



Dili, 30 June 2015

Dear Sir/Madam,

On behalf of UNDP Staff Association, we kindly request you to submit your quotation for Catering Services at UN Agency Canteen as detailed in TOR of this solicitation document. When preparing your quotation, please be guided by the form attached hereto as annex attached. All bidders are encouraged to visit the site prior to submitting tenders. An organized site visit will be conducted on Friday, 03 July 2015 at 10:00 am during which time bidders will have an opportunity to ask questions. Site visits at other times will be organized by the bidder and will not necessarily be supported by UNDP staff.

Quotation may be submitted on or before 07 July 2015 and via (choose the appropriate box) ☐ email [procurement.staff.tp@undp.org](mailto:procurement.staff.tp@undp.org), ☐ courier mail or ☐ facsimile to the address below:

United Nations Development Programme  
Registry of UN Agency Compound  
Caicoli Street, Dili, Timor-Leste  
Attn. Mr. Ulderico Ze Machado

The menus offered shall be reviewed based on completeness and compliance of the quotation with the minimum standard menus described on solicitation document and annexes attached.

The quotation that complies with all of the requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by committee. The unit price shall prevail and the total price correction of errors, its quotation will be rejected.

After committee has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the menus.

We look forward to receiving your bids,  
Sincerely,

Mr. Ulderico Ze Machado  
Vice President of Staff Association

No	Food Items	Price USD
	<b>Drinks</b>	
1	Water (Bottle)-big	
2	Water (Bottle)-medium	
3	Glass Water	
4	Coffee	
5	Coffee Latte	
6	Cappucino	
7	Expreso	
8	Nes caffee	
9	Tea	
10	Black tea	
11	White tea	
12	Herbal tea	
13	Ice tea	
14	Sagiko	
15	Cocacola	
16	Sprite	
17	Fanta	
18	Fresh juice (advocate, banana, aple, mango, orange, papaya, sirsak or young coconut)	
	<b>Breakfast</b>	
1	Popmie	
2	Bread	
3	Butter toast	
4	bread + beef	
5	Bread + Cheese	
6	Bread + Egg	
7	Bread + fish	
8	Boil banana	
9	Fry banana	
10	Bawang	
11	Tempe goreng	
12	Tahu goreng	
13	Donat	
14	Ressoles	
15	Peanut	
16	Kue bendera	
17	Bolinhos maran	
18	Torta/bolu	
19	Pasteis/ressois/vanten	
20	Boil Taro	
21	Boil Casava	
22	Boil sweet potato	
23	Mini pizza	

24	Mini burger	
	<b>Lunch*</b>	
1	Rice Menu: Steam yellow/white/mix rice /Fried Rice (seafood or chicken)	
2	Batar da'an	
3	Soup Menu: soup chicken/beef/fish/pork/bones/mix noodles	
4	Beef Menu: Curry beef/soup beef/bones/sauted beef/Calderada beef/naan ten	
5	Fish Menu: Curry fish/ sweet and shour fish/steam fish/grill fish/ fried fish	
6	Chicken Menu: Curry chicken/fried chicken/soup chicken/grill chicken/sosis	
7	Pork menu: grill pork/ sweet and shour pork/surico	
8	Vegetable Menus: Capcay/mix vegetables/ papaya's fruits and flowers/tahu&tempe/budu tasi/kangkung/Kabura	
	<b>Dissert</b>	
1	Ice cream	
2	Pudding	
3	Agar-agar	
4	Fresh fruit	
5	Green salad	
6	Tuna salad	
7	Chicken salad	
8	Papaya salad	

NB\* It is highly recommended to propose 3 different prices as per the categories (i.e. 1st: rice menu+ 1 choice of meat+ 1 choice of vegetable; 2nd: rice menu + 2 choices of meat + 2 choices of vegetables + soup and 3rd: rice menu + 3 choices of meat + 3 choices of vegetables + soup).





## Annex 1

### TERMS OF REFERENCE

#### Common Premises Cafeteria Services

##### 1. Objective.

- With the desire of the UN Agencies to provide affordable and quality services of food for the Common Premises in Dili, Timor-Leste, the provision of cafeteria services is required.

##### 2. Scope of Cafeteria Services.

In order to achieve all the objectives, the contractor shall perform the following tasks:

- The contractor shall provide breakfast/snack and lunch on time and sufficient food provided to cater all staff need.
- The contractor shall provide weekly menu cycle and variation of menu.
- Provide quality of menu and one glass of aqua should be included in the lunch menu.
- Maintain the cleanliness and sanitation of the Canteen premises; kitchen, cooking, wares, dining areas, equipment and utensils: tables and chairs; cabinets and food counter from rubbish and wet kitchen waste as per acceptable standards of hygiene on a daily basis, or more often as required.
- Ensure that the quality of all food items used or served, whether raw or processed, complies with sanitation standards.
- Ensure utmost cleanliness and proper hygiene in the preparation, handling and serving of food.
- Operate the canteen from 08:00 am to 17:00pm.
- Provide kitchen equipment/facilities such as tablecloth, refrigerator, freezer, tables, chairs and utensils such as plates, cups, saucers, drinking glasses, spoons and forks, tissue and toothpick.
- All types of food should be prepared outside of the UN Agency Compound and no open fire equipment shall be used at the premises except electrical equipment like; kettle, toaster, coffeemaker, and microwave. Note that 40-50 people will be utilizing the canteen services on a daily basis.
- The contractor shall provide kitchen staff and suitably skilled personnel with appropriate experience who will provide Canteen Services to all UN Agency staff.
- The canteen staff or servants should serve the customers with friendly and courteous.

- All Personnel under the employ of the Canteen must wear ID card issued by UN, hairnet, uniform, footwear, plastic hand gloves during food preparation.
- The contractor undertakes to perform the canteen services with the highest standards of professional and ethical competence and integrity.
- The contractor shall promptly replace any laborer assigned under this contract that the UN Common Premises considers unsatisfactory.
- UNDP shall provide premises to the contractor for envisaged canteen services as per offer.

### 3. Payment for the Services

- The staff of UN Agencies will pay for the food provided by the contractor.

### 4. Insurance

- The contractor will be responsible for taking out an insurance coverage for third party liability.

### 5. Security Measures.

- The contractor shall keep the premises from any risk of fire and explosion

### 6. Third Party Liability

- The contractor shall be responsible for satisfying any tort claims by third parties and shall hold the UN Common Premises harmless against such claims.
- The contractor shall not assign this agreement or subcontract any portion of it without UN Common Premises prior consent.

### 7. Duration of Contract

- The services of the provision of Canteen Services shall be contracted by the UN Agencies for the UN Common Premises in Dili, Timor-Leste for a period of one year. This contract will be renewed on an annual basis subject to the satisfactory performance as may be recommended.

### 8. Qualifications of the Contractor

- The contractor shall possess the following requirements.
- Proven track record in rendering satisfactory provision of canteen services to Common Premises, UN Mission, Embassies and offices in various business/financial institutions.

- Practice and enforce the provisions of the National labourcode and certificate from Ministry of Health Timor-Leste.
- Financially sound and stable, as may be evidenced by authentic financial statements for the one (1) of operation.
- Sufficient trustworthiness of personnel to be allowed access to UN Agency Compound.
- Physically and mentally fit personnel to efficiently and effectively perform the services required.
- Must possess utmost integrity, outstanding moral character, emotionally stable and ethical in their behavior at all times.
- The contractor shall fully recognize that noncompliance or violation of any of the above requirements and standards during the contractor's engagement with the UN may result to request for replacement or personnel or termination of the contract.

#### 9. Presentation of Proposals

- The bidders shall provide Company registration, articles of incorporation, registration certificates and financial statement.
- A track record comprising of a matrix indicating the company's previous and existing contracts. Experience in serving international and diplomatic organizations. The proposal should submit the details of the previous contracts i.e. the location, description of services.
- The proposal should submit a statement confirming ability to provide the description of services.
- A financial proposal that will detail the cost of the provision of services per food item, broken down into specific cost components (indicate price of meals-breakfast and lunch).