



MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

Head Office

Running of a Canteen at the MITD House at Phoenix

Procurement Ref No: MITD/PS/HO/55/24-25/Canteen HO

30 September 2024

Head Office

Date: 30 September 2024

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Dear Sir

Running of a Canteen at the MITD House at Phoenix
Proc Ref No. MITD/PS/HO/55/24-25/Canteen HO

The Mauritius Institute of Training and Development (MITD), intends to appoint a canteen operator to operate its canteen located at MITD House, Pont Fer, Phoenix, as per the technical specifications and Scope of Services attached.

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)

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 **100**. 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.

In the wake of Covid-19 pandemic, we can expect approximately 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. The contract shall be of two years duration starting as from the date of operation.

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 **Thursday 17 October 2024 at 13h00 at latest**;
 - (ii) sealed in an envelope marked " **MITD/PS/HO/55/24-25/Canteen HO**"; and
 - (iii) addressed to the **Director MITD, MITD House, Pont Fer, Phoenix**.

Tenderers should submit:

- (i) A Valid Trading License
- (ii) A copy of your Food Handler's Certificate, **valid at time of bidding**, for running the canteen;
and
- (iii) Details of its experience in the provision of similar services during the last two years, and details
of contact persons for further references.

Upon award of contract, the successful Canteen Operator shall submit a Victualler License to operate a canteen as per existing legal provisions.

Please note that a site visit is scheduled on **Thursday 10 October 2024 at 10h00** at the MITD, House, Pont Fer, Phoenix.

Yours faithfully

S. Maudarbocus
Director

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PRICED ACTIVITY SCHEDULE

Notes to Bidders:

1. Complete the Amount, VAT and Total Amount for each item listed below.
2. **Bidders are required to quote for all items in the Price Activity Schedule**
3. Authorise the prices quoted in the signature block below.

SN	Brief Description of Services	Amount (Rs)
1	Proposed monthly rental fee for Running of Canteen at the MITD House (Minimum of Rs 3,000/-)	
	VAT 15%	
	Total	

SN	PROPOSED MENU AND OTHER ITEMS	UNIT PRICE (VAT inc.) Rs	
1.0	<u>DRINKS</u>		
	Tea (cup)		
	Coffee (cup)		
	Mineral water 1L		
	1.5 L		
	Soft drinks 0.5 L		
2.0	SNACKS & CAKES	VEG	NON-VEG
	➤ Sandwiches		
	➤ Pastries		
	➤ Gateau Salé		
3.0	Dholl puri / Roti (VEG)		
4.0	Bread/pain fourré/panini		
	Veg (Bidder to attached list of proposed bread/pain fourré/panini)		
	Non Veg (Bidder to attached list of proposed bread/pain fourré/panini)		

	Caterer to provide at least one VEG and one NON-VEG dishes each day	
5.0	Fried Rice & Noodles	
	VEG	
	NON-VEG	
6.0	Dairy Products	
	Yogurt plain: Unsweetened / Sweetened Yogurt fruits : Unsweetened / Sweetened	
	Dahi	
	Yop	
	Perette	
7.0	Fruits/Salad Daily	
	Fresh Salad	
	Fresh fruits	
8.0	MENU AND OTHER ITEMS	
	MENU DU JOUR (Monday to Friday)	
8.1	VEG (Bidder to attach list)	
8.2	NON-VEG (Bidder to attach list)	

Remarks:

- **Canteen operators to ensure that different varieties of curries are offered each week.**

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 shall entail rejection of the bid. Prices should reflect the prevalent competitive market rate.**



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Head Office**

**Running of a Canteen at the MITD House at Phoenix
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CONDITIONS AND SPECIFICATIONS

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 **100**. 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 **It is expected that approximately 30 to 40 customers would buy lunch/snacks 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 (2) 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:

Eligibility compliance refers to the following:

- (a) Business Registration Card;
- (b) Food Handlers Certificate, valid at times of bidding;
- (c) A minimum of one-year experience, supported by documentary evidence, in the provision of canteen services; and
- (d) Victualler License to operate a canteen, to be submitted prior to start of operation.

5.0 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 **Thursday 10 October 2024 at 10h00** at the MITD House, Pont Fer, Phoenix

6.0 EVALUATION AND COMPARISON OF BIDS

The MITD will evaluate and compare only the bids determined to be substantially responsive from eligible bidders, based on number of years of experience, quoted rental amount and price quoted for the proposed menu and other items (Total sum) listed in the Price Activity Schedule. **Bidders are informed that it is mandatory to quote for all items in the Price Activity Schedule.**

Evaluation Criteria

Sn	Details of Technical Evaluation Markings (for operation of MITD canteen)	Max Marks
1	Number of years of experience (1 point for each year of experience up to a maximum of 5 years)	5
2	Quoted rental fees (1 Mark for the minimum rental fee of Rs3,000/-. Bidders proposing higher than the minimum Rs3,000/- will be allocated additional marks by dividing their proposed rental fee by the minimum rental fee, up to a maximum of five marks)	5
3	Total cost of the proposed menu and other items as per Price Activity Schedule (5 Marks for bidder proposing the lowest total sum for all items quoted in the Price Activity Schedule. The marks will be allocated to other bidders by dividing the total lowest sum received by the total sum proposed by the bidder multiply by 5.	5
	Total	15

7.0 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 scored the highest mark in the table above.

8.0 SCOPE OF SERVICES

8.1 Services

The Canteen Operator shall provide a daily service comprising of

- i. Hot meals (Lunch in and take away)
- ii. Vegetarian and non-vegetarian menus;
- iii. Snacks for tea time (morning and afternoon)
- iv. Other food and drink items acceptable to the Mauritius Institute of Training and Development such as cakes, sandwiches, 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. Cooker and refrigerator

8.2 Ad Hoc Services

The Canteen Operator may be called on an adhoc 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.

9.0 CONDITIONS FOR THE RUNNING OF MITD CANTEEN

- 9.1 The Canteen Operator is required to propose the rental fee which should not be less than **Rs 3,000/- per month.**
- 9.2 Gas consumption, electricity and water charges shall be at the expense of the Canteen Operator.
- 9.3 The Canteen Operator shall bear the full cost of repairs 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.

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.

- 9.5 The Canteen Operator shall be accountable to the Director for the proper running of the canteen.
- 9.6 The opening hours of the canteen shall normally be on **weekdays from 8h00 to 15h30** 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 8.2.
- 9.7 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.

9.8 First Aid/Fire

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

- 9.9 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.
- 9.10 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.
- 9.11 Alcoholic drinks, pharmaceutical products, cigarettes and other illicit products **shall not** be sold.

- 9.12 Canteen Operator shall not sell any food items containing pork/beef meat or derivatives. Chicken and lamb meat should be Halal certified.
- 9.13 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.
- 9.14 In the eventuality of communiqués from the Ministry of Health and Quality of Life regarding Covid19 and any highly contagious diseases, Canteen Operator is required to abide to same.

10. PAYMENT

A refundable deposit of **Rupees Three Thousand (Rs 3,000)** 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.

10.1 Monthly Payment

Payment of quoted rental fee shall be made monthly in advance not later than the **10th** of the month.

10.2 Advance Payment

An advance payment of the monthly rent shall be payable by the Canteen Operator on signature of contract.

10.3 Interest on Delayed Payments

In case of failure of the Canteen Operator to comply with item 10.1 above, interest shall be paid to the MITD for each day of delay at the rate of 15% per annum.

10.4 Insurance

The Canteen Operator shall take an insurance cover of **Rupees Five Hundred Thousand (Rs 500,000)** 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 upon the award of the contract.

11.0 MODIFICATION

Modification of the terms and conditions of the contract, including any modification of the scope of the services or prices of the items 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.

Any variation in the list of items on sale in the canteen shall be subject to discussion and agreement between the two parties.

12.0 TERMINATION

12.1 Termination by 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.

12.2 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.

12.3 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.

13.0 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 money due for the canteen and any compensations in respect of damages to the facilities made available to him under the terms and conditions of contract.

14.0 LIST OF FOOD / ITEMS ON SALE

Bidders are encouraged to propose other varieties of food / items other than those mandatory in the Price Activity Schedule.

15.0 RIGHTS OF THE MITD

- The MITD reserves the right to review the various proposed menu with the agreement of the Caterer.
- Any proposed increase in price shall require the approval of the Canteen Committee of the MITD.
- All prices shall be displayed in a visible are in the canteen.

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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

CHEDUL E 4: BID CHECKLIST SCHEDULE

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Description	Attached (please tick if submitted and cross if not)
Priced Activity Schedule with Proposed menu and prices	
Valid Trading License and Food Handler's Certificate for running the canteen	
Details of its experience in the provision of similar services during the last two years, and details of contact persons for further references	

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.