

REQUEST FOR PROPOSAL

RFP/UNDP/RWA/2022/030

SUBJECT: CATERING SERVICES and MANAGEMENT OF UNDP STAFF CAFETERIA

UNDP Rwanda invites interested companies to apply for the following: **Management of UNDP staff cafeteria and provision of catering services.**

I. Summary of proposal:

Under the supervision of staff association leader, the catering service provider will supply catering services to UNDP staff, visitors, meetings and fully utilize the existing staff cafeteria.

Place of service: UNDP Compound – staff cafeteria

Who provides equipment: Service Provider

Who Pays: Staff individually and UNDP on order for services rendered

The Contractor shall provide the following goods/services:

Catering services and management of the UNDP staff cafeteria including but not limited the following:

- Provide the catering service (meals, snacks, non-alcoholic drinks) for the staff of UNDP and other agencies of the building on the basis of a price defined by mutual agreement with UNDP.
- Offer special services for meals and drinks during important events organized by UNDP (staff parties, reception of guests / committees for UNDP, meetings with local partners, etc.) at an appropriate rate determined by mutual agreement with UNDP.
- Assign a sufficient number of competent staff to carry out all the activities of the cafeteria.
- Manage the UNDP material made available in the cafeteria (signed inventory list).
- Ensure the cleanliness of the cafeteria while respecting the opening hours agreed with UNDP (7:00 a.m. to 6:00 p.m. every day from Monday to Friday and Saturday if necessary).
- Implement the clauses of the contract signed with UNDP, in particular the payment of the ad-hoc amount as a cost of participation in the management of the cafeteria.

UNDP will avail space (UNDP staff cafeteria) and water to cleaning the space and the cafeteria utensils .

II. Criteria for shortlisting of vendors

Interested service providers are requested to submit the following documents/information to demonstrate their qualifications:

1. Proposal:
 - a) A cover letter introducing the prospective suppliers/service provider and a brief business profile,
 - b) A list of proposed meals, snacks, non-alcoholic drinks and other services they will provide
 - c) Certificate of Registration / Incorporation, Memorandum of Association and Articles of Association, (RDB Certificate)
 - d) VAT Registration Certificate,
 - e) Letters of recommendation from at least three reputable institutions/organizations/agencies,
 - f) Halal Certification (or any other certificate that caters for Islamic meals requirements)
2. Financial proposal (Prices of the proposed meals, snacks, non-alcoholic drinks and other services in relation to a staff canteen) taking into consideration that UNDP will provide space (rental) and water to the selected service provider
3. Personal CV including:
 - CVs of (1) Chief cook should have not less than two years' experience)
 - Two (2) waiters with ordinary certificate;

III. Submission details

How to submit (Hard copies to the address below).

United Nations Development Program
KN 67 Street No 4
P.O Box 445 Kigali, Rwanda, Kigali, Rwanda
Attn: Head of Procurement Unit.

Request for Proposal and accompanying documents must be received in a sealed envelop no later **MONDAY, 29th June 2022** clearly labeled **RFP/UNDP/RWA/2022/030: CATERING SERVICES and MANAGEMENT OF STAFF CAFETERIA**”.

Documents sent by e-mail or facsimile will not be accepted. Proposals received after the above deadline will not be considered.

IV. Other relevant details as applicable

This exercise may include an interview with the applicant, inspection of applicants' office/premises, facilities and any other items of interest to UNDP.

Interested Companies/Consultants must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc...). Companies/Consultants may associate to enhance their qualifications.

Companies/Consultants will be selected in accordance with the procedure set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations.

Suppliers failing to provide the requested information will be disregarded. Invitations to bid and any subsequent Purchase Order will be issued in accordance with the rule and procedures of UNDP

This RFP does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all proposal without incurring any obligation to inform the affected applicant/s of the grounds.

Interested vendors who wish to visit the site will do so Monday 27th June 2022 at 11:00 am.

Interested vendors may obtain further information at the below address.
Procurement.rw@undp.org

Women entrepreneurs and persons with disability are highly encouraged to respond.



Shelagh D.K Rwitare
UNDP Operations Manager

