



## ST CHARLES COLLEGE

S O U T H A F R I C A

*St Charles College, founded in 1875, is an independent Christian boys college situated in Pietermaritzburg, South Africa, catering for day boys from Grade 000 to Matric with boarders from Grade 4 upwards. The College has written the University of Cambridge International IGCSE, AS Level and A Level Examinations since 2002.*

# COFFEE SHOP / TUCK SHOP TENDER

St Charles College (SCC) invites parties interested in operating the coffee shop and, or tuckshop from **1 January 2025 to 31 December 2025 (SCC reserve the right to a later start date if deemed necessary)**. SCC intends to enter into an agreement with the successful applicant/s who is to provide the services required. The services rendered will be for the applicant's own account, taking responsibility for all risks including profit/loss, stock, and cash control.

### Duration of the contract:

The initial term of the contract will be for a period of 12 months. The school reserves the right to re-advertise for tenders. Either party may cancel the contract at any given time by giving 90 days' notice in writing to this effect.

### Monthly Rental:

2 locations are available for rental on campus. The nature of these 2 venues are as follows:

- 1 Coffee Shop, open to pupils during the day and / or parents and outside parties
- 2 Tuck shop – open to pupils during the day and other parties during sports events

### Further Information:

- The 2 locations are not required to be run/operated by the same service provider.
- The rental will be negotiated on awarding of the tender, payable at the beginning of each month.
- The rental will be reviewed on an annual basis. Any increase will be communicated with reasonable notice.
- Required term–time, normal opening times are as follows:
  - Weekdays: from 06:30 closing at 17:00
- These venues must also be open for after-school events and during Saturday school events extending beyond normal hours and sometimes in school holidays for festivals. Dates of these will be advised timeously where possible.
- One month's rental deposit is required upon the acceptance of the tender.

### Tender Proposal:

Interested parties are invited to submit a tender proposal, taking into account the following:

- The successful tenderer is required to ensure that the coffee shop stocks a range of healthy foods.
- The tuck shop is required to provide items at a reasonable prices for the patrons.
- The Principal must be informed of any price increase(s) two(2) weeks prior to new prices taking effect.

- An Electronic ordering and payment system (e.g. TapTuck) for staff and learners must form part of the service offered.
- All menu items are to be individually priced for sale (Incl. VAT)
- These venues do not have the sole right to sell food and beverages. External service providers will be on the campus on sports days/extra mural events.
- Colourings and flavourings are to be limited since many children have food allergies, in particular for colouring agents and preservatives.
- The preparation and handling of food is to be done according to Health and Safety Regulations.
- The successful tenderer/s is/are required to staff the venues. Staff shall conduct their business in a courteous manner. Staff must have a clear criminal record with a recent police clearance check, sex offenders check, and child protection check which has been done in the last 3 months (we can assist with this if required at a nominal fee).
- A list of the equipment provided by SCC is included in the annexure below. All other equipment required is for the service provider's expense.
- Any damage that could not be attributed to normal wear and tear must be paid for by the service provider.
- The school shall not be held liable for any loss of stock and equipment.
- Packaging used for customers is to be environmentally friendly and recycling principles will be an advantage. Proper waste management will also be a critical factor in the assessment process.
- The venue/s and surrounding areas must be kept clean, tidy, and presentable.
- Before any flammable and or combustible materials is/are stored on the campus, express permission, in writing, must be obtained from the Principal. All health and safety requirements must be complied with at all times.
- The school reserves the right of admission to all venues, and the right to conduct compliance inspections at any time throughout the duration of the contract.

The following information should be included in the tender proposal:

- Copy of business license (unless sole proprietor).
- Valid tax clearance certificate.
- Complete CV of the manager/owner/tender applicant, including references and details of running similar ventures.
- Certified Copy of identity document of the service provider.
- Full contact details of the service provider.
- Detailed menu of items and/or meals to be provided, including both the selling price per item and the portion size, including the nutritional details and ingredients of the meals provided.

**How to Apply:**

Deadline for submission of tenders is 30 June 2024 at 12:00 noon. These should be handed in at the finance office of the school or emailed to brobinson@scc.co.za, with the subject line Coffee Shop tender, or Tuck shop tender or Tender for coffee shop and tuck shop.

The successful tenderer/s is expected to be announced no later than 30 September 2024, for commencement of operations from 1 January 2025, or at the nearest date determined by mutual agreement. Please note that an interview process will be conducted and only tenderers selected for an interview will be contacted.

Upon acceptance of your offer, you will be requested to sign a written agreement. Please negotiate any special requests beforehand and stipulate these in the agreement in writing. If further information is required, please send an email to the above email address.

## Annexure A – SCC equipment

The building is open for inspection during school hours, and the following items are part of the agreement:

- The building/buildings
- The following equipment

1	Beverage Cooler S/Door 1140mm
1	9 Slice Toaster
1	171L Double Door White
1	ABI Fridge
1	Defy Compact 4 Plate Stove
1	Defy 34l Grill microwave oven mirror
1	Anvil Popcorn Machine
1	Double bowl pot sink 1650 x 650 x 900mm
1	Induction cooker 3.5kw single
1	Induction cooker 3.5kw single
1	Stainless Steel Table 1800 x 650 x 900mm
1	Stainless Steel Table 1800 x 650 x 900mm
1	Stainless Steel Table 1800 x 650 x 900mm
1	Stainless Steel Table 1800 x 750mm No Splashback
1	Defy Kitchenaire 600mm elec stove black

The equipment listed above, remains the sole property of SCC at all times. For the duration of the rental agreement the tenant may make free use of the equipment and agrees to give the equipment back to SCC in working order, at the end of the rental agreement, normal use and wear and tear excluded. If, however, the equipment is damaged in any way that could not be attributed to normal wear and tear, the tenant will be responsible for such losses.

*In line with POPIA, the College will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information, but it will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.*

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*The College reserves the right not to fill the post. An application will not entitle the applicant to an interview or appointment, and failure to meet the minimum requirements will result in the applicants automatically disqualifying themselves from consideration. If you have not heard from St Charles College within six weeks of your application, please consider that it has been unsuccessful.*