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Cape Teaching and Leadership Institute Minute: 0004/2024

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

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

1. The Western Cape Education Department has recently appointed a new service provider for the provisioning and managing of a three-year catering service at the CTLI.
2. We are, therefore, pleased to announce that with effect from 01 July 2024, Feedem Group (Pty) Ltd will be contracted to provide all meals and refreshments to users of the CTLI facilities. This means that users will be obliged to make use of the on-site catering contractor on the transversal contract and no other caterers will be allowed on site.
3. On confirmation of a booking at the CTLI, the applicant must communicate their catering needs directly with the contracted caterer. A standard menu will be available to all users and they will be issued with meal coupons which can be exchanged for meals/teas, etc. At the end of the event, each user will be invoiced by the caterer and payments will be processed through Procurement 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.
4. Those who requested a venue must contact the catering contractor as soon as a confirmation of their booking has been received from the CTLI. A valid quotation must then be requested from the service provider for the generation of an official order number by Supply Chain Management (SCM).

5. SCM units require a lead time of 30 days to issue an official order to the service provider for catering. No catering will be provided to users without the generation of an order number.
6. The on-site contact details for Feedem Group (Pty) Ltd are as follows:

Contact person: Karen Pedro
Tel. no.: 021 900 5124 (office)
Email: ctli@feedem.co.za
Cell no.: 084 788 6645
7. We trust that we can count on the full cooperation of all users, and we believe that this new arrangement will be welcomed by all and will contribute significantly to improved efficiency.
8. Kindly bring the content of this minute to the attention of all relevant personnel.

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-06-13