



UNIVERSITY OF JOHANNESBURG

UJ OCCUPATIONAL HEALTH PRACTICE Request for proposal 2023

TENDER SPECIFICATION DOCUMENT

FOOD SAFETY AUDITING AT ALL UJ FOOD PREMISES

Contract for the assessment of the UJ Food premises Safety

BACKGROUND

At UJ, financial acuity necessitates reviews of contracts with service providers. In line with this requirement, you are requested to submit a business proposal and quotation on the supply of quarterly food safety auditing at all UJ food premises for one year (2023), with an option to renew for two years(2024, 2025). Based on the performance and adhering to the nature and scope of work as Detailed Below.

NATURE AND SCOPE OF WORK

1. Food Safety auditing site visits by accredited Food Safety auditors

Site visits must occur at 51 (**32 small and 19 medium-sized units**) food outlets spread across the four campuses (APK & APB (Auckland Park), DFC (Braamfontein) & SWC (Soweto)) and also off-site venues.

The audit frequency of four rounds per annum (every three months: in February, May, August and October):

2. Classification of kitchens/units to be audited:

CAMPUS	SMALL (1 HOUR AUDIT TIME)	MEDIUM (2-HOUR AUDIT TIME)
APK	<ul style="list-style-type: none">• 12 kitchens at Student Centre• Art Centre food outlet (vacant)• Design Café Library	<ul style="list-style-type: none">• Superette at Student Centre• Pinos Restaurant• Restaurant (Vacant)• Madibeng VC Lounge unit (STH)
APB	<ul style="list-style-type: none">• 6 kitchens at Student Centre	<ul style="list-style-type: none">• Hotel school kitchens x 4 (3 smaller training units and 1 larger commercial unit)• Design Cafe• Supermarket at Student Centre• Dine-in and entertainment - alcohol (vacant)• Dine-in (vacant)

DFC	<ul style="list-style-type: none"> • 5 Kitchens at Student Centre • 2 QK Building • Design Café Library 	<ul style="list-style-type: none"> • Superette at Student Centre
SWC	<ul style="list-style-type: none"> • 3 kitchens at Student Centre 	<ul style="list-style-type: none"> • Supermarket at Student Centre • Funda Ujabule kitchen
OFFSITE FOOD OUTLETS	<ul style="list-style-type: none"> • JIAS (6 Tolip Sreet Melville) • Plumb Pudding (12 Chiselhurst Street Rossmore, Auckland Park) 	<ul style="list-style-type: none"> • JBS Park – Restaurant - 69 Kingsway RD • JBS Towers - corner of Barry Hertzog/ Empire RD • Devland Soweto Education Campus restaurant • UJ ISLAND (Vanderbijl Park)
TOTAL	32	19

3. Microbiological sampling must be included in each site visit at randomly selected

3.1 For the 32 small units:

SIX random samples must be taken per unit per round, one sample each from:

- food preparation surface
- hand of food handler
- cooking utensil
- cutting board
- raw food
- prepared food.

3.2 For the 19 medium-sized units:

TWELVE random samples (two each) must be taken per unit per round from

- food preparation surface
- hand of food handler
- cooking utensil
- cutting board
- raw food
- prepared food.

3.3 For the Offsite UJ food premises two small units

- food preparation surface
- hand of food handler
- cooking utensil
- cutting board
- raw food
- prepared food

3.4 For the Offsite UJ food premises two small units

- food preparation surface
- hand of food hand
- cooking utensil

- cutting board
- raw food
- prepared food

Tests to be done in items 3.1,3.2, 3.3 and 3.4 must be for TVC, Staphylococcus Aureus, Salmonella, Listeria and E.coli.

4. The calculation of the Food Safety Risk Score must be as follows:

Housekeeping & Maintenance Score at 50% weighting, and the Microbiological Score weighting at 50% to arrive at a Total Score of 100%.

5. Food Safety audit checklist

A standard list shall be drafted and made available to all UJ Food Providers before the commencement of auditing, to enable preparation. Please include and rate the following concepts in your audit checklist:

- Personal Hygiene
- Pest Control
- Cleaning and Sanitation
- Facility Maintenance
- Process Control

6. Food Safety reporting

A comprehensive report after each round, detailing the risk scores, based on our formula above, is expected, including:

- Introduction citing Food Safety standards and the UJ audit procedure
- key findings, key risks, trends analyses and recommendations per campus and for the institution as a whole. Analyse interpreted results contextually and cumulatively adding appropriate graphic representations
- indicate which of the units are compliant with national regulatory requirements/standards and global best practices;
- indicate which of the units presented UJ with a key indicator of risk for food poisoning, in the form of a microbiological alert
- proposed interventions
- the conclusion must contain significant findings and convey a focused message from the auditing team
- An annexure detailing all scores per food provider must be completed cumulatively and attached to the report.

DOCUMENTATION REQUIRED BEFORE TENDER EVALUATION

The following proof of qualification and strategy -documentation is required to be submitted as a pre-requisite to being considered in tender evaluation:

6.1 Proof of similar auditing conducted in other organizations/institutions.

6.2 Auditor criteria:

- Lead Audit qualification with at least 5 years of audit experience
- PRP, HACCP and ISO 22000 training
- A relevant degree in Food Science or Health Science

6.3 Audit management

- ISO 19011 criteria must be followed by the audit company.

- A relevant degree in Food Science or Health Science

PRICING SCHEDULE FOR 2023, 2024 AND 2025

- Pricing must be provided for costs charged per full audit per quarter and per year, including escalations for the period.
- A fixed-rate per incident must be added for sampling and reporting on suspect quality food
- A subtotal, VAT and final inclusive amount must be stated.

TENDER CLOSING DATE AND TIME

The tender closing date and time for submission: 8 February 2023 at 12H00 noon.

Regards

Miranda Tshabangu

Manager: Occupational Health Practice

