Provider is to provide cafeteria services for sit-downs and take-away meals for all Campus patrons including students and staff.
- 1.2. The Service Provider may be invited to give presentation of their proposal and/or services they provide, if or when deemed necessary.
- 1.3. The lease term shall run for **12 Months**, with an option for renewal subject to satisfactory provision of the sought service.

2. DESCRIPTION OF THE SERVICE REQUIRED

- 2.1. The appointed Service Provider shall be required to serve packaged takeaways meals and sit in meals to all Campus patrons.
- 2.2. The appointed Service Provider shall be required offer a wider range of products that are compatible with the tastes of the College community.
- 2.3. The Service Provider shall be required to have well-functioning catering equipment, including but not limited to food warmer trolleys.

3. THE SERVICE PROVIDER IS REQUIRED TO PROVIDE:

- 3.1. Waiters/cookers/cashiers/Cleaners
- 3.2. Cutlery and crockery
- 3.3. Vending Machines for snacks, chocolates, chips, drinks etc.
- 3.4. Any other required equipment not provided by the College.

4. CATERING INDUSTRY REGULATORY COMPLIANCE

- 4.1. The Service Provider must ensure compliance with standard regulatory procedures and industry norms.
- 4.2. The Service Provider must ensure that all catering related regulations are adhered to e.g. Occupational Health and Safety Act, HSCCP Principles.

5. MAINTENANCE AND EQUIPMENT

- 5.1. All the College equipment within the Cafeteria will be maintained and if broken replaced on the condition that the damage was not due to negligence by the tenant.
- 5.2. All fixed equipment shall remain the property of the College. Upon the expiration of the lease and/or termination thereof, no fixed equipment or facility improvements will be tampered with or removed from the Campus Cafeteria facility.
- 5.3. The College reserves the right to inspect the premises at any given time.



6. OPERATING COSTS

- 6.1. The appointed Service provider shall be expected to pay deposit equivalent to the rental amount plus the actual rent for the first month, thereafter pay monthly rental fee for the duration of the lease.
- 6.2. The College will invoice rental fee on the monthly basis.
- 6.3. Rental fee is payable in advance on or before the 7th of every month.

7. THE FOLLOWING REQUIREMENTS NEED TO BE ADDRESSED WITHIN THE PROPOSAL:

- 7.1. Operating procedures for kitchen staff
- 7.2. Emergency preparedness plan, disaster plan and any preventative measures to be implemented in case of emergency in the workplace
- 7.3. Cleaning schedule plan
- 7.4. Waste removal plan
- 7.5. Pest control plan
- 7.6. Hygiene audit plan

8. PRICES FOR PRODUCTS

- 8.1. Annual price increase for all products sold by the appointed Service Provider must be market related.

9. MANDATORY DOCUMENTS REQUIRED

- 9.1. Valid Proof of Business Ownership / CIPC Company Registration Document
- 9.2. Valid Certified copies of the directors' identity document.
- 9.3. Valid Company Tax compliant status with pin
- 9.4. Valid Certified Certification of Acceptability for Food Premises
- 9.5. Valid Certified B-BBEE Certificate
- 9.6. Valid Proof of business addresses (Utility Bill in the Company Name)
- 9.7. Company profile
- 9.8. Proposal
- 9.9. Menu with pricing

SPECIFICATION RECOMMENDED BY:

MS ASHNI SOORAJPAL
ACTING DEPUTY PRINCIPAL: CORPORATE SERVICES
DATE: 20/07/2022

SPECIFICATION APPROVED BY:

MS. HM SIBANDE
PRINCIPAL
DATE: 20/07/2022