AMERICAN UNIVERSITY OF NIGERIA
LAMIDO ZUBAIRU WAY, YOLA BY- PASS. P.M.B 2250,YOLA, ADAMAWA STATE, NIGERIA
WWW.AUN.EDU.NG

Request for Proposal (RFP): Food Service, Snacks/Coffee Shop, and Pizzeria.

DATE: November 24th

Tender No.	**AUN/CMS27102022**
Issue Date	November 24th, 2023
Submission Date	COB December 8th 2023
Submission Format	E-copy via the email address provided below ONLY
Email for RFP Submission	cafeteriaservices@aun.edu.ng
Submission Format	Technical and Financial Submission separate documents for the following; • Food Service, • Snacks/Coffee Shop, and • Pizzeria.

2023

OVERVIEW & PURPOSE:

The American University of Nigeria (AUN) Management requests proposals from Interested Hoteliers/Caterers that have a successful record of providing food services to comparable institutions to provide meal services to AUN Students, Staff, and Faculties. The Contract will commence on the 1st of January 2024 at the Main campus of the University located along Yola by-pass Lamido Zubairu Way, Yola South LGA, Adamawa State for a renewable period of two years. AUN hereby invites providers who can offer interesting, inventive, high-quality, and cost-effective dining solutions for the students, faculty, and staff. The meal service program should complement and enrich the educational experience of students and staff.

Interested Bidders should submit an E-proposal to cafeteriaservices@aun.edu.ng on or before December 8, 2023. The AUN procurement will confirm receipt of the proposal within 24 hours of the deadline.

NB:

1. Proposals delivered other than the above-stated addresses or received after the scheduled submittal deadline, will be rejected.

2. Bidders are to adhere to all RFP guidelines and Technical and Financial Submission separate documents for the following;

- Food Service,
- Snacks/Coffee Shop, and
- Pizzeria.

3. It is the Bidder's sole responsibility to ensure that its proposal is inclusive of all bidding requirements.

4. The proposal may be withdrawn by submitting a written request. Such written request must be to cafeteriaservices@aun.edu.ng before December 8, 2023.

5. The award shall be subject to the final contract documents between AUN and the selected Bidder. The proposal shall be signed sealed and stamped by authorized persons in both organizations.

1.1 RFP GUIDELINES & REQUIREMENTS:

RFP Precise Dates:

RFP Activities	Activity Dates
Bid Invitation/Advertisement Dates	24th of November, 2023
Last day for Bidders to submit questions	5th of December, 2023
Last day for AUN to Respond to Bidders' questions	7th of December, 2023
Deadline for proposal submissions	8th of December, 2023
Opening and reviewing of Proposal	9th of December, 2023
Discussion & Negotiation	13th of December, 2023
Management Approval	18th of December, 2023
Contract Award	19th of December, 2023

1.2 CRITERIA FOR EVALUATION AND ASSIGNED SCORE:

	Description
	General Criteria
1	Responsiveness to RFP
2	CAC Registration Documentation
3	VAT Certificate
	Technical Criteria
4	List of Verifiable References (Name, email, and mobile phone contact)
5	Customer satisfaction measurement tool
6	Quality and variety of proposed menu (local, national & international dishes')

7	Food service licenses
8	Credentials of proposed management and staff
	Financial Criteria
9	Tax Clearance Certificate (3 years)
10	Audited Accounts (3 years)
11	Proof of financial capability

1.3. PROPOSAL INTERVIEWS/DISCUSSION:

AUN will conduct individual interviews with the Bidders, who will be notified in advance. The purpose of this interview is to confirm the information provided in their submission and provide necessary clarification (if any).

1.4 CONTRACT AWARD: AUN will select a Bidder based on her own criteria.

1.5 CONFLICT OF INTEREST/RESTRICTIONS ON LOBBYING AND CONTACTS:

For the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contracts, no person or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contracts with any member of the AUN management, selection members, or with any employee except for clarifications and questions as described herein. Any such contact shall be grounds for disqualification of the Bidder.

1.6 LIMITATIONS:

AUN reserves the right to contract with any Bidder responding to this RFP. AUN makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. AUN reserves the right to amend this RFP and the RFP process and to discontinue or re-open the RFP process at any time.

1.7 RIGHT TO NEGOTIATE AND/OR REJECT PROPOSAL:

Bidders understand that this RFP does not commit or obligate AUN to accept any response submitted. AUN reserves the right to accept or reject any or all of the responses and to negotiate with selected Bidder(s) any price or provision, in part or in its entirety. AUN further expressly reserves the right to postpone the Proposal opening date for its own convenience. Bidders are encouraged to submit their best prices in their Proposals, and AUN intends to negotiate only with Bidders whose Proposal most closely meets the university requirements

at the lowest estimated cost. The Contract, if any is awarded, will go to the Bidder whose Proposal best meets AUN requirements and provides the greatest overall value to AUN.

1.8 PREPARATION EXPENSES:

AUN shall in no event be responsible for the cost of preparing any Proposal in response to this RFP. Each Bidder is solely responsible for costs in preparing a response to this RFP and any and all other activities associated with same.

1.9 ERRORS/DISCREPANCIES/CLARIFICATION/INFORMATION OF RFP:

Any errors, discrepancies, clarification, or questions regarding information contained in this RFP should be immediately directed to cafeteriaservices@aun.edu.ng. Bidders are encouraged to submit their questions as soon as possible for a timely response to their Please see **1.1** "Project Specific Dates" for specific deadline dates and times.

2.0 SERVICE SPECIFICATION:

1. To provide Food, Snack/Coffee, and Pizza meals at the AUN Central Cafeteria for the AUN Community on an annual basis comprising two Semesters – Spring (January - May) and Fall (August - December).
2. To maintain a cafeteria dining program that provides healthy, authentic, and ethnically diverse meal options.
3. To Provide Meal plan variety and flexibility that gives value and choices to students
4. On-site management and catering team complete with appropriate supervision.
5. Catering management and resources to meet AUN's growing needs.

3.0 SCOPE OF WORK:

1. AUN is seeking a competent, adequately equipped, and highly skilled Nigerian-based vendor to provide daily catering and meal services.
2. The vendor will administer food service operations at the AUN campus central cafeteria and will furnish, prepare, and serve meals, furnish materials and supplies, and perform other services in connection with the feeding of students, faculty, and guests at its facility specified herein.
3. **3.5** below provides a sample of the breakfast, lunch, and dinner menus (Continental and local), which should be included in the proposal. All meals should include all condiments and serving utensils. The proposal should include delivery, set-up, serving, and clean-up.

3.1 LICENSING/GOVERNMENTAL REGULATIONS: The Vendor shall comply with all Federal, State, and local health and sanitation regulations, and licensing requirements relating to personnel and maintenance of the kitchens, dining rooms, storage areas, clothing, etc. It is understood that the vendor assumes sole responsibility for observance of and so observes and complies with all provisions of Federal, State, and local laws governing or relating to the operation of food service.

3.2 AUN COMMUNITY STATISTICS:

The AUN community comprises mostly students and AUN employees totaling **1,677.** This number excludes guests who visit the campus daily.

- No of Student- **998**
- Faculty and Staff- **679**

3.3 MEAL PRICING:

A meal will be provided at #1,200 and this can be paid through a swipe valued at #1,200, or cash, Bank transfer, and POS. Any purchase on swipe exceeding N1,200 can be balanced with either cash, POS, or Bank transfer.

3.4 SERVICE HOURS:

At a minimum, the vendor shall provide the following hours of services daily during the Fall and Spring semesters. The service hours are 6: am- and 10 pm daily and 24 hours, 7 days a week during Ramadan.

3.5 MENU PLAN

INTERNATIONAL DISHES

BREAKFAST:

- Oatmeal Porridge
- French Toast
- Cereals
- Muffins (Varieties) e.g., resin Muffins, Chocolate Chips
- Eggs with Sausage Gravy
- Buns (Variety) e.g., cinnamon
- Doughnuts

Also, a seasonal fruit can be served as breakfast

Beverages like tea, coffee, or fresh juice should be served

LUNCH & DINNER:

- Garlic roast beef served with salad rice or chips
- Lasagna with lean ground beef or chicken with cheese and Tomato source
- Beef rice and stew or beef ravioli
- Shrimp and vegetable stir fry can be served with rice
- Beef Stroganoff with noodles
- Veg and non veg Bolognaise
- Pizza
- Shawarma
- Grilled salmon with chips and salad
- Potato cheese and chicken casserole
- Chicken Fajitas
- Sandwiches (variety)

- Lasagna
- Mac and Cheese
- Kosai etc.

SOUP:

- Lentils
- Tomato (cream of Tomato)
- Sweet corn
- Mixed vegetables
- Chicken noodles etc.

SALADS:

- Coleslaw
- Pasta Salad
- Potato Salad
- Fatoosh Tabuleh

Fresh fruit should be served at both lunch and dinner

LOCAL DISHES

BREAKFAST:

- Baked beans, Omelet and chips
- Braised liver with potato and plantain ship
- Moi-Moi with Kunu geda
- Akara and fried Yam or sweet potatoes
- Sliced bread, served with tea or coffee

LUNCH AND DINNER

MAIN DISH:

- Pounded yam
- Semovita
- Eba
- Tuwon Chinkafa, Towon Masara
- Yam pottage
- Plain or Jollof spaghetti
- Plain or fried rice or Jollof rice both items 7 and 8 to be served with fried plantain and stew

- Sliced Bread
- Danwake etc
- Friend Yam at Lunch/Dinner
- Indomie and
- Salads etc

STEW OR SOUP:

- Egusi
- Vegetable
- Bitter leaf
- Yakwa

- White soup
- Okra soup
- Ogbonor soup etc

4. AUN BID TERMS AND CONDITIONS

1. AUN reserves the right to request clarification of information submitted and to request additional information from the vendor.
2. AUN reserves the right to award the contract to any qualified vendor if the successful vendor does not execute a contract within two weeks (14 days) after the award of the contract has been announced.
3. Any proposal may be withdrawn up to the date and time set in this RFP. Any quote not timely withdrawn shall constitute an irrevocable offer.
4. The contract resulting from the acceptance of a proposal by AUN shall be in a form supplied or approved by AUN and shall reflect the specifications in this RFP. A copy of the contract is available for review. AUN reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by AUN.
5. All quotes, documents, and forms will become the property of AUN upon delivery and acceptance of the sealed proposal.

5. OPERATIONAL OBLIGATION FOR BOTH AUN & THE VENDOR

5.1 AUN could provide the following:

(a) Dining space for feeding students, faculty, staff, and other persons authorized to eat at AUN, including faculty and guests with restroom facilities.
(b) Food servicing point and kitchen space for the food service provider.
(c) Appropriate space for the snack/coffee shop and the Pizzeria.
(d) Appliances, equipment, and fixtures at an agreed cost for interested vendors.

(c) Maintenance of the common dining space to include utilities and utility lines, including electrical power, power lines, gas lines, potable water lines, sewage lines, and waste removal.
(d) Security service to the location and its surroundings.

5.2 Vendors shall provide the following:

(a) All provisions necessary for the preparation and serving of meals;
(b) Sanitation and cleaning supplies, including soaps and detergents, brooms, mops, etc., necessary to keep the kitchen, coffee shop, and pizzeria in a clean and sanitary condition at all times.
(c) Transportation of all food and other supplies to the facility;

(d) Competent personnel and any additional labor necessary to prepare and serve meals.

(f) THE vendor shall have the liberty to select the means, methods, and manner of performing the work, including the selection and employment of personnel to complete the work described herein;

(g) The vendor shall ensure that all its personnel take the appropriate medical test required to work in catering services every 6 months at AUN health center at a cost.

6.0 It is understood, however, that in performing these duties; THE VENDOR will at all times act with the best interest of AUN in mind and provide said services within competent standards as generally accepted in the industry. At no time will the vendor's employees be considered employees of AUN or its other vendors or companies it is working for.

6.1 In the event that AUN requires foodstuffs, cleaning supplies, or other materials for other than those uses specifically listed in the MOU, the vendor will agree that it will provide such provisions and supplies to AUN at a mutually agreed cost. Sales will only be made under this provision if requested in writing by an authorized AUN representative.

6.2 It should be noted that AUN personnel will not have general access to the vendor storage areas so designated, provided, however, that the vendor provides access to such areas to authorized AUN personnel at all reasonable times for utility maintenance, inspection, or emergency purposes.

6.3 The vendor shall maintain and repair AUN kitchen equipment related to the preparation, storage, and serving of food in their care.

7.1 PAYMENT AND INVOICE

AUN will bill the vendor for the services provided under the MOU to be entered into at agreed rates. The vendor shall invoice AUN monthly for the number of swipes expensed for meals at the agreed rates as stipulated in the MOU.

7.2 MEAL SCHEDULE

The vendor shall as part of their response to this schedule provide a proposed schedule of meal
plans.

8. BIDDER INSTRUCTIONS.

1. The Bidder's proposal should fully state its experience and expertise referenced in the scope of work.
2. The submitted proposal should be properly organized.

3. Bidders may include other materials that they feel may improve the quality of their proposal submissions and/or are pertinent to this RFP.
4. Bidders are encouraged to include letters of reference and/or testimonials in their Proposals.

FORMAT TO CONSIST OF THE FOLLOWING:

Letter of Interest: The individual who is authorized to bind the Bidder's business contractually, must sign the cover letter, which must accompany the Bidder's RFP response. This cover letter must indicate the signer is authorized and must indicate the title or position that the signer holds in the Bidder's firm. An unsigned cover letter shall cause the proposal to be rejected. The cover letter must contain a statement that the Bidder acknowledges that all documents submitted pursuant to this RFP process will become a matter of public record. The letter must also contain the following:

- The Bidder's name, address, e-mail, telephone, and other needed for the RFP.
- The name, title or position, and telephone number of the individual signing the cover letter.
- A statement indicating the signer is authorized to bind the Bidder contractually.
- The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.
- A statement to the effect that the proposal is a firm and irrevocable offer, good for one (1) month if accepted.
- A statement expressing the Bidder's willingness to perform the services as described in this RFP.
- A statement indicating that all forms, certificates, and compliance requirements included in this RFP are completed and duly submitted in the Proposal response.
- Provide any required License #, Permit #'s, or Certifications, and those said items are in good standing.
- A statement expressing the Bidder's availability of staff, office locations, hours, and other required resources for performing all services and providing all deliverables within the specified time frames as required and as described in the RFP.

Table of Contents: Include a detailed table of contents for all sections of the submission/proposal

Qualifications Statement: Bidders shall complete and submit the qualifications statement with their proposal. Bids submitted without the qualifications statement shall be deemed non-responsive and will not be considered.

Menu: Bidders shall submit a menu with their proposal per the RFP guidelines. Bids submitted without the menu shall be deemed non-responsive and will not be considered.

Staffing and Supervision: Bidders shall submit staffing and supervision guidelines. Bids submitted without the Staffing and Supervision shall be deemed non-responsive and will not be considered.

Quality Assurance/Sanitation/Safety: Bidders shall submit a signed declaration to conform with quality assurance/sanitation/safety with their proposal. Bids submitted without a signed declaration of quality assurance/sanitation/safety shall be deemed non-responsive and will not be considered.

Licenses and Insurance: Bidders shall submit all required licenses for food catering services, and workmen liability and food hazard Insurance. Bids submitted without the licenses for food catering services, and workmen liability and food hazard Insurance shall be deemed non-responsive and will not be considered.

Financial Capability: Bidders shall submit financial capability with their proposal per the guidelines. Bids submitted without the Financial Capability shall be deemed non-responsive and will not be considered.

Non-Collusion Affidavit: Bidders shall submit a non-collusion declaration with their proposal. Bids submitted without the non-collusion declaration shall be deemed non-responsive and will not be considered.

SUBMITTAL CHECKLIST:

This checklist is provided to guide the Bidder's submission. Bidders are encouraged to use the following checklist when preparing their proposed Proposal:

1. Letter of Interest Qualifications Statement & Required Information/ Food Service Program
2. Staffing and Supervision
3. Quality Assurance/Sanitation/Safety
4. Licenses and Insurance
5. Financial Capability Certificate of Non-Discrimination
6. Non-Collusion Affidavit
7. Agreement to Terms and Conditions
8. Additional Information (Optional)

Qualification Statement Form

Respondent Information.

Respondent Company Name:

_____
_

Address: Physical Office Location: Street Address:
_____ City, State, and Zip Code:
_____ Mailing Address (if different than address above): Street Address:_____
City:_____State:_____

Phone: +234_____

Respondent's principal contacts: Name: _____

Title: _____ Phone: +234_____

E-Mail: _____

Name: _____ Title: _____Phone: +234
_____ E-Mail: _____

Length of time Respondent has been in business providing Food Services: _____ years

Respondent Federal Tax ID No.:

_____

Current number of employees:

_____

Insurance.

Comprehensive General Liability Insurance. Insurer:

_____

Current Policy No.:

_____

General Liability Insurance Broker: Address:

_____

Telephone No.: +234_____ _____

Contact Name: _____

Automobile Liability Insurance. Insurer:

_____

Current Policy No.:

_____

General Liability Insurance Broker:

Address: _____

Telephone No.: +234_____

Contact Name:

_____

Reference Form: must contain verifiable information such as email, the Phone number to call, cooperation name, signed letter of recommendation, etc. A minimum of 3 references are required.

	Company Name	State Located	Email	Phone Number

Previous Clientele: Provide the names and dates of service of all for which your organization provided Food Services within the past five (5) years.

Company Name, Telephone No., & Contact Name:	Dates of Service	Reason Contract not renewed

Accuracy and Authority Confirmation Form

The undersigned is duly authorized to execute this Qualifications Statement under penalty of perjury on behalf of the above-identified Respondent. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Qualifications Statement and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness, and accuracy of responses to this Qualifications Statement. The undersigned declares and certifies that the responses to this Qualifications Statement are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Respondent acknowledges and agrees that if AUN determines that any response herein is false or

misleading or contains misstatements of fact, the Respondent's RFQ Response may be rejected by AUN.

Executed this___ day of _____ 20__ at_____ (City and State) I declare under penalty of perjury under Nigeria law that the foregoing is true and correct.

_____

(Signature & Date)

_____

(Type or written name)