



UMZIMVUBU
LOCAL MUNICIPALITY

Application Form for Proposals to Occupy and Run a Cafeteria for a Period of 2 Years

1. Applicant Details.

- Full Name / Business Name: _____
- ID / Company Registration No.: _____
- Contact Number: _____
- Email Address: _____
- Residential / Business Address: _____
- Rental Amount offer: _____

2. Unit Details

- Unit Number / Location: _____
- Proposed Business Activity: _____

3. Supporting Documents (attach)

- Certified ID and Company Registration Document
- Business Plan / Proposal
- Proof of Address/ Rates Clearance
- Any other relevant documents

4. Important Conditions

- Employees of the State will not be considered for allocation of units.
- Selected applicants will be required to sign a Lease Agreement with the Municipality before occupation.

5. Declaration

I, the undersigned, declare that the information provided is true and correct and I agree to comply with the lease terms and municipal policies.

Name: _____

Signature: _____

Date: _____





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TERMS OF REFERENCE

UMZIMVUBU LOCAL MUNICIPALITY TERMS OF REFERENCE OF OPERATING KWA BHACA CAFETERIA

1. Background and Purpose

The Umzimvubu Local Municipality intends to appoint a qualified service provider to operate a Cafeteria within its premises Kwa Bhaca Umzimvubu Local Municipality Offices. The purpose is to provide convenient, nutritious, and affordable meal options to employees and authorized visitors during working days

2. Description of the Facility

The cafeteria facility is located at ground Main Building. It includes the following infrastructure:

- **Kitchen Area:** Equipped with 19 cupboards for storage, 1 sink for washing dishes, with 1 tap, Space for Fridge, 6 electric plugs, counter with roller Door, 1 Door, 9 Drawers.
- **The kitchen designated:** for cooking is 10.6 square meters in size.
- **Available Appliances:** The facility currently has no electric appliances. service provider is expected to bring additional essential appliances such as Fridge, Stoves, Microwave, Kettle, plates and paper plates, cutlery and all utensils required for food preparation and service.
- **Seating Area:** Seating area is on second Floor.

3. Scope of Services

The service provider will be responsible for:

- Operating the cafeteria.
- Providing daily meal options for employees.
- Offering both hot and cold meals, including light breakfast items.
- Supplying vending services featuring cold beverages, healthy snacks, ready-made options.
- Providing hot beverages including Barista-quality coffee and a selection of teas, with all necessary equipment supplied by the service provider.

4. Customer Profile

- The primary customers will be employees and Councillors of Umzimvubu Local Municipality and authorized visitors.
- Services will be provided on-site within the cafeteria or designated food counters.
- Service provider will rent the kitchen as a standalone facility but will operate the cafeteria to serve employees and visitors.

5. Operating Days and Hours

- The cafeteria will operate from Monday to Friday





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- Operating hours are expected to cover hours, from 7:00 AM to 4:00 including mealtimes and breaks.

6. Financial Terms

- The rental of the Facility will be subject to a competitive bidding process to ensure fairness, transparency, and value for money in the selection of a suitable service provider.
- Costs related to water and electricity consumption will be out the rent.
- The service provider is responsible for costs associated with staff salaries, supplies, and equipment maintenance and cleaning in the Kitchen.
- In circumstances where the Municipality is unable to provide water due to supply interruptions or infrastructure issues, the service provider will be required to make their own arrangements by supplying their own water to ensure uninterrupted operations.

7. Menu Requirements.

The service provider must submit:

- A **sample set lunch menu** for one week (Monday to Friday) featuring:
 - ✓ Two protein options daily
 - ✓ One vegetable side
 - ✓ One starch side
 - ✓ A healthy salad option to complement each meal
- Menus should demonstrate variety, creativity, and a focus on balanced, healthy options.

8. Qualifications and Experience

The service provider must provide:

- At least two (2) references with contact details from current or previous on-site cafeteria, catering, restaurant, or coffee shop operations.
- Details of proposed staff complement required to operate the cafeteria effectively.
- CVs of key personnel, including managers and chefs.

9. Additional Requirements

- The service provider must ensure compliance with all relevant health and safety regulations.
- Food preparation and serving areas must be kept clean and hygienic at all times.
- The service provider is responsible for sourcing and maintaining all kitchen equipment not provided by ULM. There is only
- Provide proof of all necessary licenses and certifications to operate a food service business which are as follows:





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- ✓ Valid Certificate of Acceptability (CoA) issued by Environmental Health Office for Food safety and hygiene compliance.
- ✓ Business License issued by Umzimvubu Local Municipality for Legal operation of food service business.
- ✓ Catering certificate obtained from department of Health

10. Submission Requirements

Interested service providers should submit the following:

- Detailed proposal including menu samples and service plan.
- Pricing model for meals.
- Evidence of relevant experience and references.
- Proposed staffing plan and CVs.

11. Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight
Experience and references	25%
Pricing and financial proposal	25%
Staffing and operational capacity	25%
Compliance with health and safety	25%

A minimum of 75 Points to be scored in order to be evaluated further

The total of 3 references Each reference should ideally include:

- Client name and contact details
- Duration of service
- Description of service provided

Health and Safety indicator should be:

- ✓ Valid Certificate of Acceptability (CoA)





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12. Additional comments or suggestions:

A questionnaire was circulated to assess employee meal preferences and service options. Based on the responses received, the majority of employees indicated a preference for the following:

- **Main Lunch Options (served at 13:00):**

- ✓ Stews
- ✓ Rice
- ✓ Pap
- ✓ Meat-based dishes

- **Service Preferences:**

- ✓ **Sit-down meals**
- ✓ **Take-away options**

- **Afternoon Snacks:**

- ✓ Potato chips
- ✓ Fresh fruit
- ✓ Light snack options

These insights will guide the planning and provision of cafeteria services to ensure they align with employee needs and preferences.

13. Contact Information

For queries and submissions, please contact:

Siyolo Mbuyeleni

Email: Mbuyeleni.Siyolo@umzimvubu.gov.za

071 606 1828

Signature of the bidder.

Name: _____

Capacity: _____

Signature: _____

Date: _____

