

Eastern & Southern Africa Office – Wasaa Complex
RfP Reference: IUCN-24-02-P90276

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. REQUIREMENTS

1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your Proposal.

IUCN Contact: tenders.kenya@iucn.org

3. PROCUREMENT TIMETABLE

3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
9 Feb 2024	Publication of the Request for Proposals
14 Feb 2024	Mandatory site visit
16 Feb 2024	Deadline for expressions of interest
20 Feb 2024	Deadline for submission of questions
23 Feb 2024	Planned publication of responses to questions
1 March 2024	Deadline for submission of Proposals to IUCN (“ Submission Deadline ”)
8 March 2024	Clarification of Proposals
12 March 2024	Interviews / site visits / presentations
23 March 2024	Planned date for contract award
1 April 2024	Expected contract start date

3.2. Please email the IUCN contact to express your interest in submitting a Proposal by the deadline stated above. This will help IUCN to keep you updated regarding the procurement.

4. COMPLETING AND SUBMITTING A PROPOSAL

4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2) and 1 physical copy submitted to the tender box located at the reception of the office. The subject heading of the email and envelop shall be [RfP Reference – description of services being offered- Bidder Name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the Proposal, or your own surname if you are bidding as a self-employed consultant. Your Proposal must be submitted as one PDF document. You may submit multiple

emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool. Failure to follow the instructions your proposal will be disqualified.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

	Pre-Qualification Criteria
1	Certificate of Registration/Incorporation
2	Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (KRA)
3	Attach valid Business Permit/License
4	Must submit current compliance certificate from NSSF
5	Must submit current compliance certificate from NHIF
6	Valid licence from relevant authority i.e. Public Health certificates (food handlers certificate issued by public health. Valid for year 2021
7	Letter of Compliance issued by Ministry of Labor and showing Compliance to labor requirements and in particular compliance to minimum wage. Failure to meet this requirement during the contract period will be a ground for cancellation of the contract
8	Must submit 3 letters of recommendation based on contracts that you have serviced in the last two years (January 2022- December 2023).
9	Must submit copies of Certified Audited financial accounts for the last three (3) years i.e. Year 2021, 2022, and 2023. The audited accounts must be provided as per guidelines by the Institute of Certified Public Accountants Kenya (ICPAK)
10	Must complete Form for Declaration– form attached
11	Proof of site visit

4.4. *Technical Proposal*

The Technical Proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN’s discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN’s approval.

IUCN will evaluate Technical Proposals with regards to each of the following criteria and their relative importance:

	Description	Information to provide	Relative weight
1	Number of years that the firm has been providing catering services (Bidders work experience) 0- 3 years (1 mark) 4 – 6 years (2 mark) 7 - 9years (3 mark) 10 years and above (4 mark)	Certificate of Incorporation/Registration	10

2	<p>Avail at least four (4) recommendation letters addressed to IUCN from your current or previous major reputable clients/firms with work of equivalent nature and volume for in the last 3 years. (4 marks).</p> <p>1 letter – 1 mark 2 letters – 2 marks 3 letters – 5 marks 4 letters – 7 marks</p>	<p>Letters should have the following details: - signed, stamped, physical location, postal address, phone numbers, Clients contacts name, Duration of contract</p>	15
4	<p>Caterer’s Kitchen operations procedures, Cleaning, and waste management procedures</p>	<p>Provide detailed breakdown</p>	20
6	<p>Competency of staff Experience of supervising/managing similar scope: Chef - 0-2 years (2 marks) - 2-4 years (4 marks) Waiters - 0-2 years (2 marks) - 2-3 years (4 marks) Relevant courses such as hospitality and management. Certificate level = (3 marks) Diploma or higher = (5 marks)</p>	<p>Attach certified copies of certificates and CVs of the proposed supervisors and managers for the contract. Commendation letters should have the following details: - signed, stamped, physical location, postal address, phone numbers, and Clients contacts name.</p>	20
8	<p>Experience in a multicultural environment like; (Diplomatic missions, Multinationals, Large corporates Embassies and NGO’S) where similar services have been carried out.</p>	<p>Attach evidence and list the names, telephone and email addresses of key contact people in these organizations.</p>	15
Total			100

Interview Score

	Description	Relative weight
1	Detailed presentation	25
2	Proposed value adds	20
3	Clarity responding to questions raised	20
4	Methodology	35
5	Total	100%

4.5. *Financial Proposal*

- 4.5.1. The Financial Proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.
- 4.5.2. *Prices include all costs*
Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your Financial Proposal.
- 4.5.3. *Applicable Goods and Services Taxes*
Proposal rates and prices shall be exclusive of Value Added Tax.
- 4.5.4. *Currency of proposed rates and prices*
All rates and prices submitted by Proposers shall be in KES.
- 4.5.5. *Breakdown of rates and prices*

As per the attached schedules

- 4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be considered in the evaluation.
- 4.7. Your Proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.
- 4.8. *Withdrawals and Changes*
You may freely withdraw or change your Proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

5. EVALUATION OF PROPOSALS

- 5.1. *Completeness*
IUCN will firstly check your Proposal for completeness. Incomplete Proposals will not be considered further.
- 5.2. *Pre-Qualification Criteria*
Only Proposals that meet all of the pre-qualification criteria will be evaluated.
- 5.3. *Technical Evaluation*
 - 5.3.1. *Scoring Method*
Your Proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high.
 - 5.3.2. *Minimum Quality Thresholds*
Proposals that receive a score of '0' for any of the criteria will not be considered further.
 - 5.3.3. *Technical Score*
Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your Proposal's overall technical score.
- 5.4. *Financial Evaluation and Financial Scores*
The financial evaluation will be based upon the full total price you submit. Your Financial Proposal will receive a score calculated by dividing the lowest Financial Proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your Financial Proposal.
Thus, for example, if your Financial Proposal is for a total of CHF 100 and the lowest Financial Proposal is CHF 80, you will receive a financial score of $80/100 = 80\%$
- 5.5. *Total Score*
Your Proposal's total score will be calculated as the weighted sum of your technical score and your financial score. The relative weights will be:
 - Technical: 70%**
 - Financial: 30%**

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$.

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose Proposal achieves the highest total score.

6. EXPLANATION OF PROCUREMENT PROCEDURE

- 6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.
- 6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.
- 6.3. All Proposals must be received by the submission deadline in Section 3.1 above. Late Proposals will not be considered. All Proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate Proposals. The contract will be awarded to the bidder whose Proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 6.4. IUCN will contact the bidder with the highest-scoring Proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of Proposals takes.

7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

- 7.1. To participate in this procurement, you are required to submit a Proposal, which fully complies with the instructions in this RfP and the Attachments.
 - 7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant Proposal.
 - 7.1.2. Any incomplete or incorrectly completed Proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.
 - 7.1.3. IUCN will query any obvious clerical errors in your Proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.
- 7.2. In order to participate in this procurement, you must meet the following conditions:
 - Free of conflicts of interest
 - Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
 - In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes
 - Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
 - Not bankrupt or being wound up
 - Never been guilty of an offence concerning your professional conduct
 - Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.
- 7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2).
- 7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your Proposal which parts of the goods/services are provided by each partner or sub-contractor.
- 7.5. Each bidder shall submit only one Proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a Proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one Proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the Proposals with the bidder's participation to be disqualified.
- 7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:
 - It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.

- Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
- Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. CONFIDENTIALITY AND DATA PROTECTION

- 8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your Proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.
- 8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your Proposal. Where you include personal data of your employees (e.g. CVs) in your Proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your Proposal.

9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

10. CONTRACT

The contract will be based on IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

11. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>

12. ATTACHMENTS

Attachment 1 *Specification of Requirements / Terms of Reference*

Attachment 2 *Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)*

International Union for Conservation of Nature Staff Canteen Services Tender Terms of Reference (ToR)

1. GENERAL

- 1.1. IUCN puts at the disposal of the Caterer, basic kitchen facilities at its offices at Wasaa Conservation Centre, Mukoma Road off Magadi Road and the canteen area for free in the condition they are in at the time of signing an agreement. An updated inventory will be signed by both party as part of the agreement.
- 1.2. IUCN is currently sourcing for a credible catering service provider to offer catering services from its fully equipped Kitchen and cafeteria for IUCN staff. NOTE that the Kitchen is fully equipped by IUCN
- 1.3. IUCN covers the cost of electricity and water to be able to subsidize the cost of the meal for its staff.
- 1.4. Operating in an environment where the kitchen facilities, the canteen area, the electricity, and water are for free, the cost of the meals are considered subsidized, thus, the Caterer offers food and beverage at a reasonable rate.
- 1.5. No minimum guarantee will be furnished to the Caterer towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices to attract the maximum number of IUCN staff to avail canteen services.
- 1.6. The contract will be initially one year with possibility of extension depending on performance up to a period of 3 years.

2. CANTEEN SERVICES REQUIRED: THE CATERER:

- 2.1. Provides a variety of food, snacks, and beverage services to the IUCN staff and visitors. **Please provide Lunch Menu of the week (Monday to Thursday) under Annex 1. (Price ranging from Kes 150 vegetarian options, and Kes 250 for meat options).** Please note that the estimated number of staff that will eat lunch at the canteen on average per day shall range between 15 to 30 though the IUCN cannot guarantee the minimum number of consumptions.
- 2.2. Provides coffee break service during meetings (coffee/milk/Tea and some bites) as per the request. **Please provide your offer under Annex 2**
- 2.3. Avail a bakery shop and offer variety of bakery products. **Please provide your offer under Annex 3**
- 2.4. Manage drinking water dispensers - duly receive water fountain bottles from IUCN contracted supplier and distribute them evenly as per consumption to the various water cooler / dispensers in the office and collect empty bottles to return to the supplier, while ensuring proper care and hygiene is taken in handling the said bottles and dispensers.
- 2.5. Provides catering service during events (farewell, birthday, etc.) as per the request (above provided prices may be used)

3. OBLIGATIONS OF THE CATERER:

- 3.1. The Caterer is required to keep the facilities clean and to maintain high standards of hygiene and to ensure that food and beverage served are fresh and of good quality in order to ensure the health and well-being of persons consuming is in no way put at any risk whatsoever.
- 3.2. The Caterer ensures periodic inspection of the cafeteria from a competent local authority and obtain health certificate.
- 3.3. The Caterer confirms always having and ensuring compliance with all requirements (trade, commercial, health, legal and any other, if relevant) needed to carry out the terms of this service. Please provide such documents.
- 3.4. The Caterer is responsible to ensure the equipment's in the kitchen are used and maintained in good working order. Damage and breakage due to bad manipulation, carelessness will be the responsibility of the caterer.
- 3.5. Utilities, mainly city water and electricity shall be paid for by the IUCN. Cooking gas is at the cost of the caterer. The Caterer ensures the use of utility responsibly and economically.
- 3.6. The Caterer to ensure all staffs are Covid-19 compliant according to the government directive and to provide all documents needed to ascertain this. In case of additional vaccination needed due to environmental situations the same will be done and undertaken by the caterer.
- 3.7. Employ their own skilled and experienced staff to run the catering roles to including service and kitchen production
- 3.8. Ensure current service standards (timeliness, quality, quantity, price and variety) are maintained or improved.

- 3.9. Maintain highest standards of cleanliness for the kitchen and food storage areas and ensure set hygiene standards are observed at all times.
- 3.10. Observe all employment laws while providing personal details of all staff deployed to work at IUCN.
- 3.11. Ensure all staff handling food items have a valid food handler's certificate; and will organize and pay for the bi-annual medical check-up to ensure staffs is free from any infections.
- 3.12. Supply and use high quality food supplies/ingredients. Obtain meat, fish and poultry products from a registered abattoir or licensed supplier.
- 3.13. Maintain adequate stock levels and ensure hygiene and industry storage practice are observed.
- 3.14. Provide a monthly report on volumes served to the IUCN representative
- 3.15. Provide a monthly invoice for services and products provided and payable by IUCN in the required format with supporting documents (order request form and signed bill).
- 3.16. Provide their own point of sale equipment that will be able to capture number of covers served. Ensure payment options available but not limited to cash, debit/credit cards and Mobile phone money transfer/payment (Mpesa)
- 3.17. Provide Staff uniform including appropriate footwear and staff badges that meets IUCN's standards (on consultation with IUCN representative).
- 3.18. Prepare and serve tea/coffee and light snacks to conference participants at different meeting rooms within IUCN compound as per booker's requests. (Monday to Friday, Weekends on request)
- 3.19. Prepare and serve Lunch at the staff cafeteria between the hours of 12.30pm to 2:30pm. (Monday to Thursday)

4. OBLIGATIONS OF IUCN :

- 4.1. To avail the kitchen facilities, provide running water and electricity required for the canteen service.
- 4.2. To provide access in the IUCN compound for the material, goods and staff employed by the caterer during working days.
- 4.3. To inform the Caterer for any irregularities and improvement required. Fitted kitchen with equipment in working order. Furniture for all the food service areas.
- 4.4. Fitted cold storage facility.
- 4.5. Dry goods and beverage stores.
- 4.6. Changing facilities for staff while on duty.

5. SECURITY REQUIREMENTS

- 5.1. The staff of the caterer will need to follow the IUCN security instructions in accessing the office compound and for their movement within the office compound.
- 5.2. The caterer is not authorized to operate its service during the weekend and holidays. Ad-hoc services during weekends and public holidays are subject to prior authorization from the IUCN on case-by-case basis.
- 5.3. The Caterer is not allowed to use the kitchen facilities at the delegation to cater outside functions unless it is approved by the IUCN.

6. PRICE AND PAYMENT TERMS:

- 6.1. Payment shall be made within 30 days from the acceptance of invoice and complete documents for all official events.
- 6.2. IUCN is exempted from VAT. Any invoice for institutional events will be invoiced taking in to account the VAT exemption. This does not apply to individual consumptions.
- 6.3. All payments for official events are made through bank account.
- 6.4. The Caterer will collect the money from its clients (staff members) directly for individual consumptions/orders. (The organization currently pays on behalf of staff on a monthly basis)

7. HUMAN RESOURCES

- 7.1. The Caterer commits to ensure that its staff are paid salaries and wages that conform to the laid down wage guidelines as set by the relevant bodies and must show proof of this upon request.
- 7.2. The Caterers ensures compliance on working hours, holidays, leave of its staff.
- 7.3. Human resources management (including – hiring, firing, leave, holidays, sick offs, social security, medical coverage etc.) of the canteen staff is the sole responsibility of the Caterer. However, IUCN may recommend the Caterer to comply with certain rules and obligations if necessary.
- 7.4. The Caterer ensures that the staff working for the canteen are insured according to the

requirement of the local labor law.

- 7.5. The Caterer ensures that the staff working for the canteen are duly trained and service oriented and wear a uniform while on duty.

8. REQUIRED DOCUMENTS TO BE SUBMITTED

- 8.1. Company Profile, experience, and list of clients
- 8.2. Certificate of business registration
- 8.3. Tax Compliance Certificate (TCC) issued by KRA
- 8.4. Food handlers' health certificate for employees (issued every six months by the city council)
- 8.5. Caterer's Health, Safety and Environmental policy
- 8.6. Caterer's Kitchen operations procedures, Cleaning, and waste management procedures
- 8.7. Caterer's Human resource, Finance, Logistics, and ethics/code of conduct policy
- 8.8. Given the indicative volume mentioned under article 2.1 above, please provide the list of your staff and their responsibilities that you intend to deploy for your service.

9. ANNEXES

The following annexes are part of this tender document, and the bidders are requested to duly complete the annexes:

ANNEX 1: Lunch Menu of the week – Local buffet

ANNEX 2: Menu of Coffee break – Meetings/Events

ANNEX 3: Menu of Bakery shop

10. NEXT STEPS:

Once the Tender documents are received and analyzed, few bidders will be shortlisted, and IUCN will visit the suppliers' kitchens.

Mandatory Site Visit

- Interested candidates MUST visit and examine the Site and obtain all information that may be necessary for preparing the tender and entering a contract.
- The costs of visiting the Site shall be the tenderer's own responsibility.
- On the specified date and time, the tenderer will be granted permission to enter IUCN premises for the purpose of such inspection.
- A representative of IUCN will be available on the specified date and time to meet the intending tenderers at the Site.
- The representative will not be available at any other time for site inspection visits.
- Each tenderer shall fill a site visit attendance register and this shall be used as part of qualification criteria.

Business volume by type of service offered The table below shows different services and meals offered to staff and visitors, and the monthly average number of people served.

Type of service	Average Number of people monthly
Morning & Afternoon tea	690
Daily lunch	300
Breakfast items and light snacks	100
Meetings	20

ANNEX 1: LUNCH MENU OF THE WEEK

DAY	SOUP	MAIN MEAL	VEGETERIAN	SIDEDISH	DESSERT
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

ANNEX 2: MENU COFFEE BREAK – MEETINGS/ EVENTS

ITEMS PROVIDED	5 PARTICIPANTS	10 PARTICIPANTS	15 PARTICIPANTS	20 PARTICIPANTS	20+ PARTICIPANTS
COFFEE					
TEA					
MILK					
COOKIES					
SAMOSA [MEAT]					
SAMOSA [VEGETABLE]					
MINI SANDWICHES					
MINI MANDAZI					
FRESH JUICE					
FRESH FRUIT PLATTER					

ANNEX 3: MENU OF BAKERY SHOP

1.	BOILED SOFT MAIZE	
2.	ARROW ROOTS (NDUMA)	
3.	SWEET POTATOES	
4.	PANCAKES	
5.	PLAIN CHIPS	
6.	SAUSAGES	
7.	CHAPATI	
8.	MANDAZI	
9.	SPANISH OMELLETE	
10.	FRIED EGGS	