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எனது இல
My no

SACTD/05/G7/SACTD

ඔබේ අංකය
உமது இல
Your no

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திகதி
Date

02/07/2024

Supply of Catering Service for an UNESCO International Programme

Dear [Vendor's Name/Company Name],

Our institution will be hosting foreign officials from South Asian countries for a workshop scheduled for three days. Scheduled to be held from 6th to 8th August 2024. We expect about 65 guests during this period.

To facilitate this event, we kindly request your company to submit a price proposal for the provision of catering services as outlined in the attached document. Please ensure your proposal includes all necessary information and details specified therein.

We are seeking comprehensive catering services to provide meals and beverages throughout their stay. Your expertise in delivering quality food and service is crucial to ensuring a successful event.

Please submit a detailed price proposal encompassing the following:

Menu options for breakfast, lunch, and dinner for each day (August 6th-8th, 2024).

Kindly submit your proposal no later than 17.07.2024 to the following address before 2.00 pm:

**Address - Director General,
South Asian Center for Teacher Development (SACTD)
Meepe.**

H.M. Saliya Dharmavardhana
Deputy Director General
South Asian Teacher Development Centre

Attachment

Tender Notice

Supply of cooked foods for an international programme

South Asian Centre for Teacher development (SACTD), Meepe, Sri Lanka is a government owned company under the Ministry of Education and managed by board of Directors as an autonomous body.

SACTD invites sealed bids from reputed and registered perspective Sri Lankan professional catering services to obtain cooked foods and beverages for an international programme conducted by SACTD for 3 days from 06th August 2024 to 08th August 2024.

The selected bidder shall not be blacklisted and should have proof of their financial and technical soundness with minimum experience with 2 years' in running multi cuisine food supply to the international programs conducted by public or private sector large organizations and bidders must have minimum turnover of Rs. 5 M each for last two years.

The interested bidders must have a registered business place in Sri Lanka and currently occupy catering services and should possess a valid business registration in catering service business and be able to provide the details of their previous catering services not less than last 2 years.

The foods and beverages should be supplied to the SACTD premises and served under utmost hygienic conditions for the satisfaction of participants. The total package shall include Morning Bed Tea, Breakfast, Morning snack, Lunch, Evening snack and Dinner. The details are given annexure 1

Interested bidders can submit their completed bids to the given email before closing the bids with all required documents for evaluation. The late bids and incomplete bids will be rejected at the evaluation.

SACTD reserves the right to cancel the entire tender or to modify the conditions of the tender or accept or reject any tender without giving reasons at any time of the tender period. Further details can be obtained by contacting... by phone No: or email: within the tender period.

DIRECTOR GENERAL/SACTD

1. Brief of the Tender

Programme Name	MGIP
Venue	South Asian Centre for Teacher Development, Meepe
Programme Duration	3 days form 06 th August 2024 to 08 th August 2024
Participants:	65 participants of Education officers form South Asian Countries
Menu	Sri Lankan and Asian
Procurement method	Shopping
Bid validity period	3 months from 01.07.2024
Bids opening date	17.07.2024
Bids closing date and time	17.07.2024 - 2.00 PM
Bids opening place	SACTD
Bid guarantee	Nil
Performance Guarantee	Rs.50,000.00
Experience	2 years with International Guest.

2. Quality and hygienic condition

- i. The contractor shall procure and use fresh and quality guaranteed branded food articles including fresh vegetables, fresh meats, spices and other ingredients.
- ii. The contractor shall ensure that only fresh cooked and hot foods are served and unrefrigerated foods, stale food, or any food which are unfit for consumption shall not be served.
- iii. The food served shall not be too hot and spicy. The oil can be used but should not be too oily. The preservatives and artificial ingredients should not be used and maintain taste with natural ingredients.
- iv. The professional staff must have experienced professionally qualified chefs and supporting staff. The deployment of sufficient staff for entire 3 days to cook and serve is the responsibility of the contractor
- v. The contractor should ensure that cleaned sterilized cooking and serving utensils and other amenities are being used during the entire period.

3. Bid evaluation criteria

- i. Late bids, incomplete bids and bids without specified documents will be rejected.
- ii. Bids submitted by black listed, bankrupt, underage persons or without catering business registration will not be considered in the evaluation.
- iii. Bidder should submit evidence of experience in managing catering services at least last two years. The letters from previous clients can be submitted in this regard.
- iv. To prove the requirement of Minimum Rs 5 M turn over the bidders should submit last 2 years audited financial statements and sources for sufficient working capital.
- v. The proof documents to show that all required hygienic conditions have been fulfilled in the catering services done such as letters from previous customers, PHI Reports, national and international awards, quality standards obtained etc.
- vi. Submission of valid bank guaranties from accepted bank for the amount mentioned and for the period.

4. General conditions

- i. The Contractor must dispose all garbage at his own expenses from the SACTD premises every day to the designated places by the Pradeshiya Sabha.
- ii. Contractor must ensure that all employees deployed are free from infectious diseases or any kind of ... diseases
- iii. All employees must have clean and neat uniforms, aprons and hats during the cooking and serving foods to guests.
- iv. Contractor should ensure high level of hygienic conditions, cleanness, sanitation and keep all food items under covered boxes or showcases.
- v. All health-related safety measurements should be ensured by the contractor for his employees including first aid boxed.
- vi. All taxes, levies or penalties including VAT should be paid by the contractor promptly to the revenue authorities

Request for Catering Menu Proposal

1	Breakfast	
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	<ul style="list-style-type: none"> a) Fruit Juice - 2 or 3 varieties b) Salad Bar - 2 varieties c) Bread corner – bread toast Jam and butter d) Main (Sri Lankan or Asian) – 3 varieties e) Meat and fish – 2 or 3 varieties f) Veg. – 2 varieties g) Desert – 3 varieties h) Tea & Coffee 	65 Participation Per day
2	<p>Morning Snacks</p> <ul style="list-style-type: none"> • Sandwich and pastry Two item (Veg/non) • Tea & Coffee 	65 Participation Per day
3	<p>Lunch</p> <ul style="list-style-type: none"> • Soup – 3 varieties for 3 days • Bread and butter • Salad Corner – 2 varieties • Sauces • Main (Sri Lankan and Asian) – 3 varieties • Meat and Fish – 2 varieties • Vegetable – 3 varieties • Desert – 3 varieties 	65 Participation Per day
4	<p>Evening Snacks</p> <ul style="list-style-type: none"> • 2 Sweet varieties (For example Cake & Pan Cake) • Tea and Coffee - 3 varieties for 3 days 	65 Participation Per day
5	<p>Dinner</p> <ul style="list-style-type: none"> • Soup - 3 varieties for 3 days • Bread & Butter • Salad Corner – 2 varieties • Sauces – 3 varieties • Main course (Sri Lankan and Asian) – 3 varieties • Meat and fish – 2 varieties 	65 Participation Per day

	<ul style="list-style-type: none">• Vegetable – 3 varieties• Action Station only one• Desert – 2 or 3 varieties• Special Sri Lankan food will be considered	
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