

AFRICAN UNION

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UNION AFRICAINE

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UNIÓN AFRICANA

P. O. Box 3243, Addis Ababa, ETHIOPIA Tel: (251-11) 5182402 Fax: (251-11) 5182400

Website: www.au.int

REQUEST FOR BID PROPOSAL

PROVISION OF CATERING SERVICES WITHIN AFRICAN UNION COMMISSION COMPOUND (AUC HEADQUARTERS)

PROCUREMENT NUMBER: AUC/OSSD/AFMD/001/23

SECTION I: LETTER OF INVITATION

17 November 2023

Dear Applicants,

REF: PROVISION OF CATERING SERVICES WITHIN AFRICAN UNION COMMISSION COMPOUND (AUC HEADQUARTERS)

1. The African Union Commission wishes to invite catering service providers from to provide their services within the African Union Commission Headquarters located in Addis Ababa, Ethiopia as per attached Terms of Reference (TORS).
2. The catering service provider will be selected based on technical evaluation and quality of service and menu price, the pass mark for the technical evaluation shall be 70%.
3. The proposal must include the following:
 - (i) Technical proposal
 - (ii) Financial proposal
 - (iii) Financial proposal and technical proposal should be submitted separately.
4. The bid must be submitted to the following e-mail address: tender@africa-union.org with a copy to MeronW@africa-union.org
5. The title of the Procurement and Procurement Number must appear as subject of e-mail submissions
6. The Deadline for submission of proposal is **15:00** Addis Ababa Time, on **15th December 2023**. Late applications will not be considered.
7. This Invitation to Bid comprise of the following:
 - Section I – This Letter of Invitation
 - Section II - Terms of Reference

Yours sincerely,

Director, Operations Support Services Directorate

A. BACKGROUND

The African Union, established as a unique Pan African continental body is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnerships worldwide. Its Headquartered in Addis Ababa, Ethiopia and mandated to deliver quality services aimed at ensuring customer satisfaction and reducing operational costs and waste, in compliance with the Rules and Regulations of the Union.

The African Union Commission comprises of a staff complement of more than 1,500 Staff members operating in a multicultural and multi-linguistic environment. It is important for the Commission to provide professional and authentic top-notch continental wide catering services in-order to satisfy its staff, meeting delegates and invited guests and to meet multicultural and multi-diverse needs.

The Commission is therefore inviting eligible and qualified catering service providers in Africa to participate in this competitive bidding process and to submit their proposals for the management and operations of catering spaces situated within the Commission's premises in Addis Ababa, Ethiopia as follows:

- i. **Meles Zenawi Integrated Services Center**
- ii. **Congo Hall Cafeteria**
- iii. **Julius Nyerere Building Cafeteria**

B. PURPOSE

This Terms of Reference is designed to clearly present to the potential catering service providers, performing the catering operation including but not limited to production, processing, supply, service and sales of the foods and beverages within AUC premises in line with the below scope of the works, qualifications, evaluation criteria, guideline on proposal and among others. The selected catering service provider(s) are expected to observe the internationally recognized best practices for production, sales and service of food and beverages.

C. SCOPE OF CATERING SERVICE OPERATIONS

The successful catering service providers shall perform the operations in the following catering facilities and areas:

- **Lot 1: Meles Zenawi Integrated Services Center Catering space (3-Stations)**
- **Lot 2: Congo Hall Cafeteria**
- **Lot 3: Julius Nyerere Building Cafeteria**

D. GENERAL REQUIREMENTS

- All Bidders shall be required to attend a site visit arranged by the procuring entity from Monday 4th December to Friday 8th December 2023, from 10am -12pm.
- Prospective bidders will be required to make separate and independent offer for each lot. Bidders are only allowed to bid for one lot or a maximum of two lots, but no single catering service provider is allowed to run lot 2 and 3.
- Bidders for lot 1 shall prepare a proposal for each of the two (2) stations included therein.
- The prospective bidders shall be required to provide high quality catering services at reasonable and competitive price.
- The catering service providers shall be entirely responsible for health, safety, insurance and management of its staffing while running and managing the catering facilities.
- The catering service providers shall develop appropriate menu that would cover a variety of dietary preferences.
- No catering service provider shall have exclusivity in providing catering service at the premises of the African Union Commission and may from time to time be called upon to provide catering services for official functions outside the serving areas when the need arises.
- The Catering Service providers shall provide the following list of standard equipment, furniture, and accessories to be used for the provision of catering service for Lot 2 and Lot 3;
 - Standard Kitchen equipment's and appliances
 - Equipment for buffet stations
 - Cooking and eating equipment and utensils
 - Tables and chairs
 - Refrigerators, Warmers, Freezers and any other kitchen equipment required.
 - Catering service providers shall ensure conformity to the highest standards of goods and services in relation to purchase, storage, preparation, hygiene, service and environmental health and safety requirements.
- Catering service providers, upon signing and operationalization of contract, shall be responsible for maintaining the optimal sanitary conditions of the operational areas and auxiliary spaces such as kitchen, pantry and any other spaces pertaining to their catering operation.
- The successful bidders shall provide AU with competitive menu corporate rate to the AU Supply Chain Division that are agreed upon by the parties for a fixed duration of time within which there will be no price modification.

- The Meles Zenawi Integrated Services Center shall be used for serving the catering needs of AU internal and external events.
- The pastry corner shall be open to the AUC staff, visitors and conference delegates.

E. AREA & FACILITIES FOR CATERING OPERATIONS

LOT 1: MELES ZENAWI INTEGRATED SERVICES CENTER (TWO SERVICE STATION)

1. Main Restaurant with Three Buffet Stations

Building	Meles Zenawi Integrated Services Center
Floor	1
Clients to serve	30% for AU staff and 70% for event and function delegates
Facilities Available	<p>Kitchen: One (1) fully equipped kitchen (List of all equipment is attached as Annex I).</p> <p>Buffet Area: Buffet area equipped for three (3) stations (List of all equipment is attached as Annex I).</p> <p>Dining Area with the following tables and chairs</p> <ul style="list-style-type: none"> • AUC Tables six-seater (132 pieces) • AUC Tables four-seater (688 pieces) • AUC Chairs (792 pieces) <p>Total Seating Capacity – 1612</p> <p>Storage Areas</p> <ul style="list-style-type: none"> • 3 cold rooms • 1 Dry store <p>Dish washing and storage area: fully equipped with washing and storage equipment</p> <p>Office Spaces</p> <ul style="list-style-type: none"> • Offices (3)
Kitchen & Service Area	2,269 m ² (excluding VIP Restaurant and the VIP Lounge on the Ground floor)
Service expected	<p><i>All day service including; breakfast, Morning Coffee break, lunch/Dinner, afternoon coffee break and cocktail menu with following offers;</i></p> <p>African/Continental food and beverage offers from across Africa regions (cold/hot starters, soups, main course, desserts, wide range of hot and cold beverages and pastry products/snacks)</p>

	<p>International food and beverage offer including vegetarian and healthy corner (cold/hot starters, soups, main course, desserts, wide range of hot and cold beverages and pastry products/snacks)</p> <p>Daily Thematic Buffet (cold/hot starters, soups, main course, desserts, wide range of hot and cold beverages and pastry products/snacks)</p>
Operating Hours	<p>From 07.00hrs to 18.00hrs (Monday to Friday)</p> <p>From 07.00hrs to 14.00hrs (Saturday)</p> <p><i>Flexi hours during AU Policy Organs and High-Level Meetings</i></p>
Rental Price	<u>USD 6035.00</u>

2. Pastry Corner

Building	Meles Zenawi Integrated Services Center
Floor	Mezzanine
Facilities Available	<p>Serving Area (open) and bakery production equipment</p> <p>All Pastry display equipment and other supplementary equipment to be brought by the Catering Service Provider as necessary.</p>
Service Expected	<p>Exclusively Snacks including:</p> <ul style="list-style-type: none"> • A wide variety of pastries and cakes. • Hot and cold sandwiches. • A wide range of cold and hot drinks (including still and sparkling water, fresh fruit juices, smoothies and excluding alcoholic beverages). • Open to AUC Staff, visitors and delegates • Vegetarian and Vegans options be available at all times.
Operating hours	<p>From 07.00hrs to 18.00hrs (Monday to Friday)</p> <p>From 07.00hrs to 14.00hrs (Saturday)</p> <p><i>Flexi hours during AU Policy Organs and High-Level Meetings</i></p>
Monthly Rental Price	Included within the above base price

NB: A VIP Restaurant with a lounge located on Ground Floor of the building will be reserved and Service to be provided on AU's request. AU reserves the right to invite another service provider to cater at the VIP restaurant and the VIP lounge.

LOT-2 CONGO HALL CAFETERIA

Building	Rotunda Building
Floor	Ground
Client to serve	75% for AU staff and 25% for event and function delegates
Facilities Available	<p>Free Dining Room space (Furniture should be provided by the service provider)</p> <p>Free Kitchen space (Kitchen equipment should be provided by the service provider) and that the kitchen shall be used for finishing purpose only</p>
Area	272 m ²
Service Expected	<p><i>All day service including; breakfast, Morning Coffee break, lunch/Dinner, afternoon coffee break and cocktail menu with following offers;</i></p> <p>African/Continental food and beverage offers from across Africa regions (cold/hot starters, soups, main course, desserts, wide range of hot and cold beverages and pastry products/snacks)</p> <p>International food and beverage offer including vegetarian and healthy corner (cold/hot starters, soups, main course, desserts, wide range of hot and cold beverages and pastry products/snacks)</p>
Operating hours	<p>From 07.00hrs to 18.00hrs (Monday to Friday)</p> <p>From 07.00hrs to 14.00hrs (Saturday)</p> <p><i>Flexi hours during AU Policy Organs and High-Level Meetings</i></p>
Monthly Rental Price	<u>USD 500.00</u>

LOT-3 - JULIUS NYERERE BUILDING CAFETERIA (GROUND FLOOR).

Building	Julius Nyerere Building Cafeteria
Floor	Ground Floor
Clients to serve	75% AU staff and 25% Functions delegates
Facilities Available	<p>Free Dining Room space (Furniture should be provided by the service provider) and that the kitchen shall be used for finishing purpose only</p> <p>Free Kitchen space (Kitchen equipment should be provided by the service provider)</p>

Area	384 m2
Service Expected	<p><i>All day service including; breakfast, Morning Coffee break, lunch/Dinner, afternoon coffee break and cocktail menu with following offers;</i></p> <p>African/Continental food and beverage offers from across Africa regions (cold/hot starters, soups, main course, desserts, wide range of hot and cold beverages and pastry products/snacks)</p> <p>International food and beverage offer including vegetarian and healthy corner (cold/hot starters, soups, main course, desserts, wide range of hot and cold beverages and pastry products/snacks)</p>
Operating Hours	<p>From 07.00hrs to 18.00hrs (Monday to Friday)</p> <p>From 07.00hrs to 14.00hrs (Saturday)</p> <p><i>Flexi hours during AU Policy Organs and High-Level Meetings</i></p>
Monthly Rental Price	<u>USD 706.00</u>

F. OTHER TERMS AND CONDITIONS

1. Rent

The Catering Service Provider shall effect annual payment in advance for rental fee as outlined in the final contract signed with AUC.

2. Site Visit/Informational Meeting

Interested catering service providers are required to attend a site visit from **4th December to Friday 8th December 2023, from 10am -12pm**

3. Service Contract Period

The Service Contract shall be for initial period of three (3) years from the date of commencement and renewable on annual basis for further two years and shall be subject to AUC sole discretion and to the satisfactory performance of the catering service provider. The AUC shall give thirty (30) days written termination notice to the catering service provider prior to the expiry and/or non-renewal of the Contract.

4. Evaluation of Bids

The method of evaluation shall be the Quality and Menu Based Selection. The Client shall negotiate with the best technically fit bidders. The technical evaluation shall be assessed out of 100%.

BID SUBMISSION CHECKLIST

- Duly signed bid form in the format attached to the bid document
- Duly filled and signed Technical Proposal
- Certificate of Incorporation, Valid Trading/Business License and VAT Registration Certificate
- Duly filled and signed Financial Proposal
- Attached relevant supporting documents
- Menu variety and price list
- Audited Financial Statements for the past three (3) years

Submitted **One original** and **Two copies** of each offer in separate envelopes.

5. FINANCIAL EVALUATION

A financial evaluation will only be conducted for those bidders who score 70 points and above in the technical evaluation. In terms of Financial Capacity, the Bidder should submit in the technical proposal its audited financial statements for the past three years.

6. TECHNICAL PROPOSAL

The following documents shall be submitted in the technical proposal:

- a) Duly signed and stamped Technical Proposal submission.
- b) Reference Documents with contact details
- c) Comments and suggestions on the Terms of Reference and on services, and facilities to be provided by the Client.
- d) Team composition and task assignments.
- e) Curriculum vitae (CV) for proposed key professional staff.
- f) Detailed Menu (Prices should not be listed in the technical proposal)
- g) Description of the methodology and work plan for performing the assignment.

1. Experience

- General catering experience
- Specific experience to serve international market
- Capacity in mass catering
- Ability to host high profile dignitaries

2. Qualifications and Experience of Key staff

- Executive Chef
- Food and Beverage Manager
- Food and Beverage Supervisors
- Cooks

- Waiting Staff
- 3. **Methodology of catering and management**
- Menu diversity
- Staffing plan
- Food hygiene
- Kitchen hygiene
- Health and safety

7. A) EVALUATION CRITERIA FOR MELES ZENAWI INTEGRATED SERVICE CENTER CATERING SPACE

The methodology should be addressed as specified below:

Breakdown of Evaluation Criteria		
A	Experience of Service Provider	25 Marks
A1	General catering certification and experience <ul style="list-style-type: none"> • 4-star and above rated facility. • More than 5 years' experience of catering service provision. • Hazards Analysis Critical Control Points (HACCP) and other Food safety certifications. 	03
A2	Specific experience in catering for international audiences <ul style="list-style-type: none"> • Experience in continental wide food and beverage offers. • Experience in international food and beverage offers. • Experience to run a thematic catering offering. • Experience in multi-cultural and multi-linguistic set up. 	12
A3	Capacity of mass catering (large numbers) <ul style="list-style-type: none"> • Experience in outside catering. • Capacity to deliver food and beverage outside the preparation area (food delivery trucks etc.) on short notice. 	05
A4	Ability to host high level dignitaries; <ul style="list-style-type: none"> • Experience in catering for high level dignitaries (ministers, presidents). • Adequate facilities and personnel to host high level dignitaries (ministers, presidents). 	05
B	Qualifications and Experience of Key staff	25 Marks
B1	Executive Chef- culinary skill diversity across the continent and other parts of the world, multi-linguistic. <ul style="list-style-type: none"> • Degree in culinary management/food and beverage /hospitality management and other related qualifications. • Proficiency in English and any other AU language is will be added advantage. • Experience in continental wide culinary offers 	08

	<ul style="list-style-type: none"> • Experience in multi-cultural and high-level service environment. • Experience in international food and beverage production and service and mass production of pastry/bakery products. 	
B2	<p>Cooks- culinary skill diversity across the continent and other parts of the world, multi-linguistic;</p> <ul style="list-style-type: none"> • Diploma/certificate in culinary management/food and beverage /hospitality management and other related qualifications. • Proficiency in English and any other AU language is will be added advantage. • Experience in continental wide culinary offers. • Experience in multi-cultural and high-level service environment and experience in international food and beverage production and service and mass production of pastry/bakery products. 	04
B3	<p>Food and Beverage Manager- Multicultural work background, international experience, multi-linguistic;</p> <ul style="list-style-type: none"> • Degree in culinary management/food and beverage /hospitality management and other related qualifications. • Proficiency in English and any other AU language is will be added advantage and experience in multi-cultural environment. • Experience in international food and beverage production and service and experience in serving VVIPs. • Customer service management skills. 	07
B4	<p>Food and Beverage Supervisors- Customer care skills, at least one AU language competency, international experience. Extra AU Language Proficiency will be added advantage;</p> <ul style="list-style-type: none"> • Diploma in food and beverage production and service/hospitality management or in other related fields. • Proficiency in English and any other of the AU language is will be added advantage and experience in multi-cultural environment. • Customer service management skills. • Experience in multi-cultural and multi-linguistic environment. 	03
B5	<p>Serving Staff- Customer care skills, AU language skills, F&B service competency, Basic Food and beverage product knowledge;</p> <ul style="list-style-type: none"> • Certificate in food and beverage production and service/hospitality management or in other related fields. • Proficiency in English and any other AU language is will be added advantage and experience in multi-cultural environment and experience in serving VVIPs. • Customer service management skills. 	03
C	Methodology of Catering and Management	40 Marks

C1	Menu Diversity and Variety; <ul style="list-style-type: none"> Continental wide food and beverage (Five- African Regions) offer. International food and beverage offer. Menu Categories to take care of different catering needs as follows: E.g. Platinum, Gold, Silver and Bronze Themed-day buffets and a la carte service. Availability of vegetarian/vegan corners. 	15
C2	Staffing plan: Number of supervisors, Waiters, Chef, Cooks; <ul style="list-style-type: none"> Well established organizational structure with numbers of key staff to be deployed. Proposed staffing numbers with kitchen and dining areas in place. 	10
C3	Food hygiene description and Hazard Analysis Critical Control Points (HACCP) Procedure; <ul style="list-style-type: none"> Implementation of HACCP procedure. Current certification for food handlers. 	05
C4	Kitchen hygiene description (Pest control, scheduled cleaning); <ul style="list-style-type: none"> Internationally recognized food safety procedure in place. Scheduled pest control and cleaning description. 	05
C5	Fire safety; <ul style="list-style-type: none"> Fire safety procedure and evacuation plan in place. Current fire safety training and certification. 	03
C6	Employee Health and insurance; <ul style="list-style-type: none"> Current Work Injury Benefit Scheme (WIBA) insurance for employees. 	02
	Financial Capacity	10 Marks
D1	Audited/financial statement for the last three (3) years.	10
	Total	100

B) EVALUATION CRITERIA FOR JULIUS NYERERE BUILDING CAFETERIA

The methodology should be addressed as specified below:

	Breakdown of Evaluation Criteria	
A	Experience of Service Provider	25 Marks
A1	General catering certification and experience <ul style="list-style-type: none"> • 2-star and above rated facility. • More than 5 years' experience of catering service provision. • Hazards Analysis Critical Control Points (HACCP) and other Food safety certifications. 	03
A2	Specific experience in catering for international audiences <ul style="list-style-type: none"> • Experience in continental wide food and beverage offers. • Experience in international food and beverage offers. • Experience in multi-cultural and multi-linguistic set up. 	12
A3	Capacity of mass catering (large numbers) <ul style="list-style-type: none"> • Experience in outside catering. • Capacity to deliver food and beverage outside the preparation area (food delivery trucks etc.) in short notice. 	05
A4	Ability to host high level dignitaries; <ul style="list-style-type: none"> • Experience in catering for high level dignitaries (ministers, presidents). • Adequate facilities and personnel to host high level dignitaries (ministers, presidents). 	05
B	Qualifications and Experience of Key staff	25 Marks
B1	Chef- culinary skill diversity across the continent and other parts of the world, multi-linguistic <ul style="list-style-type: none"> • Degree in culinary management/food and beverage /hospitality management and other related qualifications. • Proficiency in English and any other AU language is will be added advantage. • Experience in continental wide culinary offers • Experience in multi-cultural and high-level service environment. • Experience in international food and beverage production and service and mass production of pastry/bakery products. 	08

B2	<p>Cooks- culinary skill diversity across the continent and other parts of the world, multi-linguistic;</p> <ul style="list-style-type: none"> • Diploma/certificate in culinary management/food and beverage /hospitality management and other related qualifications. • Proficiency in English and any other AU language is will be added advantage. • Experience in continental wide culinary offers. • Experience in multi-cultural and high-level service environment and experience in international food and beverage production and service and mass production of pastry/bakery products. 	04
B3	<p>Manager- Multicultural work background, international experience, multi-linguistic;</p> <ul style="list-style-type: none"> • Degree in culinary management/food and beverage /hospitality management and other related qualifications. • Proficiency in English and any other AU language is will be added advantage and experience in multi-cultural environment. • Experience in international food and beverage production and service and experience in serving VVIPs. • Customer service management skills. 	07
B4	<p>Food and Beverage Supervisor- Customer care skills, at least one AU language competency, international experience. Extra AU Language Proficiency will be added advantage;</p> <ul style="list-style-type: none"> • Diploma in food and beverage production and service/hospitality management or in other related fields. • Proficiency in English and any other of the AU language is will be added advantage and experience in multi-cultural environment. • Customer service management skills. • Experience in multi-cultural and multi-linguistic environment. 	03
B5	<p>Serving Staff- Customer care skills, AU language skills, F&B service competency, Basic Food and beverage product knowledge;</p> <ul style="list-style-type: none"> • Certificate in food and beverage production and service/hospitality management or in other related fields. • Proficiency in English and any other AU language is will be added advantage and experience in multi-cultural environment and experience in serving VVIPs. • Customer service management skills. 	03
C	Methodology of Catering and Management	40 Marks
C1	<p>Menu Diversity and Variety;</p> <ul style="list-style-type: none"> • Continental wide food and beverage (Five- African Regions) offer- Buffet or a la carte 	15

	<ul style="list-style-type: none"> • International food and beverage offer- Buffet or a la carte • Availability of vegetarian/vegan corners. 	
C2	Staffing plan: Number of supervisors, Waiters, Chef, Cooks; <ul style="list-style-type: none"> • Well established organizational structure with numbers of key staff to be deployed. • Proposed staffing numbers with kitchen and dining areas in place. 	10
C3	Food hygiene description and Hazards Analysis Critical Control Points (HACCP) Procedure; <ul style="list-style-type: none"> • Implementation of HACCP procedure. • Current certification for food handlers. 	05
C4	Kitchen hygiene description (Pest control, scheduled cleaning); <ul style="list-style-type: none"> • Internationally recognized food safety procedure in place. • Scheduled pest control and cleaning description. 	05
C5	Fire safety; <ul style="list-style-type: none"> • Fire safety procedure and evacuation plan in place. • Current fire safety training and certification. 	03
C6	Employee Health and insurance; <ul style="list-style-type: none"> • Current Work Injury Benefit Scheme (WIBA) insurance for employees. 	02
	Financial Capacity	10 Marks
D1	Audited/financial statement for the last three (3) years.	10
	Total	100

C) EVALUATION CRITERIA FOR CONGO HALL CAFETERIA

The methodology should be addressed as specified below:

	Breakdown of Evaluation Criteria	
A	Experience of Service Provider	25 Marks
A1	General catering certification and experience <ul style="list-style-type: none"> • 2-star and above rated facility • More than 5 years' experience of catering service provision. • HACCP and other Food safety certifications 	03
A2	Specific experience in catering for international audiences <ul style="list-style-type: none"> • Experience in continental wide food and beverage offers. • Experience in international food and beverage offers. • Experience in multi-cultural and multi-linguistic set up. 	12
A3	Capacity of mass catering (large numbers) <ul style="list-style-type: none"> • Experience in outside catering • Capacity to deliver food and beverage outside the preparation area (food delivery trucks etc.) in short notice 	05
A4	Ability to host high level dignitaries; <ul style="list-style-type: none"> • Experience in catering for high level dignitaries (ministers, presidents). • Adequate facilities and personnel to host high level dignitaries (ministers, presidents). 	05
B	Qualifications and Experience of Key staff	25 Marks
B1	Chef- culinary skill diversity across the continent and other parts of the world, multi-linguistic <ul style="list-style-type: none"> • Degree in culinary management/food and beverage /hospitality management and other related qualifications. • Proficiency in English and any other AU language is will be added advantage. • Experience in continental wide culinary offers • Experience in multi-cultural and high-level service environment. • Experience in international food and beverage production and service and mass production of pastry/bakery products. 	08

B2	<p>Cooks- culinary skill diversity across the continent and other parts of the world, multi-linguistic;</p> <ul style="list-style-type: none"> • Diploma/certificate in culinary management/food and beverage /hospitality management and other related qualifications. • Proficiency in English and any other AU language is will be added advantage. • Experience in continental wide culinary offers. • Experience in multi-cultural and high-level service environment and experience in international food and beverage production and service and mass production of pastry/bakery products. 	04
B3	<p>Manager- Multicultural work background, international experience, multi-linguistic;</p> <ul style="list-style-type: none"> • Degree in culinary management/food and beverage /hospitality management and other related qualifications. • Proficiency in English and any other AU languages and experience in multi-cultural environment • Experience in international food and beverage production and service and experience in serving VVIPs. • Customer service management skills. 	07
B4	<p>Food and Beverage Supervisor- Customer care skills, at least one AU language competency, international experience. Extra AU Language Proficiency will be added advantage;</p> <ul style="list-style-type: none"> • Diploma in food and beverage production and service/hospitality management or in other related fields. • Proficiency in English and any other of the AU language is will be added advantage and experience in multi-cultural environment. • Customer service management skills. • Experience in multi-cultural and multi-linguistic environment. 	03
B5	<p>Serving Staff- Customer care skills, AU language skills, F&B service competency, Basic Food and beverage product knowledge;</p> <ul style="list-style-type: none"> • Certificate in food and beverage production and service/hospitality management or in other related fields. • Proficiency in English and any other AU language is will be added advantage and experience in multi-cultural environment and experience in serving VVIPs. • Customer service management skills. 	03
C	Methodology of Catering and Management	40 Marks
C1	<p>Menu Diversity and Variety;</p> <ul style="list-style-type: none"> • Continental wide food and beverage (Five- African Regions) offer- Buffet or a la carte • International food and beverage offer- Buffet or a la carte 	15

	<ul style="list-style-type: none"> • Availability of vegetarian/vegan corners. 	
C2	Staffing plan; Number of supervisors, Waiters, Chef, Cooks; <ul style="list-style-type: none"> • Well established organizational structure with numbers of key staff to be deployed. • Proposed staffing numbers with kitchen and dining areas in place. 	10
C3	Food hygiene description and Hazards Analysis Critical Control Points (HACCP) Procedure; <ul style="list-style-type: none"> • Implementation of HACCP procedure. • Current certification for food handlers. 	05
C4	Kitchen hygiene description (Pest control, scheduled cleaning); <ul style="list-style-type: none"> • Internationally recognized food safety procedure in place. • Scheduled pest control and cleaning description. 	05
C5	Fire safety; <ul style="list-style-type: none"> • Fire safety procedure and evacuation plan in place. • Current fire safety training and certification. 	03
C6	Employee Health and Insurance; <ul style="list-style-type: none"> • Current Work Injury Benefit Scheme (WIBA) insurance for employees. 	02
	Financial Capacity	10 Marks
D1	Audited/financial statement for the last three (3) years.	10
	Total	100

NB:

1. Bidders with a pass mark of 70% and above will be evaluated for the financial proposal based on the menu price submitted.
2. Monthly rental fees are non-negotiable.
3. Menu prices shall be negotiated with the winning bidders and prices shall be fixed on annual basis

Bid Form and Price Schedules

Date: _____

Procurement No: _____

To: *[name and address of Purchaser]*

Sir / Madam:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the service in accordance with the delivery schedule specified in the Schedule of Requirements.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in Clause 16.1 of the Bid Data Sheet and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____		_____

(if none, state "none")

Until a formal Contract is prepared and executed, this Bid, together with your written notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 2 of the bidding documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Annex 1: KITCHEN & DINING EQUIPMENT AT MELES ZENAWI

Item	Description	Specification	Qty	Unit
1	Wall mounted shelf	3300*300*300	1	pcs
2	Wall mounted shelf	1640*300*300	1	pcs
3	Wall mounted shelf	4200*300*300	1	pcs
4	Wall mounted shelf	1500*300*300	1	pcs
5	Wall mounted shelf	2600*300*300	1	pcs
6	Wall mounted shelf	1950*300*300	1	pcs
7	Wall mounted shelf	2000*300*30	1	pcs
8	Shelving	1200*500*1800	7	pcs
9	Tall cupboard	1200*500*1800	9	pcs
10	Moving coil car	535*660*1800	2	pcs
11	Wall mounted shelf	5565*300*300	1	pcs
12	Wall mounted shelf	3000*300*300	1	pcs
13	Moving coil car	535*660*1800	2	pcs
14	Wall mounted shelf	6300*300*300	1	pcs
15	Wall mounted shelf	535*660*1800	1	pcs

16	Shelving	1200*500*1800	1	pcs
17	Moving coil car	535*660*1800	1	pcs
18	Moving coil car	535*660*1800	1	pcs
19	Moving coil car	535*660*1800	1	pcs
20	Wall mounted shelf	5950*300*300	1	pcs
21	Wall mounted shelf	1450*300*300	1	pcs
22	Shelving	1200*500*1800	1	pcs
23	Moving coil car	535*660*1800	5	pcs
24	F&B display cabinet	1500*740*1600 pre-assembly	6	pcs
25	Service line base	L=30800	10	set
26	Cold storage with four shelves	1500*530*1895	2	pcs
27	gas-collecting hood	4500*1000*600H	1	pcs
28	dishwasher	R-2ER+DE	1	pcs
29	refrigerated cabinet	1220*730*1940	1	pcs
30	coffee maker	324*553*682	1	pcs
31	coffee maker	324*553*682	1	pcs
32	refrigerated cabinet	1220*730*1940	1	pcs
33	universal steam oven	847*776*782	1	pcs
34	refrigerated cabinet	1220*730*1940	3	pcs
35	Service wall	8000*200*850	1	pcs

36	universal steam oven	847*776*782	4	pcs
37	Stone pit pickpocket	800*930*850/60	2	pcs
38	pasta furnace	800*930*850/60	1	pcs
39	Swing boiled soup furnace	1250*900*850	2	pcs
40	Electric tilting stainless steel frying pan	800*930*850/60	2	pcs
41	Electric four-head furnace with curium furnace	800*930*850/60	2	pcs
42	Electric pickpockets are connected to the cabinet	800*930*850/60	2	pcs
43	fryer	800*930*850/60	2	pcs
44	Open ark	800*930*850/60	1	pcs
45	coffee maker	324*553*682	1	pcs
46	coffee maker	324*553*682	1	pcs
47	Stainless steel single groove basin	1400×600×700 (H)	1	set
48	Wall washer	B7232-01	1	pcs
49	sigle worktable with drawer	1690*760*800/120	1	pcs
50	double-decked work table	Φ56×80CM,120L	6	pcs
51	microtome	1500*760*800/120	1	pcs
52	meat grinder	TJ22B	2	pcs
53	Door shifting cabinet	1500*760*800/120	1	pcs
54	PE cutting board	Φ450×80MM	1	pcs
55	vegetable cutter	HLC-300	2	pcs

56	Double worktable with drawer	1800*760*800/120	1	pcs
57	Single worktable with drawer	2300*760*800/120	1	pcs
58	Wall washer	B7232-01	1	pcs
59	Electric control cabinet		3	pcs
61	Shelving	1067*530*1895	2	pcs
62	fly-killer lamp	630*55*250	14	pcs
63	Dirt Disposal System	customized product	1	set
64	non-adjustable dish caddy	PE plastic	2	pcs
65	Double worktable with drawer	1100*690*900/120	1	pcs
66	Double worktable with drawer	1750*760*800/120	1	pcs
67	Platform refrigerator	1800*760*800/120	1	pcs
68	Programmable continuous boiling water machine	178*360*745	1	pcs
69	Programmable continuous boiling water machine	178*360*745	1	pcs
70	Double worktable with drawer	1500*760*800/120	1	pcs
71	Platform refrigerator	1800*760*800/120	1	pcs
72	Double worktable with drawer	1500*500*800/120	1	pcs
73	Platform refrigerator	1800*760*800/120	1	pcs
74	powdered sugar car	500*500*600	2	pcs
75	Platform refrigerator	1800*760*800/120	1	pcs
76	Double glass freezer	1800*800*800	1	pcs

77	Tool disinfection cabinet	KC-500 540*135*645	1	pcs
78	Platform refrigerator	1800*760*800/120	4	pcs
79	layer frame	8800*350*760	1	pcs
80	Double-pass work cabinet	2000*760*800	1	pcs
81	Door shifting cabinet	2000*760*800	1	pcs
82	Island smoke hood	8000*2250*600	1	pcs
83	All-cover buffet stove	660*460*420	8	pcs
84	All-cover self-service soup can	660*460*420	4	pcs
85	Programmable continuous boiling water machine	178*360*745	1	pcs
86	Platform refrigerator	1800*600*800/120	1	pcs
87	Cash Register	420*430*650	6	pcs
88	ANSUL fire extinguishing systems	Piranha	1	set
89	water faucet		2	case
90	water faucet		2	case
91	Thaw star basin	1200*760*800/120	1	pcs
92	Basin	1200*760*800/120	1	pcs
93	garbage can	Φ56×80CM,120L	1	pcs
94	Three layers of cart	550*700*800	2	pcs
95	Door shifting cabinet	1500*760*800/120	1	pcs
96	double-decked work table	830*760*800/120	1	pcs

97	Basin	1200*760*800/120	1	pcs
98	thermal insulation pipe	1500*530*1895	5	pcs
99	dishwasher	R-2ER+DE	1	pcs
100	The basin stand is connected with the chaff collection stand	2300*760*900/120	1	pcs
101	gas-collecting hood	1500*1100*600H	1	pcs
102	Three layers of cart	560*960*800	1	pcs
103	Door shifting cabinet	1500*760*800/120	1	pcs
104	Basin	1500*760*800/120	1	pcs
105	Door shifting cabinet	560*960*800	2	pcs
106	Three layers of cart	560*960*800	1	pcs
107	Binary basin of Taiwan	800*450*300	1	pcs
108	Chopping board set	1500*800*800	2	pcs
109	Double door fermentation tank	FX-26	1	pcs
110	fume exhaust cover	3100×1100×600	1	pcs
111	Basin	1200*760*800/120	1	pcs
112	double-decked work table	790*760*800/120	1	pcs
113	Door shifting cabinet	1300*760*800/120	1	pcs
114	Door shifting cabinet	1300*760*800/120	1	pcs
115	Basin	1200*760*800/120	1	pcs
116	The trash ark	600*760*800/120	1	pcs

117	double-decked work table	1750*760*800/120	1	pcs
118	decked work table	550*760*800	3	pcs
119	Open cabinet	800*930*850/60	1	pcs
120	double-decked work table	2000*760*800/120	1	pcs
121	work table	1020*800*900	4	pcs
122	Warm dish machine	double-end	7	pcs
123	The buffet island	1200*800*800	2	set
124	placing rack	See the large sample diagram for details	1	pcs
125	The cashier counter	2000*1000*900	4	pcs
126	Stainless steel single groove basin	1400×600×700 (H)	1	set
127	Stainless steel single groove basin	1400×600×700 (H)	2	set
128	Stainless steel double groove basin	822×550×700 (H)	2	set
129	Stainless steel double groove basin	1150×705×700 (H)	1	set
130	Universal steamer base	880*850*950	5	pcs
131	double-decked work table	1100*760*800/120	1	pcs
132	double-decked work table	1196*760*800/120	1	pcs
133	Slicer	SS-A300	2	pcs
134	sigle-decked work table	1200*760*800/120	1	pcs
135	Shelving	1000*500*1800	1	pcs
136	bone saws	JG-300	1	pcs

137	double-decked work table	1500*610*800	1	pcs
138	double-decked work table	1200*760*800/120	1	pcs
139	Shelving	750*500*1800	1	pcs
140	Potato peeling machine	TP450 all-steel	2	pcs
141	Shelving		3	pcs
142	Shelving	1067*530*1895	2	pcs
143	Shelving	1500*530*1895	17	pcs
144	Disc cleaning system	customized product	1	pcs
145	Single basin	1000*760*800	1	pcs
146	Bran receiver station	1300*690*900/120	1	pcs
147	ice maker	670*670*950	1	pcs
148	decked work table	field measurement	1	pcs
149	double-decked work table	1200*760*800/120	1	pcs
150	double-decked work table	1500*620*800	1	pcs
151	Three layers of cart	560*960*800	1	pcs
152	basin	1500*760*800/120	1	pcs
153	double speed dough mixer	730*430*770	1	pcs
154	eggbeater	B20G	1	pcs
155	PIZZA oven	SL-3	1	pcs
156	basin	550*760*800	2	pcs

157	work table	2000*760*800	3	pcs
158	work table	2000*760*800	2	pcs
159	Warm dish machine	double-end	1	pcs
160	placing rack		1	pcs
161	Beverage mixer	6-HEADS	1	pcs
162	Beverage mixer parts			pcs
163	Beverage island base	2500*1000*800	1	set
164	Stainless steel double groove basin	822×550×700 (H)	2	set
165	Combined freezer	4700*2500*2400	1	set
166	Combined freezer	4700*2600*2400	1	set
167	Combined refrigerator	4700*2450*2400	1	set
168	refrigerating unit	corollary parts	3	pcs
169	air cooler		3	pcs
170	refrigerating agent		2	bottle
171	four-layer shelf	1500*530*1895	7	pcs
172	High body on the cupboard	1200*500*1800	1	pcs
173	Shaped double deck table	1200*760*800/120	2	pcs
174	Pallet car	400*535*900	4	pcs
175	Insulation soup pool	1200*800*900	10	pcs
176	Plates slide	L=30800	1	set

177	Plates slide	L=6000	1	set
178	Plates slide	L=2000	4	set
179	Guard rail	L=60000	1	set
180	The armrest			
181	Insulation soup pool	1200*800*800	4	pcs
182	Washing car	400X800X900Hmm	2	pcs
163	Chairs		1612	pcs
184	Tables	four-seater	400	pcs
185	Backrest		9	pcs

Invitation

The African Union Commission now invites eligible catering Companies to submit the bid proposal. Bidders must submit the following documents:

- Duly signed bid form
- Submission of Technical Proposal
- Submission of Financial Proposal

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time. Proposals must be hand delivered or in soft copy to the address below not later than 15:00 hours local time, on **15 December 2023**.

African Union Commission,

Addis Ababa, Ethiopia

Building C, 3rd floor

P.O.BOX. 3243

Tel: +251 (0) 11 551 7700 – Ext 4305

Fax: +251 (0) 11 551 0442; +251 11-551-0430

E-mail: tender@africa-union.org