

UNDP Expression of interest

Call for Expressions of Interest to partner with UN City Copenhagen to develop the most sustainable food and beverages services possible

Request for Proposal (RFP) aiming at establishing a Long-Term Agreement (LTA) for a sustainable canteen, café and meeting and catering supplier for the UN City Campus 1 & 2 (RFP-UNDP-UNCITY CPH-2020-Sustainable Canteen)

Project Name	: LTA for a sustainable Canteen, café and catering supplier at UN City Campus 1 & 2
Project ID	: EOI-UNDP-UNCITY CPH-2020-Sustainable Canteen
Type of Contract	: Long Term Agreement
Type of Notice	: Expression of Interest
Issue Date	: 10 June 2020
Closing Date	: 5 August 2020

1. Background

The UN City in Copenhagen comprises of 2 Campuses. Campus 1 on Marmorvej houses 11 UN Agencies with approximately 1.700 personnel, representing over 100 different nationalities. Campus 2, located in the Free Port of the North Harbour in Copenhagen, is home to UNICEF Supply Divisions new warehouse. The UN City Campus 1 is one of Scandinavia's most sustainable building with 350 staff. The 11 UN agencies in the UN City vary in size and mandate, they do however have the same goal – to achieve the 17 Sustainable Development Goals (SDGs) by 2030.

The UN City aims to put their canteen at the forefront of their mission, for a more sustainable approach for both people and the planet. The UN City would like to be a role model for the implementation of the SDGs and wishes to reveal this in all aspects, including produce, meals and canteen suppliers.

Campus 1 has on average 750 people eating in the canteen, with the aim to increase it to 1.000. Campus 2 has 200 people eating in the canteen daily. Both campuses accommodate for personnel to bring their own lunch to work. There are hundreds of events and conferences per year which includes catering in one form or another. Events are typically held within normal working hours, and on exceptional cases in the late afternoon or weekends.

UN will not subsidize lunches but does provide rent free facilities for the food and beverages contractor.

The Task

UN City through UNDP Common Services who has the facility management responsibility, would like to establish a partnership with a supplier that shares the same values and ambition to provide food and beverages services for both campuses.

UN City's food and beverages concept ambition

The UN City food and beverages services need to offer food that is both healthy and good for the planet. We would like interested suppliers who not only purchase responsibly but also do so with the

use of resources that go into their meal plans. Therefore, the concept includes that taking into consideration production of the produce and the imprint it leaves on the climate and environment.

The UN City food and beverages concept is 'less is more'. This means in short, fewer components, but with a strong focus on quality. Meat, fish and poultry are treated with care in terms of quality, quantity and importance for the chosen dish, and the preparation is based on a high level of craftsmanship. Additionally, the UN's meals must support sustainable production through its procurement and produce selection with a strong focus on ecology, seasonality, minimising of transportation, social responsibility and wastage.

The culinary profile for the UN City canteen's is 'food from all over the world'. These meals need to however contain a 'red thread' that flows throughout the meal whilst being a tasteful experience. It is important to focus on seasonality of produce whilst using the authentic spice compositions from around the world. The meal should not be presented as meat-free or vegetarian, but as standalone, whole dishes with a higher degree of vegetables, legumes or grains in the serving. In these meals, meat, fish or poultry play an active main role on some days and on others are a side or not present.

The Meal

The aim for the sustainable canteen is not only to provide a sustainable meal, but also to contribute to a break for both the body and mind during the lunch break. We aim to have personnel choose to eat in the canteen rather than at their desks, as this will provide a social atmosphere that will leave the personnel feeling satisfied both physically as well as mentally after lunch – and thus better prepared for the rest of the day. This includes a clean and uncluttered environment as well as sound levels, light and flow. The UN City plans to renovate the current area to accommodate these needs and wishes to be able to have a dialogue with the new supplier and gather their recommendations and ideas. We wish for the canteen to be an attractive environment which entices all eaters to choose it rather than a desk option.

This expression of interest is addressed to canteen and catering suppliers that can demonstrate a practice in the industry in line with the concept, ie we are looking for a partner with a strong sustainability profile. Only eligible suppliers will be considered.

Suppliers are requested to register as a supplier to UNDP via the United Nations Global Marketplace (UNGM) website at www.ungm.org, if they have not already done so.

2. General Instructions

UN City / UNDP Common Services invites applications from suppliers to express their interest in being short listed to receive the subsequent bidding document, Request for Proposal (RFP).

The Expression of Interest should indicate UN City / UNDP Common Services' reference number EOI-UNDP-UNCITY CPH-2020-Sustainable Canteen and must be received **no later than Close of Business COB on 5 August 2020**.

3. Your Expression of Interest

The submission of your Expression of Interest should include the following:

- A profile of the company, including size, location, areas of expertise, and years in business, services range indicating the capacity to supply/deliver the services required
- Proof that the company aligns with the ambition above (a minimum of 2 of the following attributes need to be mentioned):

- Company profiling themselves as sustainable
 - Sustainability standards in place for sourcing produce and for waste management
 - Sustainability policy or strategy in place
 - Reporting on sustainability
 - Awards or recognition of the work and contribution towards the sustainability agenda
- Litigation history for the last three years providing information on any history of litigation or arbitration resulting from its contracts
 - Audited financial statements for the last three years (consolidated balance sheet, Profit & Loss, and Cash Flow statements)
 - Contact details of the person (name, email address, and telephone number) to whom the subsequent bidding documents must be sent

Interested potential suppliers should forward their Expression of Interest including above documentation by email (max. 5 MB per email) to the following address:

United Nations Development Programme
UN City Common Services
Jamie-Lee Bæk
 Email: cs.bidtender@one.un.org

The subsequent bidding document and awarded LTAs will be issued in accordance with the Rules and Regulations of UNDP.

Notes:

- a) Prices are not required at this stage. UNDP is merely seeking to identify suppliers interested in participating in a future bid
- b) No queries shall be entertained by UNDP on the conformity of the suppliers' products at this stage.
- c) This EOI does not constitute a solicitation. UNDP reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNDP also reserves the right to require compliance with additional conditions as and when issuing the final solicitation document. Submitting a reply to an EOI does not automatically guarantee receipt of the solicitation when issued.