



Request for Proposals

Procurement of Services

For the
Catering Services for African Continental Free Trade Area (AfCFTA)
Secretariat

Procurement Number: AfCFTA/AHRMD/NC/2023/0004

Date of Issue: 4th December 2023

REQUEST FOR PROPOSALS

Procurement Number: AfCFTA/AHRMD/NC/2023/0004

To: **Potential Service Providers**

Date: **4th December 2023**

The **African Continental Free Trade Area (AfCFTA) Secretariat** invites you to submit your Technical and Financial Proposal for carrying out the services as described herein. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Proposals (RFP).

SECTION A: REQUEST FOR PROPOSAL

1) **Description of Services and Location**

Catering Services for the AfCFTA Secretariat, Accra.

2) Services are to commence by **immediately** from the date of the contract.

3) **This will be a frame work contract**

4) Proposals must be valid **for ninety (90) days** from the Return by Date given below.

5) Proposals and supporting documents as specified in Section B must be in folders which must be secured passwords.:

6) Requests for clarification should be received by no later than **15th December 2023**. The address for clarifications is Tender.afcfta@au-afcfta.org; Cc: Jessica.Lawson@au-afcfta.org and Nadia.Amoako-Gyampah@au-afcfta.org

7) **Additional Information:** Interested eligible tenderers may obtain further information from the AfCFTA Secretariat's Website <https://au-afcfta.org/bids>.

8) The deadline for submission of Proposals is **Wednesday, 10th of January 2024 at 11:00 hours GMT**. Technical proposals shall be opened on **Wednesday, 10th of January 2024 at 11:30 hours GMT** in the virtual presence of proposers or Legal Representatives. The password for the technical offer will be provided by each proposer during the Technical Proposal opening session. Therefore, the presence of the Proposer or its legal representative is mandatory.

9) Technical and Financial Proposals must be submitted through email: Tender.afcfta@au-afcfta.org; Cc: Jessica.Lawson@au-afcfta.org Nadia.Amoako-Gyampah@au-afcfta.org

10) Payments will be made in accordance with the below order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion.

Signed:

Name.....

Title/Position:.....

For and on behalf of the Purchaser

Section B: Technical Proposal Submission Form

Your Proposal is to be returned on this Form by completing and returning Sections B, and including any other information and certification as stated within this RFP on your letterhead.

1) Description of Services and Location

Catering Services of the AfCFTA Secretariat, Accra.

2) Currency of Proposal

3) Services will commence withindays from date of Purchase Order.

4) Services to be completed by days from the date of Purchase Order.

5) Validity period of this Proposal isdays from the Return by Date.

6) We enclose the following document(s) as required by the Purchaser:

- Valid tax certificate;
- Valid business registration documents – Must be licensed company.
- Health Certificate/ Food and Drugs Board Certificate or equivalent according to National Authorities.
- Company's Profile
- Proof of work experience in similar service for minimum 3 years with UN Agency and/ or International organization/companies/Embassies/Diplomatic offices
- Financial information-Bank statement (Last TWO years)
- Any Other information per the TOR
- ONE (1) Original and THREE Copies of the Technical and financial proposal

The above information i.e. [6] are pre-qualification criteria.

7) We confirm that our Proposal is subject to the African Union General Conditions of Contract for Purchase Orders and is based on the terms and conditions stated in your Request for Proposal referenced above.

8) We confirm that the prices quoted are fixed for the valid period of the contract.

9) We confirm that payment terms are acceptable.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

Company: _____

Registered Address and seal:

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EVALUATION CRITERIA: Provision of Catering Services

Evaluation Criteria	
1. Company Profile a) Financial capacity (10pts) b) Catering capacity (10pts) c) Equipment (Table, Chairs, Tent, Cutleries, Plates etc) (10pts)	30points
2. Experience of the Catering Service or the provision of similar services minimum three (3 years) with UN Agency and/ or International organization/companies/Embassies/Diplomatic offices. a) Nature of services (similar in nature) (5pts) b) Contract value and scope and size. (5pts) (Recommendation Letter to be provided)	10 points
1. Key personnel a) Organizational Structure	10 Points
2. Site Visit (Facilities and Amenities)	20 Points
Total Technical Proposal	70
Total Financial Proposal	30
Minimum Passing Point (Technical Proposal)	50

Section C: Terms of Reference/Statement of Requirements

AfCFTA hosts a large number of conferences, meetings and workshops for a number of 10 people to more than 500 which require Catering Services.

As an International Organization which consists of 55 nationalities and invites worldwide citizens, the various menu which will be provided by the Service Provider should reflect this diversity.

The Catering Service Provider is expected to serve AfCFTA on a demand basis, variety foods and beverage for lunch, dinner, cocktail reception, coffee breaks, lunch box and dinner box with details as follows;

- different standard and VIP buffet menus to be serve lunch and dinner,
- different standard and VIP buffet menu to be serve cocktail/reception,
- different standard and VIP coffee/tea break,
- Plated menu for VVIP lunch, dinner and tea/coffee break,
- different beverage (Small bottled water, soft drinks, ambo water, local wine, imported wine, different liquors, local beer, imported beer etc).

Besides the international aspect, menus to reflect the culinary culture of the five African Regions and the host country:

Quantities of food to reflect the African hospitality, in other words not provided sparingly nor compensated by a plethora of salads against solid food.

Menus to incorporate dietary restrictions, e.g. Choice among vegetarian dishes, meat, poultry and fish.

Caterers shall ensure the freshness of the food provided

The Provider can participate in one of the following categories depend on their capacity and experience.

- 1) Catering for up to 150 guests
- 2) Catering for 200 to 500 guests
- 3) Catering for 500 guests and above

The Catering Service Provider should provide all the necessary equipment and utensils. Tables, chairs and tents should be provided by the Catering Service Provider when necessary.

RESPONSIBILITY AND CONTROL OF THE SERVICE

In performing its services, the Contractor must contribute to protecting the premises, including the equipment and facilities in place, and take measures to ensure the harmonization and smooth coexistence of its activity with any other AfCFTA-authorized activity.

The Catering Service Provider shall be responsible for all damage caused by its employees, its equipment or its supplies, to AfCFTA property, equipment, buildings and building contents.

The Catering Service Provider shall also be responsible for all injuries to persons caused by its staff, equipment or supplies. The Catering Service Provider must be knowledgeable of and abide by all provisions of legislative enactments, by-laws and regulations in regard to safety.

The Catering Service Provider shall ensure that all waste is collected appropriately, so as to ensure their handling and collection under acceptable conditions of hygiene. The Contractor shall be responsible for waste collection.

The Catering Service Provider shall ensure all the equipment and the area where the service performed are clean.

SERVICE DELIVERY TIME

Caterers to expect to be contacted at short notice, sometimes 1-2 days' notice, for the provision of their services.

The Catering Service Provider ensure that the required service shall be delivered to the respective venue and time as stipulated by the client.

INSURANCE

The Catering Service Provider shall maintain at his sole expense, effective insurance covering his activities at the project premises. This shall include Workers' Compensation for the Catering Service Provider's employees engaged in Work associated with the Contract and General Liability Insurance.

The AfCFTA shall not be liable for any action, omission, negligence or misconduct of the Service Provider's employees and not liable for any insurance claims arising out of any injury/disability/death whilst performing duties. It is the sole responsibility of the awarded Catering Service Provider to obtain an all workman insurance cover for employees.

CATERING SERVICE PROVIDER'S RESPONSIBILITY FOR EMPLOYEES

The Catering Service Provider shall be responsible for the professional and technical competence of its employees and will select, for service under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct. The Catering Service Provider shall have overall

responsibility for providing uniforms for the staff, obtaining new clothes as needed and arranging for the cleaning of working clothes. Caterers is expected to apply Proper dress code, uniforms and table cloths must be branded. The Catering Service Provider will assume total responsibility for its staff behaviour and performance as well as to take care of the training of the staff, their substitute, and back up in cases of unavailability such as illness and annual leave.

All employed staff should be given a written letter of appointment & job identity card as per the local law.

SECURITY CLEARANCE

The Catering Service Provider's employee will have to show the National Identity Card when they come to deliver the catering services at the AfCFTA Premises.

SAFETY AND HEALTH

The Catering Service Provider shall accept responsibility for the occupational safety of staff, equipment, furnishings and fittings in the areas exclusively occupied by it for the provision of the services at all times and for such responsibility in the areas where the services are being provided during the hours that it occupies those areas.

CATERING SERVICE PROVIDER'S PERSONNEL

Must include on-site Supervisors. A Supervisor with a decision-making capacity, must have strong supervisory and interpersonal skill and must be able to communicate in English. The Supervisor is responsible;

- To have a meeting with focal person of AfCFTA to coordinate event specific details and special requests,
- supervise staff during events to ensure high quality service are provided,
- receive and respond complaint from the customers,

-The contractor's staff shall wear proper uniforms, bearing the company's insignia and be equipped in compliance with the regulations in force. The Catering Service Provider's personnel shall maintain a professional appearance and mannerism.

-The Catering Service Provider's personnel must undergo a medical check-up and be certified as physically fit to work perform the duties

Site visits: The AfCFTA reserves the rights to conduct site visits of the Catering Service Provider's kitchen, where food is prepared.

SECTION D: FINANCIAL PROPOSAL SUBMISSION FORM

Schedule of Rates and Prices (to be priced by Service provider)

No.	Item Description	Unit of Measurement	Unit Price in GHS (exclusive of Tax)
1	Standard Lunch	per person	
2	Standard Dinner	per person	
3	VIP Lunch	per person	
4	VIP Dinner	per person	
5	Plated/VVIP Lunch	per person	
6	Plated/VVIP Dinner	per person	
7	Lunch Box	per person	
8	Dinner Box	per person	
9	Standard tea/coffee break	per person	
10	VIP tea/coffee break	per person	
11	VVIP/Plated tea/coffee break menu	per person	
12	Standard reception/cocktail without alcohol	per person	
13	VIP reception/cocktail without alcohol	per person	
14	VVIP reception/cocktail without alcohol	per person	
15	Small bottled water	per bottle	
16	Different type of soft drinks	per bottle	
17	Bottle Water flavor	per bottle	
18	Bottle water normal	per bottle	
19	Local beer	per bottle	
20	Imported beer	per bottle	
21	Local Wine	per bottle	
22	Imported wine	per bottle	

23	Rental of small size tent	per piece	
24	Rental of medium size tent	per piece	
25	Rental of big size tent	per piece	
26	Rental of Chair	Per piece	
27	Rental of Stage	Per piece	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date _____
(DD/MM/YY)

Authorized for and on behalf of:

Company: _____