



RUSSELL HIGH SCHOOL

Established in 1879

Education with Heart

TUCKSHOP TENDER

SPECIFICATIONS

1. DURATION OF THE CONTRACT

- The initial term of the contract will be for the period 1 January 2023 to 31 December 2023.
- Russell High 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.

2. MONTHLY RENTAL

The rental extends over 10 months and is payable at the end of each month. The rental will be increased on an annual basis by 10%. An upfront security deposit equivalent to monthly rental is payable before occupation. The security deposit will be refunded one month after the contract expired provided that there are no damages which will be deducted.

3. REQUIRED TERM – time, normal opening times are as follows:

- Week days: School hours
- Furthermore, the tuckshop convener must be available to provide catering services (as and when required).

4. 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 tuckshop stocks a range of healthy foods.
- All items intended to be sold must meet with the approval of the school management.
- All menu items are to be individually priced for sale (Incl. VAT)
- The tuckshop does not have the sole right to sell food and beverages. Internal fundraising is of a limited nature but will take place from time to time as part of entrepreneurship studies and fundraising.

- 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 is required to staff the tuckshop. Staff shall conduct their business in a courteous manner. Copies of Identity documents and police clearance must be available for all staff.
- Equipment is available for use by the successful tenderer and such equipment must be in place in full working order upon the conclusion of the contract.
- There are also cupboards and light-duty shelves, as well as a fitted hand basin. All equipment required is for the service provider's expense and must be insured by the contractor.
- 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.
- Should there be a disruption of power supply to the school, the Governing Body and the school will not be held liable for any damage to equipment or resulting damage of whatsoever nature that the contractor may suffer.
- The service provider is to remove all waste (wet or dry) on a daily basis. Waste must be appropriately packaged for disposal with the use of proper refuse bags.
- We encourage the use of environmentally friendly packaging as well as recycling.
- All deliveries must occur within normal school hours and the contractor is responsible for receiving and controlling all stock and may not involve staff or, learners of the school.

THE FOLLOWING INFORMATION SHOULD BE INCLUDED IN THE TENDER PROPOSAL:

- Copy of business licence and business plan
- Tax clearance certificate
- Equipment you will be providing to run the Tuck Shop
- Complete CV, including references and details of running similar ventures (prior experience in the running of a school tuckshop or catering business is a prerequisite).
- Copy of identity document and Police Clearance of the service provider, as well as all tuckshop assistants.
- Please include your staff support organogram in your tender proposal
- Full contact details of the service provider.
- Detailed menu of items and/or meals (Halaal and/ non-Halaal) to be sold per day, including the selling price per item and the portion size. Vegetarian and vegan alternatives to be stated.