



MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

Head Office

Running of a Canteen at the MITD House at Phoenix

Procurement Ref No.: HO/IQ/04/21-22/Canteen HO

24 August 2021



MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

Head Office

Informal Quotation (other Services)

24 August 2021

File Ref: A/CN/001

The Director
«Company»
«Address 1»
«City»
«Workphone»

Dear Sir

Running of a Canteen at the MITD House at Phoenix **Proc Ref No. HO/IQ/04/21-22/Canteen HO**

The Mauritius Institute of Training and Development (MITD) hereby invites you to submit your quote for the operation of the canteen at the MITD House as per the technical specifications and Scope of Services attached.

Your offer:

(a) should be made on the forms attached, with any annex which you may wish to enclose, and shall comprise of the **Priced Activity Schedule** which shall be duly filled in and signed.

(b) should be:

- (i) deposited in Tender Box B, located at the Reception Area of the MITD on the Ground Floor of the MITD, MITD House by **Tuesday 14 September 2021 at 13h15 at latest**;
- (ii) sealed in an envelope marked "**HO/IQ/04/21-22/Canteen HO**";
- (iii) addressed to the **Ag. Director, MITD, MITD House, Pont Fer, Phoenix.**

Tenderers should submit:

- (i) a copy of its valid Food Handler's Certificate for running the canteen;
- (ii) Details of its experience in the provision of similar services during the last two years, and details of contact persons for further references; and
- (iii) Experience and profile of key personnel proposed for the contract.

Please note that a site visit is scheduled on Friday 03 September 2021 at 10h00 at the MITD, MITD House, Pont Fer, Phoenix.

Yours faithfully

S Maudarbocus
Ag. Director

BID LETTER

Notes to Bidders:

1. Complete this form with all the requested details and submit it as the first page of your bid together with the Price Activity Schedule and other documents that have been requested.
2. A signature and authorization on this form will confirm that the terms and conditions of this Informal Quotation (IQ) prevail over any attachments.
3. **If your bid is not authorized, it will be rejected**

Bid addressed to:	Ag. Director, MITD
Procurement Reference Number:	HO/IQ/04/21-22/canteen HO
Subject matter of Procurement:	Running of a Canteen at the MITD House at Phoenix

- (a) We agree to offer the services listed in the attached Price Activity Schedule and as per the defined General Terms and Conditions, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.
- (b) We undertake to abide by the Conduct of Bidders and Suppliers as provided under section 52 of Public Procurement Act during the procurement process and the execution of any resulting contract.
- (c) The validity period of our Quotation is **90 days** from the date of the bid submission deadline.
- (d) We confirm that our quoted prices in the Price Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the Bid validity.
- (e) Services should commence within a period of **seven (7) days** as from the date of issue of Purchase Order/Letter of Acceptance.
- (f) Services should be for a **duration of two (2) years**, renewable after **one (1) year** if services are satisfactory.

Bid Authorised By:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Bid:		Position:	Signature:
Date		Phone No./E-mail	

Procurement Ref No.: HO-IQ/04/21-22/Canteen HO**BID SECURING DECLARATION**

By subscribing to the undertaking in the Bid letter:

I/We* accept that I/we* may be disqualified from bidding for any contract with any MITD for the period of time that may be determined by the Procurement Policy Office under section 35 of the Public Procurement Act, if I am/we are* in breach of any obligation under the bidding conditions, because I/we*:

- (a) have modified or withdrawn my/our* bid after the deadline for submission of bids during the period of bid validity specified by the me/us in the Bid letter; or
- (b) have refused to accept a correction of an error appearing on the face of the bid; or
- (c) having been notified of the acceptance of our bid by the (*insert name of MITD*) during the period of bid validity, (i) have failed or refused to execute the Contract, if required, or (ii) have failed or refused to furnish the Performance Security, in accordance with the Instructions to Quote.

I/We* understand this Bid Securing Declaration shall cease to be valid:

- (a) in case I/we am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Performance Security issued to you by me/us; or
- (b) if I am/we are* not the successful Bidder, upon the earlier of:
 - (i) the receipt of your notification of the name of the successful Bidder; or
 - (ii) thirty days after the expiration of the validity of my/our* bid.

In case of a Joint Venture, all the partners of the Joint Venture shall be jointly and severally liable.

Bid Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Bid:		Position:	Signature:
Date		Phone No./E-mail	

PRICED ACTIVITY SCHEDULE

Notes to Bidders:

1. Complete the Amount, VAT and Total Amount for each item listed below.
2. Authorise the prices quoted in the signature block below.

Item No	Description	Amount (Rs)
1	Monthly rental fee for Running of Canteen at the MITD House.	
	VAT 15%	
	Total	

3. Proposed menu and prices

	PROPOSED MENU AND OTHER ITEMS	UNIT PRICE (VAT inc.) Rs
1.	<u>DRINKS</u>	
	1.1 Tea (cup)	
	1.2 Coffee (cup)	
	1.3 Juice (250 ml)	
	1.4 Mineral Water 0.5 L 1 L 1.5 L	
	1.5 Soft Drinks 0.5 L 1 L	
2.	<u>FOOD OFFERING</u>	
	2.1 NODDLES	
	Boiled Noddles	
	➤ Plain	
	➤ Egg	
	➤ Chicken	
	➤ Chicken & Egg	
	➤ Lamb	

	PROPOSED MENU AND OTHER ITEMS	UNIT PRICE (VAT inc.)
	Fried Noddles	
	➤ Vegetarian	
	➤ Chicken/Egg	
	➤ Chicken/Egg/Prawns	
	2.2 RICE AND CURRY (NON VEG)	
	➤ Chicken	
	➤ Fish	
	➤ Lamb	
	2.3 RICE AND CURRY (VEG)	
	Note : Bidder to make proposal	
	2.4 FRIED RICE	
	➤ Vegetarian	
	➤ Chicken/Egg	
	➤ Chicken/Egg/Prawns	
	2.5 BRIANI (VEG/NON-VEG)	
	2.6 Dholl Puri Farata	
	2.7 Bread rolls, pain fourré (VEG/NON-VEG) Gateau Salé (veg and non-veg).	
	2.8 Any other menu Note :Bidder to make proposal for menu du jour and other items	
3.	SNACKS/CAKES/BISCUITS	
	➤ Sandwiches (veg/non-veg)	
	➤ Pancakes (veg/non-veg)	
	➤ Puddings (Maize, Vermicelle etc)	
	➤ Pastries	
	➤ Biscuits	
4.	FRUITS DAILY	
	Fresh fruits	
	Fruit salad	

	Dried Fruits	
5.	DAIRY PRODUCTS	
	➤ Yogurt plain – unsweetened Sweetened fruits – unsweetened fruits - sweetened	
	➤ Dahi	
	➤ Yop	
	➤ Flan	
7.	ANY OTHER ITEMS	

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company Seal:	

***Above table should be duly filled and signed by bidders. Failure to sign same may entail rejection of the bid.**

Prices should reflect the prevalent competitive market rate.

MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT
CONDITIONS AND SPECIFICATIONS FOR THE RUNNING OF
A CANTEEN AT MITD HOUSE

1.0 INTRODUCTION

- 1.1 The Mauritius Institute of Training and Development (MITD), intends to appoint a canteen operator for its canteen located at MITD House, Pont Fer, Phoenix.

The MITD House accommodates staff of the Mauritius Institute of Training and Development (MITD), Mauritius Qualifications Authority (MQA) and Ministry of Education, Tertiary Education, Science and Technology. (MOETES&T)

2.0 DESCRIPTION OF MITD CANTEEN

- 2.1 The MITD Canteen occupies a total floor area of 250 m² on the ground floor of the MITD House at Phoenix with a total seating capacity of 150. It is provided with a kitchen and a wash up area and is furnished with the list of equipment and furniture as per **Annex A**.

- 2.2 **In the wake of Covid-19 pandemic, we can expect that a maximum of 30 to 40 customers would buy snacks/food from the canteen on a daily basis.** The onus shall be on the Canteen Operator to provide appealing, tasty and healthy food items to attract customers to the canteen.

3.0 DURATION OF CONTRACT

- 3.1 The contract shall be of two years duration starting as from the date of operation.

4.0 DOCUMENTS EVIDENCING ELIGIBILITY

Bidders are requested to submit copies of the following documents as evidence of their eligibility:

- (a) Valid trading licence or equivalent
- (b) Business Registration Card
- (c) Food Handlers Certificate
- (d) List of references

5.0 QUALIFICATION OF THE BIDDER

Bidders should submit the following:

- (a) details of experience in services of a similar nature and size during the **last two years**, and details of contact persons for further references;
- (b) experience and profile of personnel proposed for the Contract;

6.0 PRE-BID MEETING AND SITE VISIT

Bidders are requested to visit and examine the canteen where services are required and to obtain all information that may be necessary for preparing the bid and entering into a contract for the services.

A site visit and a pre-bid meeting has been fixed for that purpose.

7.0 EVALUATION AND COMPARISON OF BIDS

The MITD will evaluate and compare only the bids determined to be substantially responsive from eligible bidders, based on qualification, experience, competence of personnel, variety and price of food items.

In evaluating the bids, the MITD will compare the price quoted for each food item put on sale and the proposed rental fee.

8.0 AWARD CRITERIA

The MITD will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the best evaluated service and most varied and reasonably priced food items, provided that bidder has been determined to be eligible and qualified.

Bidders are requested to insert:

- (a) the proposed selling price of each food item. Price of food items should be fair and reasonable;**
- (b) the monthly rental fee they propose to pay for the running of the MITD canteen at the Priced Activity Schedule.**

9.0 SCOPE OF SERVICES

9.1 Services

The Canteen Operator shall provide a daily catering service comprising of

- i. Hot meals (Dine in and take away)
- ii. Vegetarian and non-vegetarian menus;
- iii. Soft drinks, snacks and fruits; and
- iv. Other food and drink items acceptable to the Mauritius Institute of Training and Development such as cakes, pastries, sandwiches, ice cream, fruits and which have been proposed at the time of bidding.
- v. A proper and aesthetic service.

In addition, the Canteen Operator shall provide the following items at his/her own cost:

- i. General crockery, cutlery, table cloths, napkins and
- ii. Display cabinets, shelves, cooker and refrigerator

9.2 Ad Hoc Services

The Canteen Operator may be called on an ad hoc basis to service official functions organized by the MITD, MQA and the Ministry of Education, Tertiary Education, Science and Technology. (MOE,TE,S&T) or other organizations which rent MITD's facilities.

The premises of the canteen shall not be used for functions other than those mentioned above, except with the written permission of the Director.

10.0 CONDITIONS FOR THE RUNNING OF MITD CANTEEN

10.2 Gas consumption and telephone charges shall be at the expense of the Canteen Operator.

10.3 Electricity charges will be billed monthly based on consumption.

10.4 Water charges will be Rs 500/- monthly.

10.5 The Canteen Operator shall bear the full cost of repairs/maintenance of all damage(s) other than normal wear and tear caused by the Canteen Operator's activities to the premises including any furniture, equipment, fixtures and fittings, drain, wiring and piping in the canteen.

The Canteen Operator shall be responsible for regular maintenance and repair of furniture and equipment provided by the Mauritius Institute of Training and Development (list of equipment/furniture at **Annex A**).

At the expiry of the contract, the Canteen Operator shall surrender the premises let, in the state in which the said premises were delivered to the canteen operator, fair wear and tear excepted.

10.6 The Canteen Operator shall be expected to employ his own personnel bearing in mind the duration and other terms and conditions of the Contract.

10.7 The Canteen Operator shall be accountable to the Director for the proper running of the canteen.

10.8 The opening hours of the canteen shall normally be on **weekdays from 09h30 to 15h00** or at such times as may be determined by the Director. On certain occasions, the services of the Canteen Operator may be required as outlined at Section 9.2.

10.9 The items sold should be of good quality and safe for consumption. Items should be sold as per prices proposed in the bidding document. The prices should be affixed in a visible place in the canteen.

10.10 First Aid/Fire

A First Aid Box (according to First Aid Regulations) as well as a staff trained in First Aid shall be available in the canteen at all times. Provision for a Burn Shield Cover shall be available in the kitchen.

10.11 Insurance

The Canteen Operator shall take an insurance cover of Rupees One Million (Rs 1,000,000) for Public/Product Liability against incidents of food poisoning, accidents and injuries.

The Canteen Operator shall take appropriate insurance cover for its personnel against risk of accident/injury. The documents should be produced to the MITD before the award of the contract.

- 10.12 The canteen operator shall keep the Canteen under strict hygienic conditions in accordance with the Public Health Act, the Food Act and also comply with the Occupational Safety and Health Act 2005 (OSHA 2005) for the safety of its employees and the public in general, and any other relevant enactments and shall comply with the directives that the Canteen Supervisory Committee may issue to the Canteen Operator from time to time. The MITD reserves the right to visit the canteen/kitchen/wash up area at any time without prior notice, so as to ensure that level of hygiene and safety standards are being complied with.
- 10.13 Food Handler's Certificate from the Ministry of Health and Quality of Life as well as copies of Identity Cards of the Canteen Operator and personnel will have to be submitted before award of the contract. All health regulations concerning canteen operations should be observed. The Canteen Operator shall be responsible to seek relevant licenses from the authorities to operate the canteen (eg. Valid Trade License from Municipal or District Council, Food Handler's Certificate).
- 10.14 The Canteen Operator or an experienced Canteen Manager delegated by him should be present in the canteen at the Mauritius Institute and Training and Development on a full-time basis.
- 10.15 Alcoholic drinks, pharmaceutical products, cigarettes and other illicit products **shall not** be sold.
- 10.16 Canteen Operator shall not sell any food items containing pork/beef meat or derivatives. Chicken and lamb meat should be Halal certified.
- 10.17 The Canteen Operator shall maintain a high standard of personal hygiene, wear clean hair net/cap, clean apron and gloves at all times during the canteen service.
- 10.18 The Canteen Operator shall **strictly** abide by the Covid-19 protocol.
- Wash hands with soap and water before handling food;
 - Provide sanitizer to canteen users;
 - Canteen staff/users shall wear face mask that covers the nose and mouth at all times;
 - Each user maintains a distance of 1 metre from others;
 - Ensure that grouping is avoided in canteen;
 - Clean and disinfect high touch surfaces including servery counter top, tables, chairs etc before and after use;
 - Ensure natural ventilation in canteen during hours of operation.
- 10.19 The Canteen Operator shall not have the right to lease part or whole of the canteen to any third party.

11. RENTAL

Bidders are invited to quote the monthly rental fee they propose to pay for the running of the MITD canteen at the Priced Activity Schedule.

12. PAYMENT

12.1 Advance Payment

Within two weeks of the award of the contract, the Canteen Operator shall, inter alia, be required to submit a bank office cheque to cover one month's rent and charges as advance payment.

A refundable security deposit of Rupees Ten Thousand (Rs 10,000) shall be payable upon signature of the contract. The deposit would be forfeited in case the Canteen Operator fails to make good any damage to the furniture, equipment and any installation despite a written warning from the MITD, and also in case of any breach of any contract condition.

12.2 Monthly payment

All payments of rent and water charges shall be made monthly in advance by bank standing order at a date not later than the 10th of the month.

12.3 Electricity charges

Payment of electricity charges will be invoiced to the Canteen Operator and payment should be effected to the Finance Division within one week from date of receipt of invoice.

12.4 Interest on Delayed Payments

In case of failure of the Canteen Operator to comply with item 11.2 above, interest shall be paid to the MITD for each day of delay at the rate of 15% per annum.

13. MODIFICATION

Modification of the terms and conditions of contract, including any modification of the scope of the services or prices of the item on sale, may only be made by written agreement between the parties.

Changes in the prices shall be executed after mutual agreement by the two parties to reflect variation in the price of food commodities in the market.

Any variation in the list of items on sale (listed at the Priced Activity Schedule) in the canteen shall be subject to discussions and agreement between the two parties.

14. FORCE MAJEURE

“Force Majeure” means an event which is beyond the reasonable control of the Canteen Operator and which makes the Canteen Operator's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

15. TERMINATION

15.1 Termination by MITD

MITD may terminate the Contract, by not less than 30 day's written notice of termination to the Canteen Operator, if the Canteen Operator does not remedy a failure in the performance of its

obligations under the Contract, within the time frame specified by MITD after being notified or within any further period as MITD may have subsequently approved in writing; given after the occurrence of any of the events specified in paragraphs (i) through (ii).

- (i) if, as a result of Force Majeure, the Canteen Operator is unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- (ii) in case of misconduct/malpractices, which can bring prejudice to the MITD.

15.2 Termination by Canteen Operator

The Canteen operator may terminate the Contract, by not less than thirty (30) days' written notice to the MITD if, as a result of Force Majeure, the Canteen Operator is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

16 PAYMENT UPON TERMINATION

Upon termination of the Contract pursuant to Sub-Clauses 14.1 or 14.2, the Canteen Operator shall make the payments to the MITD for all due rents for the canteen and any compensations in respect of damages to the facilities made available to him under the terms and conditions of contract.

MITD CANTEEN – MITD HOUSE – PHOENIX
LIST OF EQUIPMENT AND FURNITURE PROVIDED BY MITD

WASH UP AREA

1. Stainless Steel dirt sort table with rear and left hand splash back supplied with one rubber ring.
Dimension 90cm x 70 cm (CAN/01)
50 cm x 70 cm (CAN/02)
2. Double bowl sink complete with tap mixer and PVC bottle trap.
Dimension : 120 cm x 70 cm (CAN/03)
3. 2 shelves of stainless steel (CAN 04/CAN 05)

KITCHEN

1. Stainless Steel Rack – 4 tiers – (CAN/06)
Dimension – 165 x 180 cm
2. Stainless steel outlet table with rear and right hand splash back – 72 cm x 150 cm
(CAN/07)
3. Stainless steel tables with 2 under-shelves and rear splash back – 70 cm x 150 cm
(CAN 08)
4. Single bowl sink complete with tap mixer and PVC bottle trap.
Dimension : 70 cm x 70 cm (CAN 09)
5. 2 Extractor Hoods (CAN 10, CAN 11)
6. 1 stainless steel table : 80 cm x 180 cm (CAN 12)

SERVERY

1. Stainless Steel Dispenser for trays, breads, cutlery, napkins and glasses for a seating restaurant of 120 people
Dimension : 80 cm x 150 cm (CAN/13)
2. Stainless Steel table with one undershelf, front and right hand panels and plinth
Dimension : 90 cm x 145 cm x 75 cm (CAN/14)
3. Stainless Steel table display cabinet ambient access from rear
Dimension: 90 cm x 145 cm x 75 cm (CAN/15)
4. Stainless Steel Refrigerated display cabinet with smooth table and refrigerated cupboard, well to be 75 mm, supplied with sneeze guard, 1 undershelf, front panel and plinth
Dimension : 90 cm x 145 cm x 75 cm - (CAN/16)
5. Stainless Steel bain marie on hot cupboard supplied with 4 GN 1/1 inserts.
150 mm deep with lid. Complete with 1 undershelf, sneeze guard, front panel and plinth
Dimension : 90 cm x 145 cm x 75 cm – (CAN/17)

6. Stainless Steel filter: to fit between bain marie and stainless steel table
Dimension : 70 cm x 60 cm x 90 cm – (CAN/18)
7. Stainless Steel table with undershelf, front panels and plinth
Dimension : 90 cm x 145 cm x 75 cm (CAN/19)
8. Stainless Steel tray slide : 30 cm x (145 cm x 5 rails) – without 2 bars (CAN 20)
9. Stainless Steel guard rail : 0.85 m high x 7.15 m long (CAN 21)
10. Stainless Steel tray clean trolley (2) – 12 levels to fit trays : 72 cm x 172 cm
(CAN 22) & (CAN 23)
11. 2 BACs with cover size 30 cms x 54 cms (CAN 24, CAN25)
12. 2 mini BACs (CAN 26,27)

DINING AREA

- 1 stainless steel table debarassage – 78 cm x 130 cm – (CAN/28)
- 1 wooden/steel table – 70 cm x 140 cm (CAN/29)
- 1 tea trolley (CAN/30)
- 30 tables : 1200 x 700 mm
- 107 chrome plated steel stacking chairs without arm rest

General Terms and Conditions Applicable

1. Rights of Public Body

The MITD shall have the rights to:

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

The MITD shall not be bound to accept the lowest or any quotation.

2. Prices

Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

3. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Body and the Contractor.

4. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- NCS/RFQ-GCC14/10-13 posted in the website of the Policy Office ppo.govmu.org subject to the data provided hereunder.

5. Employer

The Public Body inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder referred hereto as Service Provider.

6. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

7. Advanced payment

Within two weeks of the award of the contract, the Canteen Operator shall, inter alia, be required to submit a bank office cheque to cover one month's rent and charges as advance payment.

A refundable security deposit of Rupees Ten Thousand (Rs 10,000) shall be payable upon signature of the contract. The deposit would be forfeited in case the Canteen Operator fails to make good any damage to the furniture, equipment and any installation despite a written warning from the MITD, and also in case of any breach of any contract condition.

8. Payment

The Employer undertakes to effect payment within 28 days after completion of the services to the satisfaction of the Client subject to the Service Provider making goods all defects and submitting all required documents to initiate payment.

Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

In case the Service Provider is a Small and Medium Enterprise, the Public body undertakes to effect payment after provision of the services to the satisfaction of the Purchaser within 14 days from date of invoice, and subject to the Supplier submitting all required documents.

9. Insurance Covers

The Canteen Operator shall take an insurance cover of Rupees One Million (Rs 1,000,000) for Public/Product Liability against incidents of food poisoning, accidents and injuries.

The Canteen Operator shall take appropriate insurance cover for its personnel against risk of accident/injury. The documents should be produced to the MITD before the award of the contract.

SCHEDULE 4: BID CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: HO/IQ/04/21-22/Canteen HO

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
Priced Activity Schedule with Proposed menu and prices	
Bid Securing Declaration	
Tenderers should submit a copy of its valid Food Handler's Certificate for running the canteen	
Submit details of its experience in the provision of similar services during the last two years, and details of contact persons for further references	
Copy of Experience and profile of key personnel proposed for the contract.	

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its bid to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*