



EAST AFRICAN
CHRISTIAN COLLEGE
RWANDA

EAST AFRICAN CHRISTIAN COLLEGE (EACC)

Kabuga - Masaka P.O. Box 4129 Kigali-Rwanda

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**TENDER DOCUMENT FOR PROVISION OF RESTAURANT
SERVICES TO EACC**

**TITLE OF THE TENDER:
SERVICES**

STUDENTS RESTAURANT

TENDER NOTICE

TENDER TO OUTSOURCING OF STUDENTS RESTAURANT SERVICES

1. About EACC

East African Christian College (EACC) is an established institution of the Anglican Church of Rwanda. As such it is committed to Christian values, the catholic and apostolic faith, practice and piety. It is religious and explicitly Christian in its name, in its mission statement and in its motto. EACC is a dynamic and inclusive educational institution that upholds Christian values while fostering an environment of diversity and inclusion. EACC is dedicated to providing an enriching and supportive atmosphere for both students and staff, ensuring their holistic development. As part of our commitment to excellence, we are seeking proposals from qualified and experienced service providers to outsource our Students' Restaurant Services.

EACC was accredited by the Cabinet in December 2020 and started operating in January 2021. It has Four Faculties (Theology, Education, Business Management and Economics as well as Health Sciences) with 921 students who are studying in Day and Weekend Programs.

EACC is quickly growing and has the upcoming new seven (7) accredited programs of Faculty of Education that are starting in the next intake. There is a plan to have more than 1,500 students in next year.

2. EACC's Ethos

While EACC is grounded in Christian principles, we are proud to be an inclusive community that welcomes individuals from diverse religious backgrounds. Our commitment to diversity extends to the services we offer, fostering an environment where everyone feels valued and respected.

3. Scope of Services

The selected service provider will be responsible for delivering high-quality restaurant services to our students, and their visitors. This includes providing nutritious meals, efficient dining experiences, and maintaining a clean and welcoming environment. The

services should align with EACC's commitment to quality, inclusivity, and adherence to ethical standards.

4. Objectives

The primary objectives of outsourcing students' restaurant services at EACC are:

- To enhance the overall dining experience for students staff, and visitors.
- To provide nutritious, diverse and affordable meal options that cater to different dietary preferences.
- To maintain a clean, safe, and welcoming environment conducive to community-building.
- To ensure efficient and timely service delivery that aligns with the academic and operational needs of EACC.

5. Tender Guidelines

Interested and qualified service providers are invited to submit proposals in response to this tender. Proposals should address key aspects such as experience, proposed menu options, service delivery models, and pricing. Emphasis should be placed on how the proposed services align with EACC's values and commitment to inclusivity.

6. Timeline

1.EACC invites eligible bidders to submit bids for Provision of Restaurant services,as indicated in detail in the statement of Requirements.

- All bids will be submitted online using the procurement@eacc.ac.rw or bring the hard copies at EACC Head Office at Masaka not later than **21st December 2023**
- Following the submission, a thorough evaluation process will be conducted, and the selected service provider will be notified by **22nd December 2023**.
- The anticipated commencement of services is **8th January 2024**
- Scheduled dates for prospective bidders who are interested to visit the Restaurant facility are **(Wednesday 13th December 2023, Friday 15th December 2023 and Wednesday 20th December 2023)**

DETAILED TENDER DOCUMENT

A. Eligible Bidders

1. Eligible bidders for this tender are those who deal in commercial activities and registered as businesses or those holding professional licenses or exercising any liberal profession.
2. A Bidder shall not have a conflict of interest. . If any, a bidder will have to declare the conflict of interest for EACC to evaluate its gravity.
3. A Bidder shall not submit more than one bid in this bidding process.

B. Documents Comprising the Bid

The Bid shall comprise the following:

- a) Bid submission letter and Price schedules
- b) Copy of Trading License/Registration certificate issued by RDB
- c) Copy of the tax clearance certificate
- d) A successful bidder will have to present the performance guaranty of 3,000,000 Rwf delivered by a recognised bank or financial institution.
- e) One (1) reference of similar tender executed (same nature and same complexity) with copy of signed contract as evidence of similar tender executed related to the tender will be an added value.
- f) Bidders full address for possible tracing the location of the place.
- g) At least one experienced and trained staff who will be permanently supervising main activities (at least having a diploma A1 in the field of Restaurant and Hotel Management or any related field, A2 or TVET Certificate with 2 years' experience in the field) supported by updated CV and notarized certificates.
- h) Payment of Non-refundable fee of 10,000RwF on Account Number 4003211830140 of East African Christian College opened in Equity Bank.

C. Preliminary Examination of Bids

EACC shall examine the bids to confirm that all documents and technical documentation requested in this tender and determine the completeness of each document submitted.

EACC shall confirm that the requested documents and information have been provided in the Bid. If any of these documents or information is missing, the bidding application shall be rejected.

D. Comparison of Bids

EACC shall compare all substantially responsive bids to determine the qualified bid with good quality standard.

E. EACC's Right to Accept Any Bid, and to reject any or All Bids

EACC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

F. Award Criteria

EACC shall award the Contract to the Bidder whose offer has been determined to be the qualified evaluated bid with good quality standard and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

G. Signing of Contract

Promptly after notification, EACC shall send the successful Bidder the Agreement and the Special Conditions of Contract.



TECHNICAL SPECIFICATION FOR EACC

Period: 12 Months:

Number of Lots: One (EACC Campus)

Requirements:

- a) The tenant must provide Restaurant services including: Breakfast, Lunch and Supper.
- b) The tenant will be providing Restaurant services to the special teams with special arrangements.

NB. EACC will provide facilities on at highly subsidized costs. These facilities include: Tables, Chairs, Gas Cooker, Gas cylinders, Cups, plates and others.

The Tenant will pay Rent for Restaurant and facilities.

1) Contract Period and Price

The contract period is one-year renewable. And it is assumed that the prices should be constant and affordable. However, in case of fundamental reasons presented by any party, the price adjustment may be undertaken by agreement between two parties.

2) Presentation of Bids

The bidders have also to present in their technical proposal the unit price for menu and the detail of menu during the contract period.

Done at Kigali, on 8th December 2023

Dr.MUSAFIRI MALIMBA Papias
Principal

