

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **KSL/IOM/498/24**

Date: 01 October 2024

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Catering Services at Transit center, KASULU.**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by: Togara Christopher

Signature: \_\_\_\_\_

## SECTION 2: RFQ INSTRUCTIONS AND DATA

|   |  |
|---|--|
| <b>Deadline for the Submission of Quotation</b> | <b>08 November 2024 at 02.00 Pm GMT+3</b><br>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .  |
| <b>Method of Submission</b>                     | <p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering<br/> <input checked="" type="checkbox"/> Email<br/> <input checked="" type="checkbox"/> Courier / Hand delivery<br/> <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p><b>Bid submission address:</b> IOM-Kasulu suboffice, Kigoma-Tanzania, BOX 303 MURUBONA road opposite to Gronency Hotel</p> <p>Or</p> <p>IOM-Dar es salaam-Tanzania, Plot 17 Ruhinde Rd, Kinondoni P.O. Box 9270</p> <ul style="list-style-type: none"> <li>▪ File Format: Word doc, pdf or any MS document</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 20 Mbs</li> <li>▪ <b>Mandatory subject of email:</b> Proposal for RFQ for the provision of Catering service, IOM-Kasulu Transit Centre</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul> |
| <b>Cost of preparation of quotation</b>         | IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.  |
| <b>Supplier Code of Conduct</b>                 | All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .   |
| <b>Conflict of Interest</b>                     | UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.   |
| <b>General Conditions of Contract</b>           | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .   |
| <b>Eligibility</b>                              | Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.  |
| <b>Currency of Quotation</b>                    | Quotations shall be quoted in Tanzania shillings. (TZS)  |
| <b>Duties and taxes</b>                         | The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:   |

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|---|--|
|   | <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>   |
| <b>Language of quotation and documentation including catalogues, instructions and operating manuals</b> | English  |
| <b>Documents to be submitted</b>  | <p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Other Business Licence, TIN Certificate, VAT Certificate if applicable, Bank details form to be certified by respective bank, Company registration form</p>   |
| <b>Quotation validity period</b>  | Quotations shall remain valid for <b>Two years</b> from the deadline for the Submission of Quotation.  |
| <b>Price variation</b>  | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.  |
| <b>Partial Quotes</b>   | <p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>   |
| <b>Payment Terms</b>  | <p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>   |
| <b>Contact Person for correspondence, notifications and clarifications</b>                              | <p>Focal Person: Fortunatus Monela</p> <p>E-mail address: fmonela@iom.int</p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>  |
| <b>Clarifications</b>   | Requests for clarification from bidders will not be accepted any later than <b>31st of October 2024</b> before the submission deadline. Responses to request for clarification will be communicated through the email mentioned above.   |
| <b>Site inspection</b>  | <p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing IOM in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease or illness to, or death of, any person;</li> <li>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</li> <li>(iv) transportation by IOM to the site (if provided) as a result of any accidents or malicious acts by third parties.</li> </ul> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Bidders Responsibility, Bidders shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by IOM in writing.</p> |

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|   | <p><b>A group site inspection will be held as follows:</b><br/> <b>Time and time zone: 11.00 am.</b><br/> <b>Date: 22-October-2024</b><br/> IOM-Kasulu Transit Centre Main located at Kasulu town along Buhigwe road.</p> <p>The focal point for the arrangement is:<br/> Name: Fortunatus Monela<br/> Telephone: +255 620 710060</p> <p>E-mail: <a href="mailto:fmonela@iom.int">fmonela@iom.int</a></p> <p>Proposers shall notify the focal point Two days of days in advance as to whether or not they intend to participate in the site inspection and the details of their representatives who will attend.</p> <p>The site inspection is:<br/> <input checked="" type="checkbox"/> mandatory<br/> <input type="checkbox"/> not mandatory</p> |
| <b>Evaluation method</b>                          | <input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer<br><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>  |
| <b>Evaluation criteria</b>                        | <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1<br><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract<br><input type="checkbox"/> Comprehensiveness of after-sales services<br><input type="checkbox"/> Earliest Delivery /shortest lead time<br><input type="checkbox"/> Others ( <i>for ex, environmental criteria/considerations, etc</i> )  |
| <b>Right not to accept any quotation</b>          | IOM is not bound to accept any quotation, nor award a contract or Purchase Order   |
| <b>Right to vary requirement at time of award</b> | At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.  |
| <b>Type of Contract to be awarded</b>             | <b>Catering Services at Transit center, Kasulu Tanzania.</b>   |
| <b>Expected date for contract award.</b>          | <b>01 February 2025</b>  |
| <b>Policies and procedures</b>                    | This RFQ is conducted in accordance with Policies and Procedures of IOM  |
| <b>UNGM registration</b>                          | IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.  |

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

### **TERMS OF REFERENCE**

#### **1.BACKGROUND**

The International Organization for Migration (IOM) an intergovernmental Organization which is part of the United Nations system established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of IOM Emergency and Refugee Humanitarian Assistance program, the IOM now invites interested Bidders to submit “Bid” for the long-term provision of Catering Services at IOM-Kasulu Transit Centres located within Kigoma region. The winning bidder will be expected to provide varied and healthy menus prepared in accordance with industry recognised best practices.

#### **2.OBJECTIVES**

IOM seeks to establish a contract for the provision of catering services to refugees at the Transit Centres located within Kasulu, Kigoma region, Tanzania. The service provider will be expected to provide high quality service and food at a reasonable cost ensuring all dishes are prepared using fresh, high-quality ingredients. Meals should be well-presented, have good variety of options and meet or exceed industry-recognised best practices for food preparation and presentation.

##### **2.1 Food Preparation**

The service provider must possess current food safety certifications recognised by local health authorities issued by competent state authorities. Proof of these certifications should be submitted with the bid. When preparing food at the Transit Centre, the kitchen must comply with all local health and safety regulations. This includes maintaining clean and hygienic food preparation areas, proper storage of ingredients, and regular health inspections. Staff must be trained in food safety practices and demonstrate knowledge of cross-contamination prevention, proper cooking temperatures, and safe food handling.

#### **3. SCOPE OF WORK AND REQUIREMENTS**

The successful Service Provider will be required to demonstrate the ability to provide the following, but not limited to, activities relating to the canteen and catering services delivery:

- (a) Quality controlled and healthy menus prepared in accordance with IOM’s expectations and requirements for the Refugees Resettlement programme.
- (b) A kitchen environment consistent with industry recognised best practice for health and safety and food hygiene.
- (c) A flexible and friendly service with a customer-oriented focus on IOM beneficiaries.
- (d) Creation of an agreeable and relaxed atmosphere that also provides also provides for an efficient and smooth turnover of beneficiaries in the canteen.
- (e) Ability to provide a selection of food where the use of organic products is predominant and a plan for sustainable and environmentally friendly waste management.
- (f) Ensure good communication to IOM staff and beneficiaries during delivery of catering services at the Transit Centres located within Kasulu, Kigoma region.

- (g) The cleaning and associated costs of the cooking, preparation and serving area is the sole responsibility of the Service Provider. The kitchen must be maintained in accordance with recognised best practices and to the standards laid down by the local authorities.
- (h) The meals: breakfast, lunch and dinner are provided at 7:45 am-8 am; 12:45 pm-2 pm; and 6:45 pm-8 pm respectively are to be provided every day or in line with programme requirements as shared by IOM. Detailed menu is shown hereunder:

| SIKU     | ASUBUHI  | MCHANA  | USIKU  |
|----------|--|---|--|
| MONDAY   | Chai ya maziwa<br>Mandazi (3)<br>Tunda (Ndizi)                             | Ugali Samaki (1), Maharage, Mboga mboga,<br>Tunda (Tikiti maji)           | Wali nyama (2),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi)  |
| TUESDAY  | Chai ya maziwa<br>Mkate (Vipande 4) na blueband<br>Tunda (Ndizi)           | Ugali kuku, Maharage,<br>Mboga mboga za majani,<br>Tunda (Parachichi)     | Wali Samaki (1),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi) |
| WENESDAY | Chai ya maziwa, Donati (2),<br>Tunda (Tikiti maji)                         | Ugali Samaki, Maharage,<br>Mboga mboga,<br>Tunda (Papai)                  | Wali nyama (2),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi)  |
| THURSDAY | Chai ya Maziwa,<br>Mandazi (2),<br>Yai (1), Tunda (Ndizi)                  | Ugali kuku, Maharage,<br>Mboga mboga za majani,<br>Tunda (Parachichi)     | Wali Samaki (1),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi) |
| FRIDAY   | Chai ya maziwa<br>Mkate (Vipande 4) na blueband,<br>Yai (1), Tunda (Ndizi) | Ugali Samaki (2), Maharage, Mboga mboga za majani,<br>Tunda (Tikiti maji) | Wali nyama (2),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi)  |
| SATURDAY | Chai ya maziwa, Donati (2),<br>Yai (1), Tunda (Tikiti maji)                | Ugali kuku, Maharage,<br>Mboga mboga za majani,<br>Tunda (Parachichi)     | Wali nyama (2),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi)  |
| SUNDAY   | Chai ya maziwa, Mandazi (3),<br>Tunda (Ndizi)                              | Ugali Nyama (2), Maharage, Mboga mboga,<br>Tunda (Tikiti maji)            | Wali Samaki (1),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi) |

**Note that in between each meal they will be served bites with tea and a cup of tea should be 500ml or 0.5 litres.**

**PROPOSED MENU FOR CHILDREN 3 YRS AND BELOW**

| DAYS  | Breakfast                                  | Brunch   | Lunch   | Evening Snack (Linner)  | Dinner   |
|-------|--|--|---|---|--|
| Day 1 | Milk tea with andazi, yai and fruit        | Celerac (for under 5yrs) mixed with milk<br><br>Older kids-regular porridge/Oats porridge that is made with milk | Mashed Potatoes with nyama mchuzi, vegetables and fruits                                | Fruits and biscuits/or Sandwich and milk                      | Wali with beans and chicken mchuzi   |
| Day 2 | Milk tea with yai, butter bread and fruit  | Same as day 1  | Ugali with vegetables, nyama mchuzi and peas  | Same as day 1   | Mashed Potatoes cooked in nyama soup, add butter and milk<br>Serve with mchuzi uliougwa wa nyama |
| Day 3 | Milk tea with yai, donuts and fruit        | Same as day 1  | Mashed sweet potatoes in milk, with vegetables and mchuzi wa nyama and nyama Plus fruit | Same as day 1   | Wali with beans and chicken and mchuzi   |
| Day 4 | Milk Tea with yai, kitumbua and fruit      | Same as day 1  | Ugali with vegetables and mchuzi kuku, beans and fruits                                 | Oats Porridge with NIDO powder milk                           | Matoke (ndizi nyama) Vegetables and fruits   |
| Day 5 | Uji wa Unga lische with sambusa and andazi | Same as day 1  | Mashed potatoes with maini roast  | Uji wa Ulezi wa maziwa<br><br>Smoothie ya banana with avocado | Wali Samaki mchuzi and njegere za nazi, vegetables and fruits                                    |
| Day 6 | Milk Tea with yai, andazi and fruit        | Same as day 1  | Ugali-nyama mchuzi, vegetables and fruits   |   |  |

- (i) All condiments (sugar, salt, pepper, mustard, ketchup, etc), cleaning agents, napkins etc necessary for the operation of the kitchen and canteen facilities will be provided by the Service Provider.

### 3.1 Kitchen Staff

Personnel employed by the Service Provider for work in the kitchen at the IOM Kasulu transit Centre premises are in every respect regarded as employees of the Service Provider. The selected Service Provider shall be responsible for assuming all employer related responsibilities for its employees, and for fulfilling all obligations and commitments in relation to all relevant Tanzanian authorities' regulations. The Service Provider shall be responsible for making the salary payments in accordance with Tanzanian labour laws and regulations, social expenditures and insurance arrangements for staff working in the kitchen and canteen. The Service Provider will assume total responsibility for contracted staff behaviour and performance as well as to take care of the training of the staff, their substitute and back up in cases of unavailability such as illness and annual leave. Only personnel with a clean criminal record can obtain access to the Transit Centre and the Service Provider is responsible for ensuring that this is the case for all personnel assigned to the Transit Centre.

- (a) Staff under the age of 18 must not be accepted to work.
- (b) Employment of workers with disabilities is welcome.
- (c) At all times, kitchen staff must be looking presentable, clean and be of good health.
- (d) The Service Provider shall provide its personnel with appropriate working clothes (or uniform with ID).

### 3.2 Equipment, utensils and hygiene services

The Service Provider will be responsible for providing equipment and utensils. The following will be supplied/arranged by the Service Provider:

- All kitchen apparatus.
- Repair, decoration, and servicing of kitchen apparatus.
- Cutlery.
- Gas cylinders and gas cylinder refills.
- Tables and chairs are provided by IOM for the dining area, and it is expected that the Service Provider will keep the surface of the tables clean and tidy on a constant basis.
- Cleaning of the dining area will be part of the daily general cleaning routine of the cleaning services company contracted by IOM. Cleaning and hygiene of the kitchen area must be done by the Service Provider daily.
- Pest treatment must be handled by the Service Provider regularly covering the full kitchen area.

### 3.3 Inspection of the Kitchen and Dining Facilities

Service Provider shall have all certification by the Tanzanian authorities needed to operate. At any point in time, IOM reserve the right to conduct a scheduled or unscheduled inspection of the canteen and the kitchen premises, IOM also reserve the right to invite relevant Tanzanian authorities to come for inspection of the dining and kitchen premises.

### 3.4 Invoicing and payment

The contractor shall invoice IOM on monthly basis (calendar period from the first to last date of the month) with the time sheet signed by Service Provider staff and verified by IOM Operations staff. Payments will be made in accordance with the agreed rates as submitted in the Service Provider's offer.

## 4. MONITORING AND REPORTING REQUIREMENTS



The Service Provider will be required:

- (a) To set procedures to obtain periodic feedback from IOM staff and beneficiaries and a system to register complaints.
- (b) To monitor and report the quality of the work carried out by its staff by means of regular meetings with IOM and the intervals of such meetings shall be agreed between the Service Provider and IOM.
- (c) To follow the IOM internal regulations while working at the IOM Kasulu Transit Centre, including but not limited to the security regulations and instructions from IOM management, or the UN Department of Safety & Security (UNDSS).

**Note:** An ID access-card, issued by IOM, is to be always carried visibly by the Service Provider staff when working on the premises. The staff of the Service Provider, at any point or time, should not take photos on the premises for external/personal use. Information/documentation encountered on the premises remains the property of IOM and should not be shared with any other person.

- (d) To attend trainings, drills and other orientation events of IOM as needed.

#### 5. INSTITUTIONAL ARRANGEMENTS:

- The contracted company will work under the supervision of the Supply Chain Unit on contractual administration issues and coordinate regularly on meals delivery and preparation with Operations staff on the ground'
- The Supply Chain department will administer an annual performance review and appraisal for the service once per year to determine gaps for improvement and take necessary action.

#### 6. DURATION OF TH WORK:

The successful Service Provider is expected to commence on or before the 1st of February 2025 and the agreement will initially be for 1 year, with possible extension up to additional two (2) years subject to (i) IOM's requirements, (ii) satisfactory performance of the Service Provider and (iii) same fees indicated in the financial offer of the Service Provider.

#### 7. QUALIFCATION:

- The Service provider must have a physical office or representative at Kasulu town council.
- The service provider must have a minimum of three (3) years of proven experience in providing similar service to large group of clients. Having experience providing the same service to UN entity or reputable company/NGO, will be added advantage.
- The service provider should have sufficient capacity to run the operation especially a financial resource to cover a month operation while waiting for monthly pay day from IOM for submitted monthly invoices.

#### 8. RECOMMENDATION TO THE REPRESENTATION OF THE OFFER:

- Proposal price should be quoted in TZS.
- The offer for proposed meal should be quantified/charged per plate and not individual item.
- Proposal price should have a minimum of 30days validity while factoring the cost contingencies for entire contract period.
- Proposal to indicate components of all the offer e.g staff gross & net salary, cleaner/staff benefits or deductions from gross salary e.g health insurance, UNSSF or equivalent fund, any other staff benefits

etc

## 9. EVALUATION AND SELECTION OF BIDS

All received bids will be first reviewed for 100% compliance with the **mandatory requirements** (Pass/Fail) and only those bids that are fully compliant will be considered for financial evaluation.

| Technical Criteria | Technical Sub-criteria  | Supporting documents to be provided   | Pass/ Fail |
|--------------------|---|---|------------|
| <b>SECTION 1</b>   |   | <b>EXPERIENCE AND EXPERTISE OF THE COMPANY</b>  |            |
| <b>1</b>           | <p>Relevant Experience and expertise of a company in offering canteen services and in offering similar services to relevant clients.<br/>Minimum requirements:</p> <ul style="list-style-type: none"> <li>- Having provided canteen and catering services for at least 3 years</li> <li>- Having at least 1 contract with similar scope of work, serving at least 50 daily</li> <li>- Having at least 1 canteen and catering services contract with similar clients.</li> </ul> | <ul style="list-style-type: none"> <li>- Copy of current and valid license(s) and/or other relevant certificate(s) to prove that the company has at least 3 years of providing canteen and catering services.</li> <li>- At least 1 canteen and catering services contract with foreign clients.</li> </ul> | MANDATORY  |
| <b>SECTION 2</b>   |   | <b>APPROACH AND IMPLEMENTATION PLAN</b>   |            |
| <b>1</b>           | <p>Adequate methodology/approach on how the company will achieve the Terms of Reference of the project and timeline<br/>Minimum requirements:</p> <ul style="list-style-type: none"> <li>- Available internal procedures and process for ensuring Food Safety Conditions</li> </ul>   | <ul style="list-style-type: none"> <li>- Qualified written explanation</li> </ul>   | MANDATORY  |
| <b>3</b>           | <p>Adequate reporting mechanism and other aspects<br/>Minimum requirements:</p> <ul style="list-style-type: none"> <li>- Available internal procedures and process for ensuring Food Safety Conditions</li> </ul>   | <ul style="list-style-type: none"> <li>- Qualified written procedure, process</li> </ul>  | MANDATORY  |
| <b>SECTION 3</b>   |   | <b>EXPERIENCE AND EXPERTISE OF KEY PERSONNEL</b>  |            |

|            |  |   |           |
|------------|--|---|-----------|
| <b>1</b>   | Adequate Management Structure and Staff time allocation  | - Relevant organization structure of onsite team and supporting team<br>- Detailed staff arrangement plan   | MANDATORY |
| <b>2.1</b> | Qualifications of the Site Supervisor<br>- Level of Education: College or higher education.<br>- At least 3 years of similar experience in a leadership role.<br>- Demonstrated English communication skill. | Detailed Curriculum Vitae which demonstrates education, working experiences and English skills (by providing working experiences with foreign clients or copies of English certificate(s) with copy of relevant certificate(s). | MANDATORY |
| <b>2.3</b> | Qualifications of the key Cook<br>- Level of Education: Vocational training or higher education in cooking expertise.<br><br>- At least 3 years' experience in cooking.                                      | Detailed Curriculum Vitae which demonstrates education and working experiences with copy of relevant certificate(s).  | MANDATORY |

All the bids that are evaluated as Passed in the technical evaluation shall be considered for financial evaluation.

The bidder with the lowest financial offer in terms menu prices will be contracted.

#### BIDDER'S DECLARATION OF CONFORMITY<sup>1</sup>

| Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company. |

<sup>1</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

| Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.  |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.  |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.  |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.   |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.  |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension. |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.  |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .  |
| <input type="checkbox"/> | <input type="checkbox"/> | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.   |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.   |
| <input type="checkbox"/> | <input type="checkbox"/> | IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.   |

Signature: \_\_\_\_\_

Name: [Click or tap here to enter text.](#)

**Title:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

|                 |                                  |                                     |
|-----------------|----------------------------------|-------------------------------------|
| Name of Bidder: | Click or tap here to enter text. |                                     |
| RFQ reference:  | Click or tap here to enter text. | Date: Click or tap to enter a date. |

#### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

#### Financial Offer

Provide prices per person or plate or serving in the table below. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: Tanzanian Shillings**

| PROPOSED MEALS FOR BENEFICIARIES AT IOM-KASULU TRANSIT CENTRE |  |   |  |
|---|--|---|--|
| SIKU(DAY)   | ASUBUHI (BREAKFAST)  | MCHANA (LUNCH)  | USIKU (DINNER)   |
| <b>MONDAY</b>   | Chai ya maziwa<br>Mandazi (3)<br>Tunda (Ndizi)                   | Ugali Samaki (1), Maharage,<br>Mboga mboga,<br>Tunda (Tikiti maji)    | Wali nyama (2),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi)  |
| <b>Price per person/plate or serving</b>                      |  |   |  |
| <b>TUESDAY</b>  | Chai ya maziwa<br>Mkate (Vipande 4) na blueband<br>Tunda (Ndizi) | Ugali kuku, Maharage,<br>Mboga mboga za majani,<br>Tunda (Parachichi) | Wali Samaki (1),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi) |
| <b>Price per person/plate or serving</b>                      |  |   |  |
| <b>WENESDAY</b>   | Chai ya maziwa,<br>Donati (2),<br>Tunda (Tikiti maji)            | Ugali Samaki, Maharage,<br>Mboga mboga,<br>Tunda (Papai)              | Wali nyama (2),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi)  |
| <b>Price per person/plate or serving</b>                      |  |   |  |
| <b>THURSDAY</b>   | Chai ya Maziwa,<br>Mandazi (2),<br>Yai (1), Tunda (Ndizi)        | Ugali kuku, Maharage,<br>Mboga mboga za majani,<br>Tunda (Parachichi) | Wali Samaki (1),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi) |
| <b>Price per person/plate or serving</b>                      |  |   |  |

|  |   |  |  |
|--|---|--|--|
| <b>FRIDAY</b>                                | Chai ya maziwa<br>Mkate (Vipande 4) na<br>blueband,<br>Yai (1), Tunda (Ndizi) | Ugali Samaki (2), Maharage,<br>Mboga mboga za majani,<br>Tunda (Tikiti maji) | Wali nyama (2),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi)  |
| <b>Price per person/plate<br/>or serving</b> |   |  |  |
| <b>SATURDAY</b>                              | Chai ya maziwa,<br>Donati (2),<br>Yai (1), Tunda (Tikiti<br>maji)             | Ugali kuku, Maharage,<br>Mboga mboga za majani,<br>Tunda (Parachichi)        | Wali nyama (2),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi)  |
| <b>Price per person/plate<br/>or serving</b> |   |  |  |
| <b>SUNDAY</b>                                | Chai ya maziwa,<br>Mandazi (3),<br>Tunda (Ndizi)                              | Ugali Nyama (2), Maharage,<br>Mboga mboga,<br>Tunda (Tikiti maji)            | Wali Samaki (1),<br>Maharage,<br>Mboga mboga,<br>Tunda (Ndizi) |
| <b>Price per person/plate<br/>or serving</b> |   |  |  |

**Note that in between each meal, the beneficiaries will be served bites with tea.**

**PROPOSED MENU FOR CHILDREN 3 YRS AND BELOW**

| DAYS   | Breakfast  | Brunch  | Lunch   | Evening Snack<br>(Linner)                         | Dinner   |
|--|--|---|---|---|--|
| Day 1  | Milk tea with<br>andazi, yai<br>and fruit          | Celerac (for<br>under 5yrs)<br>mixed with<br>milk<br><br>Older kids-<br>regular<br>porridge/Oats<br>porridge that<br>is made with<br>milk | Mashed<br>Potatoes with<br>nyama<br>mchuzi,<br>vegetables<br>and fruits | Fruits and<br>biscuits/or<br>Sandwich and<br>milk | Wali with beans<br>and chicken<br>mchuzi   |
| <b>Price per<br/>person/plate<br/>or serving</b> |  |   |   |   |  |
| Day 2  | Milk tea with<br>yai, butter<br>bread and<br>fruit | Same as day<br>1  | Ugali with<br>vegetables,<br>nyama<br>mchuzi and<br>peas                | Same as day 1                                     | Mashed<br>Potatoes<br>cooked in<br>nyama soup,<br>add butter and<br>milk<br>Serve with<br>mchuzi |

|  |   |               |   |   |   |
|--|---|---------------|---|---|---|
|  |   |               |   |   | ulioungwa wa nyama  |
| <b>Price per person/plate or serving</b> |   |               |   |   |   |
| Day 3                                    | Milk tea with yai, donuts and fruit       | Same as day 1 | Mashed sweet potatoes in milk, with vegetables and mchuzi wa nyama and nyama Plus fruit | Same as day 1   | Wali with beans and chicken and mchuzi                        |
| Day 4                                    | Milk Tea with yai, kitumbua and fruit     | Same as day 1 | Ugali with vegetables and mchuzi kuku, beans and fruits                                 | Oats Porridge with NIDO powder milk                           | Matoke (ndizi nyama) Vegetables and fruits                    |
| <b>Price per person/plate or serving</b> |   |               |   |   |   |
| Day 5                                    | Uji wa Unga lishe with sambusa and andazi | Same as day 1 | Mashed potatoes with maini roast  | Uji wa Ulezi wa maziwa<br><br>Smoothie ya banana with avocado | Wali Samaki mchuzi and njegere za nazi, vegetables and fruits |
| <b>Price per person/plate or serving</b> |   |               |   |   |   |
| Day 6                                    | Milk Tea with yai, andazi and fruit       | Same as day 1 | Ugali-nyama mchuzi, vegetables and fruits   |   |   |
| <b>Price per person/plate or serving</b> |   |               |   |   |   |