

## **EVALUATION CRITERIA FOR PROVISION OF ON-SITE CAFETERIA SERVICES**

### **Evaluation Criteria**

1. The tender process will be conducted to ensure that tenders are evaluated fairly to ascertain the most economically advantageous tender.
2. Your response to our requirement will be evaluated as outlined below:
  - I. Mandatory requirements ( Based on YES/NO checks)
  - II. Technical Evaluation – 100 Points

**1. Mandatory requirements (A bidder who fails to produce all the ( VALID) documents outlined below may not be qualified for the next stage of evaluation)**

<b>No.</b>	<b>Evaluation Criteria – Mandatory documents</b>	<b>YES/NO</b>
	I. Duly filled, stamped and signed Potential Supplier Information template attached.	
	II. Copy of certificate of incorporation	
	III. CR12 Certificate/ Confirmation from the registrar of companies for a list of directors/shareholders ( for Limited companies)	
	IV. <b>VALID</b> Tax Compliance certificate	
	V. PIN Certificate	
	VI. Nairobi City County - Unified Business permit; The permit should be for; Trade license, Fire Permit License, Health Certificate and Food and Hygiene Certificate	
	VII. Reference letters from three (3) of your current catering clients, <b>showing each scheme's population and contact details</b>	

## 2. Evaluation Criteria – Technical

No.	Evaluation Criteria	Weighted Points
1.	<p>Provide weeks’ breakfast and lunch sample menus with proposed pricing; detailing the cost per item rather than a set menu. Menus must factor in the examples listed in this document to cater to the variety of tastes and multicultural demographic of the BHC and BC staff and visitors.</p> <p style="text-align: center;">I. Menu Variety II. Price</p>	<p>50 Points</p> <p>(25) points (25) points</p>
2.	<p>Provide 3 event sample menus with proposed pricing.</p> <ul style="list-style-type: none"> <li>• One (1) cocktail menu for 80pax</li> <li>• One (1) lunch menu for a conference/meeting for 20pax</li> <li>One (1) lunch menu for all staff event for 200pax</li> </ul> <p style="text-align: center;">I. Menu Variety II. Price</p>	<p>50 points</p> <p>(25) points (25) points</p>
	<b>Total Criteria Weighting</b>	<b>100 Points</b>

- a) *Bidders must achieve a score of 70 points or higher in the technical evaluation for further consideration.*
- b) *The winner shall be contracted for an initial 3 months and subject to satisfactory delivery a further 3 years contract will be signed/ extended. The delivery rating shall be via customer satisfaction survey which shall be commissioned by BHC and/ or BC within month three of the aforementioned contract.*