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: To provide Meal Services to AUN Student, Staff & Faculty

DATE: October 31st 2022

Tender No.	**AUN/CMS27102022**
Issue Date	October 31st 2022
Submission Date	COB November 22, 2022
Submission Format	E-copy via the email address provided below ONLY
Email for RFP Submission	registrar@aun.edu.ng
Submission Format	Technical and Financial in One Document

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 is commencing 1st of January 2023 at the Main campus of the University located along Yola by-pass Lamido Zubairu Way, Yola South LGA, Adamawa State. Thereafter, AUN may extend the term of the Agreement for two (2) successive one-year period upon written agreement signed by both parties. There is strong interest in providers who can offer interesting, inventive, high quality and cost-effective dining solutions for the students, faculty and staff. The food service program should complement and enrich the educational experience enjoyed by students and staff.

The selected Bidder shall enter into a contract effective **01/01/2023** through **31/12/2023**, with service to begin on **05/01/2023.** Thereafter, the parties may extend the term of the Agreement for two (2) successive one year periods upon written agreement signed by both parties.

E- Proposals should be received by the **Office of the Registrar,** American University of Nigeria, Lamido Zubairu Way, Yola By-pass, Yola, Adamawa State via the RFP submission email provided above on or before the submission deadline as clearly stated. Proposal receipt confirmation will be communicated to the prospective bidders within 24 hours counting from the submission deadline.

NB: PROPOSALS DELIVERED OTHER THAN THE ABOVE STATED ADDRESSES, OR RECEIVED AFTER THE SCHEDULED SUBMITTAL DEADLINE, WILL BE REJECTED. Bid responses/Offers shall be firm for 30 days after the opening. Bidders are to submit technical and financial offer in one document and strictly follow and adhere to all RFP guidelines. It is the Bidder's sole responsibility to ensure that its Proposal, inclusive of any or all bidding requirements. A recommendation will be submitted to the Management

for action. The Management reserves the right to reject any or all proposals, to waive informalities in proposals, and/or to accept the proposal deemed to be in the best interest of the American University of Nigeria.

AUN will not validate Proposals that arrive after the deadline date/time listed. The proposal may be withdrawn by submitting a written request. Such written request must be delivered to the email address provided in the RFP prior to the scheduled closing time for receipt of the Proposal.

The award shall be subject to final contract documents and the scope of work between AUN and the selected Bidder. Bidders shall be bound to the pricing terms contained within their submitted Proposal, which shall remain in effect as stated until at least six (6) months after the due date for the Proposal. The proposal shall be signed sealed and stamp by an authorized person/organization.

1. RFP GUIDELINES & REQUIREMENTS:

1.1 RFP Precise Dates:

RFP Activities	Activity Dates
Bid Invitation/Advertisement Dates	31st October 2022
DEADLINE for Proposal Submission	Tuesday 22nd November, 2022
Last Day for Bidders to submit questions	14th November 2022
Last day for AUN to Respond to Bidders' questions	14th November 2022
Opening & Reviewing of Proposal	16th November 2022
Discussion & Negotiation	TBC (To be communicated)
Contract Award	1st of December, 2022

1.2 CRITERIA FOR EVALUATION AND ASSIGNED SCORE:

Description:
Responsiveness of proposal to RFP
Verifiable qualification and experience (Name, email and mobile contact must be provided
References (in written from the recommenders)
Quality and variety of proposed menu (local, national & international dishes')
Student/Staff satisfaction measurement methods
Offer's management, staffing, financial stability, and financial terms.
Quality, nutritional value, variety, and cost of proposed menu items
Credentials of proposed management and staff
Method of delivery
Particulars of Directors
Past experience in same field and years of satisfactory Service
AUN subjective assessment of how well to work with the Offeror
CAC & VAT Certification with at least 3 years Current payment

1.3. PROPOSAL INTERVIEWS/DISCUSSION: AUN will be conducting individual interviews with one or more of the Bidders who submitted Proposals. The Bidders will be notified of the time in advance of such any interview. The purpose of this interview is to confirm information provided in Proposal submitted by the Bidders. This would also be another opportunity for the Bid committee to request additional clarifications.

1.4 CANCELLATION OF SOLICITATION: AUN may cancel this solicitation at any time.

1.5 CONTRACT AWARD: AUN will select a Bidder that demonstrates to be the highest, responsive, and responsible Bidder. Responsive refers to meeting the terms, conditions, requirements and specifications of this RFP. Responsible refers to those who can provide, for example, evidence and references that support a history of compliant contract performance and sound business operation. AUN has the right to inspect the facilities, services areas, and business practices of all Bidders submitting offers prior to the award of this contract. The purpose of the inspection is to determine the Bidder's potential ability to perform under the terms of this Proposal. AUN also has the right to inspect the facilities and operations of the selected Bidder at any time during the contract period.

1.6 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.

1.7 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.

1.8 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.

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 the information contained in this RFP should be immediately directed by email to the Office of the Registrar: Email: registrar@ aun.edu.ng. Bidders are encouraged to submit their questions as soon as possible for a timely response

2. SERVICE SPECIFICATION:

To provide food services to the AUN Meal center below;

- AUN Central Cafeteria

On an annual basis comprising two Semesters (Spring and Fall Semesters),

- To provide the services of producing and selling to the university community varieties of snacks, pastries, fries and drinks as defined in the scope of work on this proposal and at the locations listed.
- To maintain a Cafeteria dining program that provides healthy, authentic and ethnically diverse food options
- To Provide Meal plan variety and flexibility that gives value and choices to students
- On-site management and catering team complete with professionals and innovative leaders
- Offer price value that provides a robust financial package including maintenance and utilities cost recovery, capital fund to AUN and attractive pricing for AUN students
- Catering management and resources to meet AUN's growing needs.

3. SCOPE OF WORK:

AUN is looking for a qualified vendor to provide daily Catering service and Meals that provides quality and healthy food services in Nigeria and is fully competent, adequately equipped, highly skilled in personnel to provide quality and effective food Service delivery as required.

The contractor will administer food service operations at the main dining facility on AUN campus and will furnish, prepare and serve meals, furnish materials and supplies and will perform other services in connection with the feeding of students, Faculty and guests at its facility specified herein and base on the student's population and meal plans provided by AUN on this RFP.

Also provided here is a sample of the breakfast, lunch and dinner menus (Continental & Local) suggested, which should be inclusive 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 Contractor 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 contractor assumes sole responsibility of 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 majorly of students and AUN employees totaling 1780. This number excludes guest that visit the campus daily.
No of Student- 1080
Faculty and Staff- 700

3.3 FOOD PRICING:

Students have options of one to three meal plans. See current per meal price below;

Description	Number of meals covered	Cost of per Meal
3 Meal Plan	21 meals	N1,245.00
2 Meal Plan	14 meals	N1,369.00
1 meal Plan	7 meals	N1,507.00

3.4 SERVICE HOURS:

At a minimum, the contractor must provide the following hours of service during the Fall and Spring Semesters at the locations specified:

3.5 AUN OUTLETS/SERVICE POINTS:

3.5.1 AUN Cafeteria

Throughout the period of the contract/partnership, AUN will continuously modify the hours of service as at when necessary to best serve the students, faculty and staff of American University of Nigeria. We recommend the following service hours for the AUN Cafeteria

Monday-Friday:

Full Breakfast - 7am - 9:30am
Lunch - 11am - 2 pm
Dinner - 5pm - 8 pm.

3.5.2 COFFEE SHOP (BY CAFETERIA)

24/7 Monday – Friday
24/7 Saturday – Sunday

3.5.3 AUN CRAVINGS

Monday-Saturday: Continuous operation 24/7
Sunday: 12.00pm – 12.00am

3.6 MENU PLAN

3.6.1INTERNATIONAL 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

Beverage like tea, coffee or fresh juice should be served

3.6.2 LUNCH & DINNER:

- Garlic roast beef served 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)
- 2. Lasagna
- Mac and Cheese
- Kosai etc.

3.6.3 SOUP:

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

3.6.4 SALADS:

- Coleslaw
- Pasta Salad
- Potato Salad
- FatooshTabuleh

Fresh fruit should be served at both lunch and dinner

3.7 NUTRITIONAL INFORMATION

1. VITAMIN BASICS:

A student should get all the vitamins and minerals by eating a wide variety of food which is a balance mixed of nutrients

2. RIGHT APPETITE

The concepts of right appetite is to maintain the flavor of the food and portion size while keeping the dishes low in sodium and cholesterol

3.7 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

3.7.1 LUNCH AND DINNER
MAIN DISH:

- Pounded yam
- Semovita
- Eba
- Tuwon Chinkafa, Towon Masara
- Yam potage
- Plain or jollof spaghetti
- Plain or fried rice or Jollof rice both item 7 and 8 to be served with fried plantain and stew
- Sliced Bread
- Danwake etc
- Friend Yam at Lunch/Dinner
- Indomie and
- Salads etc

3.7.2 STEW OR SOUP:

- Egusi
- Vagetable
- Bitter leaf
- Yakwa
- White soup
- Okra soup
- Ogbonor soup etc

4. AUN BID TERMS AND CONDITIONS

1. AUN reserves the right to reject any and all quotes and to waive minor conditions to any proposal.
2. AUN reserves the right to request clarification of information submitted and to request additional information from the vendor.
3. AUN reserves the right to award the contract to any qualified vendor if the successful vendor does not execute a contract within sixty (60) days after the award of the contract has been announced.
4. 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 for a period of ninety (60) days.
5. The contract resulting from 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.

6. AUN shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFP.

7. 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 CONTRACTOR

5.1 AUN will provide the following at its own expenses:

(a) Kitchen and Dining facilities equipped with appliances, equipment and fixtures necessary for the feeding of the students of the AUN and other persons authorized to eat at AUN, including faculty and guest;

(b) Reasonable refrigeration, freezer and dry storage space and other areas or facilities for the storage of foodstuffs, other supplies to service the student population;

(c) Real Estate Maintenance to include utilities and utility lines, including but not limited to electrical power and power lines, gas and gas lines, potable water and potable water lines, sewage, sewage lines and waste removal.

(d) Security

5.2 Equipment and services to be provided by contractor

2. The CONTRACTOR, shall provide at its sole cost and expense all the following items in connection with the feeding of all persons authorized by AUN to make use of the food service facility:

(a) Food and provisions necessary for the preparation and serving of all meals;

(b) Sanitation and cleaning supplies, including soaps and detergents, brooms, mops, etc., necessary to maintain the kitchen and dining area 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 all meals and to maintain at all times clean and sanitary conditions in the kitchen, dining area and dining area latrines;

(e) Meals for its own personnel;

(f) THE CONTRACTOR 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 CONTRACTOR shall ensure that all its personnel take the appropriate medical test required to work in catering services.

6. It is understood, however, that in performing these duties; THE CONTRACTOR will at all times act with the best interest of AUN in mind and provides said services within competent standards as generally accepted in the industry. At no time will THE CONTRACTOR employees be considered employees of AUN or its other contractors 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 CONTRACTOR will agree that it will sell such provisions and supplies to AUN at direct 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 CONTRACTOR storage areas so designated, provided, however, that THE CONTRACTOR provides access to such areas to authorized AUN personnel at all reasonable times for utility maintenance, inspection or emergency purposes.

6.3 THE CONTRACTOR will prepare and serves all meals and other desired food services, required by the AUN seven (7) days per week, at such fixed hours as may be designated from time to time by AUN.

6.4 All meals are to be of good quality Western and Nigerian style meals and is prepared and served attractively with variety in foods to be reasonably satisfactory to AUN. Beverages served with meals include standard brewed or powder or liquid mixed beverages.

6.5 THE CONTRACTOR will maintains and repair AUN kitchen equipment related to the preparation, storage and serving of food.

6.6 THE CONTRACTOR, at no cost to the AUN, will be responsible for the medical welfare of its own personnel and takes care of periodical medical examinations, at date of employment and twelve (12) months thereafter.

7. PAYMENT AND INVOICING

7.1 AUN will pay THE CONTRACTOR for the services provided under the MOU to be entered into at agreed rates. AUN shall also invoice THE CONTRACTOR on monthly basis the exact costs for statutory utility payments, an Administrative fee, maintenance and housing, where applicable

7.2 MEAL RATE SCHEDULE
The CONTRACTOR shall as part of their response to this schedule provide a schedule of Meal Plans and rates proposed to AUN Faculty, Staff and Students.

7.3 THE CONTRACTOR will invoice AUN monthly for the preceding month's accounts and submit same with the supporting documents approved by AUN Representative to AUN at its Finance Office for payment of all undisputed amount due within 30 days. All invoices are prepared in accordance with the rates set forth in the MOU. Payments shall be made to THE CONTRACTOR as to Naira amounts to bank accounts as specified on each invoice.

8. BIDDER INSTRUCTIONS.

The Bidder's Proposal should fully state its experience and expertise referenced in the Scope of Work. The submitted Proposal should be properly organized. Bidders may include other materials that they

feel may improve the quality of their Proposal submissions and/or are pertinent to this RFP. Bidders are encouraged to include letters of reference and/or testimonials in their Proposal.

FORMAT TO CONSIST OF THE FOLLOWING:

I. **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 so 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 six (6) months 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 that 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.

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

III. **Qualifications Statement:** Bidders shall complete and submit the Qualifications Statement with its Proposal. Bids submitted without the Qualifications Statement shall be deemed non-responsive and will not be considered.

IV. **Food Service Program**: Bidders shall submit a Food Service Program with its Proposal per the guidelines Bids submitted without the Food Service Program shall be deemed non-responsive and will not be considered.

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

VI. **Quality Assurance/Sanitation/Safety:** Bidders shall submit Quality Assurance/Sanitation/Safety with its Proposal. Bids submitted without Quality Assurance/Sanitation/Safety shall be deemed non-responsive and will not be considered.

VII. **Licenses, Insurance, and Litigation**: Bidders shall submit Licenses, Insurance, and Litigation with its Proposal per the guidelines. Bids submitted without the Quality Licenses, Insurance, and Litigation shall be deemed non-responsive and will not be considered.

VIII**. Financial Capability:** Bidders shall submit Financial Capability with its Proposal per the guidelines. Bids submitted without the Financial Capability shall be deemed non-responsive and will not be considered.

IX. **Certificate of Non-Discrimination**: The Bidder shall submit a Certification of Non Discrimination assuring that it will not discriminate in its hiring or employment practices on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, sexual orientation, gender, gender identity, gender expression, medical condition or physical or mental disability, or any other basis protected by law, in performing the work and services.

X**. Non-Collusion Affidavit:** Bidders shall submit the Non-Collusion Declaration with its 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 assist in the preparation of Bidder's submission. It is only intended as a guide. Bidders are encouraged to use the following checklist when preparing their proposed Proposal:

- Letter of Interest Qualifications Statement & Required Information/ Food Service Program
- Staffing and Supervision
- Quality Assurance/Sanitation/Safety
- Licenses, Insurance, And Litigation
- Financial Capability Certificate of Non-Discrimination
- Non-Collusion Affidavit
- Agreement to Terms and Conditions -
- Additional Materials (Optional)

Qualifications Statement Form

Respondent Information.

Respondent Company Name:
_____

Address: Physical Office Location: Street Address: _____ Ci _____ Mailing Address (if different than address above): Street Address: _____ State: _____

Phone: (_____) _____

Respondent's principal contacts: Name: _____ Title: _____ Phone: (_____) _____ E-Mail: _____Name: _____ Title: _____ Phone: (_____) _____ E-Mail: _____

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

Respondent Federal Tax ID No.: _____

Current number of employees: _____

2. Insurance.

Comprehensive General Liability Insurance. Insurer: _____
Current Policy No.: _____

General Liability Insurance Broker: Address: _____ Telephone_____ No:_____ Contact Name: _____

Automobile Liability Insurance. Insurer: _____

Current Policy No.: _____

General Liability Insurance Broker: Address: _____

Telephone No.: (___) _____

Contact Name: _____

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

	Company Name	Address	Email	Phone Number

Prior Food Services Experience. 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

Food Service Program. Proposal responses to the following:

- Outline plan to provide everyday food service for students, staff, faculty and guests. Include proposed menu with portion.
- Describe any national, regional, and/or proprietary concepts proposed.
- Describe any special promotions, advertising, merchandising, special services, menu enhancements, marketing plan and other features proposed.

Catering Services:

- Submit a catering guide to include three (3) potential menu ideas each for breakfast, lunch and dinner. include at least two pricing levels for each to detail the difference in buffet service, table service or delivery service.
- Staffing levels per customer for table service vs buffet service.
- Describe experience in catering, specifically with student groups as well as high-end Foundation events. Quality of Food
- Provide source of supply and length of supplier relationship.
- Provide information indicating specific training given to staff on food preparation with specific emphasis on sanitation both at beginning of contract and throughout the entirety of contract.

Staffing and Supervision. Proposal should respond to the following:

- Indicate number of personnel proposed to staff AUN Meal point locations.

- Detail the qualifications and responsibilities of each position and the salary range with minimums and maximums.
- List experience of proposed contract manager/site supervisor. Include current job description and resume.
- Include statements regarding employment policies to include, but not be limited to discrimination, drug/alcohol abuse, and background checks.
- Submit staffing schedules for one complete week both during the academic year and summer/holiday/break periods. Schedules must include position titles.
- Provide a schedule of management coverage in terms of days and hours.

Quality Assurance/Sanitation/Safety: Proposal responses and a plan that includes the following

- Follow up process for customer complaints.
- A plan for ongoing customer service monitoring.
- Forecasting, merchandising, production and quality control techniques such as taste testing, sample recipes, identification and deletion/replacement of unpopular items.
- Briefly describe the approach to sanitation and safety practices and the anticipated program to train and reinforce standards in the food service facility.
- Outline the sanitation and safety self-inspection procedures for all food service operations at the AUN Meal Points. Provide a sample checklist used during the inspection.
- Submit data to support existence and quality of programs with respect to providing a safe, sanitary (with emphasis on proper food handling), and secure food service environment.
- Provide a brief description of policy/philosophy regarding environmental sustainability. Provide a plan to address environmental issues: organic foods, vegetarian and vegan menu, recycling, composting etc.

Licenses, Insurance, and Litigation. Proposal responses to the following;

- Provide documentation of insurance coverage required as well as all licenses required for AUN to perform the duties required by the service to be provided.
- Indicate whether the Contractor has filed for bankruptcy within seven (7) years.

Financial Capability. Include a current Financial Statement for the last 3 years (from the 2018 /2021 fiscal year) reviewed by a licensed Certified Public Accountant.

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)

Certification of Non-Discrimination to be Executed by Bidder and Submitted with Proposal

Bidder hereby certifies in performing work or providing services for AUN, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for by Nigeria Law and constitution. Bidder shall comply with applicable Federal Government anti-discrimination laws

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, ____.

BIDDER_____

(Type or print the complete legal name of Bidder)

BY_____

(Signature)

Name_____

(Type or print)

Title _____

RFP Response/Offer Should be Submitted to registrar@aun.edu.ng ONLY