

UNIVERSITY OF MAURITIUS

PRC Ref. No.: UoM 21/24 - Running of UoM Main Cafeteria

Report on Pre-Bid Meeting

1. INTRODUCTION

In accordance with **Paragraph 7 – Pre-bid Meeting and Site Visit** of Section I – Bid Instructions to Bidders of the bidding documents, a pre-bid meeting was held on Friday 26 April 2024 at 10:00 hours at the Council and Senate Room, 7th Floor, Tower Block Academic Complex, University of Mauritius, Réduit.

The main highlights of the pre-bid meeting are presented hereafter.

2. OVERVIEW OF THE REQUIRED SERVICES

The Chief of Facilities and Services welcomed everyone and made a brief overview of the main requirements for the running of the UoM Main Cafeteria, namely:

- (i) Both the Student Cafeteria and the Staff Cafeteria should be operated by the successful service provider.
- (ii) The Staff Cafeteria to be transformed into a “restaurant-type” facility for UoM staff and visitors.
- (iii) All necessary kitchen and cooking equipment, storage racks, food cabinets and furniture should be provided by the latter at his/her own cost and as per norms. An indicative list of equipment and furniture that could be put by UoM at the disposal of the Caterer has been provided at Annex II to the bidding documents. An existing counter could also be utilized.
- (iv) All approved prices should be fixed over the 3-year contract period and should be displayed in a conspicuous place. Quoted prices/pricing should be sustainable for at least 6 months. Any increases in prices should first be approved by the UoM Catering Services Supervisory Committee.
- (v) The UoM Main Cafeteria is **exempted** from payment of Value Added Tax (VAT) on the supplies to students.

- (vi) There would be no restrictions for the opening hours, especially as lectures are being held up to 20:00 hours.
- (vii) Gas cylinders would not be allowed for use inside the Cafeteria. The successful bidder should check and reinstate the existing gas reticulation system at his/her own costs.
- (viii) Pest control and insurance would be at his/her own costs.
- (ix) Good customer service and customer care should be offered to staff and students such that customer loyalty would attract customers from UoM, other institutions located in the vicinity and the public at large.

Prospective bidders were also advised that:

- (i) Their Bid Submission Form should be duly filled in and signed.
- (ii) The standard list for a basket of items provided at **Part A of the Schedule of Foodstuff and Prices** would be used for comparison and evaluation of bids.
- (iii) They could propose separate prices at the Staff Cafeteria.
- (iv) They should submit a one-page brief on how food service and delivery (including adequate staffing and a dedicated line for staff) would be organized during peak hours.
- (v) They could consider proposing pre-ordering and delivery services.

3. REQUESTS/SUGGESTIONS FROM STAFF AND STUDENTS UNIONS

(i) Food Items

Prospective bidders were invited to additionally propose the following food items for sale at the Main Cafeteria such that different varieties would be offered every day, such as:

- (a) Buffet type whereby students could choose from available components and each component would be priced separately/individually
- (b) Menu du Jour on a weekly basis that could be emailed to staff and students
- (c) Balanced diet menus
- (d) Pizza
- (e) Veg corner

(ii) Farm Produce

UoM could consider the possibility of producing and supplying fresh vegetables, chicken and other farm produce at a lower price to the service provider based on his/her demand.

4. QUERIES FROM PROSPECTIVE BIDDERS

(i) Initial Investment

One prospective bidder queried whether additional works would be required to be undertaken in order to comply with Health and Safety norms.

Prospective bidders were informed that there were no issues on the building that would entail, for example, the pulling down of structures. They should however have proper storage facilities, food display cabinets and cash registers among others, as required by food and hygiene regulations and other applicable legislations.

Another prospective bidder queried on the initial investment to be made for the operations of the Main Cafeteria.

Prospective bidders were advised that, in addition to the payment of a fixed monthly rental charges of Rs50,000 and of electricity and water charges based on consumption and on prevailing rates, they should consider any investment in equipment, furniture and other facilities for the proper running of the Main Cafeteria.

(ii) Commencement of Operations

One prospective bidder observed that the transformation of the Staff Cafeteria might take some time before its normal operations.

Prospective bidders were advised to mention in their bid proposal their timeframe for such implementation.

There being no further queries, prospective bidders were invited to proceed with a site visit at the Main Cafeteria.

The meeting ended at 11.00 hrs.

This report shall be considered as Addendum No. 1 to the bidding documents.

30 April 2024

UC/CSNM/HG/