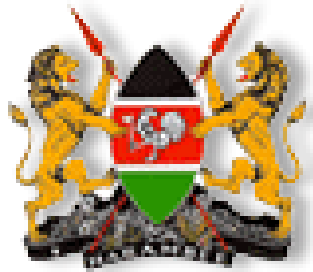


REPUBLIC OF KENYA

THE NATIONAL TREASURY

P. O. BOX 30007 00100

NAIROBI



EXPRESSION OF INTEREST

FOR

**OPERATION AND MANAGEMENT OF THE NATIONAL TREASURY
MINISTERIAL STAFF CAFETERIA AT THE THIRTEEN (13TH)
FLOOR OF BIMA HOUSE, NAIROBI**

TNT/EOI/01/2017-2018

CLOSING DATE: TUESDAY 20TH FEBRUARY, 2018 AT 10.00 AM.



**THE NATIONAL TREASURY
EXPRESSION OF INTEREST FOR
OPERATION AND MANAGEMENT OF THE NATIONAL TREASURY MINISTERIAL
STAFF CAFETERIA AT THE THIRTEEN (13TH) FLOOR OF BIMA HOUSE, NAIROBI
TNT/EO1/01/2017 - 2018**

The National Treasury has established a Ministerial Cafeteria for staff welfare on the thirteenth (13th) floor of Bima House (Treasury Annex), Nairobi. The Cafeteria is adequately equipped with modern furniture and equipment for provision of catering services.

The National Treasury now invites Expressions of Interest (EOI) from eligible firms for operation and management of the National Treasury Ministerial Staff cafeteria.

The Expression of Interest is intended to shortlist firms with demonstrable technical and financial capabilities who will be invited for a further bidding process.

The firm may download detailed information from the website <http://treasury.go.ke> and those who download the documents from the website **must forward their particulars immediately for recording and any further clarifications and addenda to procurement@treasury.go.ke.**

Completed Expressions of Interest documents, enclosed in plain sealed envelopes, marked **EOI TNT/EO1/02/2017 – 2018 for operation and management of The National Treasury Ministerial Staff Cafeteria at the thirteen (13th) floor of Bima House, Nairobi**, should be addressed to:-

**The Principal Secretary,
The National Treasury,
P.O. Box 30007 – 00100,
Nairobi, Kenya**

and be deposited in the tender box provided at the Treasury Building, 6th Floor, Harambee Avenue, Nairobi, so as to be received on or before **Tuesday 20th February, 2018 at 10.00 am.**

The Expressions of Interest will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the opening at The National Treasury, Treasury Building, 6th floor, Conference Room No. 603 on **Tuesday 20th February, 2018 at 10.00 a.m.**

A visit to the site can be done, on request, by interested bidders during normal working hours.

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY**

TERMS OF REFERENCES FOR EXPRESSION OF INTEREST FOR OPERATION AND MANAGEMENT OF THE NATIONAL TREASURY MINISTERIAL STAFF CAFETERIA AT THE THIRTEEN FLOOR OF BIMA HOUSE, NAIROBI

The National Treasury has established a Ministerial Staff Cafeteria for staff welfare on the thirteenth (13th) of floor Bima House (Treasury Annex), Nairobi. The Cafeteria is adequately equipped with modern furniture and equipment for provision of catering services and is ready for occupation and operation. It has a sitting capacity of over one hundred persons at any one given sitting.

Apart from serving the members of the National Treasury, the facility will also serve members of staff of the Ministry of Planning, the Kenya National Bureau of Statistics and the Controller of Budget, who occupy the Treasury, Bima and Herufi Houses, besides two banks that operate in Bima House. Together with this are their customers and visitors who are substantial in number.

Besides serving the members of staff the cafeteria will also offer official catering and hospitality services to the institutions based in the three houses as need arises or as will be requested for.

It is under this context that the National Treasury is seeking for expressions of interest to operate and manage it, from a suitable and reliable service provider on hospitality and catering, with proof of registration by accredited government institutions and with qualified personnel, who are competent in catering and hospitality matters, as stipulated in the hospitality industry, that would wish to get into partnership in the management and operations of this ministerial cafeteria with the National Treasury, as will be agreed between both parties.

The willing partner will be expected to provide:-

- Catering services to the members of staff and their customers wishing to be served within the cafeteria and work place at subsidized rates, who will pay directly to the service provider
- Catering services to the institutions that will be officially ordered from time to time at subsidized quoted rates as will be enshrined in the partnership package and agreement between the parties.
- Professional, qualified catering and serving personnel with the pre-requisite and necessary certifications as enshrined in the hospitality industry in Kenya with good certificates of conduct
- Catering products for the foods and services
- a variety of nutritious local, regional and world cuisines to the tastes of the customers or as will be ordered
- An itemized menu indicating the subsidized food and service rates.
- Insurance coverage for the undertaking
- Routine maintenance services to the equipment furniture and other fixtures that will be part of the inventory
- Maintenance of a clean and hygiene environment and ensuring regular certification of this by the relevant governments departments

- Appropriate catering utensils and provisions as well as other catering obligations
- Cooking gas/energies and the associated refills as will be deemed appropriate for use in the premises

The National Treasury will provide:-

- The catering premises
- The catering equipment and furniture
- Electricity
- Water
- Security
- A list of the inventory in the cafeteria

A visit to the site can be done, on request, by interested bidders during normal working hours to the office of the Director of Administration at the National Treasury to assess the establishment, with a view to providing an informed expressions of interest.

Duration: The Contract will be for a period of **twelve (12 No.)** months renewable subject to performance.

EVALUATION CRITERIA

Mandatory Requirements

1. Certificate of Incorporation or Certificate of Registration
2. Valid current Tax compliance certificate
3. Duly Completed Business Questionnaire
4. Restaurant License from Hotel and Restaurant Authority
5. Certificate of Hotel Classifications

Technical Evaluation

S/No	Criteria		Scores
1.	Number of years that the firm has been providing catering/tea services. Tenderers work experience	Certificate of Incorporation/Registration	3
2.	Catering staff Food Handling Licenses		3

3.	Certificates of good conduct for 20 employees who will be assigned to the project	Attach certificate	10
4.	Evidence that all employees remuneration is not below the minimum wage	Pay slips of at least 10 employees	8
5.	Relevant NEMA certifications/ letters of approval for handling and transporting wastes.	Attach certificate	4
6.	Insurance Indemnity cover for all the employees engaged in the assignment	Valid Policy cover	4
7.	Evidence of Workman's Compensation and Group Personal Accident Insurance, Third Party of Public Liability Insurance	Valid policy cover	4
8.	Evidence of the firm registration with National Social Security Fund (NSSF)	Letter / certificate from NSSF	4
9.	Evidence of the firm registration with National Hospital Insurance Fund (NSSF)	Letter / certificate from NHIF	4
10.	Avail at least two (2) recommendation letters from your current or previous major reputable clients/firms with work of equivalent magnitude and volume for in the last 2 years.	Letters should have the following details:- signed, stamped, physical location, postal address, phone numbers, Clients contacts name, Duration of contract.	10

11.	Own company (Tenderer) Environmental Safety and Health Policy including emergency or contingency measures during service delivery Waste handling procedure First Aid handling procedures and Safety measures at work place Emergency call Centre	Copy of signed policy	12
12.	Proof of staff capacity – dedicated to Catering services.	Attach a list of 20 staff Attach certified copies of certificates and CVs of the proposed Supervisors and Managers for the contract.	12
13.	Work Plan and methodology of execution Tenderers must submit their signed and stamped procedures and methodology of execution which will form part of the contract	Bidders policies, procedures, evidence of documentations, pictures	10
14.	Bank details	Attach a bank statement for the last 6 months	12
	TOTAL MARKS		100

The pass mark is 70%.

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<i>Part I- General :</i>																					
Business Name																					
Location of business premises.....																					
Plot No. Street/Road.....																					
Postal Address.....Tel. No.....																					
Nature of business.....																					
Current Trade Licence No..... Expiring date.....																					
Maximum value of business which you can handle at any one time : K£.....																					
Name of your bankers.....Branch.....																					
<i>Part 2 (a) – Sole Proprietor</i>																					
<input type="checkbox"/>	Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....																				
<i>Part 2 (b) Partnership</i>																					
<input type="checkbox"/>	Given details of partners as follows:																				
	<table><thead><tr><th><i>Name</i></th><th><i>Nationality</i></th><th><i>Citizenship Details</i></th><th><i>Shares</i></th></tr></thead><tbody><tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr><tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr><tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr><tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr></tbody></table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public</p> <p>State the nominal and issued capital of company -</p> <p style="padding-left: 40px;">Nominal K£</p> <p style="padding-left: 40px;">Issued K£</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 25%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 20%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
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2.																											
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4.																											
5.																											
DateSignature of Candidate																															

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD
APPLICATION NO.....OF20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) ofdated
the...day of20.....in the matter of Tender Noof20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical addressFax
NoTel. NoEmail, hereby request the Public Procurement Administrative Review Board to
review the whole/part of the above mentioned decision on the following grounds , namely :-

1.

2.

etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

1.

2.

etc

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED

Board Secretary