

RFQ Addendum for Food and Housekeeping

WE PRACTICE PROCUREMENT WITH INTEGRITY.

EMAIL UNETHICAL BEHAVIOR TO SouthSudanSealedBid@Samaritan.org FOR CONFIDENTIAL REPORTING.

15th, Dec, 2016

Catering and Housekeeping Service Contract for Samaritan's Purse, Juba Base

Reference N0: **SPSS/JBB 40453/2016**

SECTION 1- SCOPE OF WORK AND OBLIGATIONS

1. 1 Service Provider's Obligations.

To provide Samaritan's Purse with **housekeeping** and **catering** services for the duration of 12 months contract. Services are to be provided for at Samaritan's Purse Juba Base in Hai Cinema.

1.1.1 Catering obligations for the Samaritan's Purse Juba base in Hai Cinema:

A. To provide Samaritan's Purse with catering services, which will include the following:

- *Breakfast ,Lunch & Dinner*

This should be supplied each day/always. Below is a sample **fortnight menu** of what would be the expectation for the duration of the time frame specified above. Samaritan's Purse will periodically produce a menu as per the staff desire.

- *Snacks:*

This should be supplied each day/always

1.1.2 Housekeeping obligations for the Samaritan's Purse base in Hai Cinema:

A) To provide Samaritan's Purse with housekeeping services, which will include general cleaning of;

- SP offices,
- SP residences/Accommodation rooms ,kitchen, Common areas
- Compound.

B) Laundry of Samaritan's Purse Staffs' clothing.

C) Supply all the cleaning equipment, products and toiletries required for use by staffs in residences. This includes, but is not limited to, plates, cups, mugs, cutlery, serving utensils, serving dishes, pots, pans, and knives, cooking utensils, thermoses, electric kettles, food warmers, toilet paper, soap, dishwashing liquid, laundry detergent, mops, brooms, buckets and disinfectant.

SECTION 2-SAMARITAN’S PURSE OBLIGATIONS

Samaritan’s Purse is obligated to:-

- A) Provide all storage and refrigeration facilities, water, electricity and propane gas required for carrying out the obligations listed in sub-sections 1.1.1
- B) Provide laundry washing machine, linen, pillows, blankets, mattresses, trash cans and laundry baskets for carrying out the obligations listed in sub-sections 1.1. 2
- C) Pay the contracted service provider as per SP’s payment terms/agreed terms of payment with the supplier.
- D) Quarterly/Bi-annually review the performance of the Contracted service provider.
- E) Terminate the contract if observed a persistent breach of expected quality service delivery by the Contracted supplier.
- F) Provided needed Occupational Health and Safety requirements by the Service provided to carry out its mandated duties.

SECTION 3 - COSTING

a) Catering Charge Rate.

Provide Catering service charge rate/staff/day in the table below.

Its projected that there would be varied number of staffs as indicated below;

Days/Period	Estimate No .of staffs		No. of meals/Month	Breakfast rate/Person	Sub-total \$
	Minimum	Maximum			
Weekday	45	70	22		
Weekend	20	35	8		
Total \$					

Days/Period	Estimate No .of staffs		No. of meals/Month	Lunch rate/Person	Sub-total \$
	Minimum	Maximum			
Weekday	45	70	22		
Weekend	20	35	8		
Total \$					

Days/Period	Estimate No .of staffs		No. of meals/Month	Dinner rate/Person	Sub-total \$
	Minimum	Maximum			
All days	20	35	30		
Total \$					

Aggregate Costing

Days/Period	Estimate No .of staffs	No. of meals/Month	Breakfast rate/Person	Lunch rate/Person	Dinner rate/Person	Sub-total \$
Weekday	20-70					
Weekend	20-35					
Total \$						

b) Housekeeping charge rate

Provide housekeeping service charge rate/day in the table below.

Area of work	No of rooms/Offices	No. of Days/ Month	Daily rate	Sub-total \$
1) Standard Offices	16	26		
2) Housing (Standard accommodation rooms, kitchen, pavements, Common rooms and Laundry & ironing of 20-35 staffs clothing twice per week):-Primary compound	42	26		
3) Housing(accommodation, kitchen, pavements and Common rooms):- Auxiliary compound	14	26		
			Total \$	

Appendix:

The below sample menu is provided to give you guidance in the Request for Quotation.

Sample of expected fortnight food Menu (Week 1)

Day	Breakfast	Lunch	Dinner
Monday	-Marble cake + bread -Custard Sauce -Fruits+ Pumpkin -Tea/coffee	-Beef Stew -Rice -Mushed Potatoes -Salad -Fruits	-Tortillas -Potato chips -Guacamole -Salsa Sauce + chicken -- -Toppings -Fruit Salad
Tuesday	-Pancake -Bread -Yam -Boiled eggs -Fruits	Lentils Vegetables Bread rolls Fruit Salad	Shepherd Pie Salad Ugali + Sukumawiki Bread
Wednesday	-Fresh Bread -Fried egg -Baked beans -Fruits	-Chicken rosemary roasted -potatoes chips -salad -cake	-Pork chops -spire ribs roasted Pasta tomato sauce -Bread rolls -salad
Thursday	Sausage rolls -Bread -Fruits	-Fish baked with Veg -Chinese Fried Rice -Ugali+ local sauce	-Pepper steak + Mix veg -Ugali + Sukumawiki -bread -Salad
Friday	Samosas Beef Veg Bread Fruits	Roasted Goat Potato chips Fruit salads	Chapati + beans Rice + Veg Salad
Saturday	Bacons Porridge French Toast Banana	Oven roasted chicken Mix Gravy Ugali Salad	Meat balls Rice + sauce Bread Veg salad Ugali
Sunday	Omelet Pouched egg	Choices to be made by the Chef	Braised beef Mushed potato

	Fried egg Boiled Scramble		Bread Cabbage salad
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Week 2

Day	Breakfast	Lunch	Dinner
Monday	Drop Scones Boiled eggs Bread Fruit	Sty fry Beef veg(gravy) Pasta tomato sauce Ugali Sukumawiki Fruit	Breaded fish Assorted veg Terter sauce(bread) Salad Ugali+ cabbage
Tuesday	Bacon, Baked beans Bread Fruit Salad	Spaghetti+ Bolognese Bread rolls Vegie Salad Fruits	Chicken Thai Rice Bread Salad Ugali +sukumawiki
Wednesday	Homemade bread Spanish Omelet Fruit Baked Beans	Meat balls + pasta Bread rolls Salad Fruits	-Pork Ribs-sweet sour Sauce Mushed potato Salad bread
Thursday	Mandazi Bread Boiled eggs Fruits	-Rosemary chicken -Lyonese potatoes -Fruits -salad -	--Refried beans -beef curry -Bread -Salad -Ugali
Friday	-Samosas -Beef Veg -Bread -Fruits	-Goat stew -Rice -Ugali + cabbage -Fruits -Salad	-Alfredo Chicken -Bread -salad -Fruits
Saturday	-Bacon -Porridge -Rolex -Fruits	Mixed grill-beef sauce -Fish/chicken +veg salad -Fruit salad	Beans + Veg Rice Bread +salad
Sunday	-Omelet -Fruits -Bread	-Pizza, -Samosa -Salad -Fruits	-Oven Roasted fillet -Assorted veg -Bread Salad (gravy)

SNACKS:

- Tea, Coffee, bread and spreads for the office (sugar and milk - tinned- included)
- Fruits, cereal, cheese, eggs, fruit juice, fresh milk, cold meats, yoghurt, and fresh vegetables to be made available at all times to the common room,