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RÉPUBLIQUE FRANÇAISE

AMBASSADE DE FRANCE AU SOUDAN

CALL FOR TENDERS

CAFETERIA « LE BISTROT » INSTITUT FRANÇAIS DU
SOUDAN

SPECIFICATIONS

Awarding authority

French Ministry of Europe and Foreign Affairs,
On behalf of Madam the Ambassador of France to Sudan

Representative of the Awarding Authority

Madam the Ambassador of France to Sudan

Subject of consultation

Establishment of the cafeteria LE BISTROT within the Regional French Institute of Sudan, in
Khartoum

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1. Background

1.1 Introduction

Under the authority of its Director, the Regional French Institute of Sudan (RFIS) is the main cultural cooperation operator of the French Embassy in Sudan.

The RFIS promotes and supports institutional cooperation activities between France and Sudan in the areas of culture, language and academic exchanges.

Located in Ali Dinar Street in Khartoum North, the French Institute is a place of meetings and exchanges, encouraging the promotion and learning of the French language through a wide range of services such as a media library, cinema sessions, concerts, theater plays, an exhibition gallery and language course service.

The institute also offers a space dedicated to Campus France in order to advise and assist students wishing to study in France.

The RFIS offers a rich cultural program of more than 90 events per year in various fields such as audiovisual, performing arts, visual arts and literature, thus strengthening the French artistic presence in Sudan while building links with local cultural actors.

The French Institute welcomes more than 20,000 visitors per year for various cultural events and about 2,500 students for its language courses. Its staff includes 30 national and international agents.

1.2 Subject of consultation

The purpose of this consultation is to appoint the provider of the catering service (Le Bistrot cafeteria) located within the establishment.

The selected service provider commits to deliver a quality catering service to a diversified public (the French Institute's staff, students, artists and visitors), while meeting the standards of hygiene and food quality and safety, within the price range that will have been validated beforehand with the RFIS management.

1.3 Tenancy agreement

At completion of this call for tenders and after analysis of the tenders by the Management of the French Institute and the French Embassy in Sudan, the best bid will be submitted for approval to the commission responsible for issuing an opinion on the real estate operations of the French State abroad (CIME).

The commission's mission is defined by article D 1221-3 of the general code of public property, according to which it is responsible for issuing an opinion on the following projects:

- acquisitions, transfers, exchanges and leases of real estate by the State abroad;
- assignment of real estate located in foreign countries and owned or held by the State;
- leases and disposals of real estate located abroad.

None of these operations may be carried out without prior consultation with the commission.

Following the approval of the CIME, a tenancy agreement will be signed between the two parties, marking the beginning of the partnership.

The agreement will be signed for a period of 1-year renewable.

The financial conditions are as follows:

- a monthly rent of 300 EUROS (reviewed annually)
- a contribution to the running costs in the amount of 300 EUROS per month (reviewed annually).

2. The offer

The applicant must provide a proposal for the organization of the catering service (investment, human resources, services).

To this end, the applicant must provide a pricing proposal based on the financial conditions set out in 1.3.

Documents to be provided with the application:

- Capital, turnover (2020-2021-2022) via a certified balance sheet, technical and human resources of the company;
- Description of the candidate, staff and existing sales points in Khartoum;
- Description of the means of production and processing of the products offered for sale,
- Motivation, skills and references of the candidate on this type of services;
- Interior and exterior installation plan (type of furniture, installations, equipment)
- Proposal for a menu adapted to the customers of the cafeteria "Le Bistrot" with the mention of prices and main ingredients;
- At least 2 price list proposals for event catering services based on:
 - a buffet dinner for 100 people: appetizers, hot meals, non-alcoholic drinks
 - a breakfast for 20 people: hot drinks, fresh and seasonal fruits, soft drinks (fruit juices, mineral water etc...), bread and mini pastries, side dishes (jam, butter, honey, chocolate spread)
 - a lunch for 10 people: starter, main course, dessert, hot drinks and soft drinks.
- The present specifications form duly approved (initials on each page, signatures and stamp of legal representative) or approved with remarks. In case of remarks, these must be clearly explained in the submitted offer.

3. Technical resources analysis

3.1 The premises

The space "Le Bistrot" is located in the premises of the Regional French Institute of Sudan.

The dedicated space includes:

- A preparation room of 10 m2
- A concrete bar
- A part of the inner courtyard of the RFIS in a shaded area and a non-shaded area.

The plan of the Institute is provided in the appendix.

3.2 Arrangement of the premises

The contractor will have to proceed to the installations and to the acquisition of the furniture necessary to the exploitation of its activity in the premises of the RFIS and to ensure the maintenance of the place:

- Kitchen equipment and materials,
- Refrigeration equipment and materials
- Maintenance equipment
- Furniture for the outdoor area

Therefore, he will attach to his offer a precise installation and layout plan of the interior and exterior spaces (type of furniture, installations, equipment) which will be submitted to the RFIS for approval.

3.3 Equipment provided

The RFIS agrees to provide the contractor with:

- A pre-arranged space (bins, water supply, bar, storage area)
- Approximately 10 tables and 40 chairs
- Professional cleaning of the outdoor cafeteria area located in the courtyard on a bi-monthly basis
- Provide the RFIS event schedule to the contractor.

3.4 Production and distribution

The production of food and beverages (hot drinks, fresh fruit juices) must be carried out on site in compliance with the standards of hygiene and safety.

The service provider must ensure an impeccable service (speed, punctuality, friendliness and professionalism of the waiters) and a regular presence of the manager is required.

4. Description of service

4.1 Basic service

The designated contractor is responsible for providing a cafeteria-type catering service. This service will include the supply of meals, appetizers, snacks, sandwiches (hot and cold), hot drinks, soft drinks, pastries, for the use of the RFIS staff, students and visitors.

The sale of alcoholic beverages is not allowed.

4.2 Opening hours

The service offered by the contractor will be effective throughout the day, from Sunday to Thursday from 8:00 am to 8:00 pm and will be continuous until 10:00 pm in case of events organized by the RFIS (show, concert, vernissage, cinema etc...). A calendar of events will be made available to the provider by the RFIS.

The Bistrot will be closed according to the annual calendar of the RFIS.

4.3 Specific or occasional services

In the event of continuous service due to the organization of an event such as a concert, show, vernissage, cinema, etc., the contractor will be required to offer a catering service such as an aperitif or self-service buffet.

The Institute may request this service at least one week before the actual date of the event and will specify the times.

The organization of this type of occasional service must not replace the traditional catering service.

The organization of any activity program in the cafeteria at the initiative of the provider must be approved by the RFIS management.

The contractor commits to avoid any noise or olfactive nuisance, especially during an event.

4.4 Pricing

The rates applied for the catering service must be within an appropriate price range.

Any change in pricing must be discussed and approved in advance by the RFIS management.

A 20% discount will be applied for RFIS staff upon presentation of a nominative card on daytime meals and drinks only.

5. Delivery of goods

The contractor is solely responsible for the sanitary quality and preservation of the food used for the preparation of the meals.

The RFIS reserves the right to check without notice the sanitary condition of the goods in the delivery vehicle, in the Institute's storage areas or in the kitchen.

The delivery of goods for the cafeteria area must be made only through the RFIS entrance.

6. Obligations

6.1 Premises, equipment and facilities

The contractor commits to respect strict hygiene rules regarding the premises, the equipment, the personnel, the food (manufacturing, conservation and storage) and waste.

The contractor is subject to the following operating rules:

- To arrange the premises in order to separate dirty work areas such as the dishwashing area or the waste bins and clean areas such as the work surface or the storage area
- Ensure regular maintenance (cleaning and disinfection at the end of each service day)
- Allow access to the waste room without having to cross the kitchen area. The garbage bin must be closed with a lid and opened with a pedal.
- Preferably dry hands with paper towels to reduce the proliferation of microbes.

6.2 Hygiene and human resource management

The staff of the cafeteria works under the exclusive responsibility of the contractor, who commits to pay all the fiscal and social charges, in the respect of the legislation in force in Sudan.

The staff is subject to the following rules of operation:

- Use the changing rooms (or an area provided for this purpose) to change clothes.
- Use soap and hand drying materials provided in the staff restrooms
- Abstain from placing any personal items on work surfaces
- Abstain from placing food or preparations on the floor
- Apply systemic hand washing (when returning to work, when leaving the washroom, after handling waste, and after handling raw materials).

6.3 Food hygiene

All precautions are taken by the contractor so that the staff cannot be the source of contamination of the food prepared. The contractor undertakes to:

- Ensure the maintenance of the cold chain (conservation between 0 and 3 degrees Celsius)

- Do not refreeze a defrosted food
- Disinfect packaging materials and keep food in airtight containers
- Regularly check the temperature of refrigerators / cold rooms
- Ensure traceability of products sold on site
- Ensure that any water used to clean, cook, heat, cool or steam food is potable
- Make ice that comes into contact with food or beverages from potable water. Apply strict hygiene rules when handling and storing it.

6.4 Waste management:

The contractor agrees to:

- Empty the garbage bins regularly and avoid the accumulation of food waste
- Clean and disinfect the garbage bins
- Equip the garbage bins with lids and pedal opening
- Isolate the waste garbage bins from the rest of the kitchen, mainly from the work surfaces and storage areas.

6.5 Security

The contractor complies with the security requirements of the RFIS. Therefore, the contractor must provide all information requested by the Embassy and the RFIS regarding the staff. Staff are subject to the same security regulations as RFIS staff.

For security reasons, the Embassy and the RFIS Management reserve the right to deny access to the premises to any agent of the provider.

6.6 Customers relationship management

In catering facilities, not only the food, but also the drinks and all products sold have their price displayed in a visible way. Any price displayed is the final price paid by the consumer.

All displays are made exclusively in French, after validation by the communication department of the RFIS.

Payment is made directly by the customer. A note, in the form of a receipt and mentioning the net price paid by the customer, is given to each consumer.

6.7 Insurance

The contractor will be required to take out the necessary insurance policies related to the exercise of his activity. The payment of insurance premiums and the validity of the contracts will be justified at the request of the RFIS.

6.8 Relationship management with the RFIS board of directors

The contractor is required to attend, upon invitation of the RFIS Management, meetings to review activities and to report any necessary information.

The contractor commits to ensuring continuity of service throughout the duration of the contract. Any communication material displayed or distributed by the provider in the building will be subject to the prior agreement of the RFIS.

The contractor commits to respecting the prohibition of political or religious demonstrations on the premises of the Institute.



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RÉPUBLIQUE FRANÇAISE

AMBASSADE DE FRANCE AU SOUDAN

CALL FOR TENDERS

“LE BISTROT” CAFETERIA REGIONAL FRENCH
INSTITUTE OF SUDAN

CONSULTATION RULES

Awarding authority

French Ministry for Europe and Foreign Affairs,
Represented by Madam the Ambassador of France to SUDAN

Person responsible for the contract representing the contracting authority (PRM)

Madam the Ambassador of France to SUDAN

Purpose of the consultation

Establishment of the cafeteria LE BISTROT within the Regional French Institute of Sudan, in Khartoum

Deadline for submission of tenders: **Thursday, May 11, 2023 at 6 p.m.**

In electronic format at the following address:

lebistrot.ifkhartoum@gmail.com

1. Subject of consultation

The purpose of this consultation is to appoint the catering service provider (Le Bistrot cafeteria) located within the Regional French Institute of Sudan, Ali Dinar Street in Khartoum.

The designated service provider commits to deliver a quality catering service offer intended for a varied public (the French Institute's staff, students, artists and various visitors), meeting the standards of hygiene and food quality and safety, within the price range that will have been validated beforehand with the RFIS Management.

2. Conditions

2.1 Procedure

This call for tenders is managed in an open procedure published on the websites of the French Embassy in Sudan and the French Institute in Sudan.

2.2 Validity of offers

Offers submitted remain valid for ninety days starting from the deadline for submission.

3. Documents

3.1 Documents given to candidates

The following documents are provided free of charge in digital format to companies wishing to submit an offer, by downloading from the websites of the French Embassy in Sudan and the Regional French Institute in Sudan:

- Specifications
- The plan of the space to rent
- The rules of the consultation

3.2 Response to the call for tenders

Each candidate must submit a complete offer, in English, including the following documents, all dated and signed by the legal representative of the structure:

- Capital, turnover (2020-2021-2022) via a certified balance sheet, technical and human resources of the company;
- Description of the candidate, staff and existing outlets in Khartoum;
- Description of the means of production and processing of the products offered for sale,
- Motivation, skills and references of the candidate for this type of service;
- Precise exterior installation plan (type of furniture, installations, equipment)
- Proposed menu adapted to the customers of the cafeteria "Le Bistrot" with the mention of prices and main ingredients¹ ;
- At least 2 price schedule proposals for "event catering" services based on:
 - a buffet dinner for 100 people: appetizers, hot dishes, non-alcoholic drinks
 - a breakfast for 20 people: hot drinks, fresh and seasonal fruit, refreshing drinks (fruit juice, mineral water, etc.), breads and mini pastries, side dishes (jam, butter, honey, chocolate spread)
 - a lunch for 10 people: starter, main course, dessert, hot drinks and refreshing drinks.

- Specifications document duly approved (initials on each page, signatures and stamp of the legal representative) or approved with remarks. In the event of remarks, these must be clearly explained in the submitted offer.

Offers must be submitted no later than Thursday May 11, 2023 at 6 p.m., in electronic format to the following address: lebistrot.ifkhartoum@gmail.com

4. Procedure and analysis criteria

The contracting authority will eliminate offers that do not comply with the subject of the contract or with these consultation rules.

The offers of each selected candidate will be analyzed according to the criteria below:

- Experience in the catering sector;
- Financial sustainability of the candidate, assessed in view of the turnover achieved over the years 2020, 2021, 2022;
- Quality of the catering offer and adequacy with the specifications (proposed layout, range of products offered, prices, product quality, etc.).

Following this review, the representative of the contracting authority may enter into negotiations with the candidate(s) having submitted the offer that best meets the criteria defined by the RFIS.

The contracting authority may at any time (on condition that it notifies the candidate) cancel the procedure for reasons of general interest.

5. Further information

For any request for information or any visit to the site, the candidate may send his request by e-mail to the following address: lebistrot.ifkhartoum@gmail.com

ⁱNb: The selected card can only be modified by mutual agreement; the same goes for the pricing practiced.



REMARK

DRAWING TITLE

CLIENT
MR. INSTITUT FRANCAIS

LOCATION
PLOT NO.:-

BLOCK NO.:-

CITY: KHARTOUM

COUNTRY: SUDAN

DESIGN BY:

MOHAMMED MUSA

DRAWING BY:

ALAA KAMAL AWAD

DATE
JAN. 2019

SHEET NO
2

