



Request For Proposal – Cafeteria Operation
RFP No. 14/15

The Forum Secretariat invites proposals for service providers to operate a small cafeteria at the Secretariat Head Quarters at Ratu Sukuna Road, Suva.

1) General Information:

- a. The Secretariat has a total of 98 staff based at its Headquarters and hosts an average of 40-50 meetings a year with a range of participants from 10-100 at any one time.
- b. The full day meetings usually include morning tea, lunch and afternoon tea.
- c. Depending on the meeting organisers and the type of meetings held, cocktail functions are usually hosted at the Secretariat to compliment the meetings where refreshments and cocktail food servings are also provided in the evenings.
- d. In addition to the meetings and functions, Staff also need to have a cafeteria provider to provide coffee, food & refreshments from 9.30a.m – 4.00p.m Mondays to Fridays.

2) Service Information

- a) The scope of services is set out in Section II.
- b) Rental:

The proposal should indicate the level of rent that it is prepared to pay if it is successful.

- c) Fitout Period:

A one month rent free fitout period is offered to the successful candidate. The fit out period may be extended upon request provided that the reasons for extension is properly justified.

- c) Term:

The initial service agreement shall be for a term of 3 years subject to an annual review of performance.

- d) Fit Out Conditions

The successful candidate shall be responsible for supplying its own equipment including food warmers, display counters, refrigerator, coffee machines and any other equipment required for the provision of the catering services.

Instructions for preparing and submitting a proposal are contained in this package.



SECTION I

INFORMATION & INSTRUCTIONS

1.0 Submission Requirements:

1.1 The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter.

All proposals shall be marked, **RFP 14/2015 Cafeteria Operation, Pacific Islands Forum Secretariat, Private Mail Bag, Ratu Sukuna Road, Suva.**

Physical delivery: Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the tender box at this address. It is not sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

Electronic submissions may be made by email to PropertyTender@forumsec.org.

The closing time for proposals is: **4.30p.m Friday, 29 May 2015**, or if extended the time notified for this Request for Proposal (RFP) on the Secretariat's website: <http://tenders.forumsec.org>

1.2 Proposal Format:

Proposals shall include the following information at a minimum:

- a. Submission outlining the proposer's offering for the Scope of Services in Section II including the Rent Proposal; and
- b. An acknowledgement of this RFP document signed by a Director of the proposer.

1.3 It is the sole responsibility of the Proposer to ensure that they have received and understood the entire RFP.

1.4 Proposers will be notified in writing of any change in the specifications contained in this RFP on the PIFS website: - <http://tenders.forumsec.org>, if any clarification is required.

1.4.1 Proposers may email their questions regarding this proposal to PropertyTender@forumsec.org or use the Question & Answer facility for this RFP at <http://tenders.forumsec.org>.

1.5 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Secretariat. No employee of the Secretariat is authorised to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

1.6 Right of Rejection and Clarification: The Secretariat reserves the right to reject any and all proposals and to request clarification of information from any proposer. The Secretariat is not



obligated to enter into a contract on the basis of any proposal submitted in response to this document.

1.7 Request for Additional Information: Prior to the final selection, proposers may be required to submit additional information which the Secretariat may deem necessary to further evaluate the proposer's qualifications.

1.7.1 In the event that further information is required by the Secretariat in relation to the proposal, the Secretariat reserves the right to seek the required information without the need for calling for resubmission of proposals.

1.8 Cost of preparing proposal: The Secretariat will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

1.9 Gratuity Prohibition: Proposers shall not offer any gratuities, favours, or anything of monetary value to any official, employee, or agent of the Secretariat for the purpose of influencing consideration of this proposal.

1.10 Right of Withdrawal: A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

1.11 Right of Rejection of Highest Rent Offer: The Secretariat is under no obligation to award this project to the proposer having the highest rent offer for the operation of the service. The evaluation criteria included in this document shall be used in evaluating proposals.

1.12 Rights to Submitted Material: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of the Secretariat when received.

1.13 Basis of Award: Proposals will be evaluated according to the following criteria:

- a) Conformance to service specifications in this RFP: 30 pts
- b) Proposer experience/capability: 50 pts
- c) Rent proposal: 20 pts

Any conditional proposals will not be accepted.

The Secretariat reserves the right to conduct interviews of any or all proposers as it deems necessary.

1.14 Proposal Reservations: The Secretariat reserves the right to reject any or all proposals, to award in whole or in part and to waive minor immaterial defects in proposals. Negotiations may be necessary in order to complete the contract.

1.15 Eligibility: Proposers must have a valid TIN registration number and a valid business license. Documentary evidence must be provided.



1.16 Copies: An original and one copy of the proposal and supporting documents must be submitted in response to the RFP, unless the entire proposal is submitted electronically when only one copy is required.

1.17 Conflict of interest: The proposer undertakes that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder.

1.18 Status of Contractor: When providing these services the proposer will itself to be an independent contractor offering such services to the general public and will not represent itself as an employee of the Secretariat.

The successful proposer shall not, without the prior written approval of the Secretariat, sub-contract the scope of services.

1.19 Contract: The contract between the Secretariat and the proposer shall be concluded on the basis of :

- (1) the Request for Proposal (RFP) and any amendments thereto; and
- (2) the proposal and associated pricing submitted by the proposer to the Secretariat in response to the RFP.

1.20 The submission of a proposal is an **acceptance of the scope of service**. The proposer's pricing in their submission is not subject to further negotiation and will be reflected in the final contract.

1.21 Right of Negotiation: The Secretariat reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

1.22 Proposer to bear risk: The proposer shall perform the services entirely at its own risk and the Secretariat shall not be liable for any loss, cost, damage, expense or other liability incurred or suffered by the proposer in performing the Services except as set out in the contract.

1.23 Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the proposer will comply with the Laws of Fiji, and all other applicable statutory regulations to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

The proposer agrees to follow the Secretariat's internal policies and procedures, particularly those relating to occupational health and safety.

Proposers certify that all equipment, services and/or goods that will be provided at the Secretariat will be of high quality.



SECTION II

SCOPE OF SERVICES

2.0 Service Description: The Secretariat has a staff cafeteria space in the Secretariat Compound. This section describes requirements for the operation of the staff cafeteria that will be incorporated into the service contract.

2.1 The successful proposer shall provide the following services:

2.1.1 Operate a coffee shop that produces good quality coffee.

2.1.2 Operate a sandwich and food bar to cater for staff and visitors.

2.1.3 Provide catering for meetings and functions held at the Secretariat compound.

2.2 Each proposer shall submit a summary of their qualifications and experience as requested in the attached **“Statement of Qualifications”** in Section III.

Additional information such as brochures, resumes, etc. may be submitted if appropriate.



SECTION III

PROPOSAL FORM

I have read and understand the requirements of this request for proposal **“RFP 14/15”** and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed rent for operating the cafeteria shall be:

\$ _____/month

Catering Costs shall be based on the following:

Morning Tea: _____per head

Lunch: _____per head

Afternoon Tea: _____per head

Food Service at Cocktails: _____per head

SUBMITTED BY: _____

SIGNATURE

Director

NAME (PRINT): _____

ADDRESS: _____

TOWN: _____

TELEPHONE: () _____



STATEMENT OF QUALIFICATIONS

Name of Firm: _____

Address: _____

1. Name of Director:

2. Qualification of Director:

3. Experience of the Director:

4. How long has your firm been engaged in the food and catering field?

5. List job titles of all staff who will provide the services:

6. List any professional qualifications of your staff who will be involved in the proposed services contract.

7. Describe any outstanding characteristics of your firm:

8. If your firm were selected as the service provider, would your firm's services be immediately available?
Yes/ No



9. Do you plan to give uninterrupted and continuous services?

Yes/ No

10. Please attach a list of clients which your firm is providing or has provided services to during the past **three** years, giving name of facility, location of facility, describe scope of work, name of Owner's contact and phone number.

(Signed)

Firm

Address