

Terms of Reference: Lunch for Human Rights Day 2011

Sharpeville, Sedibeng

21 March 2011

1 Background

Human Rights Day is celebrated on 21st March each year to honour our fallen heroes and heroines and celebrate the human rights and fundamental values for which they sacrificed.

This day is commemorated in partnership with Local Government with the purpose to:

- Remind us of the great suffering and loss of life that accompanied the struggle for human rights;
- Celebrate our new Constitution and Bill of Rights; and
- Raise awareness on our human rights and our struggle for human rights, especially amongst the most vulnerable groups which is the women and youth.
- To highlight and showcase the work that local government does and key achievements of government as this sphere of government goes for elections next year.

2. SCOPE OF WORK

Catering requirements for the day includes-

- Lunch for 1400 pax (hot meal – 1 x starch, 1 x stew, 1 x salad, 2 x vegs, canned cooldrink) including take-away crockery and cutlery) that will be served from 12:30.
- Snacks for 10 VVIPs in the holding rooms. This should include fruit, muffins and scones served with cream and jam/cheese, spring rolls (veg), samoosas (veg and chicken), meatballs, canned cooldrinks, water, tea station) which should be ready at 10:30.
- 3 000 bottled water that should be delivered on the 20 March 2011.

Caterer should provide warming and refrigeration facilities and staff to serve the meals.

3. FINANCIAL IMPLICATIONS

The service provider will provide a detailed cost breakdown which should include all logistical requirements as stipulated in point 2.

The service provider should keep a record of all financial expenditure and ensure that the expenditure remains within the agreed budget of each event.

It will be expected of the service provider to provide proof of expenditure in the form of a financial reconciliation accompanied by a narrative report within 30 days after completion of the event. Note that no advance payment will be done.

4 CONTRACT PERSON

All queries regarding this specification should be directed to-

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