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Enquiries: M van Wyk

Cape Teaching and Leadership Institute Minute: 0004/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads of subdirectorates and sections at Head Office and district offices, Heads: Curriculum Support, Heads: Management and Governance, Heads: Special Needs Coordination and Advice, Circuit Managers, and Subject Advisers

**Subject: Appointment of a new catering service provider at the Cape Teaching and Leadership Institute (CTLI) facilities**

1. The Western Cape Education Department has recently appointed a new service provider, CSG Food Solutions, for the provisioning and managing of a three-year catering service at the Cape Teaching and Leadership Institute (CTLI) with effect from 01 October 2019. CSG Food Solutions has been contracted to provide all meals and refreshments to users of CTLI facilities. This means that users will be obligated to make use of the on-site catering contractor as no other caterers will be allowed on site.
2. Once the CTLI has confirmed a venue booking, cost centre managers (users) must communicate their catering needs directly to CSG Food Solutions and obtain a valid quotation. A standard menu will be available to all users and users will be issued with meal coupons which can be exchanged for meals/teas, etc. At the end of the intervention, each user will be invoiced by the caterer and payments will be processed through Supply Chain Management as prescribed. The on-site contractor can also be commissioned to provide departmental catering off-site, without any additional procurement processes. The standard attendance registers and certified invoices must be attached to payment advices in all cases.
3. It is imperative that the 30-day deadline for the booking of the CTLI facilities (venues) as well as reservations for catering and the associated ordering process be adhered to.

4. The supply chain requires a lead time of 30 days to issue an official order to the service provider for catering. Please be advised that NO catering will be provided to cost centre managers (users) without an official order number. Please refer to Procurement Management Institutional Instruction: 0001/2019, dated 27 June 2019, for instructions on how to generate an official order number.

5. The contact details of CSG Food Solutions are as follows:

CSG Food Solutions

161 Lynwood Road

Brooklyn, Pretoria

0181

Contact person: Ms Ilse Lategan

Office tel. no.: 021 900 5124

Cellphone no.: 082 577 4441

Email: [CTLlcatering@csqfoods.co.za](mailto:CTLlcatering@csqfoods.co.za)

6. We trust that we can count on the full cooperation of all cost centre managers (users) and we believe that this new arrangement would be welcomed by all and will contribute significantly to improved efficiency.

7. Kindly bring the contents of this minute to the attention of all concerned.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2019-09-27