

**Request for Proposal from Prospective Bidders for
Cafeteria Space at Asian University for Women**

RFP Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	AUW/22-24_Caf
Date of issue of the RFP	1 st January, 2022
Date and Closing Time for RFP submission	4 th January, 2022 (4:00 pm) (GMT +6)
Quotation submission mail address	tender_25@auw.edu.bd
Period of the Proposal	8 th January, 2022 to 8 th January, 2024 (Subject to Renewal)
Address for Communication	Asian University for Women 20/A M. M. Ali Road Chattogram 4000, Bangladesh Tel: +880-31-285-4980 Fax: +880-31-285-4988

Bidders are invited to submit their proposal in accordance with the enclosed Request for Proposal (RFP) terms.

AUW reserves the right to reject any or all offers without assigning any reason.

Complete confidentiality should be maintained. Information provided here should be used for its intended scope and purpose. Retention of this RFP signifies your agreement to treat the information as confidential.

All communication with regard to this request for proposal needs to be directed to AUW directly while in copy of all these communications at the email addresses mentioned in the RFP mail.

For any further queries can contact in below mail: Primary point of contact for RFP process and technical queries Mohammed Ishrat Bin Mahbub; Head of Procurement; Email: mohammed.mahbub@auw.edu.bd; Contact Number: +8801926673027; Whatsapp: +8801671470348 and Looping Address for queries Manoj Prasad Ghantasala; Chief Financial Officer manoj.ghantasala@auw.edu.bd;

Proposal should be submitted only in the email: tender_25@auw.edu.bd

No other AUW email should be in TO/CC/BCC. Any proposal violate this instruction may face the cancellation of their proposal.

Objective

Asian University for Women (AUW) seeks to graduate women who will be skilled and innovative professionals, service-oriented leaders in the businesses and communities in which they will work and live, and promoters of intercultural understanding and sustainable human and economic development in Asia and throughout the world.

Requirements

- *Request for Proposal For Cafeteria Space at Asian University for Women (Cinematela)*

-Information from AUW for the prospective Bidders:

- Place- Asian University for Women, 20/A, M.M Ali Road, Chittagong.
- Space Rent – BDT 10,000 (Subject to negotiation)
- Space rent – At actual.

PROPOSAL REQUIREMENTS:

- a) Trade license
- b) TIN/BIN
- c) Company formation (Time, Place, Current Place)
- d) Company details with client list.
- e) Company Bank account availability (Solvency certificate will be a plus)
- f) Labor and Training Practices
- g) Sanitation and Safety Practices
- h) Professional Experience
- i) Provide Menu Themes and Selections: Provide sample Concept Menu with pricing (include food and beverage merchandising techniques).
 - ✓ Breakfast Items (No of items with pricing)
 - ✓ Lunch Items (10 – 15 item)
 - ✓ Snacks
- j) Provide sample special occasion menu with pricing.
- k) Floor Plan



**ASIAN UNIVERSITY
FOR WOMEN**

- l) Number of employees in the cafeteria (including Gender ratio)
- m) Cleaning and Maintenance Schedule
- n) Safety Check List
- o) Provide Operating Plan: Include sufficient detail to clearly describe how you will operate breakfast, lunch and snack service.

The proposal must answer the below questions:

- How do you ensure quality products are prepared/served?
- How do you effectively and consistently get the café staff to follow cleaning practices?
- What do you do to provide safety and preventive accident procedures for your customers and employees?
- A customer informs you they got sick from an item purchased from your facility. How do you respond?

Please note that this offer is subject to the following terms and conditions:

1. Any rate you offer subject to 2 years period of the contract. Upon satisfaction the contract may get renewed.
2. AUW reserves the right to award the contract to one or more bidders. Accordingly, the final quantities required will be divided among successful bidders. The quantities so divided will be at the sole discretion of AUW.
3. AUW reserves the right to cancel the bidding before or after the receipt of bids or also after the opening of bids and call for fresh bids. AUW also has the right to reject any bid without assigning any reason.
4. Bids incomplete in any respect will not be considered.
5. Please mention your payment terms in the bid.
6. Any query for clarification on the bid can be had from the undersigned latest by 4th January, 2021 4:00 pm. Please note that any inquiry received from any bidder will be sent to all bidders without disclosing the source of the inquiry.