



**REQUEST FOR PROPOSAL**  
**for catering services for staff canteen**

## Table of Contents

1.0	INTRODUCTION .....	1
2.0	ELIGIBILITY TO TENDER .....	1
3.0	TIME SCALE.....	2
4.0	DELIVERABLES .....	2
5.0	EVALUATION CRITERIA .....	4
6.0	RESPONSE TO TENDER .....	4
7.0	RESPONSE INSTRUCTIONS.....	5
8.0	ENQUIRIES.....	7
9.0	DISCLAIMER.....	7
	ANNEX (I) .....	8

## **1.0 INTRODUCTION**

- 1.1 The purpose of this Request for Proposal (RFP) is to solicit proposals from eligible entities for the provision of catering services in the staff canteen at **the Central Bank of Seychelles' (CBS)** main building located on Independence Avenue, Victoria.

## **2.0 ELIGIBILITY TO TENDER**

- 2.1 Entities wishing to respond to the RFP shall ensure that they satisfy the following criteria:
- a) Have valid take-away and snacks licences
  - b) Have the legal capacity to enter into a contract
  - c) Are solvent
  - d) Are not, in case of a company, in receivership, bankrupt, wound up or the having the affairs being administered by a court or judicial officer
  - e) Business activities are not suspended
  - f) Are not the subject of legal proceedings
  - g) Have fulfilled obligations to pay taxes
  - h) The owner(s) or Directors, as applicable, have not been convicted of a criminal offence related to professional misconduct or making of false statements or misrepresentations as to their qualifications to enter into contract with any party within a period of three years preceding the release of this RFP
  - i) Do not have a conflict of interest in relation to the tender

### 3.0 TIME SCALE

- 3.1 A full response to this RFP is required by **4.00 p.m. Seychelles time on Monday 20<sup>th</sup> October, 2014**. The following timescales are anticipated:

Milestone	Date
Release of RFP	22 <sup>nd</sup> September, 2014
Submission of Intent to Bid	29 <sup>th</sup> September, 2014
Site Visit	30 <sup>th</sup> September – 3 <sup>rd</sup> October, 2014
Deadline for questions	8 <sup>th</sup> October, 2014
Release of answers to questions	13 <sup>th</sup> October, 2014
Deadline for proposals	20 <sup>th</sup> October, 2014
Decision made and respondents informed of the outcome	27 <sup>th</sup> October, 2014
Contract signed	3 <sup>rd</sup> November, 2014

### 4.0 DELIVERABLES

The following deliverables are expected from the entity:

- a) In the **response to the RFP**, the respondent should provide:
- (i) Details of proposed operations which will demonstrate the understanding of the services to be provided
  - (ii) Lists of weekly menu for a period of a month which clearly shows the pricing details
  - (iii) Details of other items to be put on sale on daily basis e.g. snacks, fruits, soft drinks etc. (including selling pricing)
  - (iv) Any additional relevant services, special sales proposed or items to be sold on special occasions.
- b) The scope of work will be as follows:
- (i) Provide variety of hot & cold snacks, juices and soft drinks 5 days a week – Monday to Friday (excluding public holidays) from 8.00 am onwards

- (ii) Ensure that freshly prepared lunch are promptly provided on a daily basis from 12.00 noon to 2.00 pm
- (iii) Prepare and submit menus on a weekly basis to Administration Division to be circulated to all staff
- (iv) To create attractive presentations for snacks/lunch
- (v) Establish affordable prices for snacks/lunch in the canteen considering the free allocation of space, equipment and utilities provided by CBS in the form of:
- Area for display and sale of food, snacks and soft drinks
  - electricity supply
  - water supply
  - Bain-marie with containers
  - Refrigerator
  - Deep freezer
  - Hot snacks display unit
  - Cold snacks display unit
  - Twin basket fryer (for on-site preparation of chips)
  - Electric grill (for on-site preparation of burgers and hot sandwiches)
  - microwave
  - rice cooker
  - 2 component toaster
- (vi) Indicate prices for snacks/lunch in the format of the daily menu displayed in the canteen during all working days
- (vii) Provide good customer service and high level of hygiene
- (viii) Willing to cater for snacks/lunch for CBS internal meetings/functions

(ix) Liaise with Administration Division to gain feedback on services provided and for marketing purposes

(x) Ensure that the services provided are in line with the general health requirements of the country.

## **5.0 EVALUATION CRITERIA**

- 5.1 The key criteria, which will be used to evaluate the responses include:
- a) Quality of tender documentation received and perceived understanding by the entity of **CBS' requirements**
  - b) Experience and knowledge of the respondent in providing catering services
  - c) Suitability of product pricing
  - d) Variety of meals, snacks and drinks to be provided.

## **6.0 RESPONSE TO TENDER**

- 6.1 The response to this RFP must be in English language, structured and presented in the following sequence:

a) Section I: Cover Letter

The cover letter must be signed by a person or persons authorised to submit the proposal on behalf of the entity and should contain the following:

- A confirmation that the entity is bidding for provision of catering services in the CBS canteen.
- A statement which delineate the ability of the entity to fulfil the exercise.
- **A statement which states the entity's independence from CBS.**

b) Section II: Executive summary

The Executive Summary should provide an overview of the information submitted by the entity in response to section 4(a)(i) to 4(a)(iv) of this RFP.

c) Section III: Response to the Statement of Work

The Response to Statement of Work should contain details of all the relevant documentations and pricing information as per the Section 4(a)(i) to 4(a)(iv) of this RFP.

d) Section IV: Details of the Entity and other supporting documents

This section shall comprise of the following components:

- Profile of the entity
- **CVs of the entity's key staff/managers**
- CV of person(s) who will be performing duty of canteen attendant
- At least 3 references for whom similar service has been conducted and who can be contacted by the CBS (company name, address, telephone number and point of contact information are required).

## **7.0 RESPONSE INSTRUCTIONS**

7.1 Tenderers shall submit the **Intent to Bid form** as per Annex (i), by **4.00 p.m. Seychelles time on Monday 29<sup>th</sup> September, 2014** in line with Section 3.1.

7.2 Tenderers shall submit a bid in accordance with Section 6.0 of this RFP and shall be placed in a sealed plain envelope, marked "**TENDER – Catering services for staff canteen**". This envelope should be placed in a cover envelope, addressed to:

The Chairperson  
Procurement Committee  
Central Bank of Seychelles  
P.O. Box 701, Independence Avenue  
Victoria, Mahé  
Seychelles

- 7.3 The envelope must NOT bear any indication whatsoever of the name of the Tenderer. Besides submitting by post, the Tender envelope may otherwise be deposited at the reception of the CBS. The Tender documents may be made available in electronic format either on storage medium (USB drives, CD or DVD) or via email to the following email address: [procurement@cbs.sc](mailto:procurement@cbs.sc).
- 7.4 A letter of acknowledgement of receipt of Tender will be sent to each Tenderer.
- 7.5 Tender documents, whether mailed or hand-delivered, must reach the CBS no later than **4.00 p.m. Seychelles time on Monday 20<sup>th</sup> October, 2014** in line with section 3.1.
- 7.6 Tenders reaching the CBS after 4.00 p.m. on Monday 20<sup>th</sup> October, 2014 will not be accepted.
- 7.7 Tenders submitted in facsimile form will not be accepted.
- 7.8 **Tenderers' response to this RFP shall not obligate CBS to reimburse them for any cost that they may incur in preparing their response. CBS' acceptance of proposals in no way obligates CBS to procure any services offered by the Tenderers.**
- 7.9 For clarification purposes, questions will be entertained as per the timeframes in section 3.1.
- 7.10 The full RFP response must be structured as detailed in section 6.0.
- 7.11 All Tenderers will be informed of the outcome of their bids as per the timeframes in section 3.1.



## **8.0 ENQUIRIES**

Enquiries regarding this RFP should be directed to the point of contact below:

Mrs Margaret Hoareau  
Senior Administration Support  
Administration Division  
Central Bank of Seychelles  
P.O. Box 701, Independence Avenue  
Victoria, Mahé  
Seychelles  
Telephone: +248 4282012  
Email: [margaret.hoareau@cbs.sc](mailto:margaret.hoareau@cbs.sc)  
Copy: [francis.payet@cbs.sc](mailto:francis.payet@cbs.sc)

## **9.0 DISCLAIMER**

This RFP does not obligate CBS to reimburse respondents for any cost that they may incur in preparing and submitting a response. Response to the RFP does not in any way obligate CBS to procure any services offered by the respondent.

## ANNEX (I)

### INTENT TO BID FORM

Mail To:

Mrs Margaret Hoareau

Senior Administration Support

Administration Division

Central Bank of Seychelles

P. O. Box 701, Independence Avenue

Victoria, Mahé

Seychelles

Email: [margaret.hoareau@cbs.sc](mailto:margaret.hoareau@cbs.sc)

Copy: [francis.payet@cbs.sc](mailto:francis.payet@cbs.sc)

#### Request for proposal for catering services for staff canteen

This letter serves as a notification that we will be responding to the stated Tender for catering services for staff canteen issued by the Central Bank of Seychelles. The proposal that we shall submit shall be subject to the terms and conditions set forth in the Tender documents. The following information identifies our entity and proposal contact:

<b>Entity</b>	
Name:	
Address:	
<b>Representative</b>	
Name:	
Position:	
Telephone Number:	
Fax Number:	
Email Address:	

---

Authorised Signature

---

Date