

REQUEST FOR PROPOSALS



Provision of Canteen Services

The MFSA is seeking to receive proposals for the Provision of Canteen Services at its premises situated in Notabile Road Attard ,for a period of one year which could be extended in six-month periods from then onwards.

The Authority has approximately 380 staff members which is expected to grow over the coming years. The normal working hours are between 0800 hrs and 1700 hrs, Monday to Thursday and 0800 hrs and 1400hrs on Friday's. The current premises has a canteen facility measuring approximately 150 m2 with a seating capacity of 85 people inside and outside.

The submission is to include:-

1. Proposal for morning service;
2. Proposal for lunch service for light snacks cold and warm;
3. Proposal for lunch service for more substantial meals;
4. Proposal for Vegan and Vegetarian Selections;
5. Menu with proposed price.

Catering Operator obligations:-

- The Canteen shall only be open and serve MFSA employees and its visitors;
- To the extent possible the contractor shall endeavour to carry out food preparation off the MFSA premises and use the current kitchen facilities mainly for heating and plating;
- Change in price of items shall be agreed with the Authority at all times;
- Review of prices should be discussed with the Authority on a yearly basis and must reflect prices charged in similar set-ups and aligned with the relevant inflation rate applicable for the ingredients used and products on offer at the canteen;
- The Canteen Operator shall be responsible for the general cleaning and upkeep of the designated area;
- The Canteen Operator is expected to take over the canteen within a month following signature of contract agreement by both parties.

The Authority's obligations:-

- To provide a canteen equipped with all kitchen equipment necessary;
- The carry out general maintenance of the canteen and kitchen equipment;
- Pay for the consumption of water & electricity;
- MFSA will not charge the canteen operator any fees to provide its services;

The evaluation will be based on the following criteria:-

- Applicant's Facilities (the evaluation committee will visit the facility where food is prepared)
- Prices
- Detail of service including coverage hours
- Quality of food (Applicants may be required to prepare a number of dishes from the proposed menu on/offsite for sampling by the evaluation committee).

Submissions are to be sent by email on tender@mfsa.com.mt

Clarification requests shall be received on the provided email address by not later than Wednesday 17th July 2019

The deadline for submissions is Friday 26th July 2019