



**SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
MOLOTLEGI STREET
GA-RANKUWA ZONE 1,
GA-RANKUWA,
0208**

RFA REFERENCE NUMBER: RFP SAUSA064/2025

RFP DATE: 26/11/2025

RFP Closing Date & Time: Wednesday, 03 December 2025 **TIME:** 10:00 AM

REQUEST FOR APPLICATION FOR THE PROVISIONING OF MOBILE STALL / KITCHEN FOOD VENDORS FOR SAUSA GAMES 2025 TO BE HELD AT SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY FROM 08 TO 12 DECEMBER 2025.

TERMS OF REFERENCE (TOR)

Appointment of Local Mobile Food Vendors for SAUSSA Games 2025

Sefako Makgatho Health Sciences University (SMU)

Event Dates: 8–12 December 2025

1. BACKGROUND

University Staff Sport Association (SMUSSA) is affiliating in the Southern African University Staff Sport Association (SAUSSA), which is a prestigious 20-member association comprising of universities from 8 SADEC region such as Lesotho, Zambia, Zimbabwe, Botswana, Namibia, Eswatini, Malawi and South Africa. This prestigious tournament brings together staff from various institutions to celebrate athleticism, unity, and well-being through recreational sports.

2. PURPOSE OF THE TOR

The purpose of this TOR is to:

Outline the requirements for selecting mobile food vendors for the SAUSSA Games.

Ensure compliance with food safety standards, including the Certificate of Acceptability (COA) where applicable.

Promote fair participation by awarding one or two stall/mobile kitchen space per vendor.

Ensure that vendors provide a wide variety of traditional and popular foods suitable for a sports environment.

3. SCOPE OF WORK

Selected vendors will be required to:

Operate a fully functional mobile food stall or mobile kitchen for the duration of the games (8–12 December 2025, from 8h00 to 17h00).

Provide high-quality meals, snacks, and beverages listed under the food categories below.

Maintain high standards of hygiene, food handling, and customer service throughout the event.

Comply with all municipal and national food safety regulations.

Ensure that all food handlers have valid Food Handler Training certificates (where applicable).

Align their trading hours with the event schedule (morning to late evening).

Handle their own equipment, staffing, gazebos, power needs (except where supplied by SMU), and waste disposal.

4. FOOD CATEGORIES AND COA REQUIREMENTS

Vendors will be selected from the following food categories. Vendors involved in food production, handling, or cooking **MUST** have a Certificate of Acceptability (COA) for the duration of the event. Please 2 vendors are needed per each category.

A note is included next to each category.

4.1 Traditional & Popular Foods

Category	Description	COA Required
Kota / Bunny Chow Vendors	Half-loaf bread with fillings, chips, meats, sauces	Yes

Pap, Vleis & Chesa Nyama Vendors	Pap with, steak, wors, chicken, grills	Yes
Boerewors & Chips Vendors	Grilled wors in rolls, chips	Yes
Samoosa & Roti Wrap Vendors	Fried pastries, wraps with curried fillings	Yes
Burgers & Chips Vendors	Beef, chicken or vegetarian burgers	Yes
General Fast-Food Vendors	Nuggets, wings, hotdogs, fried chips, vetkoek etc.	Yes

4.2 Snacks & Dry Goods

Category	Description	COA Required
Snack Vendors	Chips/crisps, sweets, nuts, fruits, popcorn, pies, biltong, samosas, confectionary items, etc.	No (pre-packaged only)

4.3 Beverages

Category	Description	COA Required
Soft Drinks & Bottled Water Vendors	Cold beverages	No
Ice cubes and Ice blocks	Cold beverages	No
Coffee Vendors	Coffee and tea station	Yes (due to drink preparation)

5. DELIVERABLES

Each appointed vendor must:

1. Operate one (1) allocated stall/mobile kitchen space only.
2. Provide a menu with prices before the event for approval.
3. Submit current proof of COA (if required) and apply for a temporary one if your bid is successful.
4. Maintain a clean, safe, and hygienic vending environment at all times.
5. Ensure visibility of price lists, food safety compliance posters, and branding.
6. Participate in a pre-event briefing session coordinated by SMU.

6. DURATION OF APPOINTMENT

The appointment is valid only for the duration of the SAUSSA Games (8–12 December 2025).

7. ROLES AND RESPONSIBILITIES

SMU Will:

Provide a designated vending area with stall spaces.

Facilitate access to water points and limited power where possible.

Issue vendor permits for the event.

Ensure compliance with safety, campus bylaws, and event regulations.

Vendors Will:

Transport, set up, and secure their own equipment.

Operate safely and professionally.

Follow all SMU and municipal regulations regarding food handling and sales.

Dispose of waste appropriately in designated bins.

Trade only within the designated trading days and times and spaces.

8. EVALUATION & SELECTION CRITERIA

Vendors will be selected based on:

Proof of residence in Ga-Rankuwa (priority).

Compliance with COA requirements (if applicable).

Experience in mobile food vending.

Suitability and variety of proposed menu.

Pricing affordability for students.

Ability to operate safely in a high-volume environment.

9. SUBMISSION REQUIREMENTS

Interested vendors must submit:

Proof of Ga-Rankuwa address.

COA (if applicable) mandatory for cooked/handled foods.

Menu with prices.

Pictures of mobile stall/kitchen setup.

Copy of ID.

Company registration (if available).

Contact details.

Please send your submission to this Email: Thivhonali.Ramugondo@smu.ac.za

Sefako Makgatho Health Sciences University reserves the right not to appoint or accept any lowest quotation or appoint any other service provider.

No Late, e-mailed submission will be accepted.

KINDLY QUOTE THE RFQ NUMBER ON THE SUBJECT LINE.

CLOSING DATE AND TIME: Wednesday, 03 December 2025 **TIME:** 10:00 AM