



Procurement Reference

No. 02 of 2023/2024

INVITATION FOR BID

**INDEPENDENT COMMISSION
AGAINST CORRUPTION (ICAC)**

BIDDING DOCUMENTS

P R O J E C T :

**PROVISION OF CANTEEN AND CATERING SERVICES
AT ICAC HEADQUARTERS**

CONTACT

PHONE:

4026600

WEBSITE:

www.icac.mu

EMAIL:

Procurement@icac.mu

ADDRESS:

Réduit Triangle
Moka

Pre – Bid Meeting (Compulsory)

15 September 2023 at 10.30 hours

Tender close:

25 September 2023 at 14.00 hrs

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ACRONYM

1. **ICAC – Independent Commission Against Corruption**
2. **IFB – Request For Quotation**
3. **ITB – Instructions To Bidders**

SECTION I

Dear Sir / Madam

07 September 2023

Invitation For Bid (IFB)

Procurement Reference No. 02 of 2023/2024 **Provision of Canteen and Catering Services at ICAC**

The Independent Commission Against Corruption (ICAC) invites sealed bids from eligible and suitably qualified Service providers for the provision of canteen and catering services at the ICAC Headquarters situate at Réduit Triangle, Moka.

Bidding documents will be available as from **Thursday 07 September 2023** by free download from the ICAC website (www.icac.mu) and at the ICAC Headquarters, Réduit Triangle, Moka

Bids in a sealed envelope shall be **deposited** in the Tender Box situate at Ground Floor, ICAC Headquarters, Réduit Triangle, Moka not later than **Monday 25 September 2023 at 14.00 hours.**

Yours faithfully



D. Ramjeeawon
for Acting Director,
Corporate Services Division

SECTION II

Instructions to Bidders (ITB)

A. General

1.0 Objectives of the bid

- 1.1 The ICAC intends to enlist the services of a service provider, having the required experience, personnel, material, and financial resources, for the provision of canteen and catering services at the ICAC Headquarters situate at Réduit Triangle, Moka.
- 1.2 Service providers are advised to peruse the bidding documents carefully to avoid rejection of their bids for non-compliance with the necessary instructions and with terms and conditions.

2.0 Eligible Service providers

- 2.1 Service providers shall not be eligible if their participation in this procurement exercise in the Republic of Mauritius is prohibited under the laws of Mauritius.

3.0. Qualification, Experience

- 3.1 The Service provider shall be holder of the following:
- (i) A valid Food Handler's Certificate for running the canteen.
 - (ii) A certificate of character; and
 - (iii) All relevant certificates and permits relative to employment in the catering industry as required under current legislation.
- 3.2 Catering staff will be required to present a smart, clean with a hygienic image and provide a friendly, informed, and helpful attitude to canteen users.
- 3.3 The Service provider shall be a professional having a minimum experience of at least two (2) years having worked in a canteen / restaurant.

4.0 Contract Period

- 4.1 The Contract shall be valid for a **determinate duration of one (1) year**, effective from the date of signature of the agreement, renewable thereafter, provided satisfactory feedback from staff.

5.0 Cost of Bid

- 5.1 The Service provider shall bear all costs associated with the preparation and submission of the bids and the ICAC shall in no case be responsible or liable for those costs, arising regardless of the conduct or outcome of the Invitation for Bids.

B. Bidding Documents

6.0. Examination of Bidding Documents

- 6.1 The Service providers are expected to examine all corresponding instructions, forms, terms and specifications contained in the bidding documents. Failure to comply with these documents shall be at the Service providers' own risk and may affect the evaluations of the bids.

7.0 List of Menu and Snacks

- 7.1 The Service provider shall provide in the bidding documents a list of meal and snacks (Veg and Non-Veg.) with their respective prices.

8.0 Clarification of Bidding Documents

- 8.1 A prospective Service provider, requiring any clarification of the bidding documents, may notify the ICAC, by addressing its request to:

**The Acting Director,
Corporate Services Division
(Attn: Senior Officer- Procurement)
Independent Commission Against Corruption (ICAC) Headquarters,
Réduit Triangle, Moka.**

- 8.2 The ICAC shall respond in writing to any request for **clarification** of the bidding documents that it receives seven (7) days prior to the deadline for submission of bids. The response (including an explanation of the query but not identifying its source) shall be made available to all Service providers.

9.0. Amendment of bidding documents

- 9.1 No later than **seven (7) days** prior to the deadline for submission of bids, the ICAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service provider, amend the bidding documents.

9.2 In order to afford prospective Service providers reasonable time to consider the amendments whilst preparing their offers, the ICAC may, at its discretion, extend the deadline for the submission of bids.

C. Preparation of bids

10.0 Language of the bid

10.1 The bid prepared by the Service provider and all correspondence and documents relating to the bid exchanged by the Service provider and the ICAC shall be written in English.

11.0 Mandatory documents comprising the bid

11.1 The bid shall comprise the following documents:

(a) Copy of Certificate of Incorporation (if applicable)	
(b) Copy of Certificate of Business Registration Number	
(c) Company profile/ CV of Service provider	
(d) Copy of a valid Food Handler's Certificate for running the canteen	
(e) Copy of all relevant certificates and permits relative to employment in the catering industry as required under current legislation	
(f) Copy of Certificate of Character;	
(g) List of Menu and respective prices;	
(h) Experience of work of similar nature	
(i) References	
(j) Copy of VAT number (If applicable)	

13.0 Period of Validity of Bids

13.1 Bids shall remain valid for **120 days** after the deadline for bid submission referred to in clause 16 of Instructions to Service providers. A bid valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, the ICAC may solicit the Service provider's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Service providers consenting to the extension shall neither be required nor permitted to modify their bids.

14.0 Pre – Bid Meeting

- 14.1 A pre-Bid Meeting shall be organised for all bidders **on 15 September 2023 at 10.30 hours**. Prospective Bidders **shall confirm their presence** by sending an email to the Procurement Section on procurement@icac.mu.

D. Submission of bids

15.0. Format and signing of bid

- 15.1 The bid shall be typed or written in indelible ink and **shall be signed** by the Service provider or a person or persons duly authorised to bind the Service provider to the contract. A bid shall contain no interlineations, erasures or overwriting except, as necessary to correct errors made by the Service provider, in which case such corrections shall be initialled.
- 15.2 The bid shall be submitted in **sealed envelope** clearly marked with the name and address of the Service provider on the outside envelope and addressed to:

**The Acting Director,
Corporate Services Division,
Independent Commission Against Corruption (ICAC) Headquarters,
Réduit Triangle, Moka.**

16.0 Deadline for Submission of Bids / Late Bids

- 16.1 Bids shall be **deposited in the Tender Box** situate at the ground floor, Independent Commission Against Corruption (ICAC) Headquarters, Réduit Triangle, Moka, on or before **Monday 25 September 2023 at 14.00 hours**.
- 16.2 The ICAC may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with Clause 9.0 of Instructions to Bidders, in which case all rights and obligations of the ICAC and bidders previously subject to the deadline shall thereafter be subject to the extended deadline.
- 16.3 Any bid received by the ICAC after the deadline for submission of bids shall be rejected and returned unopened to the Service provider.

7.0. Modification, Substitution and Withdrawal of Bids:

- 17.1 The bidder may modify, substitute, or withdraw its bid after submission, provided that the bidder notifies the ICAC in writing of the modification, substitution, and withdrawal prior to the deadline for submission. No bid shall be modified, substituted, or withdrawn after the deadline for submission of bids.

E. Opening and Evaluation of bids

18.0 Opening of Bids

- 18.1 The bids shall be opened at Independent Commission Against Corruption (ICAC) **Headquarters, Réduit Triangle, Moka, on Monday 25 September.2023 at 14.00 hours.**

19.0 Clarification of Bids

- 19.1 To assist in the examination, evaluation, and comparison of bids, the ICAC may at its discretion ask the Service provider for clarifications. The request for clarification and the response shall be in writing and no change in the substance of the bid shall be sought, offered, or permitted.
- 19.2 Any clarification submitted by a Service provider that is not in response to a request by the ICAC shall not be considered. If a Service provider does not provide clarifications of its bid by the date and time set in the ICAC's request for clarification, its bid may be rejected.

F. Quality of Food

20.0 Food tasting

- 20.1 During the selection process of the most substantially responsive bidder, the ICAC reserves the right to invite qualified bidders to hold a food tasting exercise. In such circumstances the ICAC shall inform the qualified bidders of the time and place where the food tasting exercise shall be held.

G. Award of Contract

21.0 Award of Criteria

- 21.1 The Contract shall be awarded to the Service provider having submitted the most substantially responsive bid which meets the qualification criteria for **the provision of canteen and catering services.**

22.0 Rights of the ICAC

22.1 The ICAC reserves the right to accept or reject any bid, to annul the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Service provider(s).

23.0 Notification of Award

23.1 Prior to the expiration of the period of bid's validity, the ICAC shall notify the successful Service provider of its selection for award while at the same time informing the unsuccessful Service providers of the name of the selected Service provider and the amount of the contract.

SECTION III

SCOPE OF SERVICES

- 1.0** The ICAC proposes to enlist the services of a service provider, having the required experience, personnel, material, and financial resources, for the provision of catering services at the ICAC Headquarters situate at Réduit Triangle, Moka.
- 2.0 The required service shall include:**
- (i) Provision of prepared meal in conformity with all hygienic standards and norms that are of good quality and to the satisfaction of the Staff of ICAC.
 - (ii) A convenient and speedy service.
 - (iii) An adequate choice of menu items and dishes of good quality, including vegetarian, halal meals well prepared, cooked, and served while giving due consideration to healthiness and cleanliness.
 - (iv) Ensuring that a high level of hygiene is always maintained in the canteen area.
- 3.0** The Service providers shall provide a list of food items (veg and non- veg) including with the respective prices.
- 4.0 Daily catering for staff**
- 4.1 The service provider will be required to prepare and serve adequate food to the ICAC staff from Monday to Friday, excluding public holidays.
- 4.2 The ICAC Staff will pay the service provider directly for their orders.
- 5.0 Hour of Services**
- 5.1 The Canteen shall be opened for catering services during office hours on all working days from 11.00 to 15.00 hours.
- 5.2 Lunch must be served from 12.00 to 1.00 pm (Seated and takeaways).
- 5.3 Tea break: Tea, coffee, juice, water, cakes, snacks etc. must be served as from 14.00 hours.

- 5.4 The ICAC may from time to time require the full or early closure of the canteen on certain days and will inform the Selected Service Provider accordingly.
- 5.5 In the event the Selected Service Provider is unable to provide a service on any day, the Service Provider shall inform the ICAC in advance, stating the reason thereof.

6.0 Catering for Functions / Events

The service provider will also be required, on an *ad hoc basis*, to provide catering services at functions / events organized by the ICAC. The functions / events may be held on – site (within ICAC premises) or off – site.

7.0 The successful Service provider shall:

- (i) Retain his own personnel at its own cost. The Service Provider shall ensure that his personnel are medically fit.
- (ii) submit a list of his personnel together with a photocopy of their medical certificates within one month of the date of the letter of award.
- (iii) not allow unauthorized persons in the kitchen; and
- (iv) ensure that his personnel who are on duty are dressed in proper, neat, and clean cloth including gloves, masks, and head caps.

8.0 Infrastructure, water, electricity, and gas

- (i) The electricity and water charges will be borne by ICAC.
- (ii) Utensils, plates, bowls, glasses, water jugs and cutlery and other relevant items shall be at the expense of the caterer.
- (iii) The caterer shall be responsible for all damage caused to any property owned by ICAC by the Service Provider or its personnel and shall be liable to make good to the ICAC any such damage, except for those that occurred as a result of normal wear and tear.
- (iv) The ICAC shall not be responsible for any loss, threat or damage accruing to any goods, stores or articles that are kept by the caterer in the canteen premises.

9.0 Equipment

9.1 The ICAC will provide the following equipment:

- (i) Refrigerator.
- (ii) Microwave.
- (iii) Kitchen cabinets.
- (iv) Sink

9.2 The Service provider shall not be allowed to prepare any food item/ drinking item by using fire induction or gas oven on the premises of ICAC.

9.3 The Service provider may use his own electrical appliances such as Panini-maker, grill, fryers, air fryers and rice cooker.

9.4 On commencement of the Contract, the ICAC will make available an inventory of equipment to the selected Service Provider, who shall be required to verify and confirm same.

SECTION IV

TERMS AND CONDITIONS OF CONTRACT

- 1.0 The agreement shall be valid for an initial period of one (1) year from the date of the agreement and may thereafter be extended for such further period as may be necessary on mutual agreement and at the discretion of the ICAC.
- 2.0 The Service provider shall be holder of the following:
 - A certificate of character
 - Food Handler's Certificate
 - All other relevant certificates and permits related to employment in the catering industry as required under current legislation.
- 3.0 The ICAC shall make available to the Service Provider a Canteen space within the premises of ICAC, inclusive of utilities such as water and electricity free of charge. The Service Provider shall not cause any damage to the canteen space either intentionally or through negligence for which the Service Provider shall be liable to the ICAC. The ICAC shall be responsible only for those repairs which are required in the canteen space as a result of day to day use and wear and tear.
- 4.0 The Service provider shall provide a list of food items with their prices.
- 5.0 In case of any food poisoning / contamination, caused due to food and / or drinking item sold by the Service Provider to the ICAC staff, the Service provider shall be held fully responsible for any prejudice and expenses caused due to such food poisoning / contamination.
- 6.0 The Service provider shall employ adequate number of staff at his own cost in order to maintain efficiency.
- 7.0 All persons engaged by the Service provider shall be the Service provider's own employees and they shall not benefit from any privilege from ICAC. The Service provider shall be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
- 8.0 The Service provider shall get all his employees medically examined by a Medical Practitioner registered with the Medical Council, to be free from communicable diseases in addition to general fitness.
- 9.0 The Service Provider shall have the obligation to ensure that all equipment, cooking utensils, furniture, fixture, and fittings are cleaned. The Service Provider shall also ensure that the kitchen and canteen hall are kept clean. The ICAC will not provide any cleaning material.

SECTION V

MENU AND RESPECTIVE PRICES

	Food / Drinking items	Price
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SECTION VI

STATEMENT OF BIDDER'S QUALIFICATION AND EXPERIENCE

1	Name of Service Provider / Company	
2	Official Address	
3	Name of Directors and shareholders	
4	Date of Incorporation	
5	Telephone No.	
6	E-mail address	
7	Business Registration Number	
8	No. of years engaged in provision of canteen and catering services	
9	List of references	

SECTION VII

BID CHECK LIST

Check list for submission of bids.

(To be filled by Service provider)

	<i>(please tick if submitted and cross if not)</i>
(a) Copy of Certificate of Incorporation (if applicable)	
(b) Copy of Certificate of Business Registration Number	
(c) Company profile/ CV of Service provider	
(d) Copy of a valid Food Handler's Certificate for running the canteen	
(e) Copy of all relevant certificates and permits relative to employment in the catering industry as required under current legislation	
(f) Copy of Certificate of Character;	
(g) List of Menu and respective prices;	
(h) Experience of work of similar nature	
(i) References	
(j) VAT number (If applicable)	

Disclaimer: The list defined above is meant to assist the Service provider in submitting the relevant documents and shall not be grounds for the Service provider to justify its non-submission of the above listed documents for its bid to be responsive. The onus remains on the Service provider to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.