

INVITATION TO TENDER

FOR

RESTAURANT AT ALLIANCE FRANCAISE

Return Date of ITT: 15 August 2017

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SECTION 1 Covering Letter

4/07/2017

Dear Sir/Madam

Invitation to Tender Ref: Alliance Francaise d' Accra – ITT/AFA/2017

Scope of Service: Take over Restaurant at Alliance Francaise d' Accra

Alliance Francaise d' Accra is pleased to invite you to tender for the restaurant at Alliance Francaise d' Accra. The Invitation to Tender will open at 9:00 am July 04, 2017. Once open, you will have access to the tender documents.

The tender documents comprise this ITT letter, the Terms of Reference (TOR), and rules of tendering.

This ITT sets out the information which is required in order to assess the suitability of applicants in terms of their experience, pricing, service levels to meet the requirements of Alliance Francaise for Restaurant at Alliance Francaise

The successful applicant will be required to deliver services in accordance with all attached documents.

The contract will be subject to Alliance Francaise d' Accra requirements.

Any enquiries concerning this document or the tendering process should be sent via email to assist-sg@afaccra.org by no later than 15 August 2017.

Alliance Francaise d' Accra may either waive or insist on strict compliance with any requirement set out within this ITT.

Alliance Francaise d' Accra reserves the right not to contract with any applicant.

**Alliance Francaise Accra: Liberation Link (behind Opeibea House), Airport Residential Area, P.O.Box CT 4904
Accra- Ghana.Tel (+233) 0501287811/0501287812/0501287814, info@afaccra.org www.afaccra.org**

SECTION 2 TERMS OF REFERENCE (TOR)

1. Objectives:

- Offer quality French, bar and Brasserie-style, catering services
- Offer a gastronomic menu as well as French Fast-Food services
- Offer French and Fresh Bakery services

Start of activities: January 2018

2. Analysis of needs

Required catering services:

- Breakfast: from 8am to 11am
- Lunch: from 11am to 3pm
- Dinner: from 5pm to 10pm
- Brunch: on weekends from 10am to 2pm

Targeted clientele

- Students: 800 different people per week
 - Morning: 300 people
 - Afternoon: 200 people
 - Evening: 300 people
- Employees of AFA: 90 people
- Members of AFA: 100 people
- Guests at cultural events: from 50 to 600 people
- Airport Residential area employees (afternoon)
- Expatriates living in Accra (evening and weekend)

Menus:

- Breakfast: Fresh pastry and coffee
- Lunch: 1 today's special, quick snacking, à la carte
- Diner: À la carte

A preferential tariff / discount on some products for AFA employees and students should be established with the operator

Service points:

- La Paillote: main dining area
- Terrace in front of La Paillote:

The operator is not allowed to use the shadowed space, the lawn and the terrace of the exhibition hall but they can be rented on an exceptional basis

Arrangement and facilities of the service points and the kitchen:

- It is the operator's responsibility to provide equipment for food processing, preservation and services.
- The operator is required to provide the furniture, the sound system and the lighting; AFA will have to approve the plans, models and materials used.

Hygiene:

- The operator must abide with most rigorous hygiene rules
- Employees of the operator must comply with the hygiene rules when providing catering services.
- Certificates from health authorities must be presented together with the contract.

3. Material and human resources:**Premises and equipment:**

- AFA shall make available to the operator, La Paillote and its kitchen, the space in front of La Paillote and its terrace.
- Any modification of the premises and AFA equipment must be approved by AFA and must be at the cost of the operator.
- A washroom will be made available to the clients of the restaurant. The washroom at the exhibition hall can be used for the meantime.
- The operator is in charge of providing necessary facilities such as refrigerator, stoves, trays, cutlery, plates and other facilities and utensils needed for the effective running of the restaurant..
- The operator can display the restaurant's banner at the entrance of AFA. The banner must be approved by AFA.

Staff

- The operator must prioritize the recruitment of persons who are capable of expressing themselves in French.

- The operator must provide a sufficient number of employees to ensure a courteous and efficient service.

Service and insurance:

- The AFA's site is under the watch of a security company 365 days per year.
- The operator's goods must be watched by the operator.
- The operator must provide business insurance.

4. Activities, costs and contract:

Activities:

- Any other activity such as catering must be approved by AFA. Under no circumstance should it affect other services of AFA.

Costs:

- A minimum rental fee of 3000 \$ or its equivalent in Ghanaian Cedis will be charged monthly.
- The fee will be reviewed every year in accordance with the inflation rate of the Ghanaian Cedi.
- The electricity, water and waste removal bills must be paid by the operator.

Lease term:

- The initial lease will be for 3 years starting from 1st January 2018

Certificates

- Business operating permit
- Approval from the Ghana Standard Authority

SECTION 3 : Terms of submission of Tenders

3.1 Closing Date & Submission

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is 16:00 hours (4pm) on 15th August 2017. Late submissions will not be accepted.

Submissions will only be accepted if they are returned in sealed envelopes to Alliance Française d' Accra.

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.3.2 Confidentiality and Disclaimer

This ITT is not an offer capable of acceptance, but represents a definition of specific service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by Alliance Française d' Accra commits Alliance Française d' Accra to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. Alliance Française d' Accra is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in Alliance Française d' Accra procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of Alliance Française d' Accra in connection with this ITT. The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with Alliance Française d' Accra during the bidding process should only be with assist-sg@afaccra.org as Alliance Française d' Accra tender contact. Respondents shall not offer or give any consideration of any kind to any employee or representative of Alliance Française d' Accra as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with Alliance Française d' Accra.

3.3 Response/Return of Invitation to Tender

Please provide a response to this ITT by providing a proposal including a menu proposal, a food and drugs board certificate, a business operating permit and any additional or supporting information, which you consider appropriate.

Tenderers are advised that it is **compulsory** to return the requested documents. Failure to do so will mean that your tender is not considered.

3.4 Questions

If you have any specific questions concerning this document or the process for submission of your proposal, then please email to assist-sg@afaccra.org . Only questions submitted to this email address will be answered. It would be most helpful if queries could be submitted in one email rather than piecemeal within the deadline stated in section 1 of this document.

All responses to received and any communication from tenderers will be treated in strict confidence.

3.5 Material Misrepresentation

Alliance Française d' Accra shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation To Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

3.6 Collusive Bidding

Collusive bidding is unacceptable by Alliance Française d' Accra. Any tenderer that is caught by Alliance Française d' Accra to be circumventing rules or the law during this tender process, will automatically be disqualified from the tender process.

This applies to any bidder who:

- a). Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b). Communicates to any person other than Alliance Française d' Accra the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance) or,

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c). Enters into any agreement or arrangement with any other person* that he shall refrain from bidding or as to the amount of any bid to be submitted, or

d). Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to Alliance Française d' Accra and without prejudice to any criminal liability which such conduct by a bidder may attract).

- NB Sub-contracting is not permissible.

Bribery

Bribery means any offence under the Bribery Act or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe

Conditions of Contract

Alliance Française d' Accra's TOR shall form the basis of the main terms and conditions of the contract. The successful bidder must thoroughly read, agree and comply with the TOR.