

## Terms of Reference SEU Corporate Services

**Closing date:** within 14 days of posting

### **Background**

Following the approval of Cabinet, Bahrain's Sustainable Energy Unit (SEU) was established in November 2014 by way of a formal agreement between the office of the Minister of Electricity and Water Authority and UNDP.

The key objectives of SEU are to develop a cohesive and sustainable energy policy and to promote renewable energy and energy efficiency in the Kingdom. SEU is also working towards bridging the legal, institutional, and capacity gaps in order for Bahrain's energy sector to meet future challenges.

SEU is the entity mandated to lead and promote energy efficiency practices, transfer and diffuse renewable energy technologies, and draft related policies and regulatory frameworks, in close coordination with stakeholders and partners in the Kingdom of Bahrain. SEU has developed the National Energy Efficiency Energy Action Plan (NEEAP) and the National Renewable Energy Action Plan (NREAP), which were endorsed by Cabinet in October 2016.

Given SEU's mandate and its key role in awareness raising, advocacy, and information distribution; SEU will be required to organize and host a number of conferences, exhibitions, workshops, training courses, and high-end meetings. The target groups for these events are prestigious and include mid to high level officials, executives, and public. Therefore, SEU is seeking comprehensive proposals from established organizations based in Bahrain for their corporate events catering to support its events and functions.

### **Required Outputs**

➤ The vendor will be required to submit at least 3 set menus for each of the below categories.

1. Executive Menu – Lunch or Dinner:
  - 1.1. 4 Appetizers
  - 1.2. 5 Main Courses
  - 1.3. 4 Deserts
  - 1.4. Drinks
2. Executive Menu – Snacks and Coffee Breaks:
  - 2.1. 6 types of biscuits and \ or corrasaint
  - 2.2. 6 types of salted canapés
  - 2.3. 4 types of sandwiches
  - 2.4. 6 kinds of individual portion sweets
  - 2.5. Coffee
  - 2.6. Tea
3. Mid-Level Menu:
  - 3.1. 2 Appetizers



3.2. 3 Main Courses

3.3. 2 Deserts

3.4. Drinks

4. Mid-Level Menu – Snacks and Coffee Breaks:

4.1. 4 types of biscuits and \ or corrasaint

4.2. 4 types of salted canapés

4.3. 3 types of sandwiches

4.4. 4 kinds of individual portion sweets

4.5. Coffee

4.6. Tea

➤ The vendor will also need to propose a reduced rate for events requiring snacks and meal all together.

**Organization Experience and Competencies**

vendors must include the following information in their submission under the appropriate letter-headings identified below:

- c. Organization: Description of vendor capability, size, general reputation and experience in providing catering services.
- d. References: As references, kindly provide information indicating the nature of previous similar projects (including United Nations Agencies, if any), the duration for the delivery and required notification timeline.
- e. Set menus: the vendor should set at least two set menus within the following category:
  - Executive Menu – Lunch or Dinner
  - Executive Menu – Snacks and Coffee Breaks
  - Mid-Level Menu
  - Mid-Level Menu – Snacks and Coffee Breaks
- f. Pricing: The vendor shall provide the pricing per pack i.e.:
  - under each category \ menu up to 25 guests @ xxx
  - under each category \ menu 26 – 50 guests @ xxx
  - Etc. up to a maximum of 500 guests.

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Item No.	Description	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	The contract will be awarded based on the evaluation criteria hereinabove. The submission should include the proposal amount (in BHD) for delivering the required outputs listed above.	1			
	<b>Total Prices</b>				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

<sup>1</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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	Total Final and All-Inclusive Price Quotation	
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**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Services as per attached TOR			
Validity of Quotation (60 days)			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*

*NA*