



TERMS OF REFERENCE

Catering Services at Chrysalis Academy

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1. Introduction

Chrysalis Academy is an academy geared towards the development of young adults with assessed potential for growth. It is a registered non-profit organisation which is governed by a private Trust.

Chrysalis Academy's vision is:

- A recognised global leader in holistic youth development

Chrysalis Academy's **mission** is:

- To provide a platform for youth to deepen their resilience and unleash their potential through mental, physical, emotional and spiritual development, enabling them to be role models and agents of positive change

2. Purpose

The purpose is to procure catering services over the period of **1 May 2020 – 30 April 2021** for students who enrol for the 3-month residential Chrysalis Academy training programme which is run at the Porter Estate in Tokai with a possibility of extending it for another year depending on the level of catering services provided.

3. Background/ Scope of Work

- 3.1 The Chrysalis Academy is running a residential programme which is fairly physical in nature and which caters for youth between the ages of 18 and 25. This makes catering services and more specifically nutrition and hygiene of utmost important.
- 3.2 The Academy will have three (3) student intakes per year (two males and one female intake totalling 675 students over a period of one year) based on an estimated total of 225 male students and 225 female student plus approximately 20 youth instructors per intake. Each programme runs for 3 months which means that an estimated 270 meals (excluding snacks and food for two week outdoor) per intake per person will have to be served, all of which should be Halaal.
- 3.3 The Academy has a fully equipped kitchen strategically situated between the two main hostels. Sleeping quarters for kitchen staff are also available in close proximity of the kitchen.
- 3.4 The Academy's current service provider's contract expires on 30 April 2020, thus requiring the Academy to source bid/ price proposals from catering firms to be ready for the next intake which starts on 9 May 2020.

4. Specific conditions, specification and time schedules

The following specific conditions, procedures and specifications, are applicable to the provision of catering services by the Service provider to Chrysalis Academy.

4.1 Guidelines regarding catering services

4.1.1 Overview

The objective of this agreement is for the catering service provider to provide a nutritious 3 week cycle menu and portion sizes suitable for males and females, respectively in the residence dining halls together with two snacks to be provided at training venues and one after supper in the hostels.

The Facilities Manager, will act as the Project manager and will be accountable for the daily liaison and monitoring of the catering contract.

4.1.2 Academic Terms

The intake of students will be as follows:

| Group | Commencement date | End date | Number |
|---|-------------------|------------------|--------------------------------|
| Males | 9 May 2020 | 1 August 2020 | 225 students & ±30 instructors |
| Females | 29 August 2020 | 21 November 2020 | 225 students & ±30 instructors |
| Males | 9 January 2021 | 6 April 2021 | 225 students & ±30 instructors |
| <p>No catering services for students will be required for the following periods:</p> <ul style="list-style-type: none"> • 2 August 2020 – 28 August 2020 • 21 November 2020 – 8 January 2021 • 4 April 2021 – 30 April 2021 <p>However, it may be required from the service provider to provide catering services to youth instructors who may be in training.</p> | | | |

Table cloths, crockery and cutlery, will initially be provided by the client. The contractor will be responsible to replenish stock so that by the end of the tender period the table cloths, crockery and cutlery, equal in quantity and quality will be, handed back to the client.

During the catering period the contractor is expected to provide its own staff to provide this service. The staff compliment should **at least** include the following 8 properly trained personnel:

- 1 x Unit Manager / Chef
- 1 x Assistant Manager / Cook
- 2 x Cooks
- 3 x Food Service Assistants
- 1 x Cleaner

4.1.3 Staff Meals

The Academy's Facility Manager and Head: Admin & Finance may take a meal in the dining hall during any meal time in order to interact with students and assist in monitoring the catering contract.

Meals will also have to be provided to Youth Instructors on a daily basis. These meal(s) should be factored in. Please note that staff enjoys the same menu as provided for the students.

4.2 Functions, Meetings and Special Occasions

The Contractor accepts that from time to time, he/she will be required to render additional food services to provide meals for official functions (i.e. Graduation), meetings and even public holidays. The total costs will be discussed prior to the function and agreed upon with the Head: Admin and Finance of the Academy. For instance traditionally, a special meal (braai) is also served as an option on completion of the outdoor phase and route march.

4.3 Meals Specification

4.3.1 Menu and portion sizes

1. The contractor will provide the client with a 10,000kj (female students) – 12,000kj (male students) menu of good quality, safe, wholesome and nutritious meals and snacks in accordance with the attached menu (Annexure A) which can form the basis for the three week menu cycle. The normal directives for menu planning should be adhered to. This includes combination of colour, flavour, texture, cooking methods and variety in food items used.
2. The meal plan will consist of 3 meals (breakfast, lunch, supper) and three snacks served in-between meals (mid-morning, mid-afternoon, late night snacks).
3. Bread must be included with each meal of the 12000 KJ menu. The bread must be absolutely fresh and not older than 24 hours.

4. In-between snacks should consist of fruit/sandwiches with a low fat protein filling e.g peanut butter, fish paste or low fat cheese spread. Sardines and fish (e.g. tuna) may also be used as a sandwich spread.
5. Fresh milk i.e. 2% or low fat milk will be used. No dairy blends or creamers are allowed.
6. Juice should be to a decent standard (for example Henties, Halls, etc)
7. **Processed meat** (e.g. sausage, viennas, polony, patties, salami and russians) should be kept to a minimum.
8. Soft low fat margarine (in the tub) should preferably be used instead of hard margarine.
9. **The use of healthy cooking methods should be promoted and specified on the menu:** cook, steam, barbecue, bake in oven. The regular intake of food prepared with lots of added fat (e.g. margarine, cream, oil, mayonnaise or cheese) should not be encouraged.
10. **Texturized plant protein** i.e. **soy products** and other legumes (e.g. lentils, dried peas and beans) could be used with meat (e.g. add soy mince to lean mince) but not on its own.
11. **All visible fat** (fat on meat, chicken skin, etc.) should be removed **before cooking**
12. **Chicken** (preferably without skin), **should be served more often than mutton or beef. Fish should be served at least 2 to 3 times per week.** This should be cooked, steamed, grilled or baked in the oven instead of frying the fish in oil.
13. This translates into standard ingredients, prepared according to a standard recipe, served in the same portion size and in the same way in each dining hall.

4.3.2 Proposed Meal Plan and Portion Specifications

Bidder(s) should submit with the Bid documents the detailed **three week cycle** menus, based on the proposed meal plan, that are going to be implemented. **Should the requirement of a detailed three week cycle menu not be complied with in full, the tender will be considered invalid.**

Annexure A attached hereto provides a guideline as to a daily meal plan, while Table 1 provides the minimum portion sizes for when the different food types are served.

Table 1: FOOD TYPE WHEN SERVED: MINIMUM WEIGHT / PORTION SIZES

| Category | Item | Minimum Portion size |
|-------------|--|----------------------|
| MEAT | Mutton chops (not more than 3 mm fat) | 180g raw |
| | Tenderised steak (no fat or sinew) | 180g raw |
| | Schnitzel | 180g raw |
| | Stew, boneless, little fat | 180g raw |
| | Sirloin steak tenderised (max 3mm fat) | 160g raw |
| | Mincemeat portion | 160g raw |
| | Kebab | 140g raw |
| | Boerewors – 80 / 20 meat /fat | 160g raw |
| | Russians / Franks | 140g raw |
| | Roast meat | 25g cooked |
| GRAVY | | 60ml |
| FISH | Hake fillet (lunch) | 180 g raw |
| | Hake fillet (dinner) | 150g raw |
| | Fish fingers | X 4 |
| CHICKEN | Leg | 260 – 300g raw |
| | Breasts | 180g raw |
| HAMBURGERS | Patty | 110g , raw |
| | Chicken, patty | 100g, raw |
| PIZZA BASES | | 20cm diameter |

| | | |
|------------------------------|-----------------------------------|----------------------------|
| STARCH | Spaghetti (bolonaise) | 120 g |
| | Rice | 45g (raw)- 1 cup cooked |
| | Chips | 300g |
| | Potatoes mashed / boiled / wedges | 180g |
| VEGETABLES | Fresh vegetables | 150g raw |
| | Frozen | 90g |
| SALAD IN SEASON AND DRESSING | | 1 portion (65-80g) |
| FRUIT | | 1 (100g) |
| MILK | Per glass | 250ml |
| YOGHURT | | 175ml |
| DESSERT | | 80g |
| REFRESHMENTS | Tea/coffee/ milk/sugar | 1.5 - 2.5g / 40ml / 10-20g |
| SOUP & BREAD | Soup | 200ml |
| | Bread | 1 slice |

It should be noted that the Academy is continuously looking at better and more improved ways of serving its students in a holistic way. So given the meal specifications stated above, the Academy would like to move towards a healthier diet option like the one attached as Annexure B. Consequently, the Academy would like to engage with the service provider to introduce some of the options/alternatives, but obviously it would be subject to practical and budgetary determinations.

4.4 Dining Halls, Kitchens, Meal times & Meal Options

Dining Halls / Kitchens

One dining hall is located in each of the two hostels.

Term Meal Times

Meal Monday - Friday Weekends / Public Holidays

| | Summer: October to March | Winter: April to September |
|------------------|--------------------------|----------------------------|
| Breakfast | 07:00 | 07:00 |
| In-between snack | 10:30 | 10:30 |
| Lunch | 12:30 | 12:30 |
| In-between snack | 14:30 | 14:30 |
| Dinner | 18:00 | 18:00 |
| In-between snack | 20:00 | 20:00 |

Given the structured approach of the training programme it is paramount that meals/snacks are served at the times indicated. Any deviation from these times will have a negative impact on the running of the programme unless meal times are changed by the Head: Training and Development based on a predetermined arrangement.

Different meal options are not available for students and instructors, except for when the student or instructor has medical proof of a specific food allergy or ethical belief.

4.5 MONITORING AND PARTICIPATION

4.5.1 Monitoring of Services

The Catering Contractor is responsible for instigating and conducting quality monitoring systems and procedures, to ensure that services continue to be provided in accordance with the requirements of the specifications.

Monitoring systems and procedures operated by the catering contractor should include, but not be limited to the following:

- Regular checks, by the catering contractor management on the standards of the services and operations should be carried out daily, weekly or any other frequency as appropriate. Personal

hygiene and cleanliness of catering staff should be a very high priority. Non-smoking staff will be preferred.

- A report on the outcome of the checks shall be submitted to the Facilities Manager.
- Further to such internal quality assurance systems, the catering contractor should, at least once in a calendar year arrange for a health, safety and hygiene audit. This audit will be performed either by the catering contractors specialist personnel (external to the operating site) or by external agents. The Catering contractor should bear the costs of this audit.
- The catering contractor should provide a copy of the audit report within a reasonable period after the audit. Where appropriate, a plan of remedial actions shall be agreed between CA and the catering contractor. The catering contractor shall be obliged to introduce a follow-up procedure to ensure that all agreed actions are affected.
- The catering contractor should ensure on-going evaluation and training to cooks.

4.5.2 Communication, Student Participation and Feedback

Each dining hall should have a communication board strategically placed to ensure that students read the information thereon. The communication board should contain the following information:

- Weekly update on catering matters from the catering contractors central office,
- Daily menu,
- Specific information including the name and contact details of the duty unit manager / supervisor, etc.

A student feedback book should be provided in each dining hall to facilitate written feedback from students. The data should be tabulated and analyzed by the catering contractor on a weekly basis.

4.6 Health and Safety

The following important aspects should be noted as required for best practice and legal compliance:

- Compliance with the Occupational Health & Safety Act.
 - Ensure that all consumable items, insecticide, stationery and other material utilized are stored according to Health and Safety Regulations.

The kitchen is to be kept clean and tidy at all times in accordance with South African national Standard (SANS) 10049:2011 e.g. implementing a complete cleaning programme, including daily chores and deep cleaning, the use of colour – coded chopping boards and color-coded disposable cloths to prevent cross contamination etc. to ensure food is produced under appropriately hygienic conditions.

4.7 Cleaning Materials, Uniforms and Stationery

The Contractor undertakes to:

- Purchase and acquire and ensure the safe storage at its own risk, of all suitable cleaning materials, (ammonia free) insecticides, stationery, all consumable items such as packaging materials, bin liners,, disposable paper towels, liquid soap for soap dispensers, paper serviettes, brooms, squeegees, etc. necessary for the proper fulfillment of its food service and management functions.
- Eradicate insects in food stock stores, kitchens and dining rooms every 3 months or as required.
- Purchase protective clothing for all staff, such protective clothing bearing the logo of the contractor (including name tags) and be responsible for the laundering of such uniforms.
- Minimum standard required for protective clothing, disposable headgear, cloth aprons, and comfortable shoes as per OHSACT requirements. Disposable caps, gloves and aprons may be supplied by the CLIENT but at the expense of the CONTRACTOR.
- The CONTRACTOR shall provide cleaning equipment and SABS approved cleaning material (chemicals) to clean storerooms, delivery areas, equipment and fixtures used by the CONTRACTOR. Ensure that the food service staff is trained on handling chemicals and that emergency care treatment procedures are displayed at their allocated areas.

Daily food temperature curves

- a) The most critical measure of food quality is the temperature of food just before consumption. THE CONTRACTOR must guarantee and prove that food is served at the right temperature and kept above 65°C. The contractor is to ensure that temperature is taken daily and recorded, and evidence should be kept for annual auditing. Such controls shall be applied and measured during the food handling process from receipt to and serving of the final product.
- b) The temperature of goods needs to be checked upon receipt. Milk 1-4°C; fresh meat (not frozen) 1-4°C; frozen products < -12°C.
- c) Freezer & fridge temperatures must be taken, minimum 2 x per day & 1 x per day cross checking, i.e. temp inside freezer same as temp meter outside. Records should be kept of all temperatures taken.

4.8 Refuse Area

Refuse areas, some of which are shared with domestic refuse should be kept in a hygienic manner with all bins and the floors washed and sanitised on a daily basis.

All dustbins should be covered with lids and be lined. Refuse areas should be secured against raiding by baboons.

4.9 Qualifications of bidders

Only reputable and recognised catering companies with sufficient proof of experience in the provision of catering services to large institutions/concerns will be considered. However, smaller catering companies who wish to enter into a joint venture with a larger reputable and recognised catering concern will also be considered.

Bidders must submit detailed information together with their bid documents of their experience in the catering trade and must further more submit acceptable proof of the ability to supply high quality meals and submit a list of present catering contracts together with their bid documents.

In the case of partnerships an affidavit reflecting the names, ID numbers and addresses of partners or members and in the case of a company, such information regarding the Directors must be submitted with the bid documents, together with a copy of the latest audited financial statement.

Any failure by THE CONTRACTOR to meet the relevant Service Levels in respect of the service as required in terms of the Service Specifications & Service Level Agreement may result in a termination of the contract.

5. Other Considerations

The prospected service provider should consider the following when submitting a bid/ price proposal:

- a) Catering services shall be rendered in a proper and professional manner at all times.
- b) The catering services shall reasonably conform to best standards and practices in the industry. The successful bidder will have to obtain a health and safety certificate on a quarterly basis.
- c) The service provider shall clean the Academy's catering / kitchen equipment at its cost and ensure that the equipment and the kitchen in general are in a hygienic condition at all times.
- d) The service provider shall, at its cost, subscribe to public and general liability insurance during the term of the contract.
- e) The fixed monthly overhead charge should be inclusive of the following:
 - Salary of employees and company contributions;
 - Uniforms for all employees;
 - Stationery & Company standardization;
 - Support Services, i.e. training, hygiene, corporate chef and dietetics;
 - Quarterly Independent Health Audits;
 - Insurance (Stock & public liability);
 - Wrapping & packaging for kitchen use;
 - Halaal Certificate.

- 50% of breakages or losses on all small items, eg. Cutlery, crockery, etc.
- f) It will be required from the Contractor to provide training in basic culinary skills to students who show an interest in cooking during their skills phase consisting of 4 weeks of training. Accredited training will be an advantage. All the costs involved in rendering this training (eg. Ingredients, training material, uniforms, etc) will be for the contractor. It will be to the bidders advantage if at least two (2) Chrysalis graduates who have done the basic cookery course are given opportunities in the academy's operational kitchen or any of its other contracts as interns to further develop their culinary skills. Contractors could be requested for assistance in linking up the balance of the basic cookery students with placement opportunities.
 - g) Given the Academy's no-smoking policy, it will be expected of catering staff not to smoke during their shift or on the premises.
 - h) It is advisable that kitchen staff stays on the premises in the provided kitchen staff quarters while on duty. If not, the catering contractor should provide transport at their own cost to get their staff home safely after hours as there are no reliable public transport after hours.
 - i) The service provider shall also be granted the opportunity to do catering for events and to run the canteen/tuck shop on the Chrysalis premises on a rental basis which will be managed as a separate contract to the catering contract.
 - j) As power outages have proved to be a reality an alternative menu should be available to cater for these eventualities.
 - k) The Contractor is responsible for its own communication means, i.e. internet, telephone system, attendance register, etc.
 - l) It is not advisable for the Contractor to take over the current kitchen staff.
 - m) The Contractor should implement sound food waste recycling measures and should cover any costs related to this.

6. Process and Time Frames

Contractors are welcome to make arrangements with Mr Neil Roman at 021 7121023 for a site visit which will be arranged for **10:00 – 11:00 on 27 February 2020** to familiarise potential contractors of the extent of catering services required as well as the kitchen area and dining halls where catering services will be rendered.

Potential contractors should submit their bid/ price proposal specifically to include:

(A) a monthly overhead charge covering the period of 12 months (1 May 2020 – 30 April 2021)

AND

(B) Meal costs as per the schedule attached as Annexure A (**NOT Annexure B please**)

Bids/ price proposals should be submitted in a sealed envelope by **16:30 on 27 March 2020**. The management of Chrysalis Academy will make a final decision on the successful service provider by early April 2020, after which the successful service provider will be notified in writing. As stated, the required catering services should commence on **1 May 2020** and is subject to the signing of a Service Level Agreement.

7. Proposal Requirements

It is again emphasized that your bid/ price proposal should be submitted in a sealed envelope by **16:30 on 27 March 2020 as NO late proposals will be accepted**. Please note that the completed Chrysalis Academy Tender document should form part of your bid / price proposal and also note that electronic submissions will **NOT** be accepted. All prices must be VAT inclusive. Chrysalis Academy also requires that you furnish the Academy with a valid Tax Clearance Certificate and your percentage B-BEEE Ownership. Kindly note that the 90/10 preference point system will be applied in the adjudication of this tender, in other words price and functionality will make up the 90 points while 10 points will be allocated in respect of the B-BEEE status level.

Normal full menu meal plan to determine meal costs

| <u>MENU A1</u> | | |
|---------------------------------------|------------------------------|---------------------------------------|
| <u>BREAKFAST</u> | | |
| INGREDIENT/FOODSTUFF | MINIMUM COOKED WEIGHT | COMMENTS |
| Fruit Juice or Coffee/Tea | 250ml | |
| Cereal/Porridge | 40gr / 250ml | Dry cereal 3 times/week |
| Milk | 100ml | |
| Sugar | 20gr | |
| <i>Bread Brown Only</i> | <i>2 slices</i> | |
| <i>Margarine</i> | <i>15gr</i> | |
| <i>Spreads/Preserves</i> | <i>40gr</i> | <i>Variety of 2 Spreads Every Day</i> |
| Protein Dish and Yoghurt | 160 – 180gr 125ml | |
| Fresh Fruit | 1 / ±160 – 200gr | Variety |
| Breakfast Price | R | |
| <u>SNACK</u> | | |
| Fresh Fruit | 1 / ±160 – 200gr | Variety |
| <i>Bread Brown Only</i> | <i>2 slices</i> | |
| <i>Margarine</i> | <i>15gr</i> | |
| <i>Spreads/Preserves</i> | <i>40gr</i> | <i>Variety of 2 Spreads Every Day</i> |
| Snack Price | R | |
| <u>LIGHT LUNCH</u> | | |
| INGREDIENT/FOODSTUFF | COOKED WEIGHT | COMMENTS |
| Protein Dish | 160 – 180gr | |
| Starch Dish | 100 - 140gr | |
| Vegetable or Salad | 60 – 80gr | |
| Tea/Coffee/Juice | 250ml | |
| Fresh Fruit | 1 / ±160 – 200gr | Variety |
| <i>Bread Brown Only</i> | <i>2 slices</i> | |
| <i>Margarine</i> | <i>15gr</i> | |
| <i>Spreads/Preserves</i> | <i>40gr</i> | <i>Variety of 2 Spreads Every Day</i> |
| Lunch Price | R | |
| <u>SNACK</u> | | |
| Fresh Fruit | 1 / ±160 – 200gr | Variety |
| <i>Bread Brown Only</i> | <i>2 slices</i> | |
| <i>Margarine</i> | <i>15gr</i> | |
| <i>Spreads/Preserves</i> | <i>40gr</i> | <i>Variety of 2 Spreads Every Day</i> |
| | or | |
| Yoghurt | 125ml | |
| Snack Price | R | |

| DINNER | | |
|---|------------------------------|---------------------------------------|
| INGREDIENT/FOODSTUFF | MINIMUM COOKED WEIGHT | COMMENTS |
| Protein Dish | 160 – 180gr | |
| Starch Dish | 100 – 140gr | |
| Vegetables or Salad | 80 – 90gr | |
| Vegetables or Salad | 80 – 90gr | |
| Coffee/Tea/Juice | 250ml | |
| <i>Bread Brown Only</i> | <i>2 slices</i> | |
| <i>Margarine</i> | <i>15gr</i> | |
| <i>Spreads/Preserves</i> | <i>40gr</i> | <i>Variety of 2 Spreads Every Day</i> |
| Supper Price | R | |
| SNACK | | |
| Fresh Fruit | 1 / ±160 – 200gr | Variety |
| <i>Bread Brown Only</i> | <i>2 slices</i> | |
| <i>Margarine</i> | <i>15gr</i> | |
| <i>Spreads/Preserves</i> | <i>40gr</i> | <i>Variety of 2 Spreads Every Day</i> |
| | or | |
| Yoghurt | | |
| Snack Price | R | |
| Total meal price per day per person | R | |
| 10 000KJ (225 Females for 90 days) (A) | R | |
| 12 000KJ (450 Males for 90 days) (B) | R | |
| Total meal price for the year (A+B) | R | |

“New” low carb high protein Meal plan and portion specifications Meals Specification**A. Menu and portion sizes**

1. The contractor will provide the client with a 10,000kj (female students) – 13,000kj (male students) menu of good quality, safe, wholesome and nutritious meals and snacks in accordance with the menu B1 which can form the basis for the three-week menu cycle. The normal directives for menu planning should be adhered to. This includes a combination of colour, flavour, texture, cooking methods and variety in food items used.
2. The meal plan will consist of 3 meals (breakfast, lunch, supper) and three snacks served in-between meals (mid-morning, mid-afternoon, late night snacks).
3. Fresh full cream, plain, no-added sugar milk and yoghurt will be used. No dairy blends or creamers, or low fat products are allowed.
4. Low fat, reduced fat and skim products shall not be served.
5. Juice should never be served. As an alternative, water, naturally flavoured with mint, lime, lemon, grapefruit, berries, celery or cucumber shall be served.
6. Processed meat (e.g. sausage, viennas, polony, patties, salami and russians) should be kept to a minimum.*
7. No margarine or seed oils shall be used.
8. All visible fat (fat on meat, chicken skin, etc.) should NOT be removed before cooking and MUST be served.
9. Fish should be served at least 2 to 3 times per week. This should be cooked, steamed, grilled or baked in the oven instead of frying the fish in oil. Or tinned fish may be served.
10. 100 g of liver should be served per person per week. This may be in divided portions.
11. Fat used in cooking should be rendered animal fat, lard, coconut or palm oils, in the quantity specified in Annexure A.*
12. Sugar or syrups should never be added to food or served.
13. Grains should not be served, except in the form of the ‘lower carb’ bread.

Table 1: FOOD TYPES SERVED (see annexure B for portion specifications)

| Category | Item | Exchange size | Number of exchanges per day |
|--------------------------------------|---|---------------|-----------------------------|
| Meat (including fat) and organ meats | Mutton chops Steak Schnitzel or crumbed meats (only once in a 3-week cycle) Stews Kebabs Boerewors Russians/franks Roast meat Cold/deli meats Organ meats (especially liver) Hamburger patties Sausages Other organ meats, such as kidney, may be added to dishes | 30g | 10 [F] 14 [M] |
| Chicken (including skin) | Leg Breast Chicken patties Crumbed or schnitzel (only once in a 3-week cycle) Livers Liver pate | 30g | 10 [F] 14 [M] |
| Fish and sea food | Hake fillet | 30g | 10 [F] |

| | | | |
|---|--|--|------------------|
| | Sardines Mackerel Pilchards Snoek Other type of fish (on special) Fish fingers (only once in a 3 week cycle) | | 14 [M] |
| Non-starchy vegetables and soup made from these | All vegetables except for the starchy vegetables listed below. | ½ cup cooked or 1 cup raw | 5 |
| Starchy vegetables and soup made from these | Butternut, sweet potato, carrots, mielies/corn, peas, potato | ½ cup cooked or 1 cup raw | 2 |
| Legumes and soup made from these | Beans, peas, lentils (NOT baked beans or beans in a sugary sauce) | ½ cup cooked or 1 cup raw | 2 |
| Milk and Yoghurt | Full cream, plain, no-added-sugar | 1 cup (250ml) | 2 |
| Fruit | Variety, fresh. Never tinned or dried | | 2 |
| Fat | Butter, not margarine, may be served. Cooking should be done with rendered animal fat, holsum, coconut or palm oils, cream, coconut cream | 1 tsp (5 ml) fat/ oil OR 1 Tbsp (15 ml) sauce or nut butter | 15 [F] 25 [M] |
| Beverages | Coffee/tea with full cream milk and Non-nutritive sweetener option Or naturally flavoured water (e.g. mint, strawberries, cucumber, lime, lemon etc. in water) | See menu plan | |
| Condiments and sauces | Salt and pepper should be on the table to be added to taste. Tomato sauce should not be served. But creamy mayonnaise can be. Salt and pepper and herbs and spices may be used in cooking freely. Stock and gravy may be served, made from stock cubes or stock powder, or from scratch using bones, water, salt and vegetables. | Approx 1 tsp added salt per person per day | |

*These may be negotiable, depending on cost.

KEY: Female [F] Male [M]

| MENU B1 | | |
|---|--|---|
| BREAKFAST | | |
| INGREDIENT/FOODSTUFF | MINIMUM COOKED WEIGHT | COMMENTS |
| Coffee/tea with full cream milk and Non-nutritive sweetener option OR naturally flavoured water (e.g. mint, strawberries, cucumber, lime, lemon, etc. in water) | 250 ml tea/coffee 30-50 ml milk 1-2 sweeters 500ml | |
| Bread (wheat-and-low-carb flour alternative-combination – eg. Heba) | 1 slice | Wheat-and-low-carb flout alternative – combination – e.g. Heba |
| Butter | 15 g (1 Tbsp) | |
| Spread | 15 g (1 Tbsp) (this will be closer to 3-5 g from Marmite/Bovril) | Peanut butter (no added sugar), Marmite, Bovril, Cream cheese/ cheese spread, fish paste, liver pate |
| Protein – Eggs | 2 large [F] 3 large [M] | |
| Protein – Meat | 30 g [F] 60 g [M] | Cheese, macon. Sausages chipolatas, chicken livers, liver pate, meat balls, mini burger patties, etc. |
| Fat in cooking | 15 g (1 Tbsp) | Lard, holsum, rendered animal fat |
| Vegetables | 1 cup cooked | Non-starchy |
| Fruit | Approx. 100g or half a cup | Variety, fresh |
| Yoghurt | 175ml | Full cream, plain no-sugar added |
| SNACK | | |
| Peanuts | 30-40 g (1 small pkt) | Roasted salted |
| LIGHT LUNCH | | |
| INGREDIENT/FOODSTUFF | COOKED WEIGHT | COMMENTS |
| Coffee/tea with full cream milk and Non-nutritive sweetener option OR naturally flavoured water (e.g. mint, strawberries, cucumber, lime, lemon, etc. in water) | 250 ml tea/coffee 30-50 ml milk 1-2 sweeters 500ml | |
| Protein – Meat | 90 g [F] 120 g [M] | Beef, lamb, chicken, fish, offal, etc |
| Fat in cooking | 15 g (1 Tbsp) [F] 30 g (2 Tbsp) [M] | Lard, holsum, rendered animal fat, coconut/palm oils |
| Vegetables or salad | 1 cup cooked or 2 cups raw | Non-starchy |
| SNACK | | |
| Fruit | Approx. 100g or half a cup | Variety, fresh |
| Yoghurt | 175ml | Full cream, plain no-sugar added |

| DINNER | | |
|---|---|---|
| INGREDIENT/FOODSTUFF | MINIMUM COOKED WEIGHT | COMMENTS |
| Coffee/tea with full cream milk and Non-nutritive sweetener option OR naturally flavoured water (e.g. mint, strawberries, cucumber, lime, lemon, etc. in water) | 250 ml tea/coffee 30-50 ml milk 1-2 sweeteners 500ml | |
| Protein – Meat | 90 g [F] 120 g [M] | Beef, lamb, chicken, fish, offal, etc |
| Fat in cooking | 15 g (1 Tbsp) [F] 30 g (2 Tbsp) [M] | Lard, holsum, rendered animal fat, coconut/palm oils |
| Starchy vegetables or legume | 200-250 g (1 cup) cooked | Butternut, sweet potato, mielie/corn, beans, peas, lentils |
| Stock/ gravy | 60 ml | Made from stock cubes or powder or from scratch using bones, water, salt and vegetables |
| SNACK | | |
| Protein / fat | 30 g | Cheese, droe wors, salami sticks, cold/deli meats, mayonnaise, liver pate or fatty or creamy dips |
| Vegetables | Half a cup raw | Cucumber slices, carrot sticks, lettuce leaves, celery sticks, baby tomatoes |

KEY: Female [F] Male [M]