

UNIVERSITY OF MAURITIUS

PRC Ref. No.: UoM 25/26 – Running of UoM Main Cafeteria at Ground Floor, Students’ Centre

Report on Pre-Bid Meeting

A. INTRODUCTION

In accordance with **Paragraph 7 of Section I - Instructions to Bidders** of the Bidding Documents, a Pre-Bid Meeting was held on **Friday 17 July 2026 at 10.00 hours** in the Lecture Theatre II, Tower Block Academic Complex, University of Mauritius, Réduit.

The main highlights of the Pre-Bid Meeting are presented hereafter.

B. OVERVIEW OF THE SCOPE OF SERVICES

Prospective bidders were briefed about the scope of the services to be provided at both the Students’ Cafeteria and Staff Cafeteria. In particular, the following were highlighted:

- (i)** Bidders should submit separate Technical and Financial Proposals containing the following information/documents:

Technical Proposal

- (a) Bid Submission Form duly filled in and signed (without schedule of foodstuff and prices, which is to be included in the Financial Proposal).
- (b) Particulars of Bidders as described hereunder:
 - (i) A brief profile of the Bidder, including copy of valid trade and victualler licence, business registration certificate, certificate of incorporation, VAT registration, National Identity Card as applicable;
 - (ii) List of contracts for catering services and other relevant details of experience (duly supported by documentary other evidence and details of contact persons) so as to demonstrate the bidders’ compliance to clause 5 (a) of the bidding document;
 - (iii) A precise list of the equipment and furniture that the Bidder proposes to provide at the Student and/or Staff Cafeteria as per the format attached to the Bid Submission Form;

- (iv) Details of personnel to be employed for the performance of the contract as per the format attached to the Bid Submission Form;
 - (v) Bidders must also submit a sketch layout of their proposed service counters along with a brief report to explain how their service delivery will be organised, especially during peak hours (11.00 hours to 13.30 hours);
 - (vi) Evidence to show commitment towards food safety and hygiene; and
 - (vii) Evidence of tax clearance from the Mauritius Revenue Authority.
- (c) Documentary evidence that the signatory of the Bid Submission Form is duly authorized to sign the form on behalf of the bidder company, if applicable.

Financial Proposal

The financial proposal consisting of the Schedule of Foodstuff and Prices as at Pages 16 to 18 of the Bidding Documents.

- (ii) The Technical Proposal shall be placed in a sealed envelope marked “Technical Proposal”. Similarly, the Financial Proposal shall be placed in another envelope marked “Financial Proposal”. Both sealed envelopes shall be placed in an outer envelope marked “UoM 25/26 – Running of UoM Main Cafeteria”.

(iii) VAT Exemption on Sale to Students

UoM Main Cafeteria is exempted from the payment of Value Added Tax (VAT) on the supply of food items to students. Bidders must therefore take such exemption into account with regard to the prices proposed for the Students’ Cafeteria. Copy of letter dated 23 May 2000 from the Ministry of Finance is attached at Annex 1.

(iv) Licenses

Letters will be issued by UoM to supply any application for any applicable licenses that would be required by the successful Caterer.

(v) Monthly Rental Charges

The monthly rental charges amounting to Rs 75,000/- is fixed and payable on a monthly basis. Electricity and Water Consumption charges, which are based on monthly consumption and applicable rates, are to be paid separately by the Caterer.

(vi) Gas Cylinders

No gas cylinders should be used inside the building. Only industrial gas should be used for cooking purposes. Use of domestic gas is not allowed.

(vii) Gas Reticulation System

The successful Caterer will have to provide for the reinstatement of the existing Gas Reticulation System at his/her own cost. No gas cylinders will be allowed inside the kitchen or Cafeteria.

(viii) Evaluation Criteria

Prospective bidders were informed that:

- (i) Only the financial proposal of bidders who would have passed the technical evaluation will be opened.
- (ii) Bids received would be evaluated as per the following evaluation criteria:

EVALUATION CRITERION		Marks
1.	Experience in the provision of catering services to organizations comparable to the University	10
2.	Proposed number of personnel	20
3.	Proposed equipment & furniture	20
4.	Proposed Menu & Prices:	50
	4.1 For Students Cafeteria (40%)	
	4.2 For Staff Cafeteria(10%)	
TOTAL		100

The technical appraisal would be carried out based on the evaluation criteria as listed at 1 to 3 above. The Caterer should score a minimum of 35 marks (i.e. 70%) to qualify for the Financial Evaluation.

Prospective bidders are kindly requested to submit their Technical Proposal and Financial Proposal in two separate envelopes in a single sealed envelope as explained in Section (i) above.

Thereafter, prospective bidders were invited to seek clarifications.

C. QUERIES FROM PROSPECTIVE BIDDERS

(i) Start of Operation at the Main Cafeteria

One prospective bidder queried on the time frame that would be available to enable them to start operation at the Main Cafeteria.

Flexibility will be allowed to enable a soft start and a period of some 2 weeks for the recruitment of staff and deployment of equipment by the caterer. These arrangements can be discussed and agreed between the two parties.

(ii) Layout for Furniture and Equipment

Prospective bidders were informed that an indicative list of equipment and furniture was provided in the Bidding Documents. Prospective bidders to inspect these furniture and equipment in order to ascertain their working conditions before bid submission.

Prospective bidders were informed that they should provide at their own cost all necessary equipment and furniture that would be needed for the proper running of the UoM Main Cafeteria.

(iii) Layout Plan

A set layout plan should also be provided in the bid proposal.

(iv) University Catering Supervisory Services Committee

All communication should be submitted through the above Committee.

The successful Caterer to submit a request for any increase in approved prices for approval by the above Committee.

(v) Pest Control

Caterer to submit a copy of the Intervention Reports from their Service Provider. Pest Control services is to be provided at the caterer's own cost.

(vi) Peak Hours

Caterer to ensure a rapid service during peak hours, normally from 11.00 hours to 13.00 hours.

(vii) Catering Services for Events, Conferences, etc.

UoM normally resorts to the Main Cafeteria for catering services for Graduation Ceremonies and ad hoc conferences / events.

There are 2-3 Graduation Ceremonies every year and some 150-200 graduands per sessions.

(viii) Evaluation of Bids

Bidders may be requested to make a presentation and/or attend an interview during the evaluation exercise.

(ix) Personnel

Bidders to submit a list of personnel that would be employed for the running of the Main cafeteria, including the name and CV of a Full-Time Supervisor.

(x) Kebab Corner

Prospective bidders were informed that the temporary Kebab Corner in front of UoM Main Cafeteria had been terminated.

(xi) Performance Security

The successful Caterer shall upon acceptance of its offer submit a Performance Security for an amount of 10 % of the contract price.

D. SITE VISIT

To arrange for a site visit, please liaise with Mr H Goolap, Officer-In-Charge, Infrastructure and Services Division on Mobile No.: 52531505 or email goolaph@uom.ac.mu.

The meeting was closed at 11.15 hours.

This report shall be considered as Addendum No.1 to the Bidding Documents.

03 August 2026

JC/CSNM/HG

MINISTRY OF FINANCE

PORT LOUIS — MAURITIUS

In reply please quote **CF/RA/FIS/36/R**

Date **23 May 2000** 19.....

Mrs S. D. Goordyal
Registrar
University of Mauritius
Reduit

Madam,

VAT and Selling Prices at the University Cafeteria

Further to the discussions we had at this Ministry in the course of which it was explained that the general rule is that where catering is provided by an educational institution and the provision of education is itself exempt from VAT, the catering supplied to the students is likewise exempt as being incidental to the provision of education.

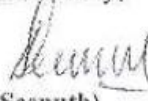
2. Taking into account that -

- (a) education services are exempt from VAT;
- (b) the University is not in a position to operate the Cafeteria;
- (c) the contract for the running of the Cafeteria is awarded after a tendering exercise, the contract for a period of 3 years with effect from 1 October 1998 having been awarded to Mr Niren Hazareesingh;
- (d) there is a Cafeteria Supervisory Committee which is the price regulatory body whose approval is required for any increase in the selling price to students; and
- (e) rental, electricity, water and other charges amounting to a total of approximately Rs 31,400 per month being paid by the caterer to the University is taken into account for the purposes of determining the quantum of Government grant to the University,

it has been decided that VAT should not be charged on the supplies made by the caterer to the students and that the selling price to the students should not be increased on account of VAT.

3. It is recommended that in future invitations to tender, a clause be included to the effect that VAT should not be charged on the supplies made by the caterer to the students and that the selling price to the students should not be increased on account of VAT.

Yours faithfully,



(N. Seenuth)
for Financial Secretary