



UNV Expression of interest

Provision of catering services for the UN Campus in Bonn, Germany

The United Nations Organizations in Bonn (UNBONN) would like to invite qualified catering companies to submit their Expression of Interest (EOI) to provide catering services for the UN Campus.

Interested companies are invited to apply on the following:

Reference: 67664_EOI Canteen Catering Services

Summary of proposal:

The United Nations Organizations in Bonn (UNBONN), which are represented by United Nations Volunteers (UNV), would like to invite qualified catering companies capable of providing catering services for the UN Campus, which hosts staff of 19 independent UN organizations, to submit their Expression of Interest (EOI) to perform the required services.

Scope of Service

The UN Campus in Bonn consists of locations at Platz der Vereinten Nationen and Martin-Luther-King-str. The Platz der Vereinten Nationen location includes two buildings Langer Eugen (LEU), which has one canteen, and the Altes Abgeordnetenhaus (AAH). There is one further building at the Martin-Luther-King-Str location called Haus Carstanjen (HC) which also has one canteen. In total the UN Campus accommodates 19 organizations and the canteens at LEU and at HC are open to UN staff, security cleared guests, visitors, conference participants and VIP visitors.

The catering service provider shall independently and responsibly provide the requested services at the above mentioned two locations for UNBONN staff members, currently totalling about 950, plus other persons designated by UNBONN agencies.

The caterer shall also provide catering services for UNBONN official functions, such as conferences, meetings, workshops and receptions, held on the UN Campus. Event catering, which may take place during weekends and statutory holidays, shall cover a range of services from hot and cold beverages, cookies, snacks, and so on for small breaks up to buffets and seated meals for VIP guests. In 2013 UNBONN hosted approximately 10,000 participants at such events.

The contractor shall provide the following goods/services:

The canteens in LEU and HC are fully equipped with kitchens and are made available exclusively to the caterer.

The daily choice offered shall be tailored to the requirements of the multi-cultural and international nature of UN staff and guests. Besides, the main focus of the caterer shall concentrate on providing a large variety of fresh and healthy dishes including a daily hot vegetarian choice.

In accordance with the special funding situation of international organisations, the UN agencies cannot provide a meal subsidy to staff or the contractor. The successful contractor must rely on the turnover from the services provided to cover all incurred costs.

Outputs:

The UNBONN is open to innovative suggestions and recommendations on how to make each facility best serve the needs of UNBONN.

The caterer is expected to start on 01 July 2015 and serve the UN for an initial period of up to of five years.

Eligibility criteria

List of attributes	Benchmark
1. Company profile	Brief company history demonstrating the capacity to perform a contract of this nature (maximum 15 pages).
2. Demonstrated experience with similar projects	Successfully accomplished contract, including references.
3. Documented legal status of the company	Proof of company registration
4. Financial status	Audited financial statements and financial analysis
5.,6.International standards including environmental	Proof of certifications

Please be advised that only shortlisted firms will be considered for a bid solicitation.

Submission details

- *What to submit:*

Only companies with the relevant business profile and experience in supplying the above described services will be considered as qualified. Interested companies should submit their EOI, as well as the following documents:

1. Company profile – Submission of a limited amount of relevant and comprehensive information, which demonstrates the Company's capacity to perform the required services, at the specified premises. This shall also include major facts such as the number of staff members, branches, etc.
2. Experience and references – Submission of copies of, or information on, contracts of a similar nature, signed and successfully accomplished within the past three years. Include respective contact names, e-mails and telephone numbers of references.
3. Legal status – Company's legal registration documented by valid license or certificate.
4. Financial status – Provision of audited financial statements from the past three years which contains information on profit and loss, cash flow information and quick and current ratios. Financial statements provided in German, must be supplemented by a completed Financial Analysis template, which has been attached.
5. Provision of certified standards for the food industry according to the Hazard Analysis and Critical Control Points (HACCP), European Regulations on food hygiene (852/2004/EC), the International

Organization for Standardization (ISO) such as ISO 9000 et seq., 14000, 22000, etc.

6. Provision of certified environmental standards (such as iSuN, bio, MSC fish, Fairtrade, Green Global membership, supporting campaigns such as the “DEHOGA energy campaign”).

Please note that the language of the submission has to be English.

- ***How to submit:***

Per regular mail channels or by courier.

- ***When to submit:***

The Expression of interest and supporting documents (also as files on an USB stick) must be delivered by post or courier to

United Nations Volunteers (UNV)
Management Services Division – Administration Unit
Attention: Iris Klesing
Platz der Vereinten Nationen 1
53113 Bonn

no later than COB (Bonn time) **29/01/2015**.

- ***Other relevant details as applicable***

Interested Companies must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc...). Companies may express interest jointly to enhance their qualifications.

Companies will be selected in accordance with the procedure set out in the UNDP Procurement Guidelines which are to be found here:

<http://www.un.org/Depts/ptd/about-us/procurement-manual> and UNDP Financial Rules and Regulations.

Only qualified companies will be invited to participate in the possible subsequent tender exercise.

The EOI and accompanying documents must be received in a sealed envelope no later than COB (Bonn time) **29/01/2015** clearly labeled “67664 EOI Catering Services”.

Documents sent by e-mail or facsimile will not be accepted. EOI received after the above deadline will not be considered.

EOI from suppliers failing to provide the requested information will be disregarded. Invitations to bid and any subsequent purchase order will be issued in accordance with the rules and procedures of UNDP (General conditions for professional services) which are available at www.unv.org/fileadmin/docdb/unv/pdf/UNDP_conditions_prof_services.pdf

This EOI does not entail any commitment on the part of UNV, either financial or otherwise. UNV reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Thanking you in advance for your interest.