



Action Against Hunger
16th Street, Gardner Avenue
Sinkor, Beachside
Monrovia, Liberia
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REQUEST FOR QUOTATION (RFQ) Catering Service in Monrovia

Ref: FD-MON-01568

Date: April 8, 2024

Dear Sir / Madam:

PART 1: General Information

1.1 Subject

Action Against Hunger invites your business institutions to submit a quotation for **Catering Service**, as detailed in this request for quotation document.

1.2 Procedure for submission:

Quotations shall be submitted on or before **April 29, 2024** in a sealed envelope to **Action Against Hunger Office** on 16th Street, Gardner Avenue, Sinkor, Beachside, Monrovia, Liberia or via email to: tender@lr-actionagainsthunger.org

It shall remain your responsibility of the bidder to ensure that your offer reach the address above on or before the deadline. Quotations submitted after the deadline indicated above, for whatever reason, shall be rejected. If submitting the quotation by email, kindly ensure that they are signed and in the pdf format, and free from any virus or corrupted files.

Note: By submitting your application, you acknowledge Action Against Hunger's ZERO TOLERANCE policy and commit to uphold Action Against Hunger safeguarding standards (*policy will be shared at contracting stage*).

1.2 Content of the application

The applicant must include the following **mandatory documents** in order to qualify:

1. Financial offer
2. Address of vendor registered office
3. Vendor profile
4. Copies of up-to-date Business Registration and Tax clearance
5. Answers to our questionnaire

6. References/contact detail of similar services offered either to other Non-Governmental Organizations, UN, Embassies or major corporations
7. Any other relevant information.

1.3 Late Proposals

Late proposals will not be accepted, and will be returned to the applicant or discarded.

1.4 Period of validity

Suppliers shall be bound by their offers for a period of 1 year (12 months) minimum from the deadline for submission of their offers.

1.5 Currency of offers

Service fees as per annex I must be presented in United States Dollars tax inclusive.

1.6 Language of offers and procedure

The offers, all correspondence and documents related to this request exchanged by the applicant and ACF must be written in English.

1.7 Costs of preparing offers

No costs incurred by the applicant to prepare and submit the offer are reimbursable. Such costs shall be borne by the applicant.

1.8 Selection

The essential Evaluation Annex-A (25%), Technical Evaluation Annex-B (40%), Financial Evaluation Annex-C (35%)

1.9 Selection results notification

Only selected suppliers will be contacted for a final review of their offers.

1.10 General conditions and ethics

ACF reserves the right to refuse an order at any time if the supplier or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral Human Resources practices, such as the use of Child labor or overriding basic social rights and work conditions or the standards defined by the International Labor Organization (ILO), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labor, and the respect of working and hygiene conditions . Furthermore, ACF is committed to limiting its environmental impact to a minimum and expects its suppliers and service providers to adopt a similar policy. ACF reserves the right to use international supplier' screening tools to check the suppliers record concerning their possible involvement in illegal or unethical practices.

If you believe that the action of anyone (or a group of people) working or volunteering for ACF programs is responsible for violating the above rules, you should file a report through the Whistleblower Email Hotline.

In order to enable the treatment, reports should give as precise information as possible; your name and contact are optional but encouraged. All reports are treated confidentially to the extent permissible by law. ACF will use all reasonable efforts to preserve the confidentiality of the whistleblower and to protect whistleblowers against any possible retaliation.

Reports are to be sent as follows abusereport@lr-actionagainsthunger.org or call 6655

PART 2: TECHNICAL DOSSIER (Catering Services)

GENERAL:

The Supplier must provide sufficient information in the quotation to demonstrate compliance with the requirements set out for the catering services and after answering to below questionnaire:

Annex A: - Administrative Evaluation: (Weighting 25%)

The applicant must include the following **Essential Criteria** in order to qualify.

- Address of company's registered office
- Company profile
- Proof of business registration and Tax clearance

Annex B: Technical Evaluation: (Weighting 40%)

Company Name:	
Address:	
Sales Contact Person:	
Phone Number:	
Email:	
Date of submission:	
Offer Validity	

COMPANY PROFILE

1. Date of company registration
2. IS your company part of an international company
3. Do you have other offices in the country? If yes, where?
4. How many employees work for your company in country?
5. Company turnover in the past 3 years in Liberia

CUSTOMER REFERENCES

1. Have you work with Action Against Hunger is the past? If yes, when?
2. Please provide names and contacts of three customers (preferably NGOs) as reference.
3. How long have you been in the catering service business?

TECHNICAL CAPACITY

1. What is your core activity?
2. What other services do you provide?
3. Do you plan to subcontract catering services in case you are awarded the contract with ACF?
4. Do you provide specific trainings to cooks? How many of your cooks have received the trainings? List any of the trainings they have received?
5. Can you cater to any venue in Monrovia and its environs?
6. Do you use locally sourced products? If yes which ones. If you use exported products, which ones? How do you preserve food?
7. Where do you source the ingredients or food products for preparation? How do you preserve food?
8. What determines the cost per bowl?
9. Do you offer a buffet-style package?
10. What is your food waste management policy? Do you serve food in reusable utensils (plates, cutlery, glasses, containers)?
11. Do you have a hygiene and food safety control in place? If yes, how do you ensure proper implementation of the quality control policy?
12. Can you provide water dispenser instead of pastic bottles?

HUMAN RESOURCES

1. Do you have a pool of available standby cooks?
2. What type of contracts to you usually provide to your cooks?
3. How much is the monthly salary of one (1) cook after taxes?
4. What do your serving/catering staff wear?

FINANCIAL CONDITIONS

1. Can you provide a detailed invoice per service in United States Dollars?
2. Do you accept monthly invoicing? Would you prefer payment per service?
3. Which payment methods do you accept? Cheque, bank transfer?
4. Do you have a bank account in United States Dollars

ANNEX C: FINANCIAL EVALUATION (Weighting 35%) - PRICE MATRIX

[TO BE COMPLETED BY THE BIDDER]

Applicant name: _____

Applicant contact number: _____

Applicants e-mail Address: _____

Description	Quantity	Unit type	Price
Tea/coffee break with snacks	1500	Person	
Lunch: Bowl of rice/GB/Fufu & saurce with big bottle of water and can of soft drink	1500	Person	
Breakfast: Plate of sandwich/eddoes/cassava and a cup of tea/coffee with bigbottle of water	1500	Person	
Total amount in words:			

Unit rate shall include withholding taxes and other associated cost (if any). ACF will deduct all applicable taxes before payment imposed by Government, nevertheless service provider provide tax exemption certificate.

Name and signature/stamp of vendor Authorized Person:

Designation:

Date: