

INTERNATIONAL INDIAN SCHOOL

DAMMAM

CANTEEN SERVICE CONTRACT - 2016

PREQUALIFICATION QUESTIONNAIRE

&

BID FORM

INTRODUCTION

It is the policy of the International Indian School, Dammam (IIS, Dammam) to pre-qualify Canteen Services Contractors before including them in the International Indian School's Approved List of Canteen Services Contractors.

The objective of the Pre-qualification exercise is to evaluate the Contractor's capabilities to provide a consistently, reliable and trouble free Canteen Services for the specified period as per the specifications and requirements.

By completing and submitting the Contractor's Pre-qualification Questionnaire you would provide the required information about your Company needed for the Pre-qualification. Upon receiving the completed Pre-qualification Questionnaire, IIS, Dammam will review and evaluate it thoroughly and it may be followed by a visit to your Company for further assessment.

All the information provided for this Pre-qualification process will be treated as "confidential" by the International Indian School, Dammam.

INSTRUCTIONS

1. Answer all the questions and provide complete information and attach necessary documentation, clearly marked to the relevant section and question number.
2. All answers shall be preferably typed or legibly written.
3. If the space provided for a particular question is not enough, you may include your answer in an attachment sheet (s).
4. Questions that are not applicable to your Company may be marked "N/A" (Not Applicable).
5. Complete the "Canteen Services Contractor's Pre-qualification Questionnaire" and submit them in a folder in duplicate with all the required documents to the following address:

The Chairman,
International Indian School,
P.O. Box 3320
Rakah,
Al Khobar – 31952
SAUDI ARABIA.

If you need any clarification, please contact the School, on telephone 8142801 (4 lines) and Fax: 8142806.

I. COMMERCIAL INFORMATION

1. Please provide the following information. Please attach additional pages, if, required.

Name of the Canteen Contractor	Address, Tel. No., Fax No Mobile No.	Contract Representative (Name/ Designation/ Tel. No.)	Types of Canteen Services Contract Provided (Adults, Children, Male / female / mixed)

III. OWNERSHIP INFORMATION

1. What is the nature of ownership of your Company, (i.e. proprietary, limited, partnership, subsidiary or joint venture, etc.)? Please provide a copy of the Commercial Registration and license copy for operating Canteen Services.
2. Do you have other subsidiaries, joint ventures or are a part of a parent company? If so, please describe the type of business briefly.
3. Is your operation run as a separate cost center?
 - a) Please provide a Bank Reference and authorization to discuss your financial capability with your bank.
 - b) Please provide a copy of the annual audited financial statement for the last two years. Please also provide authenticated details of retained earnings, copy of Commercial Registration (CR) Certificate and Certificate of Registration with Chamber of Commerce, if any.

IV ORGANIZATIONAL INFORMATION

General Information

1. Please provide the history of your Company, mention any current or proposed developments and generally describe your operation.
2. Please describe your facilities briefly and attach a sketch of your location and facilities.
3.
 - (a) Please provide the organizational chart of your Company and indicate the number of employees in each functional group (i.e. Administration, procurement, food handlers, cooks, cleaners etc.)
 - (b) List down briefly the academic and experience qualification of the key personnel, including the executives and heads of the functional groups.

Operational Information.

1. List all the types of Canteen Services (the items supplied and whether for Adults or Children and whether for boys or girls or mixed groups).

2. How long have you operated the individual types of Canteen Services? (The School will verify the same.)
3. Provide a list of your major Clients. Customers with type of service provided, details, reference, contact name, address and telephone numbers.
4. Please provide the experience and service details of the Canteen Operators in your company and a copy of their valid "Food Handler's Certificate" Please pay special attention for female operators.
5. Describe briefly the procedure of maintaining your canteen equipment clean and hygienic.
6. Describe your procedure for ensuring that served consumables are not expired items and the procedure of preparation and serving is satisfactory.
7. If you subcontract, what are your criteria in selecting your sub-contractors? Describe your procedure briefly.
8. Do your sub-contractors to sub-contractors include complete technical and quality requirements?
9. Describe your supervision & control activities that ensure the effectiveness of the operation.

V. **EARNEST MONEY DEPOSIT**

The bidders have to submit an Earnest Money Deposit of SR. 20,000/- along with their bids. The Earnest Money of the unsuccessful bidders will be refunded. However, the deposit of the accepted bidder will be kept with the school until the termination of the contract as a performance guarantee for any damages to the school property, violations related to the non-compliance of safety, hygiene or contractual obligations during the contract period. Bids that are not accompanied with the Earnest Money will be rejected.

VI. **BID CLOSING DATE**

Duly filled Bid Form should reach the school office on or before 11th February, 2016 at 1300 hours. Under any circumstances the school will not accept any bid received after the above specified time and date

INTERNATIONAL INDIAN SCHOOL, DAMMAM

CANTEEN SERVICE CONCESSIONAIRE CONTRACT - 2016 BID FORM

1. BASIC INFORMATION

Name of the Company _____

Mailing Address _____

Telephone Number(s) _____ Mobile _____

Fax Number _____

Name of Contractor
Representative _____

2. PRE-REQUISITES

1. Provide a copy of the Commercial Registration certificate and license copy for operating a Catering Contract.
2. Provide a copy of the license from Saudi Labor office and Ministry of Health for operating a Catering Contract.
3. Provide a Bank Reference and authorization to discuss your financial capability with your bank.
4. Provide a copy of the annual audited financial statement for the last two years.
5. Submit pre-qualification documents of the organization including the details of current and previous clients, past similar canteen contracts including financial details and other related information.
6. Submit details of the intended sources that will be utilized for procuring the food items.
7. Provide necessary details if any part of the contract will be subcontracted.

3. REQUIREMENTS

1. All the food items should confirm to the provisions prescribed by the Ministry of Education for school canteens.
2. All the food items should be as per the approved list of food items provided by the school and from reputed brands.
3. All the food items should be properly labeled and their date of production and expiry should be clearly mentioned.
4. The contractor should provide one fulltime dedicated experienced supervisor in the school to manage the operations, monitor the canteen staff and coordinate with the concerned school staff to ensure trouble free operation of the canteens during the school hours.

5. The Contractor should provide sufficient number of staff with proper dress code in all the canteen locations to provide a smooth and uninterrupted service.
6. The contractor should provide female canteen operators for Kindergarten and Girls Section and male operators for all other sections.
7. The canteen operators should be physically fit and free from communicable diseases and should have valid food handler's certificate and be of Indian Nationality preferably under the sponsorship of the bidding contractor.
8. The contractor should provide all safety measures needed to operate the canteen outlets safely and adhere to all the school regulations with regard to health and safety.
9. Use of any on-site food preparation or cooking by gas or electric appliances is prohibited.
10. Contractor should maintain the allocated premises in hygienic operating conditions during the contractual tenure.
11. All the required equipment needed to operate the canteens should be safe, hygienic and fit for the needed purpose at all times and should not pose as a safety hazard.
12. The school reserves the right to increase or decrease the needed canteen outlets depending upon their need and demand.

4. **CONCESSIONAIRE PRICES**

- 4.1 Having examined in their entirety the Bid Documents, specially the Pre-requisites in Section 2 and Requirements in Section 3 and determined all factors that may affect the cost, duration and/or the performance of the Service required, the undersigned bidder hereby submits a total all-inclusive price for the concessionaire of operating around eight (8) canteen outlets in International Indian School, Dammam.

Type of Service

Total Price in Saudi Riyals for all (8) canteens.

Eight (8) Canteens
 Concessionaire for
 Two (2) years.

- 4.2 The Price indicated in its entirety is free from any compensation by the school to the contractor for any applicable taxes, insurance, including Saudi Arab Social Insurance, fees, mobilization and demobilization, catering and accommodations, transportation to and from the school, all overheads, profits and all other direct and indirect cost that incur, or might incur by the undersigned bidder.
- 4.3 The unit prices indicted in paragraph 4.1 will not be subjected to any escalation or reduction whatsoever and shall remain the same during the life of the Contract, if and when it becomes operational.

 Name in Print and Signature of the bidder

5. **VALIDITY**

This bid shall remain valid for a period of one hundred and twenty (120) calendar days following the bid closing date.

6. **SCOPE AND COMPLIANCE**

This bid includes all the work required to perform for the Canteen Concessionaire Service.

Having been properly represented during the Job Explanation Meeting and having investigated and examined their entirety the Scope of Work and all the documents referred to therein, and the Instruction to Bidders, the undersigned offers to provide the Canteen Concessionaire Service requirements in accordance with the said Bid Documents all for the price quoted in Paragraph 4 above. The undersigned confirms that there are no conditional terms or exceptions contained elsewhere in this Bid.

(Name in Print of Authorized Signatory)

(Signature)

(Designation and Title)

(Name of the Co.)

(Date)

LIST OF FOOD ITEMS FOR SALE THROUGH THE CANTEEN OUTLETS

SL. NO.	LIST OF ITEMS	UNIT	PRICE IN SAR
DRINKS			
1.	TEA / COFFEE	EACH	
2.	MINERAL WATER (NOVA, AL QASSIM, NESTLE AND OTHER BRANDS APPROVED BY MC)	EACH	
3.	JUICE (KDD, AL MARAI, SUN TOP AND OTHER BRAND APPROVED BY MC)	EACH	
4.	FLAVORED MILK AND LABAN (AL MARAI, NADA, AL SHAFI AND OTHER BRANDS APPROVED BY MC)	EACH	
BREAK FAST			
1.	ALL STANDARD PACKED ITEMS WITH PRINTED PACKING AND EXPIRY DATES MENTIONED ON IT – PRE APPROVAL IS REQUIRED FROM MC BEFORE START SELLING ANY NEW ITEMS.	EACH	
BAKERY ITEMS			
1.	ALL BAKERY ITEMS – PRE-PACKED – PRE APPROVAL IS REQUIRED FROM MC BEFORE START SELLING ANY NEW ITEMS.	EACH	
CHOCOLATES, ICE CREAMS, BISCUITS AND CHIPS			
1.	ALL BRANDS – PRE APPROVAL IS REQUIRED FROM MC BEFORE START SELLING OF NEW ITEMS.		