



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



REQUEST FOR PROPOSALS - CAFETERIA OPERATION

The **SVGCC** invites proposals from suppliers for the **Engagement of a Qualified and Experienced Vendor to Supply, Manage and Maintain Cafeteria Services and Operations** at its **Villa Campus**.

Overview

The Saint Vincent and the Grenadines Community College (SVGCC) invites proposals from experienced vendors to supply, manage, and maintain cafeteria services and operations. The selected vendor will be responsible for providing breakfast, lunch meals, and snacks throughout the day. Additionally, the vendor will manage the cafeteria's basic equipment and handle utility bills.

Key Information

- Submission Date: Proposals must be submitted by 12 October 2023.
- Submission Address: Submit proposals via email to the Bursar at kenrick.chambers@svgcc.vc with a copy to the Director's Office at directorsoffice@svgcc.vc
- Contract Period: The contract will be awarded for the balance of the 2023-2024 academic year.
- Operation Hours: The cafeteria will operate at least from 7:30 a.m. to 4:30 p.m.
- Vendor commitments:
 - Initial deposit - XCD \$1,500.00
 - Monthly rent - XCD \$1,500.00
 - The full cost of the Cafeteria's Electricity bill

Application Requirements

Interested vendors should provide a comprehensive proposal that includes the following:

1. Name of Business and Owner(s):
 - Clearly state the legal name of your business and provide information about the owner(s).
2. Business History and Specialization:
 - Describe your business's background, including years of operation, relevant experience in cafeteria management, and any unique features that set you apart.
3. Professional Referees:



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



- Provide the names of at least two professional referees who can vouch for your expertise and reliability in food service management. These referees must have been acquainted with your services for at least the last three years.
- 4. Proposed Menu and Maximum Price List:
 - Outline your proposed menu offerings, including breakfast, lunch, and snack options.
 - Specify maximum prices for each menu item.

Attachments Required

In addition to the proposal document, please attach the following:

1. Relevant Certificates:
 - Attach copies of any relevant certificates related to food safety, hygiene, or business operations.
2. Food Handler's Certificate:
 - Provide evidence of compliance with food handling regulations.
3. Any other relevant documentation

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience in the provision of food services (including number of years, ability to cater for groups of over 100)
- Menu variety and quality
- Pricing competitiveness
- References from professional referees

The SVGCC reserves the right to accept or reject any proposal received based on its best interests. Submitting a proposal does not guarantee a contract award.

For inquiries or clarifications, please contact the Bursar at 784-4574503.
