



NATIONAL CEREALS AND PRODUCE BOARD

Leaders in Trade & Management of Agricultural Commodities

**REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR OPERATION
AND MANAGEMENT OF THE NATIONAL CEREALS AND PRODUCE
BOARD STAFF CANTEEN AT HEAD OFFICE**

TENDER NO. NCPB/EOI/01/2022–2023

**NATIONAL CEREALS AND PRODUCE BOARD
NYUMBA YA NAFKA
MACHAKOS/ENTERPRISE ROADS
INDUSTRIAL AREA
P.O. BOX 30586
NAIROBI**

Website: www.ncpb.co.ke



NCPB IS ISO 9001:2015 CERTIFIED

NOTICE FOR EXPRESSION OF INTEREST

NATIONAL CEREALS AND PRODUCE BOARD

EXPRESSION OF INTEREST FOR OPERATION AND MANAGEMENT OF THE NATIONAL CEREALS AND PRODUCE BOARD (NCPB) STAFF CANTEEN AT HEAD OFFICE NYUMBA YA NAFAKA

Reference No. NCPB/EOI/01/2022-2023

1. The National Cereals and Produce Board intends to shortlist Service Providers/consultants to provide services for operation and management of the National Cereals and Produce Board Staff Canteen at Head Office

TERMS OF REFERENCE

The National Cereals and Produce Board (NCPB) has established a Staff Canteen for staff welfare at Head Office Nairobi. The canteen is adequately equipped with modern furniture and equipment for provision of catering services and is ready for occupation and operation. It has a sitting capacity of over 62 persons at any one given sitting.

Besides serving the members of staff the canteen will also offer official catering and hospitality services to the Board and its functions at Head office and at the Nairobi Grain Silos “as and when” required basis. The facility will also serve Board customers and visitors.

It is under this context that the NCPB is seeking for a service provider to operate and manage the canteen. The Service Provider shall also provide proof of registration by accredited government institutions and with qualified personnel, who are competent in catering and hospitality industry.

The willing partner will be expected to provide: -

- Catering services to the members of staff wishing to be served within the canteen and work place, with payment being submitted directly to the service provider at subsidized rates.
- It will also offer services to other customers at rates to be determined.
- Catering services to the Board that will be officially ordered from time to time at subsidized quoted rates as will be enshrined in the partnership package and agreement between the parties.
- Professional, qualified catering and serving personnel with the pre-requisite and necessary certifications as practiced in the hospitality industry in Kenya.
- Menu of the food to be offered
- A variety of nutritious local, regional and world cuisines to the tastes of the customers or as will be ordered
- An itemized menu indicating the subsidized food and normal service and charges rates.
- Insurance cover for the premises and staff
- Routine maintenance services to the equipment furniture and other fixtures that form part of the inventory
- Conduct Maintenance at the highest hygiene standards and ensure regular certification of this by the relevant governments institutions
- Appropriate catering utensils and provisions as well as other catering obligations
- Cooking gas, electricity water and other associated refills as will be deemed appropriate for use in the premises
- Provide all the necessary cutlery.
- Upon end of contract or point of exit, the service provider shall leave the premises, equipment and furniture in the conditions they found them in.



The NCPB will provide: -

- The catering premises
- The kitchen equipment
- Furniture
- Security
- A list of the inventory in the canteen

Interested bidders can visit the site upon request during normal working hours. For further information, call or visit the office of Head of Procurement Services, NCPB Head Office, Nyumba Ya Nafaka.

PROVISION OF OUTSIDE CATERING SERVICES

The service involves provision of catering services within a clean and hygienic set up.

Main functions of the Service Provider

- Provide catering services within the designated areas & time periods to all staff;
- Serve tea, other beverages, snacks and lunches during Board and Senior Management meetings;
- May on need basis be required to serve food during staff meetings and other events; and
- At all times ensure cleanliness of the utensils.

Staffing requirements

Staff should be able to communicate in English and Swahili.

- All staff shall be of high integrity which shall be evidenced through submission of a certificate of good conduct.
- All staff should be dressed in branded uniforms with identification badges.
- Staff should be kitted in appropriate catering service gear and footwear.
- The Service Provider shall deploy adequate number of staff.
- All staff must possess relevant medical certificates.

Bidders are free to give brief comments on the Terms of Reference

The following are the services to be provided;

Menu 1:

- Packed snacks, meat snacks and vegetable snacks.
- **Buffer / Packed:** Tea / Coffee/ Chocolate, 2 Meat Snacks, 2 Veg. Snacks, Mineral Water
- **Buffer High Tea:** 3 Meat Snacks, 3 Veg. Snacks, Assorted Fruits, Juices, Mineral Water
- **Packed Lunch:** One Starter, One main Course, One Starch, One Veg., Mineral Water
- **Buffer Lunch Menu:** 2 Proteins, 2 Starches, 1 Veg., 1 Salad, 1 Fruit, 1 Mineral Water
- **Buffer VIP Menu:** 2 Proteins, 3 Starch, 2 Veg., Assorted Fruits, Juice, Mineral Water
- **Meat Snacks:** Beef Samosa, Chicken Samosa, Beef Sausages, Chicken Sausages, Sausage Rolls, Meat Pie.
- Non Veg. Snacks; **Spring Rolls, Arrow Roots, Sweet Potatoes, Boiled Maize, Cake, Assorted Sandwich, Cookies, Teacups, Mandazi, Doughnuts**



PROVISION OF CONFERENCE FACILITIES WITHIN NAIROBI REGION

The following are the services to be provided;

- Conference Package (attach menu with unit costs)
- Necessary conference materials e.g. pens, writing materials etc
- Catering services that include morning tea, lunch and evening tea

PRICES TO BE INCLUSIVE OF VAT

Signature of tenderer _____

Date _____

NOTE:

- That the prices quoted should be valid for a period of **Three (3 No.) Years** from the date of contract signing
- Bidders to provide any other menu with costing they are willing to offer
- Attach a brochure of food and menu you offer.

Bidders are requested to indicate the amount of subsidy to be offered as a percentage (%) and any other added value they will advance to the Board.

Large documents that may not fit in the tender box shall be registered at the Head of Procurement Services Office located at ground floor, room G48 using the provided address.

Applications will be opened immediately thereafter at the Gilfilian Hall located at the ground floor in the presence of all bidders who will attend the opening ceremony.

Submission of the Expression of Interest

Interested service providers are requested to submit one original and a copy of the original, serialized/paginated, bound or firmly stapled in a plain sealed envelope clearly marked with tender description and number. The envelope should be deposited in the tender box located at the ground floor

2. The National Cereals and Produce Board now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria on required qualifications and experience of the firm are:
 - Experience in the assignment, including technical and managerial capability of the firm.
 - Number of years in business working on the area of the assignment.
 - Reference to at least three assignments of similar nature and size carried out in the last Three years. Include persons or institutions and contact addresses (*phone, email*) who can be contacted on the same.

Qualifications and Experience of Key Experts shall not be included in the short listing criteria. Key Experts will not be evaluated at the shortlisting stage.

3. The attention of interested Consultants is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.
 - The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.



- The consultant has no personal or business relationship with the Procuring Entity's senior management or professional staff.
 - A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.
4. Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public institutions may not be eligible. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
 5. A Consultant will be selected in accordance with the Quality & Cost-Based Selection (QCBS) method set out in the Act and Regulations.
 6. Further information can be obtained at the address below during office hours
[MONDAY TO FRIDAY (BETWEEN 0800 HOURS AND 1600 HOURS)]
 7. Expressions of interest must be delivered in a written form to the address below:

**Managing Director
National Cereals and Produce Board,
Nyumba ya Nafaka,
Machakos/Enterprise Roads,
Industrial Area
P.O Box 30586-00100
NAIROBI**

**CLOSING DATE: 29TH JULY, 2022
TIME: 12.00 NOON EAST AFRICA TIME**



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