



SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY

Please be advised that SASSETA has appointed an additional four (4) Caterers for use from now until 31 March 2025. Below, please find the details of all five (5) Panel of Caterers are follows:

1. Name of Catering Company: Rammase Catering and Events

Contact person: Matshediso Masipa

Contact number: 082 554 6505

Email address: rammaseco@gmail.com

Location: Germiston

Their prices are attached.

Caters for Halaal

2. Name of Catering Company: KKLS Catering Services

Contact person: Lucas Mosako

Contact number: 0848869296

Email address: kklescateringservice@gmail.com

Location: Orchards Pretoria

Their prices are attached.

Does not cater for Halaal

3. Name of Catering Company: Kwami Catering and Events

Contact person: Bathabile Sambo

Contact number: 084 620 9266

Email address: info@kwamcatering.co.za/bathabilesambo@gmail.com

Location: Midrand

Their prices are attached.

Does not cater for Halaal

4. Name of Catering Company: Sizzling Catering and Events

Contact person: Keneilwe Modisane

Contact number: 073 344 8801

Email address: sizzlingfood@gmail.com

Location: Kyalami

Their prices are attached.

Does not cater for Halaal

5. Name of Catering Company: Tsebis Projects

Contact person: Tshebeletso Chuene

Contact number: 079 562 1587

Email address: tshebisprojects@gmail.com

Location: Germiston

Their prices are attached.

Does not cater for Halaal

The ordering process is as follows:

1. Colleagues are to use the attached catering request template when ordering catering for meetings.
2. The meeting should be for a period of five hours or above to qualify for catering and have external stakeholders;
3. The meeting invite with respective delegates to support the catering request. Requestors to ensure that there is a meeting quorum (meeting invite acceptance by delegates) before ordering catering;
4. The catering request template to be signed by the Executive Manager to confirm approval of the catering;
5. Requestors to only display items to be ordered and remove the unwanted items from the request; and
6. The meeting request invite, the meeting attendance register, the signed catering request document, the pricing document (SBD 3.3) are to form part of supporting documents to the invoice approval memo, together with the other documents.

Ordering procedure:

1. Catering orders to be requested and confirmed via written communication with the service provider for audit trail purposes.
2. Catering orders to be sent to the service provider two (2) days (48 hours) before the required catering. If a request is done by Friday afternoon for a Monday meeting, requesters to confirm receipt of the order by the service provider on the Friday.
3. Order cancellations to be sent to the service provider by 10h00 a.m. one (1) day before the scheduled catering was to take place. Confirmation of receipt of this cancellation to be sought from the service provider.

Please be advised that the petty cash process will no longer be utilised for catering requests going forward. All respective catering requests to be done as per this email.

It is further requested that you advise the Executive Manager: Corporate Services of your experience with the different caterers through Ms. Pressy Mabunda. If you experience any challenges, please let Ms. Ngwenya know of your experience so that she can correct any identified gaps.