

CATERING POLICY

Item A-RC (12-2018) CM 27/09/2018	CATERING POLICY
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RESOLVED

1. **That** the contents of the report on the City of Ekurhuleni Catering Policy, **BE NOTED**.
2. **That** the City of Ekurhuleni Catering Policy attached hereto as Annexure B **BE APPROVED**.
3. **That** the Serving of Refreshments During Meetings (Item A-RC (03-2011) attached hereto as Annexure A **BE RESCINDED**.
4. **That** the Chief Financial Officer must, on an annual basis, **REVIEW** the price schedule and table a revised schedule in Council when necessary.

CITY OF EKURHULENI METROPOLITAN MUNICIPALITY



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PREAMBLE

- (1) **WHEREAS** the accounting officer of the City of Ekurhuleni Metropolitan Municipality, being responsible for managing the financial administration of the City in terms of the provisions of section 62 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, and must for this purpose take all reasonable steps to ensure that the resources of the City are used effectively, efficiently, economically and in accordance with the provisions of the Supply Chain Management Policy of the City, which was established in terms of the provisions of section 111 of the MFMA, read with section 217(1) of the Constitution of the Republic of South Africa, 1996;
- (2) **AND WHEREAS** section 171(1)(a) and section 171(1)(b) of the MFMA stipulates that the accounting officer of a municipality commits an act of financial misconduct if that accounting officer deliberately or negligently contravenes a provision of the MFMA or fails to comply with a duty imposed by a provision of the MFMA on the accounting officer of the City;
- (3) **AND WHEREAS** the City has to incur catering expenses from time to time, subject to the provisions of the SCM Policy of the City;
- (4) **AND WHEREAS** the national sphere of government has resolved that all spheres of government, including municipalities must implement measures to contain operational costs and to eliminate all non-essential expenditure;
- (5) **AND WHEREAS** catering expenses have been identified by the national government and National Treasury to form part of the expenses for which cost containment measures should be implemented;
- (6) **AND WHEREAS** National Treasury has in the execution of its powers and functions to ensure transparency, accountability and sound financial controls in the management of public finances, bestowed upon it by Chapter 13 of the Constitution and more specifically in terms of the provisions of section 216(1) of the Constitution, released National Treasury: MFMA Circular 82, read with National Treasury: MFMA Budget Circular 70, to provide guidelines to municipalities on the implementation of cost containment measures on the elimination of non-priority spending;

NOW THEREFORE, the Council adopts the following Catering Policy:

THE CITY OF EKURHULENI METROPOLITAN MUNICIPALITY: CATERING POLICY

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CHAPTER 1

GENERAL PROVISIONS

1. DEFINITIONS

In this policy, except where the context otherwise indicates, or it is expressly stipulated otherwise, the following words and expressions shall have the respective meanings assigned to them hereunder, and words and expressions to which a meaning has been assigned in terms of the provisions of the applicable legislation referred to in the section under the headings “Legislative Framework” and “Policies, Strategies and Guidelines” herein below, will have a corresponding meaning assigned thereto in terms of such legislation, policies, by-laws or guidelines. All headings are included for convenience only and shall not be used in the interpretation of any of the provisions of this policy.

NO.	WORD/EXPRESSION	DEFINITION
“A”		
	“accounting officer”	Means the Municipal Manager and includes any person lawfully acting in his/her stead.
	“annual budget”	Means the budget approved by the Municipal Council for any particular financial year, and shall include any adjustments to such a budget.
	“annually”	Means once every financial year.
	“approved menus”	Means the menus approved by the City from time to time, which are acceptable and in accordance with the requirements of the City and contained in Schedule 1 to this policy.
	“approved panel of caterers”	Means the approved panel of catering service providers appointed by the City, subsequent to following a competitive bidding process, from which the City is allowed to appoint catering service providers to provide catering services to the City.
	“Awareness campaigns”	Means a comprehensive effort by the City that includes multiple components, including messaging, grassroots outreach, media relations, government affairs, budget, etc. to help reach a specific goal of the City.
“B”		
	“Budget Circular 70”	Means National Treasury MFMA Budget Circular 70.

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	“Business Act”	Means the Business Act, Act 71 of 1991.
	“business licence”	Means a licence referred to in section 2(3) of the Business Act, Act 71 of 1991.
	“business premises”	Means the premises upon, in or from which the business is or is to be carried on.
“C”		
	“catering expenses” or “catering expenditure”	Means expenses incurred by the City for catering services and expenses relating thereto.
	“catering services”	Means the services rendered by a service provider to the City to provide food, beverages and utensils in accordance with the provisions of this policy.
	“Chief Financial Officer”	Means the person appointed by the Municipal Council and designated by the Municipal Manager to manage the financial administration of the City and who remains directly accountable to the Municipal Manager as contemplated in terms of the provisions of section 80(2)(a), read with section 1 and section 81 of the MFMA.
	“Circular 82”	Means National Treasury MFMA Circular 82.
	“City”	Means the City of Ekurhuleni Metropolitan Municipality.
	“City Manager”	Means the Municipal Manager of the City appointed in terms of the provisions of section 54A of the Systems Act and as referred to in the definition of “accounting officer” in section 1 of the MFMA, and also referred to in section 60 of the MFMA, and includes a person acting as an accounting officer, or the person to whom the accounting officer has delegated his/her authority to act.
	“City of Ekurhuleni events”	Means events organised by the City, or which the City is involved in, for the purpose of promoting the interests of the City or to reach certain goals and objectives of the City, or in the execution of projects that the City are involved in.
	“civic funerals”	Means a funeral arranged and funded by the City in accordance with the provisions of the policy or by-law of the City applicable to funerals.
	“Constitution”	Means the Constitution of the Republic of South Africa, 108 of 1996.
	“Council”	Means the Municipal Council of the City of Ekurhuleni as referred to and constituted in terms of the provisions of section 157 of the Constitution.

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	“cost containment measures”	Means measures introduced by the national sphere of government and implemented by National Treasury by means of National Treasury: MFMA Circular 82 in order to contain operational costs of municipalities and to eliminate non-essential expenditure by municipalities.
	“Catering Policy”	Means this policy of the City.
	“Central Supplier Database” or “CSD”	Means a single electronic database to serve as the source of all supplier information for all spheres of government.
	“competitive bidding process”	Means a competitive bidding process referred to in regulation 12(1)(d) of the SCMR and the SCM Policy of the City.
“F”		
	“financial year”	Means the period starting from 1 July in any year and ending on 30 June of the following year.
	“Foodstuffs, Cosmetics and Disinfectants Act”	Means the Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972.
“H”		
	“halaal food” or “halaal”	Means food which is permissible or lawful in traditional Islamic law and which is fit for consumption by a person who follows the Muslim religion.
	“Health Act”	Means the National Health Act, Act 61 of 2003.
“I”		
	“Interpretation Act”	Means the Interpretation Act, Act 33 of 1957.
“K”		
	“kosher food” or “kosher”	Means food that conforms to the regulations of Kashrut (Jewish dietary law) and which is fit for consumption by a person who follows the Jewish religion.
“L”		
	“Licensing of Business By-Law”	Means the Licensing of Business By-Law of the City.
“M”		
	“meals”	Means all food and beverages served by service providers from the approved menus of the City as contained in Schedule 1 to this policy.
	“meetings”	Means an assembly of people for a particular purpose, especially for formal discussion.

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	“Municipal Finance Management Act” or “MFMA”	Means the Local Government: Municipal Finance Management Act, Act 56 of 2003 and the regulations promulgated in terms of this act.
	“Municipality”	Means a local government and legal entity with full legal capacity as contemplated in section 2 of the Systems Act read with the provisions of Chapter 7 of the Constitution and sections 12 and 14 of the Structures Act, with its main place of business and the offices of the City Manager, as envisaged in terms of the provisions of section 115(3) of the Systems Act, at: EGSC Building, 2 nd Floor, Corner of Cross and Rose Streets, Germiston, and may, depending on the context, include: (a) its successor in title; or (b) a functionary, employee or official exercising a delegated power or carrying out an instruction, in the event of any power being delegated as contemplated in terms of the provisions of section 59 of the Systems Act, or exercising any lawful act in the furtherance of the City’s duties, functions and powers; or (c) an authorised service provider fulfilling a responsibility assigned to it by the City through a service delivery agreement.
	“Municipal Health By-Law”	Means the Municipal Health By-Law of the City.
“P”		
	“portion size”	Means the approved size of portions for meals and beverages set out in Schedule 2 to this policy, served by the catering service provider from the approved menus contained in Schedule 1 to this policy, to the City.
	“Preferential Procurement Policy Framework Act”	Means the Preferential Procurement Policy Framework Act, Act 5 of 2000.
“R”		
	“registration documents”	Means the Notice of Incorporation for a Private Company, a Founding Statement (CK1 Form) for a Close Corporation and a copy of the owner’s identity document for a Sole Proprietor.
“S”		
	“service level agreement” or “service agreement”	Means the written agreement concluded between the City and a catering service provider, which contains the terms and conditions on which the said catering services are rendered.

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	“service provider”	Means a service provider appointed on the approved panel of caterers of the City, which service providers are appointed by the City subsequent to following a prescribed procurement process to render catering services to the City.
	“Structures Act”	Means the Local Government: Municipal Structures Act, Act 117 of 1998 and the regulations promulgated in terms thereof.
	“Supply Chain Management Policy” or “SCM Policy”	Means the City of Ekurhuleni Supply Chain Management Policy.
	“Supply Chain Management Regulations” or “SCMR”	The Municipal Supply Chain Management Regulations, published under GN 868 in GG 27636 of 30 May 2005 and promulgated in terms of the provisions of section 168 of the MFMA.
	“Systems Act”	Means the Local Government: Municipal Systems Act, Act 32 of 2000 and the regulations promulgated in terms thereof.
“V”		
	“vegetarian food” or “vegetarian”	Means food that does not include meat, fish or fowl products and which is suitable for consumption by persons that follow a vegetarian lifestyle.

2. ABBREVIATIONS

In this policy the following abbreviations will be used to signify the meaning or entity as indicated:

CSD	Central Supplier Database
MFMA	Municipal Finance Management Act
SCMR	Supply Chain Management Regulations
SCM Policy	Supply Chain Management Policy

3. AIM AND PURPOSE

The aim and purpose of this policy is to:

- (1) prescribe the **processes and procedures** to be followed for the **appointment** of a prospective service provider to provide catering services to the City;

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- (2) prescribe the **criteria** that has to be complied with **by prospective service providers** to allow them to provide catering services to the City;
- (3) prescribe the **requirements** for **meals** that must be provided to the City;
- (4) **regulate, control and limit** the incurrence of catering **expenditure** by the City as far as possible and not to exceed the amount contained in the approved annual budget of the City for catering expenditure;

4. SCOPE AND APPLICATION

- (1) This Catering Policy is applicable to all catering services procured and rendered to the City, and binds members of the public, officials and councillors of the City involved in the procurement of catering services.
- (2) This policy revokes all previous policies, decisions and *ad hoc* clauses within any other policy, regarding the subject matter of this policy.
- (3) City Officials may not deviate from the provisions of this Policy except in accordance with the SCM Policy.

5. RESPONSIBLE AUTHORITY

- (1) The responsible authority for the adoption and implementation of this policy is the City, and where applicable Council.
- (2) In terms of the provisions of section 62 of the MFMA, the accounting officer of the City is responsible for managing the financial administration of the City, and must for this purpose, take all reasonable steps to ensure *inter alia* that the resources of the City are used effectively, efficiently and economically.
- (3) The Chief Financial Officer will ensure that this policy is integrated with the City's financial planning and processes, as well as the taking into account of the effect of this policy in the annual budget of the City.

6. POLICY PRINCIPLES

- (1) The City undertakes to ensure that the implementation of this policy will be subject to:
 - (a) the approved annual budget of the City;
 - (b) the provisions of the SCM Policy of the City;
 - (c) the cost containment measures prescribed by National Treasury;
 - (d) all relevant legislative provisions; and
 - (e) the policy directions of the Municipal Council of the City.
- (2) Service providers will be appointed on a rotation basis to ensure that the appointment process followed is fair, equitable, transparent, competitive and cost-effective.

7. POLICY OBJECTIVES

The objectives of this policy are:

- (1) To ensure the appointment of catering service providers to the registered database of the City to render catering services to the City, on an “as-and-when-needed” basis following a competitive bidding process;
- (2) To ensure that the catering services rendered by the appointed panel of catering service providers are provided at a reasonable and affordable price to the City, which falls within the financial capacity of the City.

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- (3) To ensure that the costs for catering services are budgeted for in the annual municipal budget of the City and that cost effectiveness and efficiency are taken into account when the budget is drafted.
- (4) To ensure that the catering service provider provides the goods and services to the City in strict compliance with all:
 - (a) legislative provisions and requirements;
 - (b) the provisions and requirements of applicable policies and by-laws of the City;
 - (c) the prescripts and guidelines from National Treasury; and
 - (d) terms, conditions and level of quality and standards set by the City and agreed to by the service provider.

8. LEGISLATIVE FRAMEWORK

This policy is designed and must be implemented within the framework of *inter alia* the following legislation and regulations:

- (1) the Constitution;
- (2) the Business Act;
- (3) the Licensing of Business By-Law of the City;
- (4) the Foodstuff, Cosmetics and Disinfectants Act;
- (5) the Health Act;
- (6) the Interpretation Act; and
- (7) the MFMA;
- (8) the Municipal Health By-Law of the City;
- (9) the Licensing of Businesses By-Law of the City;
- (10) the Preferential Procurement Policy Framework Act;
- (11) the Supply Chain Management Regulations; and

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- (12) all other relevant laws.

9. POLICIES, STRATEGIES AND GUIDELINES

There are several strategies and guidelines relating to catering expenses and catering services which compliment this policy, and which must be recognised and taken into account in the implementation of this policy, including:

- (1) SCM Policy of the City; and
- (2) National Treasury MFMA Circulars and Guidelines.

CHAPTER 2

QUALIFYING CRITERIA AND REQUIREMENTS

10. QUALIFICATION CRITERIA FOR PROSPECTIVE SERVICE PROVIDERS

Any prospective service provider needs to comply with the following criteria to ensure that the service provider qualifies to be appointed as a catering service provider by the City. In this regard all prospective service provider must be:

- (1) registered on the Central Supplier Database;
- (2) appointed as part of the approved panel of caterers of the City, which panel is appointed by the City subsequent to following a competitive bidding process and subject to the conclusion of a written service level agreement with the City, in compliance with the provisions of the SCM Policy of the City;
- (3) in possession of the following documentation, which must be submitted to the City annually, or before the validity period of the document lapses (where applicable), whichever occurs first:
 - (a) a **certified copy** of the entity's registration documents, in the instance of a company or a close corporation;

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- (b) an **original** valid tax clearance certificate;
- (c) an **original** letter from the banking institute where the business bank account is held to confirm the banking details of the service provider;
- (d) a **certified copy(ies)** of identity document(s) of the owner(s)/member(s)/director(s) and shareholder(s);
- (e) a **certified copy** of municipal account, not older than three months, for the business premises of the service provider, as well as for all owner(s) / member(s) / director(s) and shareholder(s) of the business in their personal capacity;
- (f) if the business premises are not registered in the name of the service provider, a **certified copy** of the lease agreement for the premises;
- (g) a **certified copy** of the service provider's valid business licence from the applicable local authority;
- (h) a **certified copy** of the service provider's certificate of acceptability for food handling of its premises from the Health Department of the local authority within whose municipal area the service provider conducts its business; and
- (i) a duly completed Supplier Details Form.

11. ROLES AND RESPONSIBILITIES OF ROLE PLAYERS

- (1) The City shall, from time to time, determine the qualification criteria for prospective service providers to render catering services to the City, provided that until the City determines otherwise, the criteria contained in this policy shall apply.

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- (2) The Chief Financial Officer must, on an annual basis, review the prescribed meal prices and whenever necessary table in Council a revised schedule of prices.
- (3) It is the sole responsibility of any prospective service provider to ensure that it complies with the qualification criteria set out herein above.
- (4) The Supply Chain Management Division of the City must attend to the appointment process to ensure that qualified service providers are appointed to the approved panel of caterers of the City, that written service level agreements be concluded between the City and the said service providers and that the approved panel of caterers of the City is maintained at all times in terms of the prescribed qualification criteria set out herein.
- (5) The Municipal Health Department of the City must ensure compliance with the terms, conditions and provisions of this policy in as far as it relates to municipal health services and issues pertaining thereto, the Municipal Health By-Law of the City and all other applicable health related legislation, by all service providers registered on the approved panel of caterers and take the necessary steps required to issue the service providers with the necessary documentation, permits and/or licenses, where applicable.
- (6) The Economic Development Department of the City shall be responsible to ensure compliance by all service providers registered on the approved panel of caterers with the provisions of this policy which relates to the implementation of provisions of the Business Act and the Licensing of Business By-Law of the City, where applicable.

12. APPOINTMENT AND MAINTENANCE OF APPROVED PANEL OF CATERERS

- (1) The **Supply Chain Management Division** of the City must:
 - (a) ensure that all service providers are registered on the Central Supplier Database;

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- (b) revise the approved panel of caterers of the City on an annual basis to ensure compliance by all service providers appointed thereon with the terms and conditions of this policy;
 - (c) ensure that all necessary steps are taken to implement the applicable competitive bidding processes timeously and prior to the lapsing of the appointment period of the service providers on the approved panel of caterers;
 - (d) ensure that the City has an approved and up-to-date panel of caterers at all times and to avoid deviation from the prescribed procurement processes at all times;
 - (e) ensure that, whenever the approved panel of caterers is revised that written service level agreements are concluded between the service provider and the City, or where new service providers are appointed as part of the approved panel of caterers, written service level agreements are concluded between the City and the said service providers.
 - (f) implement a rotation roster for the appointment of service providers from the approved panel of caterers; and
 - (g) keep record of all appointments made by the City to each service provider from the approved panel of caterers to ensure that each service provider is afforded an equal opportunity to provide catering services to the City.
- (2) The **Municipal Health Department** of the City must, in instances where the service providers are conducting its business from premises situated within the municipal area of the City:
- (a) conduct all necessary inspections to ensure that the service providers comply with the terms, conditions and provisions of this policy, the Municipal Health By-Law of the City and other related legislation;
 - (b) once it has been established that the service providers comply with the terms, conditions and provisions of this policy, the Municipal

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Health By-Law of the City and other related legislation, take the necessary steps required to issue the service providers with the necessary documentation, permits and/or licenses.

- (3) The **Economic Development Department** of the City must, in instances where the service providers are conducting its business from premises within the municipal area of the City, and in instances where the Business Act and the Licensing of Business By-Law of the City finds application:
- (a) upon receiving an application for a business licence in terms of the provisions of the Business Act, read with the Licensing of Business By-Law of the City and where the application complies with all the requirements for such a licence take all necessary steps to issue the business licence;
 - (b) ensure that the service provider complies with all applicable provisions of the Business Act, read with the Licensing of Business By-Law of the City.
- (4) In instances where the service providers are not conducting its business from premises within the municipal area of the City, the responsible department, listed in paragraphs (2) and (3) above, will be responsible to confirm and verify that service providers comply with the requirements, conditions and responsibilities referred to in paragraph (2) and (3) above, with the relevant departments of the local authority within whose municipal area the premises from which the service provider conducts its business falls, if and where applicable.

13. APPOINTMENT OF SERVICE PROVIDER FROM APPROVED PANEL OF CATERERS

- (1) City officials seeking to appoint service providers to render catering services must ensure that the service provider is registered on the approved panel of caterers.
- (2) The City official ensure that the service provider to be appointed is the next in accordance from the rotation roster prepared by the Supply Chain Management Division.

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- (3) A City Official must, subsequent to selecting the next service provider on the rotation roster, issue a request in writing to the appointed service provide containing the following information:
 - (a) Date, starting and estimated ending times and venue of the meeting, workshops, training sessions or seminars for which catering services are needed;
 - (b) Number of attendees who the catering service is required for;
 - (c) Menu selection by the City from the menus contained in Schedule “1”, including the number of “special dietary requirement” meals to be provided by the service provider.
- (4) The service provider must accept the appointment and respond in writing within 24 hours from receiving the request.

CHAPTER 3

MEETINGS, SERVICE TIMEFRAMES, MENUS AND STANDARD CONDITIONS FOR CATERING SERVICES

14. MEETINGS WHERE CATERING IS ALLOWED

- (1) Catering is allowed by the City for the following meetings:
 - (a) Council meetings;
 - (b) Section 79 Committee meetings;
 - (c) Committees meetings;
 - (d) Mayoral Committee meetings;
 - (e) Mayoral Cluster meetings;
 - (f) Councillors’ workshops, training sessions and seminars;

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- (g) Ward Committee meetings, workshops and training sessions;
 - (h) Public hearings;
 - (i) Awareness campaigns;
 - (j) City of Ekurhuleni events;
 - (k) Civic Funerals; and
 - (l) Departmental meetings, workshops and training sessions.
- (2) The accounting officer may consider an application for approval of catering services for a meeting, workshop or training session not specified in paragraph (1) above subject to the provisions of Chapter 4 herein below.

15. MEAL SERVICE TIMEFRAMES

(1) Breakfast Service:

Breakfast may only be served at meetings that start at 09:00 or prior thereto and ends by 12:00.

(2) Lunch Service:

Lunch may only be served at meetings that start at 09:00 or thereafter and lasts for a minimum of 4 (four) hours.

(3) Dinner Service:

(a) Dinner may only be served at meetings scheduled to proceed after 19:00.

(b) Menus for dinner service will be selected from the approved lunch menus.

(4) Combined Breakfast, Lunch and/or Dinner Service:

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- (a) Breakfast and lunch may both be served at meetings that start at 09:00 or prior thereto and continues until 13:00 or thereafter.
 - (b) Lunch and dinner may both be served at meetings that start prior to 13:00 and continues until 19:00 or thereafter.
- (5) Coffee and Tea Service:
- (a) Coffee and tea may be served at workshops, training sessions, seminars or meetings that last for 7 (seven) hours or more.
 - (b) The number of coffee and tea servings must be specified in the appointment letter addressed to the service provider.
 - (c) Coffee and tea may be served at equally spaced intervals throughout the duration of the meetings, workshops, training sessions or seminars referred to in paragraph (5)(a) above.
- (6) Dessert Service:
- (a) Dessert may be served with lunch menus and with dinner menus when it is specified in the appointment letter issued to the service provider by the City.
 - (b) If dessert is not specified in the appointment letter by the City it may not be included in the meals provided by the service provider.

16. APPROVED MENUS AND PRICES

- (1) The City has approved 2 (two) breakfast menus, 6 (six) lunch menus, a dessert menu and a menu for coffee/tea with snacks, which menus comply with the meal requirements of the City.

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- (2) All meals, both food and beverages, prepared and served by service providers must be selected from the approved menus contained in **Schedule “1”** hereto.
- (3) The prices charged by the service provider for all meals, both food and beverages, prepared and served by service providers must be in accordance with the approved amounts specified by the City in **Schedule “1”** hereto.
- (4) Service providers must provide all utensils including but not limited to glassware, crockery and cutlery.
- (5) Should there be a need to deviate from the approved menus and the prices allowed for each menu an application for deviation may be made in terms of the provisions set out in Chapter 4 of this policy.

17. PORTION AND SERVING SIZES

- (1) Service providers must provide food from the approved menus. Portion sizes of the food items contained in the approved menus are specified and set out in **Schedule “2”** hereto and should be adhered to by service providers providing catering services to the City.
- (2) Should there be a need to deviate from the approved portion sizes set out in Schedule “2” hereto an application for deviation may be made in terms of the provisions set out in Chapter 4 of this policy.

18. MEAL REQUIREMENTS AND DIETARY SPECIFICATIONS

- (1) Service providers providing catering services to the City, must be able to supply the City with meals that comply with special dietary requirements including halal, kosher and vegetarian meal options.
- (2) Halal, kosher and vegetarian meal options must be certified as such.

19. STANDARD CONDITIONS FOR CATERING SERVICES

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In order to ensure good quality and standardised catering services from all catering service providers the following conditions must be met by all service providers rendering catering services to the City:

- (1) The service provider must adhere to the specifications stipulated for catering services by the City in this policy and by accepting an appointment to render catering services to the City, the service provider acknowledges that it accepts not only the appointment to render catering services, but also the terms and conditions specified by the City for the services.
- (2) The meals and the catering service must be of good quality and all meals must be delivered prior to the commencement of the event in accordance with the timeframes stipulated by the City in the appointment letter.
- (3) The number of meals provided by the service provider must be in accordance with the specifications set out in the appointment letter.
- (4) Proper serving dishes must be used for the serving of food and no pots will be allowed for serving purposes.
- (5) All meals must be properly handled, prepared and cooked in accordance with the Municipal Health By-Laws of the City;
- (6) Service providers will be responsible for supplying and setting up of all cutlery, crockery, utensils, equipment and accessories needed for the catering services provided to the City.
- (7) All cutlery, crockery, utensils, equipment and accessories utilised by the service provider for the catering services provided to the City must be clean and of the same colour and design.
- (8) Tooth picks and serviettes must be supplied by the service providers with all meals served by the said service provider.

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- (9) Cold beverages, including cool drinks, fruit juices and water must be served cold.
- (10) It is the responsibility of the service provider to ensure that the venue is cleaned after meals were served and the catering service was rendered. Should the service provider fail to clean the venue, as prescribed in this policy, the City will have the venue cleaned and the costs for the cleaning services will be recovered from the service provider via set-off from the amount owing for the catering services rendered to the City.
- (11) The service provider must ensure that the food and equipment arrive at the venue on time to allow sufficient time for the service provider to set up serving stations prior to the commencing of the service of meals.
- (12) Service providers and their staff must be neat, clean and presentable at all times while rendering catering services to the City.
- (13) Service providers and their staff must cover their hair and wear uniforms, aprons or decent overall when rendering the catering service to the City.
- (14) Prices charged by the service providers must be in line with the prescribed prices contained in this policy unless a deviation application was approved in terms of the provisions of Chapter 4 hereunder.
- (15) Any leftover food or beverages remain the property of the City.
- (16) An official from the Supply Chain Division of the City will be available to inspect the food 15 minutes prior to the commencement of service.
- (17) It is the sole responsibility of the service providers to notify the City, at least 24 hours before the date on which the catering services will be rendered, of any difficulty experienced by the service provider to comply with the terms and

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conditions of the appointment for catering services by the City. Any such notice by the service provider will in no way affect the rights of the City in terms of the provisions of this policy, the appointment letter and the service level agreement entered into between the parties and the City's rights remain reserved in this regard.

- (18) Any poor quality of meals and/or services by the catering service, as well as any non-compliance by the service provider with the terms and conditions of the appointment for catering services by the City, without a reasonable explanation, will result in the service provider being removed from the approved panel of catering service providers of the City and blacklisted from rendering future services to the City.
- (19) Any losses or additional costs incurred by the City as a result of non-compliance by a service provider with the terms and conditions of the appointment for catering services by the City will be recovered from the service provider.

20. TITLE AND COMMENCEMENT

This Policy is called the City of Ekurhuleni Catering Policy and commences upon approval by Council.

**SCHEDULE “1”
APPROVED MENUS**

BREAKFAST MENUS	
Breakfast Menu 1 English breakfast	Breakfast Menu 2 Continental breakfast
2 Eggs 3 Rashers of bacon/1 Sausages Beans/mushrooms Mince Bread/bread rolls Tea, coffee and juice At R150.00 per person (including tea, coffee & juice)	Cereals Fruit Yoghurt Cheese and cold meat Scones and muffins, or sandwiches Tea, coffee and juice At R95.00 per person (including tea, coffee & juice)
LUNCH AND DINNER MENUS	
Menu 1	Menu 2
Beef stew Grilled chicken Rice/dumpling/pap 2 vegetables 1 salad At R120.00 per person Soft drink and juice: R9.00 per can and R60.00 per 5 litres, respectively.	Chicken stew Steak Rice/dumpling/pap 2 vegetables 1 salad At R120. 00 per person Soft drink and juice: R9.00 per can and R60.00 per 5 litres, respectively.
Menu 3 Finger Lunch	Menu 4 Braai Menu
Southern fried chicken Meatballs Samosas Sausage rolls Assorted cold meat Fried fish Cocktail sausages Sandwich triangle At R130. 00 per person	Chicken Steak Boerewors Pap Bread rolls Gravy/chakalaka At R140. 00 per person Soft drink and juice: R9.00 per can and R60.00 per 5 litres, respectively.

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Soft drink and juice: R9.00 per can and R60.00 per 5 litres, respectively.	
Menu 5 Traditional Cuisine	Menu 6 Special Meal Requirements
<p>Tripe/Trotters/ Chicken feet/ Liver Mleqwa (traditional chicken) Morogo Steamed bread Samp (with or without beans)</p> <p>At R120.00 per person. Soft drink and juice: R9.00 per can and R60.00 per 5 litres, respectively.</p>	<p><u>Vegetarian</u> Roasted vegetables Stuffed roast peppers or stuffed mushrooms Lentil salad or three beans salad or Greek salad Bread rolls Meat options from lunch menus 1 to 6, which is either halal or kosher, whichever is required.</p> <p>At R110.00 per person Soft drink at R9.00 per can Tea and coffee at R9.00 per person.</p>
Halaal	Kosher
Meal options from menus 1 to 6 which are halaal must be provided at the same prices provided therein whenever required.	Meal options from menus 1 to 6 which are kosher must be provided at the same prices provided therein whenever required.
COFFEE AND TEA MENU	DESSERT MENU
<p>Scones Muffins Sandwiches with three of the following fillings: cheese and tomato, chicken mayonnaise, ham and cheese, ham cheese and tomato and egg mayonnaise. Tea, coffee and juice</p> <p>At R60.00 per person including tea, coffee and juice.</p>	<p>Desserts at R30.00 per person: one of the following: a baked pudding with custard or vanilla ice cream jelly and custard fruit salad with vanilla ice cream.</p> <p>Fruit at R15.00 per person.</p>
<p>The City will pay a maximum amount of R200.00 per catered function for the use of the utensils of the service provider</p>	

**SCHEDULE “2”
PORTION SIZES**

	FOOD	PORTION OR SERVING SIZE
1.	Assorted cold meat	100g
2.	Beef stew	225g
3.	Boerewors	120g
4.	Bread rolls	1 roll
5.	Chicken	200g
6.	Chicken stew	225g
7.	Cocktail sausages	100g or 3 sausages
8.	Desserts	100g
9.	Dumpling	2 dumplings
10.	Fried fish	200g
11.	Fruit	1 medium size fruit
12.	Gravy/chakalaka	100g
13.	Greek salad	250g
14.	Grilled chicken	375g
15.	Lentil salad	250g
16.	Meatballs	100g
17.	Mince	200g
18.	Mleqwa (traditional chicken)	200g
19.	Morogo	90g
20.	Muffins	1 muffin
21.	Pap	250g
22.	Rice	90g
23.	Roasted vegetables	300g
24.	Salad	250g
25.	Samosas	2 regular size
26.	Samp (with or without beans)	250g
27.	Sandwich triangles	1 sandwich
28.	Sandwiches	2 slices of bread with filling
29.	Sausage rolls	1 regular size
30.	Scones	1 regular size
31.	Soft drink	1 can
32.	Juice	1 juice box
33.	Southern fried chicken	375g
34.	Steak	200g
35.	Steamed bread	100g
36.	Stuffed mushroom	1 large mushroom

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37.	Stuffed roast peppers	1 pepper
38.	Three beans salad	250g
39.	Tripe/Trotters/ Chicken feet/ Liver	3 per serving
40.	Vegetables	250g