**Expression of Interest: Cafeteria and Catering Services in**

**UN House , UNDP Ghana Country Office**

UNDP Ghana on behalf of all tenants in the UN House, Ghana

Cafeteria and Catering Services in UN House UNDP Ghana Country Office

**Expression of Interest: Cafeteria and Catering Services in UN House, UNDP Ghana Country Office**

UNDP is seeking the expression of interest from qualified prospective suppliers/companies for full cafeteria and catering services to UN House UNDP Ghana Country Office, which will include:

a) Provision of tea, coffee, snacks and drinks (beverages)

b) Provision of daily meals

c) Catering/Hospitality services for all internal meetings and events, maintaining standard high quality of service

d) Other commercial services as decided by the supplier, subject to the written agreement with UNDP.

**Starting date and period of execution:**

The starting date for provision of services shall be as soon as possible but not later than **3rd January 2021** and the period of execution of the tasks is 2 (two) years from the starting date, with possibility for extension.

**Operation of Service:**

Minimum working hours are from Monday to Friday 08.00-16.30hrs.

Supplier may only close on official UN Holidays.

**Requirements**

Proposal must include the following elements:

1. Business Registration document

2. Price List (for all items under catering, food and beverage services)

3. Management Plan to be drawn up by the prospective supplier including proposal of the Menu and Inventory list of necessary equipment and furniture for cafeteria and catering services.

4. Kitchen and cafeteria / restaurant appliances / furniture.

**Price Schedule:**

Provide the complete list with prices of meals, snacks and drinks you intend to sell, prepare and/or serve in your cafeteria in the UN Building. Items in question for example are, but not limited to: beverages, hot drinks, salads, meals, desserts, soups, bread and rolls, breakfast items, sandwiches, snacks, fruits, chocolates….

**Management Plan:**

The Management Plan must specify the methods and resources to be used by the prospective supplier for the performance of the service, regarding the definition of the UNDP’s requirements and objectives.

The Management Plan must contain:

* An outline of the approach proposed for contract implementation.
* The expected number of personnel required in the performance of the services.
* A description of the experience of the prospective supplier in running catering and/or similar services.
* References from companies where the supplier had carried out similar catering contracts.
* Supplier’s plan to ensure health and hygiene requirements for commercial food service facility is also mandatory.

NOTE: All staff serving food must have basic knowledge of English.

**Period during which tenders are binding:**

Suppliers are bound by their proposals for 60 days after the deadline for the submission of proposal.

**Site visit and presentation**

A site visit will be organized at **UN House, UNDP Ghana Country** **Office near Fire Service HQ** so that prospective suppliers can familiarize themselves with the required service at the spot. Prospective suppliers must confirm in advance their intention to participate in the site visit by fax 0302-773899 or e-mail [procurement.gh@undp.org](mailto:procurement.gh@undp.org) , **by 1st December 2021**. The date and time of the visit will be communicated to prospective suppliers accordingly.

**Submission of proposal:**

Complete proposals should be sent via email, clearly marked “Cafeteria & Catering Services” and delivered to the following email address no later than **16:30 GMT on 7th December 2021.**

**Procurement.gh@undp.org**

Proposal received after the closing time/date will not be considered.

**Evaluation and Award of proposal:**

Any award will be based on the best overall proposal with appropriate consideration being given to the desire for quality service at reasonable prices, in combination with evidence of past service quality and experience. Proposals will be reviewed by the Evaluation Commission formed of UNDP and UN Agencies representatives. UNDP reserves the right to accept or reject any offer, at any time prior to award of Contract. Decision of the Evaluation Commission will be final.

**Documentary evidence required from the selected supplier:**

Only the selected supplier will be notified in writing. Before UNDP signs the contract with the selected supplier, the supplier must provide as soon as possible the following information and documents:

a) The name of Manager (assigned for services to UN) and references proving his/her professional experience.

b) A complete list of personnel for the execution of the tasks of the contract.

c) The employers' medical certificates that guarantees their physically and medically fitness to work in preparation and food handling areas if required per Ghana Laws for the offered services.

d) Inventory list of appliances and furniture.

If the selected supplier fails to provide this documentary evidence within seven (7) calendar days of the date of notification of award or if the selected supplier is found to have provided false information, the notification will be considered null and void. In such a case, the UNDP will award the contract to the second ranked prospective supplier.

**Prices and financial charges**

The selected supplier will submit to the UNDP monthly invoice, which will include:

a) Charges for the services for all internal meetings from the previous month.

b) Charges for other hospitality services for other meetings organized in the **UN House Ghana** premises.

Catering services for special events, farewell parties will be charged separately.

The selected supplier will be given advance notice of such events and the menus and prices will be agreed between UNDP and the selected supplier.

**The selected supplier shall not be liable for payment of any rent or for reimbursement to the UNDP for utilities or use of UN House Ghana Cafeteria as a result of catering services provided above.**

**Tax:**

The UNDP is exempted from paying taxes on purchased goods and services within Ghana, therefore the supplier will not charge any taxes or duties to the UNDP (VAT can be charged but will be refunded through GRA to the UN).

**Ownership of Assets:**

UNDP does not own equipment, furniture nor appliances for cafeteria and catering services; therefore the supplier is obliged to provide the mentioned equipment, and maintenance of all equipment will be the financial responsibility of the supplier.

**Catering / Food and Beverages Service:**

The supplier will be responsible for ordering, purchasing and transporting all food items to be served. The supplier will agree on any significant changes to the list of snacks and drinks, possible menu and any other service with the UNDP.

For meal, the contractor shall offer the following:

a. A choice of soups

b. A variety of salads

c. A variety of main course meals

c. A variety of sandwiches

d. A variety of bread and fruits

e. A variety of drinks

f. A variety of sweets (pastry, cakes, ice-cream).

g. Daily menu offer (soup, salad, main course meal, desert)

h. catering menus (at least three, low medium and high).

Condiments such as salad dressings, mustard, ketchup, mayonnaise, oil, vinegar, salt, pepper will be provided by the Supplier.

**Medical and insurance arrangements:**

The supplier is obliged to comply with all local legislation including, but not limited to, health regulations and the payment of social contributions for all of its employees. All employees including, temporary employees, must be adequately insured.

**Food Quality:**

The Supplier must purchase food originating from those foods supply sources under regular surveillance of Public Health Authorities or other appropriate governmental agencies. Food must be of the highest standard available and carry the appropriate certification.

**Sanitation, Cleaning and Garbage removal:**

The Supplier is responsible to ensure that all areas of the kitchen/dining room/cafeteria including the kitchen equipment, glass and cutlery are maintained and cleaned to the highest degree of hygiene. The Supplier will provide cleaning material. The Supplier is responsible to remove the garbage from the kitchen/cafeteria.