# REQUEST FOR PROPOSAL

# for catering services for staff canteen

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## 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 a valid licence

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 Friday 4th November, 2016**. The following timescales are anticipated:

| **Milestone** | **Date** |
|---|---|
| Release of RFP | 26th September, 2016 |
| Submission of Intent to Bid | 3rd October, 2016 |
| Site Visit | 4th October – 7th October, 2016 |
| Deadline for questions | 14th October, 2016 |
| Release of answers to questions | 19th October, 2016 |
| Deadline for proposals | 4th November, 2016 |
| Opening of bids (10:00 a.m. at CBS) | 7th November, 2016 |
| Decision made and respondents informed of the outcome | 14th November, 2016 |
| Contract signed | 16th November, 2016 |
| Exercise start | 21st November, 2016 |

## 4.0 DELIVERABLES

The following deliverables are expected:

4.1 All Tenderers:

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) Details of other items to be put on sale on daily basis e.g. snacks, fruits, soft drinks etc. (including selling price)

(iii) lists of weekly menu for a period of a month which clearly shows the pricing details (**if the Tenderer propose to supply lunch**)

4.2 The successful Tenderer:

The scope of work will be as follows:

(i) Provide variety of hot & cold snacks, breakfast packs, fruits, juices and soft drinks, etc. 5 days a week – Monday to Friday (excluding public holidays). Note: the proposed time frame for selling of snacks to be done from 7.30 a.m. to 10:30 a.m. However, CBS will consider other suitable operating hours proposed by the Tenderers.

(i) Maintain an updated display of prices for snacks/lunch / drinks on the notice board in the staff canteen

(ii) Provide good customer service and high level of hygiene

(iii) Provide snacks / sandwiches / lunch for CBS internal meetings / functions as may be requested

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

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

(vi) In the case that the successful bidder has proposed to supply lunch:

a. Prepare and submit lunch menus on a daily basis to Administration Division to be circulated to all staff

b. Ensure that take-away lunches ordered are delivered at the staff canteen and distributed to staff from noon to 12:30 p.m.

## 5.0 EVALUATION CRITERIA

5.1 The key criteria, which will be used to evaluate the responses to the RFP include:

a) Eligibility to participate in the Tender as per Section 2.0 of this RFP

b) Quality of Tender documentation received and perceived understanding by the entity of CBS' requirements

c) Experience, knowledge and available resources of the respondent in providing catering services and meeting the needs of CBS

d) Suitability of product pricing

e) 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

- A pledge by the entity not to engage in any corrupt, fraudulent, collusive or coercive practices

- A statement attesting to the fact that the entity is not debarred from participating in the procurement proceedings

- A declaration that the Firm shall not give, confer, procure, or promise or offer to give or confer, or to procure or attempt to procure, directly or indirectly anything of value to an employee of CBS, to influence

his or her action in a procurement process or in the execution of a contract

- Details of the designated person, if different from the authorised person who have signed the cover letter, who may represent the bidder in the bid opening process

b) Section II: Response to the statement

The Response to Statement of Work should describe the manner and timing that the Tenderer will provides canteen services at CBS.

Details of all the relevant documentations and pricing information as per Section 4(a) (i) to 4(a)(iii) of this RFP should be provided in this section.

c) Section III: 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 perform duty of canteen attendant including certificate issued by a Registered Medical Practitioner which certifies him or her as fit to participate in the preparation of food. Also, a certificate from the Police which certifies the person(s) as free of any criminal record which may jeopardise the security of the CBS.
- At least 1 reference 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 EVALUATION OF BIDS

7.1 Evaluation of bids received will be done in the following 2 stages

(i) Preliminary examination

To pass the preliminary examination, bids must meet the eligibility criteria specified in the RFP, be complete and substantially responsive to the RFP

(ii) Technical and pricing evaluation

Only bids passing the preliminary examination shall be considered for technical and pricing evaluation

## 8.0 TERMS OF CONTRACT

8.1 CBS shall not be paying for the provision of canteen services and that the only form of payment to be received shall be from the occupants of the Premises from the purchase of snacks, meals and non-alcoholic beverages

8.2 CBS shall make available, free of charge, space in the canteen (including electricity and water) and certain kitchen facilities. The facilities made available to the caterer shall be on "as is" basis

## 9.0 RESPONSE INSTRUCTIONS

9.1 Tenderers shall submit the **Intent to Bid form** as per Annex (i), by **4.00 p.m. Seychelles time on Friday 4th November, 2016** in line with Section 3.1

9.2 Tenderers shall submit a bid in accordance with Section 6.0 of this RFP and shall be placed in a plain envelope, with no indication of the Tenderer's identity, sealed and 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

9.3 Besides submitting by post, the Tender envelope may otherwise be deposited at the reception of the CBS

9.4 Tenders reaching the CBS after 4.00 p.m. on Friday 4th November, 2016 will not be accepted

9.5 Tenders submitted in facsimile form will not be accepted

9.6 For clarification purposes, questions will be entertained as per the time frames in section 3.1

9.7 The full RFP response must be structured as detailed in section 6.0.

9.8 All Tenderers will be informed of the outcome of their bids as per the time frames in section 3.1

9.9 The Tenderer shall bear all costs associated with the preparation and submission of its bid and the CBS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process

9.10 The CBS may reject any or all bids any time prior to the award of contract

## 10.0 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
Copy: francis.payet@cbs.sc

## 11.0 OTHER INFORMATION

The CBS' procurement activities are governed by its Procurement Policy. An abridged version is accessible at http://www.cbs.sc/Publications/procurement.jsp where more information can be obtained on the procurement process. This includes procedures for withdrawal/modification of bid submission, bid evaluation, complaints handling, contract award, etc. 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

Copy: 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:

| **Entity** | |
|---|---|
| Name: | |
| Address: | |
| **Representative** | |
| Name: | |
| Position: | |
| Telephone Number: | |
| Fax Number: | |
| Email Address: | |

Authorised Signature

Date