

TERMS OF REFERENCE:

Request for Proposal for the appointment of a panel of service providers for catering services to South African Cities Network (SACN) For 36 Months.

ISSUED DATE: 05 February 2026

CLOSING DATE AND TIME: 08 April 2026 at 17:00.

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1. INTRODUCTION & BACKGROUND

The South African Cities Network (SACN) was established in 2002 by the Minister for Provincial and Local Government, in collaboration with the mayors of South Africa's largest cities and the South African Local Government Association (SALGA), as an independent Section 21 company with the mandate to:

- Promote good governance and management in South African cities;
- Analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national development challenges;
- Collect, collate, analyses, assess, disseminate and apply the experience of large city government in a South African context; and
- Promote shared-learning partnerships between different spheres of Government to support the management of South African cities.

2. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

- 2.1. The purpose of this Request for Proposal (RFP) is to is for the appointment of experienced and competent panel of service providers to provide catering services to SACN on a need basis for a period of 36 months
- 2.2. This RFP does not constitute an offer to do business with the South African Cities Network (SACN) but merely serves as an invitation to the bidder(s) to facilitate a requirements-based decision process.

3. LATE BID

- 3.1. Bids received after the closing date and time, at the email indicated in the bid documents, will not be accepted for consideration and where practicable.

4. SUPPLIER DUE DILIGENCE

- 4.1. The SACN reserves the right to conduct supplier due diligence prior to the final award or at any time during the contract period. This may include site visits.

5. SUBMISSION OF PROPOSALS

- 5.1. Proposals must be submitted via email on or before the closing date and time.
- 5.2. Proposals will only be considered if received by the SACN before the closing date and time.
- 5.3. The bidder(s) are required to submit Proposals and the electronic version of the bid document. The electronic file must be named properly for ease of reference during the evaluation process.

6. SCOPE OF WORK

- 6.1. SACN seeks to appoint a pool of catering service providers capable of delivering reliable, high-quality, and cost-effective catering services for various events, meetings, training sessions, and related operational needs for a period of three (3) years on a need basis in order to accommodate any specified dietary requirements including vegetarian, vegan, halal, kosher, and allergen-free options
- 6.2. The appointed service providers will be required to:
 - 6.2.1. Prepare, supply and deliver meals as requested (breakfast, lunch, dinner, snacks) for various official SACN functions
 - 6.2.2. Remove and safely dispose food and packaging waste generated during the event.
- 6.3. Provide the following resources:
 - 6.3.1. Food preparation premisses with a valid certificate of acceptability
 - 6.3.2. Transportation
 - 6.3.3. Key contact person to receive orders
 - 6.3.4. Professional cook to propose meals courses and prepare meals as requested
 - 6.3.5. Cooking and serving staff
 - 6.3.6. Sufficient serving equipment for that specific function
- 6.4. The service provider shall comply with the following legal requirements:
 - 6.4.1. Foodstuffs, Cosmetics and Disinfectants Act, 1972
 - 6.4.2. Occupational Health and Safety Act, 1993
 - 6.4.3. Compensation for Occupational Injuries and Disease Act, 1993
 - 6.4.4. . Food handlers must hold valid medical fitness certificates for food handlers

7. EVALUATION AND SELECTION CRITERIA

Technical Evaluation

- 7.1.1. Only bids that meet a minimum threshold of 75% in the functionality evaluation will proceed to be evaluated on price evaluation.
- 7.1.2. NB: SACN reserves the right not to appoint a bidder who has quoted the lowest price.

Evaluation Criteria	Weight
<p>1. Company experience in Catering Services and this should be supported by signed reference letters. The reference letters must include the following details:</p> <p>1. Name of the client (on an official client letterhead) 2. Nature of catering services undertaken 3. Duration of the contract 4. Year contract awarded and completed</p> <p>a. No Reference letter= 0 points b. 1-3 Reference Letters=10 points c. 4-6 Reference Letters= 20 Points d. 6-8 Reference Letters= 30 Points e. 9 and above Reference Letters= 40 Points</p>	40%
<p>2. Qualifications Cook must hold a</p> <ul style="list-style-type: none"> • national diploma in Professional Cooking 20 Points • Certificate in food preparation and cooking or culinary arts 10 Points 	30%
<p>3. Provide a detailed CV of the cook detailing experience of the cook in his/her specific dietary field or in cooking career</p> <ul style="list-style-type: none"> - No Experience = 0 points - Less than 1 year = 5 points - 1-2 years= 10 Points - 3-4 years =20 Points - 5 and above= 30 Points 	30%
Maximum percentage	100%
Minimum percentage required to proceed to next evaluation stage	60%

8. SERVICE LEVEL AGREEMENT

- 8.1. Upon award the SACN and the successful bidder will conclude a supplementary agreement regulating the specific terms and conditions applicable to the services being procured by which the SACN, more or less in the format of the draft Service Level Agreement included in this RFP.
- 8.2. The SACN reserves the right to vary the proposed terms and conditions of the draft Service Level Agreement during the course of negotiations with a bidder by amending or adding thereto.

- 8.3. The SACN reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SACN or pose a risk to the organization.

9. SPECIAL CONDITIONS OF THIS RFP

SACN reserves the right:

- 9.1. Not to award or cancel this RFP at any time and shall not be bound to accept the lowest or any Bid.
- 9.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 9.3. To accept part of the RFP rather than the whole RFP.
- 9.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid
- 9.5. To correct any mistakes at any stage of the RFP that may have been in the Bid documents or occurred at any stage of the RFP process.
- 9.6. To cancel and/or terminate the RFP process at any stage, including after the Closing Date and/or after presentations have been made, and/or after RFP have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 9.7. Conduct Financial Statement Analysis only on the recommended bidders after completion of the evaluation stage.
- 9.8. To award the RFP based on which bidder is offering the best value for money, even if such proposal is not the lowest priced proposal.
- 9.9. Not to award the RFP to bidder whose financial statements are not in order.
- 9.10. Award to multiple bidders to spread the risk.

10. PREPARATION COSTS

- 10.1. The Bidder will bear all its costs in preparing, submitting and presenting any response or RFP to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the SACN, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

11. TAX COMPLIANCE

- 11.1. No RFP shall be awarded to a bidder who is not tax compliant. The SACN reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the SACN, or whose verification proves noncompliant. The SACN further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

12. SERVICE FEE

- PLEASE LIST SERVICE FEES IN SOUTH AFRICAN RAND. INCLUDING VAT.
OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM No	Quantity	Description	Bid Price (in RSA currency including VAT)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project.
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13. GENERAL

13.1. Regular Progress Assessments

- a) The service provider's performance will be assessed regularly. If there is dissatisfaction with the performance, the SLA stipulations will be exercised.
- b) The Key Account Manager will meet with the Finance Manager and/ or Supply Chain Management of the SACN to discuss issues of mutual concern, review performance and discuss any improvements to efficiency and effectiveness for the service rendered.

14. SUBMISSIONS AND ENQUIRIES

Inquiries regarding the call and project will be accepted no later than **05 April 2026**.

Final proposals should be emailed to Jabulani Sandleni at jabulani@sacities.net by the close of business on **8 April 2026** at 5:00 PM.