REQUEST FOR PROPOSAL

FOR

OUTSOURCING OF CATERING SERVICES AND FACILITIES

AT KeMU MAIN CAMPUS

PROPOSAL NO: KeMU/RFP/001/2020

Information contained in this document is provided strictly to assist prospective bidders in their proposal preparation. Any other use or disclosure to a third party is restricted and requires prior permission from Kenya Methodist University.
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SECTION I
REQUEST FOR PROPOSAL

PROPOSAL NO: KeMU/RFP/001/2020

PROPOSAL NAME: OUTSOURCING OF CATERING SERVICES AND FACILITIES AT KeMU MERU MAIN CAMPUS

Kenya Methodist University (KeMU) is a chartered ecumenical Christian University with its main Campus in Meru and other campuses in Nairobi and Mombasa.

As part of providing foods to the KeMU students and staff in Meru, KeMU invites proposals from eligible service providers to operate the cafeteria at KeMU main campus in Meru.

The service provider should have proof of running similar enterprises especially with knowledge of catering operations requirements.

The mode of engagement is for the Operator to operate the cafeteria as shall be agreed and recover the investment over a period of time. At the same time, the operator shall pay applicable quarterly rent to the University. The Operator shall be required to obtain all the applicable licenses from the relevant authorities to enable him/her operate the business.

There will be a site meeting and Operator briefing on 30th January, 2020 at 10:00 AM at the ADH Boardroom to discuss the project profiling. You are expected to attend a short introductory session at KeMU main campus, without fail.

Completed proposal documents are to be enclosed in plain sealed envelope marked with Proposal reference number KeMU/RFP/001/2020 and named OUTSOURCING OF CATERING SERVICES AND FACILITIES AT KeMU MERU MAIN CAMPUS to be deposited in the Tender Box located at KEMU Main Campus Procurement Office 1st Floor so as to be received on or before 4th February, 2020 at 11:00 AM

The Operator Must comply with all government rules and regulations on safety, health and environmental protection.

KeMU reserves the right to accept or reject any proposal, and to annul the process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for KeMU action.

VICE CHANCELLOR
KENYA METHODIST UNIVERSITY
SECTION II

INFORMATION & INSTRUCTIONS

1.0 Submission Requirements:

1.1 The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter.

All proposals shall be marked, with Proposal reference number KeMU/RFP/001/2020 and named OUTSOURCING OF CATERING SERVICES AND FACILITIES AT KeMU MERU MAIN CAMPUS be deposited in the Tender Box located in KeMU main campus Meru Procurement office 1st Floor.

Physical delivery: Proposers shall include all documents necessary to support their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the tender box at this address. It is not sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

The closing time for proposals is: 11.00 a.m. Thursday, 4th February, 2020.

1.2 Proposal Format:

Proposals shall include the following information at a minimum:

a. Submission outlining the proposer’s offering for the Scope of service in Section III including the Rent Proposal; and

b. An acknowledgement of this RFP document signed by a Director/Manager of the proposer.

1.3 It is the sole responsibility of the Proposer to ensure that they have received and understood the entire RFP.

1.4 Proposers will be notified in writing of any change in the specifications contained in this RFP if any clarification is required.

1.5 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.
1.6 **Right of Rejection and Clarification:** Kenya Methodist University reserves the right to reject any and all proposals and to request clarification of information from any proposer. The University is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

1.7 **Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information which Kenya Methodist University may deem necessary to further evaluate the proposer’s qualifications.

1.7.1 In the event that further information is required by Kenya Methodist University in relation to the proposal, the University reserves the right to seek the required information without the need for calling for resubmission of proposals.

1.8 **Cost of preparing proposal:** Kenya Methodist University will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

1.9 **Gratuity Prohibition:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee of Kenya Methodist University for the purpose of influencing consideration of this proposal.

1.10 **Right of Withdrawal:** A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

1.12 **Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, and other documentation submitted by proposers shall become the property of the Secretariat when received.

1.13 **General Information**

Bidders must provide the following information.

Basic Information

i) Name, Address, email address, telephone, tax number of director and company

ii) Name, telephone number, and email address of person(s) dealing with tender

iii) Company profile containing a brief description of the company must be given alongside the proposal documents.
iv) Customer base/location for reference should be given.

v) Contact person for respective referee should be listed with their current working telephone number, and email address appended.

vi) A list of similar projects undertaken by the bidder and location in the past three years including time scales of the project implementation should be listed. Indicate status of the business – e.g. ongoing with average number of customers.

1.14 Evaluation and Award Criterion

Before a proposal can be admitted to the evaluation process, the bidder must provide the following documentary evidence:-

i) Signed and sealed Form of Tender

- Tax compliance certificate
- ETR compliance
- Proof of NSSF compliance
- Proof of NHIF compliance
- Certificate of company registration
- Business permit

(ii) Proof that the vendor has been in existence for at least 3 years

(iii) Audited financial statements for the last two years

The technical evaluation will carry a weight of 70% while the financial will carry 30%, the combination of which shall be out of 100%

Technical Evaluation – 70%

- Audited financial statements for past 2 year and Letter of good standing from Bank
- Legal status-Registration and Tax compliance documents (VAT, PIN)
- Company profile with 4 references who will be contacted
- Relevant Certification and Licenses by Operator or Sub-contractors
- Liability Insurance policies for your company where you are working
- Subcontractor contracts if any
- Evidence of Supply of similar work/services
- Proposed Menu
• Layout design for the site

**Financial Evaluation - 30%**

- Proposed quarterly Rent
- Time required to recoup the investment
- Time required to commission operations

The pass mark for any bidder to qualify is 70% of the evaluation final score.

Any conditional proposals will not be accepted.

1.15 **Proposal Reservations:** Kenya Methodist University reserves the right to reject any or all proposals, to awarding whole or in part and to waive minor immaterial defects in proposals. Negotiations may be necessary in order to complete the contract.

1.16 **Copies:** An original copy of the proposal and supporting documents must be submitted in response to the RFP.

1.17 **Conflict of interest:** The proposer undertakes that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder.

1.18 **Status of Contractor:** When providing these services the proposer will itself to be an independent contractor offering such services to the public and will not represent itself as an employee of the Kenya Methodist University.

The successful proposer shall not, without the prior written approval of the Kenya Methodist University, sub-contract the scope of services.

1.19 **Right of Negotiation:** Kenya Methodist University reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

1.20 **Award of Contract**

The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other Bidders on the shortlist that they were unsuccessful and return the Financial Proposals of those Bidders who did not pass the technical evaluation.

The selected firm is expected to commence the assignment on the date and at the location specified in the Contract.
1.21 **Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

1.22 **The submission of a proposal is an acceptance of the scope of service.** The proposer’s pricing in their submission is not subject to further negotiation and will be reflected in the final contract.

1.23 **Proposer to bear risk:** The proposer shall perform the services entirely at its own risk and Kenya Methodist University shall not be liable for any loss, cost, damage, expense or other liability incurred or suffered by the proposer in performing the Services except as set out in the contract.

1.24 **Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the contract, the proposer will comply with all government rules and regulations particularly those relating to occupational health, safety, environmental protection and all other applicable statutory regulations.

Proposers certify that all equipment, services and/or goods that will be provided at the Kenya Methodist University will be of high quality.
SECTION III

SCOPE OF SERVICE

2.0 Service Description: Kenya Methodist University has a kitchen fully equipped with a dining hall at KeMU main campus Meru. This section describes requirements for the operation of the cafeteria that will be incorporated into the service contract.

2.1 The successful proposer shall provide the following services:

2.1.1 Management and provision of service in the Kitchen.

2.1.2 Provide quality affordable meals to the KeMU students and staff.

2.1.3 Provide a detailed menu and proposed prices of the meals

2.2 The kitchen is fully equipped with modern utensils. The bidder should highlight if interested of hiring the utensils or not.

2.3 Each proposer shall submit a summary of their qualifications and experience as requested in the attached “Statement of Qualifications” in Section IV

2.4 Additional information such as brochures, resumes, etc. may be submitted if appropriate.
SECTION IV

PROPOSAL FORM

I have read and understand the requirements of this request for proposal “RFP KeMU/01/2020” and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc.

1. The proposed rent for operating the cafeteria per quarter shall be:
   KSHS. _____________ Per/quarter

2. Provide detailed menu and proposed prices of the meals
STATEMENT OF QUALIFICATIONS

Name of Firm: __________________________________________

Address: postal, physical location, plot No, copy of water bill email _______________

1. Name of Director/s: (1) (2)

2. Experience of the Director in the industry:

3. How long has your firm been engaged in the food and catering field?

4. Company profile (Attach to the proposal and include a menu)

5. List the professional qualifications of your key staff who will be involved in the proposed services contract.

6. Describe any outstanding characteristics of your firm:

7. If your firm were selected as the service provider, how long will it take to start the service?
   1 Week [ ] 1 Month [ ] 2 Months [ ] 4 Months [ ] 1 Year [ ]

8. Do you plan to give uninterrupted and continuous services 7 days a week? Yes/No

9. State your proposed hours of operation.

10. Please attach a list of clients which your firm is providing or has provided services to during the past three years, giving name of facility, location of facility, describe scope of work, name of Owner’s contact and phone number.

_________________________________________________________

(Signed)

_________________________________________________________

Firm

_________________________________________________________

Address
SECTION VI
PROPOSED
KEY STAFF/WORKERS:

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