

INVITATION TO TENDER FOR PROVISION OF ST. PAUL'S UNIVERSITY CATERING SERVICES

A. Background Information

The following information about the University is useful in guiding service providers. The catering services generally cover the following areas:

1. Catering services for boarding students
2. Selling meals in the canteen for boarding, bed only and non boarding students
3. Selling meals in the canteen for staff
4. The University has a regular daily population of over 1200 students
5. The full board students are currently 200
6. The bed capacity in the hostels is 360
7. The staff is currently over 200
8. Catering for university official meetings
9. Providing tea twice a day for staff on campus

B. NOTE THE COMMON STUDENTS MENU

C. NOTE GENERAL INFORMATION ABOUT VARIOUS SERVICES

2. SERVICING OF UNIVERSITY OFFICIAL MEETINGS WHICH INCLUDE:

- a) Council menu
- b) Management Menu
- c) Faculty menu
- d) Students menu
- f) Serving of staff tea in offices
- g) Canteen service
- h) Propose a variety of dishes and snacks to sell to non -resident students and staff

D. YOU ARE EXPECTED TO;

- 1. Provide price guide for students meals
 - a. Breakfast b. Tea c. Lunch and d. supper
- 2. Provide price of tea served to staff in offices
- 3. Provide price guide for various classes of food for different University official meetings as cited in 2(a-h) above
- 4. Provide prices for various foods in the canteen

5. Any other useful information in relation to food services
6. How much rent per month you will pay for the:
 - a. Cafeteria
 - b. Canteen
7. How much you will pay the University for:
 - a. Security services
 - b. Electricity consumed
 - c. Water consumed

E. INFORMATION ABOUT THE APPLYING COMPANY

- a) Registration certificates
- b) KRA Tax compliance certificate
- c) Food service registration certificate Food handler's certificates
- d.) Capacity to provide the catering services:
 - i. Provide a Performance Bond (if required)
 - ii. References from previous or current service consumers
 - iii. Equipments/ Machinery
 - iv. Human resources

- e.) Indicate experience attained in similar institutions (Name of Institutions served)
- f.) Provide Directors/ managers profile
- g.) What fuels do you use for food preparation
- h.) Evidence of insurance cover for your equipments

F. ADDITIONAL INFORMATION ON POLICY MATTERS

- a) Does the company have hygiene policy
- b) How does the company handle waste disposal
- c) Does the company have a CSR policy with clients
- d) How does the company handle Energy and water preservation and management
- e.) Any other related information

ANY OTHER RELEVANT INFORMATION ABOUT YOURSELF

NB. Kindly get in touch with the University so as to get the details of the summarized information above as to your guide in quoting for various services