



UNDP Expression of interest

Reference: EOI – UN City Catering Services

Project Title: Provision of Catering Services for the UN CITY in Copenhagen, Denmark

UNDP Copenhagen, Denmark invites Expression of Interest from catering/canteen service contractors, on the following:

Summary of the requirements:

The United Nations in Copenhagen will soon be conducting a **tender for the effective provision of high standards catering services for its new UN City premises**, including Campus 1 (Main HQ Building) from early 2013.

Duly licensed and qualified Companies are invited to submit their Expression of Interest for services that include, but are not limited to: canteen operations and services provided to all UN CITY staff and visitors, catering services for the events, conferences and meetings of the UN organizations, receptions and similar activities, service of coffee machines (around 10 to 12 machines allocated throughout building). The canteen has its own production kitchen facility with production plants.

The final move in date for Campus1 has not yet been established but it is expected that the organizations will have moved in latest end of March 2013. Around 1,100 staff will be located in Campus 1 with a further extension of the building planned in 2014 that will bring the total number of staff up to approximately 1,600 people. It is expected that canteen has a capacity to serve a large number of conference participants, to simultaneously serve several events and to provide (or outsource) high quality VIP services. Due to strict security measures, access to the entire UN Campus UN CITY is limited to its own staff and conference/meeting participants.

The canteen area is furnished with tables and seats to accommodate 500 people in one sitting. Expected working hours are from 07:30AM to 20:00PM, assuming that the early and late hours are covered by take-away items (coffee, juice, snacks, fruits, sandwiches, etc.).

The UN agencies have diversified work force in terms of nationalities and religions. This fact calls for diversity and flexibility of the contractor, and the ability to propose as varied and acceptable menu as possible.

In accordance with the special funding situation of international organizations, the UN agencies cannot provide any kind of subsidy to the contractor. The successful contractor must rely on the turnover from the services provided to cover all incurred costs. Staff and guests will initially cover the cost of their purchase with cash however a non-cash approach or solution is expected for future development.

The successful Contractor shall be responsible for the professional and technical competence of its employees. It is expected that canteen management is able to communicate fluently in spoken English and Danish. The catering staff must have working knowledge of spoken English and Danish.

It is expected that successful Contractor will offer contracts to the current UN Canteen staff of 4 people in order to absorb them.

Note: Traffic to/from the UN island only allows for vehicles with a max. length of 9m and axle load of max. 10t i.e. max. wheel load of 5t.

Companies must provide the information listed below, as an indication that they are qualified to perform the required services:

Eligibility criteria

| List of attributes | Benchmark |
|---|--|
| Company profile | Brief company history attesting to capability of performing a contract of this nature. |
| Demonstrated experience with similar projects | Successfully accomplished contracts, including references. |
| Documented legal status of the company | Proof of Company registration |
| Financial status | Audited financial statements. |
| Demonstrated service quality via public site | Findsmiley.dk |

Submission details

Interested Companies must provide all the information listed below, as an indication that they are qualified to perform the required services:

1. Company profile – Submission of a limited amount of relevant and comprehensive information, which demonstrates the Company's capacity to perform the required services, at the specified premises.
2. Experience and references – Submission of copies of, or information on, contracts of a similar nature, signed and successfully accomplished within the past 3 years. Include respective contact names, e-mail and telephone numbers of references.
3. Legal status – Company's legal registration documented by valid license or certificate.
4. Financial status – Provision of audited financial statements from the past 3 years which contains information on profit and loss, cash flow information and quick and current ratios. Financial statements provided in Danish, must be supplemented by a completed Financial Analysis template, which has been attached.
5. Contractor rating on the public web site.

Companies which after evaluation, meet all the eligibility criteria, will be invited to participate in the subsequent tender process.

Full and specific details of expected deliverables and work specifications will be provided with the RFP.

Please note that all requested information and documentation must be in English.

The EOI and accompanying documents must be received in a sealed envelope clearly labeled 'EOI UN City – Canteen' **no later than Tuesday 18th December 2012, by 12 noon Copenhagen time**, at the below address:

**UN House
Attention: CS Bidtender
Midtermolen 3,
2100 Copenhagen O.**

Documents can also be sent by e-mail to cs.bidtender@undp.org. EOI received after the above deadline will not be considered.

Companies will be selected in accordance with the procedures set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations.

EOI from suppliers failing to provide the requested information will be disregarded. Invitations to bid and any subsequent purchase order will be issued according to the rules and procedures of UNDP

This EOI does not entail any commitment from UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Interested companies may obtain further information at the following email address:
cs.bidtender@undp.org.