



**LORRAINE PRIMARY SCHOOL**

**TENDER DOCUMENT**

**Tender for the Operation of a Tuckshop**

Issued by: Lorraine Primary School

Tender Number: LOR TUCKSHOP 25

Date of Issue: 5 February 2025

Closing Date: **14 February 2025 at 15:00**

**PERSEVERA**

## 1. Introduction

Lorraine Primary School invites qualified and experienced service providers to submit proposals for the operation of a tuckshop located on the school premises in Gqeberha.

The successful bidder will be granted the right to manage and operate the tuckshop for a period **of 2 years**, subject to compliance with the terms and conditions as set out in this document.

## 2. Objectives

The primary objectives of the tuckshop are:

- To provide affordable, nutritious/healthy, and hygienic food options for pupils and staff.
- To ensure compliance with health and safety regulations, including Regulation 638 of the South African Foodstuffs, Cosmetics, and Disinfectants Act.
- To limit the use of artificial colouring and flavouring in food offerings.
- To support the promotion of healthy eating habits among pupils.

## 3. Scope of Work

The appointed service provider will be responsible for:

- Operating the tuckshop during prescribed hours.

**1<sup>st</sup> Break : 10:00 – 10:20**

**2<sup>nd</sup> Break : 12:20 – 12:35**

**Friday 1<sup>st</sup> Break : 10:00 – 10:30**

**After school : 14:05 – 15:00**

**Any sport events during the week**

**Junior and Senior Athletics Days**

- Preparing, handling, and storing food in compliance with Regulation 638 and all health and safety standards.
- Providing a minimum of one healthy food option daily.
- Limiting artificial colouring and flavouring in food products.

- Ensuring pricing is reasonable and obtaining written approval from the principal at least two weeks before implementing any price increase.
- Offering an electronic ordering & payment option to facilitate easy transactions. (e.g. KARRI APP)
- Employing staff who have undergone criminal record checks and are free from major offences.
- Maintaining cleanliness and orderliness in and around the tuckshop premises.
- Complying with the school's sponsorship agreements which will be provided in writing at least one month in advance.
- Obtaining and maintaining a Certificate of Acceptance from the local municipality at the operator's own cost.
- Some equipment is available for use by the successful tenderer and such equipment must be in place in full working order upon the conclusion of the contract.
- There are also cupboards and light-duty shelves, as well as a fitted hand basin. There is a gas line fitted to the area. **All equipment required is for the service provider's expenses.**
- Any damage that could not be attributed to normal wear and tear must be paid for by the service provider.
- The 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.
- We encourage the use of environmentally friendly packaging as well as recycling.

#### **4. Submission Requirements**

Interested bidders must submit the following:

1. A Company Profile, including relevant experience in similar operations.
2. Menu Proposal with pricing and confirmation of adherence to the healthy food requirement.
3. A detailed Operational Plan outlining staffing, hours, compliance with Regulation 638, and electronic payment options.
4. Copies of Tax Clearance Certificate, company registration documents, and proof of compliance with the Occupational Health and Safety Act. (If applicable)

5. Evidence of staff criminal record checks.
6. At least three References from previous contracts or projects.
7. Proof of application or intent to apply for a Certificate of Acceptance from the local municipality.
8. A signed declaration acknowledging that Lorraine Primary School is not liable for any damages or loss.

## 5. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Experience and Track Record: [Weighting, e.g. 25%]
- Financial Proposal (Menu Pricing): [Weighting, e.g. 20%]
- Compliance with Regulation 638 and Health and Safety Standards: [Weighting, e.g. 20%]
- Operational Plan and Innovation: [Weighting, e.g. 15%]
- References: [Weighting, e.g. 10%]
- Staff Vetting and Criminal Record Checks: [Weighting, e.g. 10%]

## 6. Terms and Conditions

1. The tenderer shall bear all costs associated with the preparation and submission of the tender.
2. The service provider will be expected to pay the school **rental** per month for 10 months a year and will be negotiated with the successful service provider and concluded with a signed contract.
2. Late submissions will not be considered.
3. Lorraine Primary School reserves the right of admission and may accept or reject any tender or cancel the process at any stage.
4. The successful tenderer will be required to sign a service-level agreement (SLA).
5. The school will not be liable for any damages, loss or theft related to the tuckshop operations.
6. The operator must adhere to the school's sponsorship agreements which will be communicated in writing a month prior to implementation.
7. The operator must comply with all local municipality regulations, including obtaining and maintaining a Certificate of Acceptance at their own cost.
8. Periodic performance and compliance reviews will be conducted by the school.

## 7. Submission Details

Submission Address:

Meuse Avenue, Lorraine, Gqeberha

Contact Person for Enquiries:

Name: Stefan Botha

Email: [sbotha@lorraineschool.co.za](mailto:sbotha@lorraineschool.co.za)

Tel: 041-3761115

Closing Date and Time: **14 February 2025 at 15:00**

## 8. Declaration

I/we hereby submit this tender proposal in accordance with the terms and conditions stated in this document.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

