



REQUEST FOR EXPRESSIONS OF INTEREST CATERING SERVICE FOR MEETINGS OF HOUSE OF ASSEMBLY, VIRGIN ISLANDS

1. INTRODUCTION

- 1.1. The Government of the Virgin Islands (GoVI) acting through the Office of the House of Assembly (the "Client") is seeking competent and resourceful caterers to submit expressions of interest (EOI) to be included on a House of Assembly Caterers Roster (HACR) to prepare and deliver food and beverage to the House of Assembly (HOA), for a period of 730 days (2 years) (hereinafter referred to as the "Services").
- 1.2. The Client will select caterers on the HACR for specific meetings during the specified period, and "call down" the Services under their framework agreement.
- 1.3. The Services are intended to support the Client in providing catering services to Members during Sittings of the HOA, informal meetings of the HOA, and Committee meetings (collectively referred to as "Sessions"), at the Chambers of the House of Assembly, Office of the House of Assembly (Richard Stout Building), or any other location where Sessions may be held from time to time.

2. SCOPE OF WORK

- 2.1. The Client shall conclude framework agreements with a roster of caterers (the HACR) for an effective period of 730 days (2 years), and shall agree the fee structure under the following options:
 - a) Breakfast options for 10 to 15 persons at a maximum rate of \$600 per Session;
 - b) Afternoon Snack options for 10 to 15 persons at a maximum rate of \$500 per Session;
 - c) Breakfast and Lunch options for 10 to 15 persons at a maximum rate of \$1,700 per Session; or
 - d) Breakfast, Lunch and Afternoon Snack options for 10 to 15 persons at a maximum rate of \$2,200 per Session.
- 2.2. Once a call down has been made to a caterer on the HACR during the effective period, a contract will be concluded with the caterer to provide catering services for the Session(s). However, being a part of the HACR does not guarantee that a call down will be made to any or all caterers during the effective period. Call downs on HACR shall be at the sole discretion of the Client.

- 2.3. Caterers will be required to setup the meal(s) for breakfast, lunch, and afternoon snack, at a time to be agreed with the Client in the executed contract. The setup shall include providing table cloths, necessary serving utensils for each food item, silverware, plates and cups at a standard more fully defined in the Client Requirements (PART B).
- 2.4. The caterer shall be required to be professional, punctual and responsible in its setup of each meal, in accordance with the requirements of the contract. There should never be a case where Members have to wait on the provision of meals due to the caterer being late.
- 2.5. Each food item must be clearly labelled to indicate the contents of each dish.
- 2.6. The caterer shall consider in its setup, the separation of utensils and foods for Members who may be allergic to certain food groups or those that may require a special diet. The Client shall confirm any allergy or special diet requirement.
- 2.7. The caterer shall provide at least one competent staff member to be present during the Session at a time to be agreed with the Client in the contract. The staff member will be responsible for assisting and serving Members during meals, collecting and cleaning used utensils, silverware, plates and cups, and keeping the environs clean and organised.
- 2.8. The caterer shall remove all unused food, containers, utensils, silverware, plates, cups, tablecloths, and all of its belongings at the end of catering services at a time to be agreed with the Client.

3. COMPETENCIES

- 3.1. The Tenderer should read these instructions carefully before completing the required tender documentation. Expressions of Interest (also referred to the "Tender" or EOI) must include the following documentation:
 - 3.1.1. A valid and current trade licence (2024) in a category that authorises the tenderer to provide catering services;
 - 3.1.2. A valid and current Food Handlers Certificate issued by the Department of Environmental Health to ensure that the caterer is medically fit and certified;

- 3.1.3. Completion of the Form 1: General Information provided in Appendix A;
 - 3.1.4. Completion of the Form 2: Basic Equipment and Resources Checklist provided in Appendix B;
 - 3.1.5. Completion in the Form 3: List of Experience provided in Appendix C. The tenderer must demonstrate that it is resourceful and has the capabilities to provide the Services in a professional manner; and
 - 3.1.6. Two reference letters from clients for which similar services were provided within the past 3 years.
- 3.2. Failure to complete and submit the documentation specified in Section 3.1 may render, at absolute discretion of GoVI, the Tender as non-responsive.
 - 3.3. Tenders must be submitted to:

**The Chairman
Central Tenders Board
Ministry of Finance
RFG Place, 2nd Floor
Waterfront Drive
Road Town, Tortola VG1110
British Virgin Islands**
 - 3.4. Tenderers must submit one (1) original, three (3) additional copies of their Tenders to the address provided in Section 3.3. The original should be placed in a sealed envelope and marked "Original" and the copies placed in another sealed envelope and marked "Copies". Both envelopes should be placed in an outer envelope clearly marked with the reference "Catering Service for Sessions of the House of Assembly, Virgin Islands".
 - 3.5. The original tender and copies must be clearly marked accordingly, and all information must be legible.
 - 3.6. The Tenderer must deposit its Tender in the tender box located at the Ministry of Finance (Procurement Unit), RFG Place, 2nd Floor, Waterfront Drive, Road Town, Tortola, British Virgin Islands, no later than the submission deadline on Tuesday, 11th June, 2024 at 10:00 AM local time. Tenders will not be accepted after the submission deadline.
 - 3.7. Tenders will be opened at the Ministry of Finance Conference Room, Rita Frett Georges



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Bldg, 3rd Floor at 11:00 a.m. local time on Tuesday, 11th June, 2024. Tenderers are invited to witness this process via "WebEx". Tenderers will be provided with the meeting credentials prior to the opening.

4. ASSESSMENT OF SUBMISSIONS

- 4.1. A virtual pre-tender meeting is scheduled for Thursday, 23th May, 2024 at 10:00 am local time. All prospective tenderers will be notified of the access code and password prior to the meeting. All prospective tenderers are invited to attend. The purpose of the meeting is to give tenderers an opportunity to ask questions and get clarity on this tender document and the requirements under the Services.

5. GENERAL

- 5.1. GoVI reserves the right, and at its own discretion, to accept or reject any Tender, and to annul the process and reject all Tenders, at any time prior to award of contract without assigning reason, and without incurring any liability to the affected prospective Tenderer(s).
- 5.2. GoVI does not bind itself to accept any tender not submitted in accordance with this tender document.
- 5.3. GOVI will not defray any costs incurred by any Tenderer in the preparation of Tenders.

6. GENERAL SPECIFICATIONS

- 6.1. The House of Assembly (HOA) is the legislative body responsible for making laws and governing the Territory. As a caterer, it is essential to understand the significance of services to be provided to this institution. The successful tenderer (the "Caterer") should be guided by the following principles of professional conduct and hospitality in providing the Services.

6.1.1. Caterers should approach their duties with utmost respect and professionalism.

a. Always use appropriate titles when addressing Members. Refer to them as "Honourable" followed by their last name.

b. Arrive in good timing to complete the setup process before scheduled Sessions. Punctuality reflects respect for the HOA proceedings.

c. Dress professionally as neat and clean attire demonstrates our commitment to excellence.

6.1.2. Caterer should understand the dietary preferences and restrictions of HOA Members.

a. Gather information about allergies, dietary restrictions, and preferences in advance and ensure that meals are tailored accordingly.

b. Offer a diverse menu that caters to different tastes, dietary needs, and allergy and medical requirements. Include vegetarian, vegan, and gluten-free options, for example, if there are known dietary restrictions. In such cases, the Client will provide information on any specific dietary requirements.

6.1.3. Caterer should be aware that the quality of food and its presentation significantly impact the overall experience to Members. It should therefore seek to use fresh ingredients and avoid pre-packaged foods, paying special attention to presentation. The Caterer should also maintain impeccable hygiene standards during food preparation and service.

6.1.4. Caterers often have access to sensitive information and therefore must maintain confidentiality. Avoid eavesdropping on private conversations among HOA Members, and all data related to the dietary preferences or health conditions should be protected and secured. Caterers will be required to execute a Non-Disclosure Agreement with the Client.

6.1.5. Catering for the HOA requires flexibility. In case of emergencies (e.g., extended Sessions), caterers should be adaptable and ensure members are well-fed.

7. EVALUATION

- 7.1. In the assessment of the tenderer's response to the Employer's requirements, consideration will be given to the capacity of the tenderer to perform the services, experience, possession of the basic equipment required, and feedback on the quality of services provided to past clients.

8. OTHER CONDITIONS

8.1. GoVI reserves the right to accept or reject any or all tenders without assigning any reasons and is not obliged to correspond with the Applicants in this regard. Further, GoVI reserves the right to change or cancel the pre-qualification and tender process without assigning any reasons and without prejudice to its right to re-tender at any time in the future, and in such case, no tenderer or prospective tenderer shall have any claim arising out of such action.

8.2. GoVI reserves the right to invite revised responses from the Applicants by the issue of an addendum, before the tender deadline, without liability or any obligation for such invitation and without assigning any reason. This Request for Expressions of Interest (EOI) does not give rise to any rights and is not an offer or an invitation to offer.

8.3. The GoVI, by this process, does not intend to assume any legal obligation whatsoever, including any binding relationship of any kind, with any Applicant, nor will the GoVI accept any liability howsoever arising, in relation to it. By this document, applicants are so informed and unconditionally acknowledge that they are fully aware that through a Request for EOI, no entitlement whatsoever vests, or will vest in them.

8.4. Participation by any party in this Request for EOI, pursuant to the invitation by GoVI, shall be considered to be an acceptance of all the terms and conditions of this invitation by such party, and no claims or disputes raised by it during or after the award process shall be entertained by GoVI.

8.5. All documents and other information supplied by GoVI or submitted by an Applicant to GoVI shall remain or become the property of GoVI. GoVI will not return any application or any information provided along with it.

8.6. The applicants shall bear all costs associated with preparing and submitting the Request for EOI. GoVI will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the process.

8.7. EOI must be submitted in accordance with Section 8 of this Request for EOI. GoVI shall not be responsible for the loss, non-receipt or delay in the receipt of any EOI submission.

