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## INVITATION TO SUBMIT A PROPOSAL FOR THE PROVISION OF TUCKSHOP SERVICES FOR DE KUILEN PRIMARY SCHOOL.

De Kuilen Primary school invites interested parties to submit proposals for the running of the De Kuilen Primary School tuckshop from 5 April 2022.

The services rendered are for the service provider's own account, including taking responsibility for all risks, including profit, loss, stock, and cash control.

The service provider will strictly operate from the De Kuilen Primary School tuckshop premises located on the school property subject to a lease agreement.

### BACKGROUND INFORMATION

The De Kuilen Primary tuckshop is required to provide healthy, light, and affordable meals, as well as snacks, soft drinks, and water for learners daily during the school terms. The tuckshop is required to operate from 08:30 until 16:00 from Monday to Friday.

The De Kuilen Primary tuckshop contains some equipment and fittings. The lessor will be required to obtain their own municipal health and safety certification within the first 3 months of the lease agreement.

### PROPOSAL REQUIREMENTS

The following information must be submitted along with the proposal. Failure to provide this information may lead to the proposal being rejected.

- 1) Police clearance of all employees. The tender will be rejected for any entity where a negative certificate has been issued.
- 2) Company or personal tax certificate. If a tax certificate needs to be applied for, please ensure that proof of application is included.
- 3) Valid Health and Safety and Halaal certification.
- 4) A comprehensive business plan for operating the tuckshop.
- 5) An example of a detailed menu, pricing, and nutritional information.

### TENDER TIMELINE

- The closing date for submission of proposals is 28 February 2022 at 13:00. All applications must be mailed to [admin@dkps.org.za](mailto:admin@dkps.org.za) with the subject line Tuckshop Tender.
- No late applications will be accepted.
- An interview committee appointed by the De Kuilen Primary school governing body will evaluate all proposals and may invite applicants for an interview.
- Should you not hear from De Kuilen Primary School by 11 March 2022, please consider your application as being unsuccessful.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Annexure A**  
**TENDER DOCUMENT**

- 1) The lessee [Hereinafter referenced as the future tenant] shall undertake to provide food and beverages sales in the leased premises from Monday to Friday from 8:30-16:00.
- 2) The tuckshop may be required to operate for extended or reduced operating hours when special circumstances arise. The lessor [Hereinafter referenced as DKPS] and the future tenant will agree to the changes in advance of their implementation.
- 3) If the future tenant needs to temporarily close operations or reduce operating hours, he/she is required to contact the principal in advance via email or telephonically.
- 4) The future tenant must ensure that the quality of the approved food and beverage items are of a consistently high and acceptable standard.
- 5) The future tenant shall ensure that the pricing of items sold by the tuckshop remain affordable and market competitive. (Comparative to tuckshops at schools in the surrounding area). All price increases must be submitted to the school governing body for approval.
- 6) The future tenant is responsible for ensuring that all healthy and safety regulations are strictly adhered to. The future tenant further undertakes to be fully responsible for any contravention
- 7) The future tenant shall ensure that all employees have police clearance certificates, and that application has been made to confirm that name of these persons does not appear on the Sex Offenders' Register.
- 8) The future tenant must ensure that all staff members wear gloves and hair nets when handling and preparing food in terms of the health regulations.
- 9) The future tenant shall not be entitled to sell items to learners on a credit basis.
- 10) The future tenant will receive one set of keys and an alarm key for the leased premises. The future tenant is required to ensure that the premises are locked and that the alarm is activated when leaving the premises. The future tenant will also receive one remote for the automatic gate at Gate 4.
- 11) The DKPS shall not be held liable for any losses incurred by the future tenant due to breach of security howsoever caused.
- 12) The future tenant will be allocated a specified parking area closes to the tuckshop facility. Parking is at own risk.
- 13) All persons making deliveries to the tuckshop premises must drive with caution.
- 14) Weapons, alcohol, illegal drugs, and smoking are prohibited on the school premises.
- 15) The future tenant shall ensure that any and all health regulations and/or municipal by-laws presently enforced, or that may be enacted in the future, are strictly adhered to. This includes all Covid-19 protocols. The future tenant undertakes to be fully responsible for any contravention of such regulations and /or by-laws and hereby indemnifies DKPS from any and all consequences that may arise as a result of the future tenant's breach of any of the aforementioned regulations and/or by-laws, by which indemnification shall specifically include any fine that may be imposed by any regional service council, and/or municipality, and/or court of law, or which may arise from any injury, loss of life, sickness of any learner/s and or staff or any other person/s arising out of the sale and consumption of goods purchased from the future tenant and the future tenant further undertakes to acquire the necessary insurance covering the future tenant against any and all claims that may arise in this regard, and furnish proof of such insurance to the school governing body.