



TERMS OF REFERENCE - CANTEEN FACILITY FOR RENT

i. Background and Objective

The Forestry Department (FD), an Executive Agency, has a building space for its Canteen located at 173 Constant Spring Road, Kingston 8. The Canteen will cater to the needs of its employees and their visitors/guests for meals and shall charge rates within the agreed ceiling to be determined after the completion of the selection process. The FD now invites potential caterers who are willing to operate the Canteen and or operate from the Canteen and offer its services.

ii. Selection Guidelines

1. The potential caterer shall be subjected to the determination of eligibility screening based on the requirement set forth herein.
2. The FD shall shortlist the eligible caterers based on the following consideration:
 - a. Facilities and operations staff (chef, servers etc.) to be deployed to the FD's Canteen
 - b. Taste/Quality/Presentation of Food
 - c. Variety and Nutritional value of food served
 - d. Quantity and affordability of food
 - e. Track record/Experience in the food business
 - f. Sanitation
3. Each selected interest will be required to present, serve and demonstrate its menu for a day at FD's Canteen showcasing their culinary expertise on a rotational basis. During the demonstration, potential caterers shall be required to present and deliver a variety of local menus on special and regular dishes.
4. The FD's evaluating team shall rate/evaluate the eligible caterers each day during the demo of each eligible caterer under the supervision of the Human Resource Executive Committee (HREC) in co-ordination with the evaluation team. The criteria for evaluation are the following:
 - a. Variety of Menu
 - b. Sanitation
 - c. Reasonableness of Price/Quality of food served
 - d. Quality of Service
 - e. Taste/Quality of Food
5. The eligible caterer gaining the highest score shall be declared the winning caterer.
 - i. Eligibility Requirement*
 - a. Proof of Business Registration
 - b. Food Handlers Permits for all staff expected to work on premises.

- c. Three (3) current Letters of References/Client Referrals, that contract has been signed within the last three (3) years.
- d. Tax Compliance Certificate (TCC).
- e. At least three (3) years' experience operating a canteen and or catering business, including any other function for at least 80-100 people.
- f. Copy of license from Ministry of Health for food handling establishment for current location.

iii. Cost Responsibility

Caterer

1. Rent of FD's Canteen facility
2. Purchase of raw material to prepare meals
3. Provision of breakfast and lunch choices (may include snacks, pastries)
4. Labour and all labour costs (if any)
5. Taxes and Licenses
6. Kitchen Supplies, serving services and supplies for canteen storeroom
7. Table napkin/tissue paper supplies
8. Other Canteen and Kitchen supplies
9. Fuel for cooking
10. Laundry
11. Any repair of canteen facility, replacement of equipment, furniture and facilities and on redecorating and repainting occasioned or rendered necessary by CATERER or its agent and/or as a result of employee's deliberate act or through their negligence or lack of care.
12. Electricity and Water prorated
13. Redecorating
14. Daily removal of trash and garbage from the FD's Canteen facility
15. Janitorial Services
16. Comprehensive liability Insurance

FD

1. Routine Maintenance and repair due to wear and tear
2. Painting
3. Fire Insurance for FD's property only
4. Replacement of worn dining equipment
5. Electrical and Plumbing Services
6. Security Services
7. Improvement of Ventilation
8. Kitchen
9. Dining areas
10. Tables and Chairs
11. Cabinet and Food counters
12. Pest Control Treatment



iv. **DURATION OF LEASE**

The lease will be valid for two (2) years in the first instance and subject to renewal and will be based on the Agency's satisfaction with the service.

v. **OPENING HOURS**

7:30 a.m. – 4:00 p.m. (Monday – Thursday)

7:30 a.m. – 3:00 p.m. (Friday)

vi. **OTHER CONSIDERATIONS**

Variety – Pricing options should be given to employees who may require the following:

- One dish
- Vegetarian meal
- Dietary/Special meals

DEADLINE FOR EXPRESSIONS OF INTEREST

Monday, October 14, 2024

Thank you for your application.