

Afrikaanse Hoërskool Sasolburg

School Governing Body
1 Lemmer Street, Sasolburg, 1947
P.O. Box 1116, Sasolburg, 1947



21 February 2024

TUCKSHOP TENDER

Afrikaanse Hoërskool Sasolburg is seeking a qualified service provider to operate the school tuckshop from April 3, 2024, to December 31, 2025.

The successful applicant will be responsible for all aspects of tuckshop operations, including menu development, food preparation and service, inventory management, and financial accountability. They will operate the tuckshop as their own business, assuming full responsibility for profits, losses, stock control, and cash handling.

We encourage interested parties to submit proposals outlining their qualifications, experience, and proposed approach to managing the tuckshop.

1. Scope

- 1.1. To sell legally permitted quality healthy wholesome foods and refreshments to learners at a fair price and in an efficient and professional manner.

2. Market

- 2.1. Learners
- 2.2. Staff
- 2.3. Parents and Visitors

3. Duration of the contract

- 3.1. The initial term of the contract will be for the period 03 April 2024 to 31 December 2025. Afrikaanse Hoërskool Sasolburg reserves the right to renew or re-advertise for tenders.
- 3.2. Either party may cancel the contract at any given time by providing 90 days' notice in writing to this effect.

4. Monthly rental

- 4.1. The rental will be negotiated, payable at the beginning of each month. The rental will be reviewed on an annual basis, taking inflation into account. Any increase will be communicated timeously.

5. Operating hours

- 5.1. Monday to Friday excluding school holidays, except for sporting events taking place over weekends or holidays.

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- 5.2. Standard Operating hours
- 5.2.1. Monday – Fridays: 07:00 to 15:00
- 5.2.2. Weekend sporting events: 30 minutes before commencement of the event to 30 minutes after the conclusion of the event.
- 5.3. As and when required the service provider must be available to provide catering services for school celebratory events and meetings.

6. Tender proposal

- 6.1. Interested parties are invited to submit a tender proposal, considering the following:
- The successful tenderer is required to ensure that the tuckshop stocks a range of healthy foods.
 - All items intended to be sold must meet with the approval of the school management.
 - All menu items are to be individually priced for sale (Incl. VAT)
 - Healthy lunches available should include options priced below R25.
 - The tuckshop does not have the sole right to sell food and beverages. Internal fundraising is of a limited nature but will take place from time to time as part of entrepreneurship studies and fundraising.
 - The preparation and handling of food is to be done according to Health and Safety Regulations.
 - The successful tenderer is required to staff the tuckshop. Staff shall conduct their business in a courteous manner. Copies of Identity documents and police clearance must be available for all staff.
 - Learners and school staff may not be contracted to the service provider to assist as staff in the tuckshop.
 - 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.
 - All equipment required and not provided by the school is for the service provider's expense and must be insured by the service provider.
 - Any damage that could not be attributed to normal wear and tear must be paid for by the service provider.
 - The school shall not be held liable for any loss of stock and equipment.
 - Should there be a disruption of power supply to the school, the Governing Body and the school will not be held liable for any damage to equipment or resulting damage of whatsoever nature that the contractor may suffer.
 - The service provider is to remove all waste (wet or dry) daily. 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.
 - All deliveries must occur within normal school hours and the service provider is responsible for receiving and controlling all stock and may not involve staff or learners of the school.
- 6.2. **The following information must be included in the tender proposal:**
- Copy of business registration document and/or business plan.
 - Equipment you will be providing to run the tuckshop.
 - Complete CV, including references and details of running similar ventures (prior experience in the running of a school tuckshop or catering business advantages).
 - Copy of identity document and Police Clearance of the service provider, as well as all tuckshop assistants.
 - Full contact details of the service provider.

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- Detailed menu of items and meals to be sold per day, including the selling price per item and the portion size.

7. Equipment

- 7.1. 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.
- 7.2. All equipment required and not provided by the school is for the service provider's expense and must be insured by the service provider.
- 7.3. Any damage that could not be attributed to normal wear and tear must be paid for by the service provider.
- 7.4. The school shall not be held liable for any loss of equipment.

8. Tender award

Afrikaanse Hoërskool Sasolburg reserves the right to make a discretionary contract award, a partial award, or no award without providing details for its decision. No part of this tender award may be sub-contracted.

The following criteria will be considered in the award of the tender:

1. Rental offered by the service provider.
2. Ability to efficiently provide the services.
3. Quality of items to be sold.
4. Price of items to be sold.
5. Professionalism, expertise and track record.
6. Locality.
7. Added value services provided

The award committee will evaluate all proposals and may invite applicants for an interview and request that sample items from the menu detailed in the proposal be provided for sampling.

9. Deadline for submission

- 9.1. The deadline for the submission of tenders is 08 March 2024 at 12:00. No late submissions will be considered.
- 9.2. All tenders must be clearly marked with subject line "Tuckshop Management Tender" and must be delivered -
 - 9.2.1. to the school's Reception; or
 - 9.2.2. via email to reception@affiesonline.co.za

E. J. van der Merwe
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