



TENDER No. KAS/IFT/001/2021-2022: PROVISION OF OUTSIDE CATERING SERVICES FOR BREAKFAST, LUNCH, AND DINNER

A. PRICE SCHEDULE FORM FOR GENERAL REQUIREMENTS

S/No	Item	Description	Unit Cost Incl. 16% VAT
	Cup of Tea/ Coffee/ Chocolate/ Milo and Snacks on need basis during meetings	a) Hot Drinks	
		Tea	
		Coffee	
		Chocolate	
		Milo	
		b) Assorted Snacks	
		Samosa	
		Sausages	
		Mandazi	
		Piece of Cake	
		Chapati	
		Nduma	
		Fish fingers	
		Boiled Maize	
		Sweet potato	
		Vegetable Sausage Rolls	
	Lunch	Buffet Lunch on need basis during meetings	
		Rice served with:	
		Chicken Kienyeji boil	
		Chicken Fried broiler	
		Chicken wings	
		Lamb Chops	
		Pork Chops	
		Beef	
		Liver	
		Mutton (goat) meat	
		Fish	
		Ugali served with;	
		Chicken Kienyeji boil	
		Chicken Fried broiler	
		Chicken wings	
		Lamb Chops	
		Pork Chops	
		Beef	
		Liver	
		Mutton (goat) meat	
Fish			

	Mukimo served with:	
	Chicken Kienyeji boil	
	Chicken Fried broiler	
	Chicken wings	
	Lamb Chops	
	Pork Chops	
	Beef	
	Liver	
	Mutton (goat) meat	
	Fish	
	Roast Potatos served with:	
	Chicken Kienyeji boil	
	Chicken Fried broiler	
	Chicken wings	
	Lamb Chops	
	Pork Chops	
	Beef	
	Liver	
	Mutton (goat) meat	
	Fish	
	Chapati-white served with:	
	Chicken Kienyeji boil	
	Chicken Fried broiler	
	Chicken wings	
	Lamb Chops	
	Pork Chops	
	Beef	
	Liver	
	Mutton (goat) meat	
	Fish	
	Chapati Brown served with:	
	Chicken Kienyeji boil	
	Chicken Fried broiler	
	Chicken wings	
	Lamb Chops	
	Pork Chops	
	Beef	
	Liver	
	Mutton (goat) meat	
	Fish	
	Chips served with:	
	Chicken Kienyeji boil	
	Chicken Fried broiler	
	Chicken wings	
	Lamb Chops	
	Pork Chops	
	Beef	
	Liver	
	Mutton (goat) meat	
	Fish	

		Assorted vegetables including traditional vegetables	
		Assorted Fruits:	
		Banana	
		Apple	
		Orange	
		Watermelon	
		Mango	
		Pineapple	
		Fruit salad per bowl	
		Total Unit Cost Incl. 16% VAT	

B. Criteria for Evaluation of the Tenders:

(i) Preliminary Evaluation;

The preliminary evaluation Criteria will be as below:-

Mandatory requirements:

- Adherence to COVID 19 Protocol (Details of how the firm adheres to Ministry of Health COVID 19 protocols - attach documentation where applicable)
- Certificate of Registration/Incorporation/Business Name
- Valid Tax Compliance Certificate
- Duly completed and signed Business Questionnaire include your **CR12**
- Duly filled and signed price schedule.
- Licenses by the City Council of Nairobi (Trading License, Fire Clearance Certificate, and Food Handling and Hygiene Certificate) or **its equivalent**.

At this stage , the Tenderers submission will either be responsive or non responsive. The Non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further

(ii) Technical Evaluation:

Evaluation and comparison of tenders will be as outlined in the table below

No.	Description of Criteria	Scores	Max Score
1.	Registration by National Treasury as Special Group	Specify the category- (5 marks)	5
2.	Provide a list of at least three (3) clients to whom you have provided similar services.	Five (5) marks per client listed (3x5=15 marks)	15
3.	Minimum time required to deliver food after notice	<ul style="list-style-type: none"> • Two hours and below - 20 marks • Three hours-8 marks • Four Hours-6 marks • Five hours and above- 4 marks 	20
4.	Health and Safety: Does the firm comply with Public Health requirements on Medical Health Examinations (Attach copies of last certificates for at least One Chef and two Support staff)	<ul style="list-style-type: none"> • One (1) Chef-10 marks • Two Support Staff- 10 Marks • One (1) Support Staff- 5 Marks 	20
5	Details of catering equipment and other resources related to the procurement	<ul style="list-style-type: none"> • Details of catering equipment including cutlery-5 Marks • Vehicle(s) owned with evidence of ownership-5 Marks 	10

Note:

- Only bidders who score 70% will be subjected to financial evaluation. Those who score below 70% will be eliminated at this stage.
- Post-qualification “may be undertaken” on the lowest bidder.
- **Award Criteria:** Refer to page 21 of 31, 22 of 31 of the Tender Document and Page 1 and 2 of the addendum for more details.
- **The Lowest Evaluated Bidder shall be considered for award.**