



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

TERMS OF REFERENCE FOR THE REQUEST OF SERVICE PROVIDERS TO APPLY FOR THE PROVISIONING OF AFRICAN FOOD FOR AFRICA DAY SCHEDULED FOR 22 MAY 2026 TO BE HELD AT SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

CLOSING DATE OF SUBMISSIONS: 4 May 2026 @10H00am

1. BACKGROUND

Sefako Makgatho Health Sciences University (SMU) annually commemorates **Africa Month**, culminating in the celebration of **Africa Day**, which marks the founding of the Organisation of African Unity (OAU) on 25 May 1963.

Africa Month is a platform to celebrate African unity, diversity, heritage, and progress. The programme typically includes cultural exhibitions, music, fashion, dialogue sessions, and culinary experiences that reflect the richness of the African continent.

As part of the 2026 celebrations, SMU intends to appoint suitably qualified and experienced service providers to supply and sell authentic African cuisine during the Africa Day event scheduled for **22 May 2026**.

2. PURPOSE OF THE TOR

The purpose of this Terms of Reference is to:

- Invite applications from qualified African food vendors for participation in the Africa Day event.
- Ensure a transparent, fair, and competitive selection process.
- Promote diversity and representation of African cuisine across participating countries.
- Ensure that all vendors meet required health, safety, and quality standards.
- Facilitate an affordable and culturally enriching food experience for students, staff, and visitors.

3. SCOPE OF WORK

Appointed service providers will be required to:

- Operate a fully functional African food stall or mobile kitchen on 22 May 2026, from 10:00 to 17:00 (or as directed by the event programme).
- Prepare and sell authentic, high-quality African cuisine.
- Maintain high standards of hygiene, food safety, and customer service at all times.
- Comply with all applicable municipal by-laws and national food safety regulations.
- Ensure all food handlers are appropriately trained and certified where required.

- Provide all necessary infrastructure, including equipment, utensils, staffing, gazebos, and power solutions (unless otherwise provided by SMU).
- Manage waste responsibly and maintain a clean trading area throughout the event.

4. FOOD AND MENU REQUIREMENTS

4.1 African Cuisine Representation

Vendors are encouraged to offer traditional and popular dishes representing African countries, particularly those with a presence within the SMU community, including but not limited to: South Africa, Zimbabwe, Lesotho, Botswana, Malawi, Mozambique, Ghana, Nigeria, Democratic Republic of Congo, Kenya, Zambia, Namibia

4.2 Menu Categories

Vendors may include:

- **Main Meals:** Traditional cooked dishes
- **Snacks and Street Food:** Light meals and dry goods
- **Beverages:** Non-alcoholic African beverages

Note: The sale of alcoholic beverages is strictly prohibited unless explicitly authorised in writing by the University.

4.3 Pricing

- Pricing must be **reasonable and student-friendly**.
- A detailed menu with prices must be submitted for approval prior to the event.
- SMU reserves the right to request adjustments to pricing where necessary.

5. MINIMUM REQUIREMENTS

All applicants must submit the following:

- Valid **Certificate of Acceptability (COA)** for food handling (mandatory).
- Detailed menu with pricing.
- Photographs of the proposed stall/mobile kitchen setup.
- Company profile demonstrating experience in food vending or catering.

6. DELIVERABLES

Each appointed vendor shall:

- Operate only within the allocated stall/mobile kitchen space.
- Display approved menus and pricing clearly at the point of sale.
- Maintain a clean, safe, and hygienic environment at all times.
- Ensure compliance with all health and safety requirements.
- Attend and participate in a compulsory pre-event briefing session.
- Adhere strictly to allocated trading times and event rules.

A non-refundable **participation fee of R500** will be payable to SMU by each appointed vendor.

7. DURATION OF APPOINTMENT

The appointment is valid only for the duration of Africa Day 22 May 2026.

8. ROLES AND RESPONSIBILITIES

8.1 SMU Responsibilities

SMU will:

- Allocate designated vending spaces to successful vendors.
- Provide access to water points and limited electricity where feasible.
- Coordinate the overall event and ensure compliance with campus rules and safety regulations.
- Facilitate vendor onboarding and briefing prior to the event.

8.2 Vendor Responsibilities

Vendors will:

- Transport, install, operate, and dismantle their own equipment.
- Ensure full compliance with applicable laws, regulations, and SMU policies.
- Operate in a safe, professional, and culturally appropriate manner.
- Dispose of waste in designated areas and leave the site clean.
- Trade strictly within allocated times and designated areas.

9. EVALUATION & SELECTION CRITERIA

Vendors will be selected based on:

- Compliance with COA requirements (if applicable).
- Experience in mobile food vending.
- Suitability and variety of African food menu.
- Pricing affordability for students.
- Ability to operate safely in a high-volume environment.
- Ability to provide food menu as required in the TOR

Preference may be given to vendors that enhance diversity and representation across African regions.

10. MANDATORY DOCUMENTS

No	Item
1	Certificate of Acceptability
2.	Company profile detailing experience in food vending
3.	Proof of tax compliance status e.g., valid tax compliance certificate or personal identification number (PIN) issued by South African Revenue Services (SARS)
4.	Proof of the most recent Central Supplier Database (CSD) Registration printed within the month of the RFQ advert
5.	CIPC
6.	ID copies of directors of the company

11. GENERAL CONDITIONS

- SMU reserves the right not to appoint any vendor.
- Non-compliance with any of the requirements may result in disqualification.
- Vendors must comply with all applicable legislation and university policies.
- No exclusivity will be granted unless explicitly stated by SMU.

Proposal to be forwarded to naledi.khunou@smu.ac.za not later than the closing date. All enquiries may be directed to the provided email address in writing.