



MATATIELE
LOCAL MUNICIPALITY

102 Main Street,
Matatiele
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Matatiele, 4730
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EXPRESSION OF INTEREST

POTENTIAL SERVICE PROVIDERS (SMMEs) TO RENDER CANTEEN/CAFETERIA SERVICE FOR A PERIOD OF 36 MONTHS AT MATATIELE LOCAL MUNICIPALITY (MAGGIE RESHA BUILDING)

Notice No: 2023/2024-98

1. BACKGROUND

Matatiele Local Municipality has approximately 200 employees and that includes the number of the public who visit on a daily basis. The municipality is entrusted to provide cafeteria service to the municipal employees and visitors or members of the public. One of the challenges of municipal workers in the new offices is that the offices are located outside of town and there are no food outlets that are close to the new municipality buildings. It against this background that Local SMMEs are invited to submit proposals for managing municipal canteen for the period of three years.

2. SCOPE OF WORK

The role of local SMMEs is to manage and operate canteen/cafeteria services for a sit-down and take-away for municipal staff and refreshment at the municipal buildings. The SMMEs will be invited to give presentation, if when deemed necessary. The awarded SMME contract will run for period of 36 months, subject to termination pending satisfactory provision of the sought services

3. DESCRIPTION OF THE SERVICE REQUIRED

SMMEs are hereby invited for the complete management and operation of staff cafeteria or municipal canteen. The Service provider or SMME is also expected to serve packaged takeaways meals. The SMME is also expected to have well-functioning catering equipment, including but not limited to food warmer trolleys fridge and other equipment.

4. COMPLIANCE

The Cafeteria will be open for sit-down between 08h00 and close at 15h00 from Monday to Friday each week, except in public holidays: unless arranged otherwise, as might happen from time to time. The Cafeteria must provide a variety of meals (Breakfast, Lunch). The menu should be rotated regularly and cater for various needs of the municipal workers.

L.m.

5. AREA DESCRIPTION/CANTEEN DESCRIPTION

Total floor area of the building is 100m²

Total site area is 80sqm

The municipal cafeteria comprise of store room, cold room, kitchen manager office, VIP cafeteria, toilets for males/females, stainless steel tables, sink double bowls with undershelves, kitchen sinks taps, and canteen dining, stainless steel 6 burner gas range with gas oven.

Proposals must be submitted to Matatiele Local Municipality LED Unit Office on 30 October 2023 @ 10:00am in a sealed envelope marked project name: **APPLICATION TO USE MUNICIPAL CAFETERIA OR CARTEEN.**

NB: COMPULSORY BRIEFING DATE: 16 OCTOBER 2023 @MAGGIE RESHA BUILDING.

6. FINANCIAL PROPOSAL

NB: Financial proposal (rental value per month) must be submitted and included in original proposal document.

7. DOCUMENT REQUIRED

7.1 Failure to submit the following documents may render the proposal null and void:

- Original proposal Document
- Company registration.
- Detailed Company Profile
- Certified ID Copy(ies) of Director(s)
- Entity Tax Compliance status PIN & Entity Tax Reference Number as issued by SARS.
- The proposal must be submitted with proposed monthly rental for the entire 3 year period.
- Certificate of acceptability

NB: No late, incomplete, faxed or emailed proposals will be accepted for consideration. For technical queries please contact Mr V. Ndaba: Manager LED at 039 737 8100 during working hours.



MR. L. MATIWANE
MUNICIPAL MANAGER

DATE 03/10/2023