



INVITATION TO QUOTE FOR CANTEEN AND CATERING SERVICES

RFQ NO: CANTEEN/03/2024

CLOSING DATE: 29 FEBRUARY 2024

CLOSING TIME: 11:00

Name of Bidder:	
Tel. No.:	
Fax No:	
Physical Address:	
Postal Address:	
Email Address:	

Prepared By: SILULUMANZI P.O. Box 12753 MBOMBELA 1200	General Enquiries & Procurement: Samuel Thobela: 013 752 6839 Email: samuel.thobela@silulumanzi.com
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Contents

1. Checklist for compulsory documents.....	3
2. Invitation to Quote.....	4
3. Introduction and Background.....	4
4. Purpose & Objective	5
5. Scope of Work	5
6. Minimum Standards	5
7. Occupational Health & Safety	5
8. Reporting & Administration	5
9. Timeframe	5
10. Pricing Instructions.....	5
11. Induction Training.....	5



CHECKLIST FOR COMPULSORY DOCUMENTS

NB: ANY CONTRACTOR WHO DID NOT SUBMIT THE COMPULSORY DOCUMENTS WILL BE DISQUALIFIED.

Compulsory Documents	Please check if submitted		
	YES	NO	N/A
Company Registration Certificate - Certified			
Valid Tax Pin Certificate			
Valid EME Sworn Affidavit or BBBEE Rating Certificate			
Original Letter from the Bank			
Company Profile			
Valid Letter of Goods Standing			
Fire Warden Certificate			
First Aider Appointment			



INVITATION TO QUOTE

Suitable and Qualified Catering service providers are hereby invited to submit proposals for Canteen services for Silulumanzi Operations Teams.

Detailed quotation, enclosed in a sealed envelope marked “**RFQ No: CANTEEN/03/2024, Closing date: Thursday, 29 February 2024**” with the name of the supplier, shall be deposited in the tender box provided at the offices of Silulumanzi, Ground Floor, Bateleur Building, 16 Nel Street before **11:00** on the closing date.

A compulsory clarification meeting with representatives of the Employer will take place at Kanaal Street on **Friday, 16th February 2024 starting at 10h00 – at the Canteen, Kanaal Street.**

Any queries may be addressed to Samuel Thobela, Tel No. 013 752 6839, e-mail: samuel.thobela@silulumanzi.com.

Telegraphic, telephonic, telex, facsimile, and e-mail quotes will not be accepted. Silulumanzi is not obliged to accept the lowest quote and reserves the right to accept one or more than one quotation. **No late submission of quotations will be accepted. All submissions should be sent to procurement@silulumanzi.com**

Employer: **Silulumanzi**
P.O. Box 12753,
Nelspruit,
1200

1. Introduction and Background

Silulumanzi invites Vendors to quote on the Operation and Maintenance of Nelspruit Workshop Canteen, under RFQ number: **CANTEEN/03/2024**, for the provision of Services in respect of catering for training sessions, and in respect of the operation of the canteen at the Silulumanzi Nelspruit Workshop situated at Kanaal Street, Nelspruit, to supply food to the employees of Silulumanzi at a cost.

- Perishable 1 main meal per day (lunch).
- Non-perishable snacks and soft drinks are always available (vending machine maybe), items to be specified by staff.
- Hot water for tea/coffee/packet soup.
- Tea, coffee, sugar
- Mugs.

Standby/after-hours services:

Provide pre-prepared meals for standby teams to avoid time wasted for self-cooking. 8-10 pax including foreman. Confirm numbers 24 hours before the time or some variation of this.

2 main meals per day. 1 meal gets stored in the fridge, and employees reheat in the

microwave in 2 batches.

2. Purpose & Objective

The purpose of the Contract is to provide canteen and catering services at the Nelspruit Kanaal Street Workshop and Silulumanzi Head Office.

3. Minimum Standards

All works will be carried out according to Silulumanzi's standards.

4. Occupational Health & Safety

The Contractor shall comply with all legal safety requirements as detailed in the OHS Act. The Contractor will provide his Team with suitable personal protective equipment. The Contractor will ensure that all his tools and equipment are in a safe working condition.

5. Reporting & Administration

The Service provider will report to the Supervisor at Kanaal Street Workshop.

6. Timeframe

The Contract duration will be 24 months.

7. Pricing Instruction

- I. Duration of Contract will be 24 months
- II. Prices will be fixed for the Contact Term.

8. Induction Training

Silulumanzi will conduct an induction training on the 1st day of the commencement of the project to familiarise the contractor with the Silulumanzi environment and to create awareness of the **do's** and **don'ts** of the Company.

9. Documents to be submitted to quotation

Company Registration Certificate - Certified
Valid Tax Pin Certificate
Valid EME Sworn Affidavit or BBBEE Rating Certificate
Original Letter from the Bank
Company Profile
Valid Letter of Goods Standing
Fire Warden Certificate
First Aider Appointment

Closing Date: 29 February 2024 at 11H00