**Call for Proposals**

**Title: Operation of a Canteen Service at the CARICOM Secretariat**

**Reference No. CCS/CANTEEN/2017**

1. **Scope**

CARICOM SECRETARIAT is issuing this Call for Proposals to identify bidders interested in providing canteen services for a period of 1 year, extendible by another 2 years, at its head Office Turkeyen, Greater Georgetown. The main objective of this Call for Proposals is to offer staff the best value for money on all the items sold.

2. **Procedure**

This Call for Proposals is being issued as an OPEN procedure and will be regulated by the Terms of Reference available in Annex I of this document.

3. **Timeframe**

|  |  |  |
| --- | --- | --- |
|  | Date | Time |
| Date of Publication of Call for Proposals  | 12 July 2017 |  |
| Site visit  | 25 July 2017 | 10:00 a.m. |
| Last Date on which clarifications are received by CARICOM SECRETARIAT  | 26 July 2017 | 16:00 p.m. |
| Last Date on which clarifications are issued by CARICOM SECRETARIAT  | 31 July 2017 | 16:00 p.m. |
| Deadline for submission of proposals | 4 August 2017 | 16:00 p.m. |

4. **Background**

The CARICOM SECRETARIAT has approximately 200 staff members located at its Head Office, Turkeyen Greater Georgetown. The normal working hours are between 08.30 hrs and 16.30 hrs, Monday to Friday A canteen facility measuring approximately 1100 square feet with a seating capacity of 40 is to be provided by the CARICOM SECRETARIAT.

**5.** **Canteen Services**

5.1 Menu

Bidders are required to provide a selection of food items and beverages, on a daily basis. This is to be indicated by the bidder in Annex I – Menu. The menu should always clearly display prices, including VAT.

No alcohol is to be served.

Bidders will prepare meals at their own premises. This is to be indicated by the bidder in Annex I – Menu.

During contract implementation, the CARICOM SECRETARIAT Management reserves the right to request the canteen operator to amend the menu, as deemed appropriate.

5.2 Obligations of the Canteen Operator

The canteen operator opening hours will be in line with the CARICOM SECRETARIAT’s working hours, from Monday to Friday. The canteen is not to open on Saturdays and Sundays and public holidays. Serving of plated food is only to take place from 11:30 am to 01:30 pm.

The canteen is only to be opened for and serve only the CARICOM SECRETARIAT employees and visitors attending meetings.

A price list for all items being sold must be clearly visible and placed in a prominent place in the Canteen. Any major changes in menu selection items and/or any changes in prices, must be discussed with and approved by CARICOM SECRETARIAT management.

Replacements/repairs to fixed equipment (owned by the Secretariat) are to be borne by the CARICOM SECRETARIAT only, Replacements/repairs to non-fixed equipment (crockery or serving items) are to be borne by the canteen operator.

Cleaning of immediate surroundings is to be carried out by the canteen operator.

Utility bills will be paid by the CARICOM Secretariat.

All staff of the canteen operator is to possess a valid Food Handling License/Certificate.

On a 12-hour pre-advised notification, the CARICOM SECRETARIAT can request the canteen operator to provide light snacks and drinks for any meetings even outside opening hours.

**5.3 Duration of service**

The contract will be awarded for a period of 1 year, extendible by another 2 years, with a 3-months notice, upon satisfactorily performance.

**5.4 Payment of Rent**

The annual rent, as stipulated in the contract agreement, is to be paid monthly, 3-months in advance.

**5.5 Important Notes**

The premises and fixed equipment provided for Canteen operations remain the property of the CARICOM SECRETARIAT for the duration of the contract agreement.

The CARICOM SECRETARIAT will not be responsible and cannot be held liable should the canteen operator suffer any losses through theft or other damages.

**5.6 Green Procurement**

At least 1% of the food and drinks supplied must be organically produced. The bidder shall provide the specifications of the products or other written evidence of conformity to demonstrate that this criterion is met.

Products must be supplied in either of the following means:

* In packaging with more than 45% recycled content
* In packaging materials based on renewable raw materials.

In order to reduce waste generation, food and beverages must be served using cutlery, glassware, crockery and tablecloths which are renewable or based on renewable raw materials. Waste produced in carrying out the service will be collected according to the collecting system of the CARICOM SECRETARIAT

6. **Site Visit**

A site visit will be held on the date and time indicated in Clause 3, at CARICOM SECRETARIAT to answer any questions on the document which have been forwarded in writing, or are raised during the same meeting. Minutes will be taken during the meeting, and these (together with any clarifications in response to written requests which are not addressed during the meeting) shall be posted online as a clarification note as per Clause 8.

Visits by individual prospective bidders during the proposal period other than this site visit for all prospective bidders cannot be permitted.

7. **Proposal Format**

Bidders are required to submit their proposal using the format defined in Appendix I of this Call for Proposals.

Bidders must also include a signed copy of the Bidder’s Declaration in Appendix I of this Call for Proposals.

Full specifications of items being offered and illustrated literature are to accompany the proposal. All documents must be in the English language.

8. **Request for Clarifications**

Bidders are urged to promptly notify the CARICOM SECRETARIAT of any ambiguity in or discrepancy between any of the documents of this Call for Proposals which may be discovered upon examination of the documents.

Bidders may submit any written requests for clarification concerning this Call for Proposals to e-mail address procurement@caricom.org until the deadline stipulated in Clause 3, specifying the publication reference and the title of this call. Any requests after this date will not be accepted.

Any clarifications from CARICOM SECRETARIAT in response to any requests for clarification will be addressed and sent before the deadline stipulated in Clause 3.

Bidders are advised that any interpretations, correction or changes to the Call for Proposals will be notified via the CARICOM SECRETARIAT website (www.caricom.org). It is the responsibility of the bidders to visit the website and be aware of the latest information published on the CARICOM SECRETARIAT website prior to submitting the quotation. Interpretations, corrections or changes made in any other manner will not be valid, and prospective bidders shall not rely upon such interpretations, corrections and changes.

**9. Submission of Proposals**

All proposals must be submitted in full, signed as requested, and sealed in an envelope/package bearing the reference code **CCS/CANTEEN/2017** so that the bid can be identified.Submissions must be hand-delivered and deposited before the deadline for submission of proposals stipulated in Section 3 at:

TENDER BOX # 1

c/o PROGRAMME MANAGER

PROCUREMENT

CARICOM Community Secretariat

TUEKEYEN

GREATER GEORGETOWN

GUYANA

Proposals submitted by other means will not be considered for evaluation. Late proposals will be rejected and will not be considered for evaluation. No liability will be accepted for rejection of late proposals.

Prospective bidders may propose a monthly rent in the range of **G$40,000 to G$60,000**.

**10. Validity of Proposals**

Proposals shall remain valid for a period of six months from the closing date for the submission of the proposals stipulated in Section 3.

11. **Cancellation of the Call for Proposals Procedure**

The CARICOM SECRETARIAT shall have the option to cancel any published Call for Proposals prior to its closing date stipulated in Section 3.

Bidders are advised that any cancellation to the Call for Proposals will be notified via the CARICOM SECRETARIAT website (www.caricom.org). It is the responsibility of the bidders to visit the website and be aware of the latest information published on the CARICOM SECRETARIAT website prior to submitting the proposal.

12. **Evaluation of Proposals**

The entire evaluation procedure is confidential. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.

In the interest of transparency and equal treatment and without being able to modify the submitted proposal, the bidder may be required, at the sole written request of the CARICOM SECRETARIAT to provide clarifications.

The CARICOM SECRETARIAT reserves the right to conduct an interview with the bidder to assess the bidder’s experience and approach to the delivery of the requirements.

The CARICOM SECRETARIAT shall evaluate this Call for Proposals in accordance with evaluation criteria below:

|  |  |  |
| --- | --- | --- |
| **Technical Criteria** | **Maximum Score** | **Assessment** |
| **Experience**  |  |  |
| Demonstrated at least three (3) years experience and expertise in providing canteen and catering services in multinational organizations or in a multicultural setting.  | 30 |  |
| Demonstrated capacity to undertake a canteen of this nature by indicating relevant personnel, systems and other resources which will be applicable to operating this business | 30 |  |
| **Canteen services** |  |  |
|

|  |
| --- |
| Proposed menu options for one week, detailing list of ingredients per dish (preferably specifying nutritional content).  |

 | 20 |  |
| **Proposed Service** |  |  |
| Cost of Meals | 20 |  |
| **Total** | 100 |  |

Note 1: With regards to ‘Variety’, the proposal with the broadest selection of beverages, sweets, snacks, and hot meals will obtain the highest score. In relation to food items, the ingredients listed in Annex I will also be taken into consideration when scoring Variety.

Note 3: With regards to the ‘Prices’, the proposal with the cheapest prices for beverages, sweets, snacks, and hot meals will obtain the highest score. The prices, proposed by bidders, for similar food and beverage items will be compared. In relation to food items, the ingredients listed in Annex I will also be taken into consideration when scoring Prices.

CARICOM SECRETARIAT is not bound to accept any of the submitted proposals and has the right to refuse in part or in full any or all the submissions, even the most advantageous, without giving reasons to do so.

13. **Award**

The successful tenderer will be informed in writing that its tender has been accepted. Notification of award is uploaded on the CARICOM SECRETARIAT website.

**Appendix 1**

**Tender Submission Form**

Contract reference no.: **CCS/CANTEEN/2017**

**PROVISION OF CANTEEN SERVICES FOR THE CARICOM SECRETARIAT**

**1 SUBMITTED by (i.e. the identity of the Candidate)**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this proposal** | **Nationality[[1]](#endnote-1)** |
| **Leader[[2]](#endnote-2)** |  |  |
| **Member** |  |  |
| **Etc …**  |  |  |

**2 CONTACT PERSON (for this proposal)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 STAFF**

Please provide the following statistics on staff for the current year and the two previous years.[[3]](#endnote-3)

|  |  |  |  |
| --- | --- | --- | --- |
| **Average manpower** | **Year before last** | **Last year** | **This year** |
|  | **Overall** | **Total for fields related to this contract[[4]](#endnote-4)** | **Overall** | **Total for fields related to this contract11** | **Overall** | **Total for fields related to this contract11**  |
| Permanent staff[[5]](#endnote-5)  |  |  |  |  |  |  |
| Other staff [[6]](#endnote-6) |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % | % | % | % |

**5 EXPERIENCE**

Please fill in the table below to summarise the main experience related to this contract carried out over the past 5 years by the legal entity or entities making this proposal. The number of references to be provided must not exceed 15 for the entire proposal.

|  |  |  |
| --- | --- | --- |
| **Ref no (maximum 15)** | **Project title** |  |
| **Name of legal entity** | **Country** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Dates (start/end)[[7]](#endnote-7)** |
| … | … | … | … | … | … | … | … |
| **Detailed description of contract** | **Type and scope of services provided** |
| … | … |

**6 DECLARATION(S)**

As part of their proposal, each legal entity identified of this proposal, including every consortium member, must submit a signed declaration using the attached format. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the CARICOM Secretariat upon request.

**7. STATEMENT**

I, the undersigned, the authorised signatory of the above Consultant (for consortiums, this includes all consortium members), hereby declare that we have examined theproposal for the Open tender procedure referred to above. If our proposal is short-listed, we fully intend to submit a tender to provide the services requested in the tender documents.

We understand that our tender may be excluded if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the CARICOM Secretariat.

We are fully aware that, for consortia, the composition of the consortium cannot be changed in the course of the tender procedure, unless the CARICOM Secretariat has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the CARICOM Secretariat concerning participation in the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the Consultant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**Bidder’s Declaration**

(To be completed and signed by the bidder and submitted with the proposal.)

I/We, the undersigned, hereby declare that:

1. I/We have examined and accept in full and in its entirety, the content of this Call for Proposals

**CCS/CANTEEN/2017** including subsequent clarifications issued by the CARICOM SECRETARIAT). We hereby accept the contents thereto in their entirety, without reservation or restriction. We also understand that any disagreement, contradiction, alteration or deviation shall lead to our proposal offer not being considered any further.

2. I/We offer to execute, in accordance with the terms of the Call for Proposals and the conditions and time limits laid down, the supplies and/or services as set out in this call within the time-frames submitted in this Call for Proposals.

3. I/We declare that none of the grounds listed in Regulation 50 of the Public Procurement Regulations 2010 (L.N. 296 of 2010) apply to us.

4. I/We acknowledge that CARICOM SECRETARIAT may request us to submit signed certification from the competent authorities that none of the criteria listed in Clauses 12 and 13 of Module 2 of the GPM **available a**

<http://www.caricom.org/jsp/secretariat/procurement.jsp?menu=secretariat> do not exclude us from participating in contracts.

I/We accept that I/we shall be excluded from the award of this call for quotations if the compliance certificates are not submitted upon the request by CARICOM SECRETARIAT and by the indicated dates.

5. I/We will inform the CARICOM SECRETARIAT immediately if there is any change in the above circumstances at any stage during the delivery of the products and maintenance period. We also fully recognise and accept that any false, inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Malta Environment and Planning Authority.

6. I/We note that CARICOM SECRETARIAT is not bound to proceed with this Call for Proposals and that it reserves the right to cancel or award any part of this call. It will incur no liability towards me/us should it do so.

7. I/We declare to comply with all the Green Procurement measures as per Clause 5.

8. I/We, the undersigned, have availed myself/ourselves of the General Conditions available in Appendix IV, and have read and accepted in full and without reservation the conditions outlined therein, and are therefore waiving any standard terms and conditions which may have.

Name and Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly authorised to sign on behalf of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp of the firm / company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Country in which the legal entity is registered. [↑](#endnote-ref-1)
2. Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this proposal form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this proposal is submitted by an individual legal entity, the name of that legal entity should be entered as ‘Leader’ (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of proposals indicated in the contract notice and the award of the contract is not permitted without the prior written consent of the CARICOM Secretariat. [↑](#endnote-ref-2)
3. If this proposal is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this proposal form. [↑](#endnote-ref-3)
4. Corresponding to the specialisations identified in point 5 below. [↑](#endnote-ref-4)
5. Staff directlyemployed by the candidate on a permanent basis (i.e., under indefinite contracts). [↑](#endnote-ref-5)
6. Other staff not directlyemployed by the candidate on a permanent basis (i.e., under fixed-term contracts). [↑](#endnote-ref-6)
7. If the reference contract is only partially completed, please quote the percentage and value which has been completed. [↑](#endnote-ref-7)