

December 30, 2021

To All Prospective Offerors:

Enclosed is an Invitation to Tender for a licensing agreement for Operation of Cafeteria Services at the U.S. Embassy Belmopan. Enclosure 1 consists of the proposed Licensing Agreement, which would be executed between the U.S. Embassy and the selected operator. That Agreement consists of the main document, plus three exhibits:

Exhibit A - Performance Required Under the Licensing Agreement  
Exhibit B - Licensor-Furnished Property  
Exhibit C - Holiday Schedule

Enclosure 2 contains instructions for tender preparation as well as the methodology to be used by the U.S. Embassy in evaluation of tenders and for award of the Licensing Agreement.

Tender Submission and Due Date

All tenders must be submitted via email to the following email address:

[Belmopanprocurement@state.gov](mailto:Belmopanprocurement@state.gov)

and optionally on paper to the following address:

ATTN: Kevin Nelson  
PO Box 497  
4 Floral Road Park, Belmopan

ALL TENDERS MUST BE RECEIVED BY THE U.S. EMBASSY NOT LATER THAN February 4, 2022. TENDERS RECEIVED AFTER THIS DATE AND TIME WILL BE REJECTED WITHOUT FURTHER CONSIDERATION.

Points of Contact

Direct all questions regarding this Invitation for Tenders to the following individual:

[Belmopanprocurement@state.gov](mailto:Belmopanprocurement@state.gov)

There will be a site visit and a conference that will allow interested parties the opportunity to pose any questions they may have concerning the Invitation for Tenders and to view the site where the services are to be provided. This visit and conference will be held on **January 11, 2022 at 10:00 a.m.** Please notify the above individual if anyone from your firm wishes to attend. Questions regarding this Invitation for Tender should be submitted in writing at least two days before the scheduled date of the conference and site visit.

Thank you for your interest in this action.

Sincerely,

Kevin Nelson  
Licensing Officer

ENCLOSURE 1

**LICENSING AGREEMENT**

**I. GENERAL**

A. Purpose. The purpose of this Agreement is to provide a license to the Licensee to operate a cafeteria on the premises of the Licensor. For the purposes of this agreement, the U.S. Embassy Belmopan is the Licensor and the prospective offeror is the Licensee. The term “parties” means the Licensor and Licensee. No United States Government funds are obligated under this agreement.

B. Description of Cafeteria Operation. The Licensee shall establish and operate the food service facilities for the purpose of dispensing food, nonalcoholic beverages and such other items as may be authorized by the Licensor under this Agreement. See Exhibit A for specifics on the operation of the food service facilities.

**II. PERIOD OF AGREEMENT**

A. Initial Period of Agreement. This Agreement is effective thirty (30) calendar days after the date of signature by the Licensing Officer and shall end one (1) year later.

B. Subsequent Periods. This Agreement may be extended at the mutual agreement of the parties. Any extension will be formalized by an amendment to the Licensing Agreement, signed by both parties.

**III. SPECIFICS OF CAFETERIA OPERATIONS**

Cafeteria operations, including details of each party’s responsibilities, are set forth in Exhibit A to this Agreement.

**IV. LICENSOR PERSONNEL**

A. Licensing Officer. The Licensing Officer has the overall responsibility for the administration of this Agreement. Only the Licensing Officer is authorized to take actions on behalf of the Licensor to amend, modify or deviate from the Agreement terms and conditions. The Licensing Officer may delegate certain responsibilities to authorized representatives.

B. Technical Representative. The Licensing Officer may designate a Licensor’s Technical Representative to assist in the administration of certain responsibilities. The Technical Representative shall act as the Licensor’s principal point of contact for day-to-day operations and ensure compliance with License Agreement. If no Licensor’s Technical Representative is appointed, the responsibilities shall remain with the Licensing Officer.

C. Inspectors. Inspectors may work for the Licensing Officer or the Technical Representative, if one is appointed. Inspectors are authorized to perform day-to-day inspections and monitoring of the Licensee's work. The Medical Provider (MP), Regional Medical Officer (RMO) or Regional Medical Laboratory Scientist (RMLS) will provide health inspection of the facilities. The Facilities Manager (FM) will supervise the maintenance responsibilities of the Licensor in the cafeteria area and will provide fire/life/safety inspections on a routine basis. The General Services Officer (GSO) will provide inventory control of Licensor-furnished property. The Inspector(s) may inspect and monitor the services provided by the Licensee.

D. Authority to Amend the Agreement. In no instance shall the Technical Representative or Inspectors be authorized to amend the Agreement. Only the Licensing Officer may amend the Agreement.

## V. INSPECTION

A. Responsibilities of the Licensee. The Licensee shall develop and maintain an inspection system intended to ensure quality of service and standards of sanitation and cleanliness. This system shall include written records of inspections made. These records shall be made available to the Licensor upon request.

B. Rights of the Licensor.

(1) The Licensor has the right to inspect the cafeteria premises as well as the actual services provided. This inspection may be made at any time, without prior notice. These inspections may include, but are not limited to, a comprehensive review of the following:

1. Service quality, attentiveness, courtesy, and similar factors
2. Food quality, presentation, merchandising
3. Sanitary practices and conditions
4. Personnel appearance
5. Training program techniques, schedules and records
6. Menu compliance, as indicated in the minimum acceptable menu profile

(2) Premises of the Licensee may be inspected, at no charge to the Licensor. The Licensee shall provide all reasonable facilities and assistance for the safe and convenient performance of these duties.

(3) The embassy's Medical Provider (MP) shall perform periodic inspections to assure compliance with Agreement requirements and industry standards.

## VI. TERMINATION

Termination of the contract may be made for cause, such as failure of the Licensee to comply with the terms and conditions of this Agreement, or (2) convenience of the Licensor. Licensor shall give 30 days of advance notice for termination without. Upon

termination, Licensee shall remove all property from the premises. Licensor shall not be responsible for any loss or damage incurred by the Licensee as the result of termination, including but not limited to losses due to spoilage of inventory, employee claims, personal property losses, and lost profits.

## **VII. TERMS OF AGREEMENT**

Rent, Utilities and Licensor-Furnished Property. The Licensee shall not be liable for payment of any rent or for reimbursement to the embassy for utilities or use of embassy furnished property as a result of services provided under this Agreement. See Section VIII below for potential liability on the part of the Licensee due to damage to property.

## **VIII. SPECIAL LICENSING AGREEMENT PROVISIONS**

A. Security Access to Property. The Licensor reserves the right to deny access to Embassy-owned and operated facilities to any individual. Employees will be subject to undergoing a background investigation conducted by the Regional Security Office where employees may be asked to provide personal data to include but not limited to: interview(s), previous employment, education, family members/close contacts and criminal history. The Licensee will provide names and biographic data on all personnel (including planned back-up personnel) who will be used on this Agreement at least ten (14) days before they begin work. Exceptions to this will be approved by the Regional Security Officer.

B. Standards of Conduct. The Licensee shall be responsible for maintaining satisfactory standards of employee attitude, competency, conduct, cleanliness, appearance and integrity. The licensee shall be responsible for taking disciplinary action with respect to employees as may be necessary. Each Licensee employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer and the Embassy. Licensee employees must use politeness and courtesy when dealing with Embassy personnel. The Licensor reserves the right to direct the Licensee to remove an employee for failure to comply with the standards of conduct.

C. Personal Injury, Property Loss or Damage Insurance.

(1) The Licensee, at its own expense, shall provide employee medical and employment expenses, as required by law. Additionally, the Licensee will obtain insurance as needed to cover all Licensee-owned and operated equipment behind the service counter.

D. Indemnification. The Licensor shall not be responsible for personal injuries or for damages to any property of the Licensee, its officers, agents, and employees, or any other person, arising from any incident of the Licensee's performance of this Agreement. The Licensee expressly agrees to indemnify and to save the Licensor, its officers, agents, servants, and employees harmless from and against any claim, loss, damages, injury, and liability, however caused, resulting from or arising out of the Licensee's fault or

negligence in connection with the performance of work under this Agreement. Further, any negligence or alleged negligence of the Licensor, its officers, agents, servants, or employees, shall not bar a claim for indemnification unless the act or omission of the Licensor, its officers, agents, servants, or employees is the sole competent and producing cause of such claim, loss, damages, injury, or liability.

E. Protection of U.S. Embassy Buildings, Equipment, and Grounds. The Licensee shall use reasonable care to avoid damage to U.S. Embassy buildings, equipment and grounds. If the Licensee's failure to take adequate care results in damage to any of this property, the Licensee shall repair the damage at no expense to the Licensor, as directed by the Licensing Officer.

F. Licensor-Furnished Property.

(1) The Licensor shall provide the property described in Exhibit B to this Agreement. Delivery of this property is completed when it is made available in the space designated for the Licensee's use in his operation of the cafeteria. The Licensee shall acknowledge in writing to the Licensing Officer receipt of the Licensor-owned equipment listed in Exhibit B.

(2) Title to all Licensor-Furnished property shall remain with the Licensor. The Licensee shall use the property only in connection with this Agreement.

(3) The Licensor shall maintain the official property control records of all Licensor-Furnished property.

(4) Upon taking delivery of the Licensor-Furnished property, the Licensee assumes the risk and responsibility for its loss or damage, except--

- (a) For reasonable wear and tear; or
- (b) As otherwise provided in this Agreement.

## **IX. DISPUTES**

If the Licensing Officer and Licensee fail to reach agreement over any disputed issue resulting from this Licensing Agreement, the sole remedy to both parties shall be referral of the disputed issue to the U.S. Embassy official at one level above the Licensing Officer. That official's ruling shall be considered final for both parties.

**LIST OF EXHIBITS**

- EXHIBIT A: Performance Required under the Licensing Agreement
- EXHIBIT B: Licensor-Furnished Property
- EXHIBIT C: Holiday Schedule

## **EXHIBIT A**

### **PERFORMANCE REQUIRED UNDER THE LICENSING AGREEMENT**

#### **I. SCOPE OF WORK.**

The Licensee shall establish and operate the food service facilities shown in Section II below, for the purpose of dispensing food, nonalcoholic beverages and such other items as may be authorized by the Licensing Officer under this Agreement. This cafeteria is to be operated for the benefit of approximately one -hundred employees who will be occupants in the Embassy Belmopan.

The Licensor shall not be held responsible for any variation in the employee population figure. The extent of occupancy is not guaranteed.

#### **II. DESCRIPTION OF FACILITIES**

A. Dining Facility. The dining facility is located at the U.S. Embassy in Belmopan, Belize and consists of a food preparation area; including a kitchen, pantry, and freezer room. The food preparation area is approximately 200 square feet.

B. Performance History. Lunch and breakfast specials make up the greatest share of sales. The Embassy believes a varied menu serving food for both American and Belizean patrons will attract a larger clientele.

#### **III. HOURS OF SERVICE**

A. Schedule. Service is required 0730 to 1400 Monday to Thursday and 0730 to 1200 on Fridays. The cafeteria will be closed on official Embassy holidays. Holiday schedule is shown in Exhibit C.

B. Schedule Modifications. The Licensor may change the hours and days of operation to be consistent with changes in Embassy policy. Licensee requests to modify hours or days of service shall be submitted to the Licensing Officer for approval at least five working days before required modifications.

#### **IV. RESPONSIBILITIES OF THE LICENSEE**

A. General. The Licensee shall provide prompt, efficient, and courteous service, and avoid undue interference with the operation of the Embassy while service is provided. The Licensee shall obtain licenses and permits and observe all applicable building, health, sanitary, and other regulations and laws. The Licensee shall:

- employ sufficient and suitable personnel;
- secure and maintain insurance;
- maintain records;
- submit reports; and,
- observe all Agreement requirements.



The Licensee shall exercise reasonable care in the use of space and Licensor-owned equipment. When the Agreement ends, the Licensee will yield such space and equipment in as good condition as when received, except for:

- ordinary wear and tear; and
- damage or destruction beyond the Licensee's control and not due to the Licensee's fault or negligence.

B. Menus. The Licensee shall provide a variety of quality-prepared and packaged food and beverages at reasonable prices. The variety and appearance of food in the cafeteria on each operating day shall be consistent with approved food service standards and comparable for American business cafeterias. The Licensee shall post daily menus and process near the service counter. The Licensee shall make a reasonable effort to adhere to the range of menus and prices submitted in its offer. If the Licensee determines that prices must be raised, it shall notify the Licensing Officer of the price increases (item by item) and a justification supporting these increases at least fourteen (14) days before the effective date of the price increase.

D. Equipment and Utensils Provided by the Licensee. The Licensee provides all required equipment, flatware, and glasses not already in the embassy's inventory. Exhibit C provides a detailed list of the current cafeteria's inventory.

E. Sanitation and Quality.

- (1) The Licensee shall serve quality food, under clean and sanitary conditions.
- (2) All foods served shall be free from spoilage, free from adulteration and misbranding, and safe for human consumption. Uncooked items, such as fresh fruits, shall be clean and free from blemish. All foods shall be served at correct temperatures per US and CDC safe food storage and handling standards .
- (3) All employees assigned by the Licensee to perform work under this cafeteria Agreement shall be physically able to do their assigned work and shall be free from communicable diseases.

All cafeteria employees will undergo handwashing and safe food handling class provided by the Embassy Heath Unite before starting work and yearly thereafter

(4) Health Exams: The Licensee at his own expense shall have each employee receive a pre-employment health exam prior to starting work and renewed yearly to ensure all food handlers are free from infectious or communicable diseases. The result of these exams will be given to the Embassy's Medical Provider for review. No employee may work in the Cafeteria without the MPs approval.

F. Personnel and Supervision.

- (1) The Licensee shall employ enough personnel to maintain sanitary conditions and satisfactory service which will always ensure prompt and efficient service. All employees shall be sober, conscientious, neat, and courteous. The Licensee shall at all times provide adequate staff of food service employees to perform the varied and essential duties inherent to a successful food service operation.
- (2) The Licensee shall require that each employee assigned to work under this Agreement sign, or otherwise acknowledge, a statement that he or she is neither employed by the Licensor/Embassy and is not entitled to any rights nor benefits of the Licensor/Embassy.
- (3) Licensee employees must be approved by Embassy security before working under this Agreement. The Licensee shall furnish personal history forms of all employees the Licensee proposes to work under this Agreement. These forms are available from the Embassy.
- (4) The Licensee shall employ a full-time manager unless the Licensee is an individual.
- (5) The Licensee's employees shall wear a distinctive item of clothing such as a badge, cap, armband, blouse, or uniform as a means of identification when they are in the building. The Licensee's employees shall wear proper uniforms, including hair nets and/or head covers when they are performing their duties in the building. Legible nameplates identifying each employee shall be displayed as part of the uniform.
- (7) Employees of the Licensee shall be fully capable of performing the type of work for which they are employed.
- (8) The Licensee shall provide adequately, trained relief personnel to substitute for the regular employees when they are absent so that a high-quality operation will be maintained at all times.
- (9) The Licensee and its employees shall comply with instructions pertaining to conduct and building regulations in effect for the control of persons in the building.
- (10) The Licensee is required to schedule an employee training program that will continue for the duration of this Agreement and any extensions thereof, to ensure that employees perform their jobs with the highest standards of efficiency and sanitation.
- (11) All articles found by the Licensee, the Licensee's agents or employees, or by patrons and given to the Licensee, shall be turned in to the General Services office as lost and found items.

G. Trash Removal. The Licensee shall remove trash from the cafeteria anytime that waste canisters are full or not less than once after every meal; whichever is greater. Any alteration to this provision must be directed in writing by the Licensing Officer.

H. Rodent and Pest Control. The Licensee shall maintain a clean work area free of any clutter, dirt or any material that would attract rodents and vermin.

I. Licensee Performed Repairs. The Licensor will perform the preventive maintenance and repair of the equipment listed in Exhibit B. The Licensee shall submit a work order to the Licensing Officer on the Embassy's standard form for all repair requests.

J. Cleaning and Janitorial Services.

(1) The Licensor shall provide all cleaning supplies and equipment. Supplies are requested through the Licensing Officer on the Embassy's expendable property request form.

(2) The Licensee shall furnish labor and supervision sufficient to maintain the cafeteria in a clean, orderly, and sanitary condition at all times. Before beginning work the Licensee shall submit to the Facilities Manager the brand names or manufacturer of any materials proposed for use in connection with the work of this Agreement. The Facilities Manager may reject any material that would be unsuitable for the purpose, or harmful to the surfaces to which it is to be applied.

(3) The licensee shall perform cleaning and janitorial services on a regular schedule and shall meet the highest standards of sanitation common to the food service industry. The Licensee shall use the following cleaning schedule. The Licensing Officer may require increases in this schedule if conditions require more frequent cleaning.

(I) Daily and After each Meal:

Food service preparation area: clean and sanitize after every meal.

Cookers: Clean after each meal.

Small appliances: clean and sanitize after each use.

Pots and Pans: clean and sanitize after each use.

Utensils: Clean and sanitize after each use.

Crockery: Clean and sanitize after each use.

(II) Daily Basis:

Walls: Clean every second day.

Refrigerator: Clean floors and shelves daily.

Chillers: Clean and sanitize, floors daily.

Freezers: Clean and sanitize floors daily.

(III) Weekly:

Windows: Clean weekly.

Refrigerators sanitize weekly.

Clean hoods and filters in kitchen.

Freezers: Clean and sanitize shelves weekly.

(IV) Monthly:

Exhaust system for cooker: check and clean at a minimum once each month.

Freezers: Clean and sanitize walls once each month.

Chillers: Clean and sanitize walls once each month.

(V) Semi-annually.

Work with the embassy Facilities section to perform cleaning of exhaust pipes.

Clean the tile walls in kitchen and dining areas.

Work with the embassy Facilities section to clean all fans and ventilators.

(4) Failure to keep any of the facilities in a clean condition may result in the withdrawal of the privilege of using such facilities. In addition, the Licensing Officer may have the facility cleaned by other means and charge the cost of such work to the Licensee.

K. Security areas. The Licensee shall be responsible for the security of all areas under the jurisdiction of the Licensee. Designated employees shall have the responsibility for determining that all equipment has been turned off, windows are closed, lights and fans turned off, and doors locked when the cafeteria is closed. The Licensee shall make a matter of a daily report (upon request) to the Guard office upon leaving the building. If granted access to a key, the staff will ensure the key is returned daily and maintained according to security protocols. Exceptions must be granted by the Regional Security Officer.

L. Hazardous conditions. The Licensee shall eliminate unsanitary or hazardous conditions that are dangerous to anyone using the food facility. This shall include any employee, agent or representative to the Licensee, Embassy employee or other patrons of the food service facility for any portion of the facility that is under the jurisdiction of the Licensee.

M. Liability. The Licensor will not be responsible in any way for damage or loss/occasioned by fire, theft, accident, or otherwise to the Licensee's stored supplies, materials or equipment, or the employees' personal belongings. The Licensee shall report any personal injury or physical damage to the building or equipment resulting from fire or other causes to the Facilities Manager immediately.

O. Billing Procedures: Patrons will pay in either Belize or U.S. currency.

P. Inventories:

(1) The Licensee will be asked to sign for the inventory of the Licensor- provided equipment and supplies located behind the counter in the kitchen, as listed in Exhibit

B, of this Agreement. The Licensee shall exercise reasonable care in the use of facilities, equipment, and supplies and return the same in good condition when the Agreement ends. The Licensee shall not be liable for normal wear and tear or damage beyond its control. Should the Licensee wish to install or use locked facilities it must obtain GSO approval and leave keys with the Marine Post One.

- (2) Flatware, China, and Glassware Inventories: Once a month, on the first Friday of the month, the Licensee shall provide an inventory of all Flatware, China, and Glassware in the Cafeteria.

## V. RESPONSIBILITIES OF THE LICENSOR.

A. Agreement to Operate the Facility. The Licensor agrees to grant to the Licensee for one year the right to establish, manage, and operate a cafeteria in the U.S. Embassy to prepare and sell food, non-alcoholic beverages and such other products as the Licensor may authorize.

B. The Licensor will provide space for operations under the Agreement, as indicated. It will provide adequate ingress and egress, including a reasonable use of existing elevators, corridors, passageways, driveways, and loading platforms. The Licensor will provide space heating, space lighting, ventilation, and the utilities. In addition, the licensor will:

(1) Make such improvements and alterations as it may deem necessary, including improvements and alterations necessary to conform to applicable sanitary requirements.

(2) Maintain and repair building structure in areas assigned for the Licensee's use, including:

- painting and decoration;
- maintenance of gas, water, steam, sewer, and electrical lines;
- ventilation, electrical lighting fixtures (including re-lamping);
- floors and floor coverings; and
- walls and ceilings.

The Licensee shall bear the expenses of repairs necessary because of negligence on the part of the Licensee or its employees.

(3) At its own expense, provide, install, and permit the Licensee to use the equipment listed, and additional equipment of a similar type when required for any expansion approved by the Licensing Officer. The Licensor will replace equipment that it has provided, as it deems necessary. Subject to adequate operation and handling of equipment by the Licensee, the Licensor will replace component parts of, and make repairs to such equipment.

C. Licensor-owned Equipment. Licensor-furnished equipment is listed in Exhibit B. The Licensor will provide all major equipment items, flatware, and glassware, along with all consumable cleaning supplies.

## **VI. RIGHTS AND AUTHORITY OF THE LICENSOR**

- A. Oversight. The Licensing Officer shall oversee the quality of the services provided by the Licensee and the reasonableness of the prices charged. The Licensing Officer may advise the Licensee from time to time of any source of dissatisfaction and request correction.
- B. Public Space. The Licensor reserves the right to use dining areas and other public spaces at other than serving periods, for meetings of Licensor employees or other assemblies. After each use, the Licensor will clean and rearrange the space without expense to the Licensee.

## **VII. RESTRICTIONS**

- A. Equipment. Unless otherwise permitted by the Licensing Officer, the Licensee shall not install equipment other than that specified in this Agreement or remove any Licensor-owned equipment from the premises.
- B. Patronage. The facilities and services provided in this Agreement are for the benefit and convenience of Embassy employees. The Licensor may regulate patronage from other sources.
- C. Federal Holidays. No work shall be performed on Embassy holidays. Exhibit C provides a listing of scheduled U.S. Embassy holidays & Local Holidays.
- D. Facilities. The physical facilities within the Embassy shall not be used in connection with operations not included in the Agreement. The Licensee may, however, utilize centralized food preparation and storage sources located elsewhere and bring goods to the Embassy daily.

## **VIII. DEFINITIONS** The following definitions pertain to this Agreement.

- A. U.S. Embassy Belmopan is interchangeable with "Licensor" and "The Embassy."
- B. Licensing Officer: "Licensing Officer" means a person with the authority to enter into, administer, and/or terminate Agreements and make related determinations findings.
- C. Licensee: "Licensee" means the individual or company that has entered into an Agreement with the Embassy. "Offer" means a response to a solicitation that, if accepted, would bind the offeror to perform the resultant Agreement.
- F. RSO: Regional Security Office of the U.S. Embassy.
- G. GSO: General Services Office of the U.S. Embassy.
- H. RMO: Regional Medical Officer.

## EXHIBIT B

### LICENSOR-FURNISHED EQUIPMENT/MATERIALS

<u>Equipment</u>	<u>USD Value</u>
STAR 15MCPT HEATED DISPAY CABINET	\$690
FOLLETT ICE MAKER	\$3,054
HEATED SERVING CART	\$883
ELECTROLUX 1 DOOR FREEZER	\$527
ELECTROLUX 2 DOOR FREEZER	\$527
ELECTROLUX FRYMASTER ELECTRIC DEEP FRYER	\$500
2X TRUE MAUFACTURING REFRIGERATORS	\$800 EACH
SINK	
DISHWASHING MACHINE	

Exhibit C

**HOLIDAYS SCHEDULE**

Holidays

The cafeteria will be closed on the following official holidays observed by the U.S. Mission. Each year the Licensor will provide similar listing of holidays.

<u>Date</u>	<u>Holiday</u>
Monday January 17	Birthday of Martin Luther King, Jr. (A)
Monday February 21	Washington's Birthday (President's Day) (A)
Monday March 7	National Heroes and Benefactors Day (B)
Friday April 15	Good Friday (B)
Monday April 18	Easter Monday (B)
Monday May 2	Labor Day (B)
Monday May 30	Memorial Day (A)
Monday June 20	Juneteenth (A)
Monday July 4	Independence Day (A)
Monday August 1	Emancipation Day (B)
Monday September 5	Labor Day (A)
Wednesday September 21	Independence Day (B)
Monday October 10	Columbus Day (A)& El Dia de la Raza (B)
Friday November 11	Veterans Day (A)
Thursday November 24	Thanksgiving Day (A)
Monday December 26	Boxing Day (B)

\*\* Please note that holidays are identified as (A) – American holidays, or (B) – Belizean holidays.

Holidays with no designation are both American and Belizean holidays.



ENCLOSURE 2

**TENDER PREPARATION INSTRUCTIONS, EVALUATION OF TENDERS,  
AND AWARD SELECTION**

**I. INSTRUCTIONS ON TENDER PREPARATION**

A. General Information Submit an original and two copies of the tender, prepared in such format and detail as to enable the Licensor to make a thorough evaluation. The tender package shall be sealed in an envelope and clearly identify company name and manager and address. Identify and explain any deviations, exceptions, or assumptions taken regarding any of the instructions or requirements.

B. Submission Deadline. Submit the complete tender by 10 am on February 4, 2022 to email address [Belmopanprocurement@state.gov](mailto:Belmopanprocurement@state.gov). While the electronic version is sufficient, tenders may optionally be submitted in hardcopy by the same deadline to:

ATTN: Kevin Nelson  
PO Box 497  
4 Floral Road Park, Belmopan

C. Contents of Tender. The first part of the tender will address general information about the person/firm submitting the tender, including experience and references. The second part of the tender will address the performance requirements. **EACH TENDER MUST BE SIGNED BY A PERSON AUTHORIZED TO BIND THE FIRM. ACKNOWLEDGE ANY AMENDMENTS TO THIS INVITATION TO TENDER IN THE FIRST PART OF THE TENDER SO THE EVALUATORS CAN BE CERTAIN THAT THE TENDER REFLECTS ANY CHANGES TO TERMS AND CONDITIONS.** Address the following areas in the order shown below:

Part I - General Information

(a). Prior Quality of Service and Experience. List all contracts and Licensing Agreements your company has held over the past three years for the same or similar work. Provide customer's name, address, and telephone numbers, dates, and number of personnel providing the services, dollar value and financial arrangements, brief description of the work, and any terminations and the reason for termination.

(b). Financial Capability. Describe your company's financial condition and capability. State what percentage of your company's estimated total business the work under this solicitation would entail during the period of any Agreement. Provide a current financial statement. Describe any assets other than cash, accounts receivable, land, buildings, or equipment carried on existing company balance sheets.

(c) Other General Company Information. Provide copies of recent health inspections.

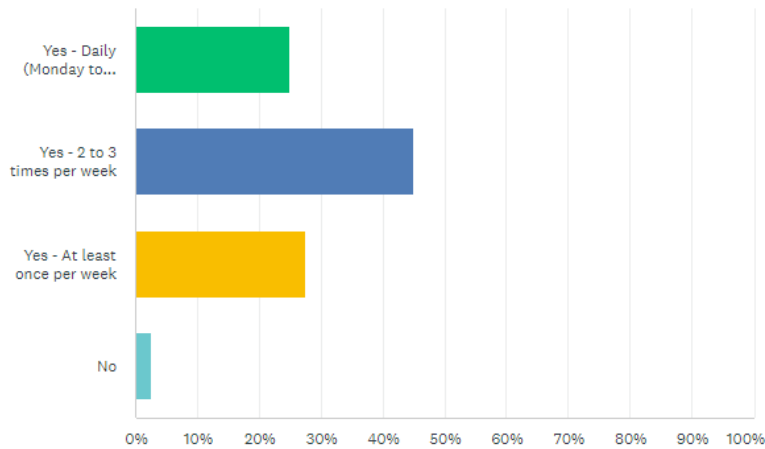
**Part II – Performance Required**

(a) Menu cycle and variety.

(1) Embassy surveys have indicated a preference for the following foods and price ranges:

Would you be interested in making purchases from the cafeteria? If yes, how often?

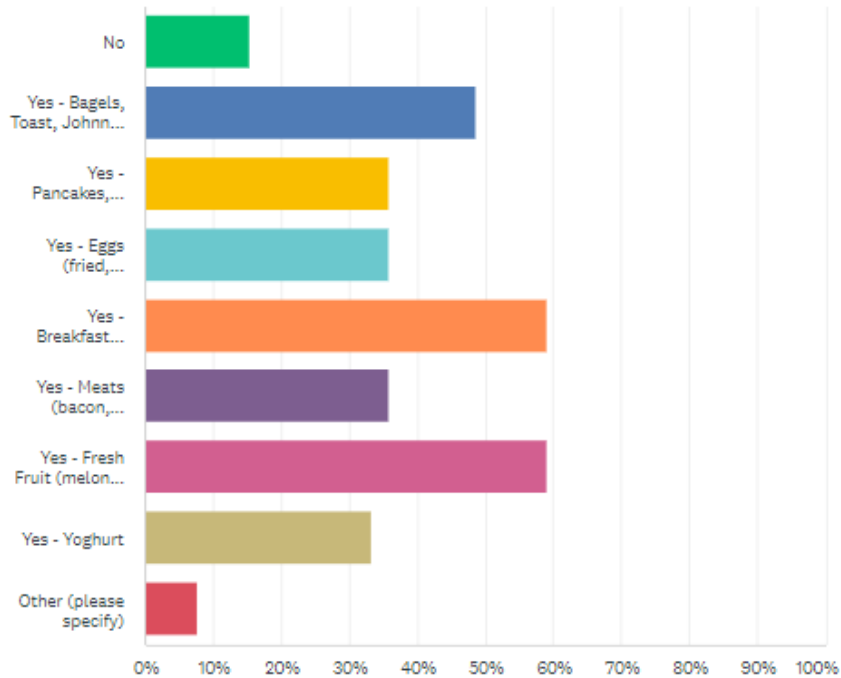
Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes - Daily (Monday to Friday)	25.00% 10
Yes - 2 to 3 times per week	45.00% 18
Yes - At least once per week	27.50% 11
No	2.50% 1
<b>TOTAL</b>	<b>40</b>

Are you interested in purchasing breakfast? If yes, please check all that apply.

Answered: 39 Skipped: 1



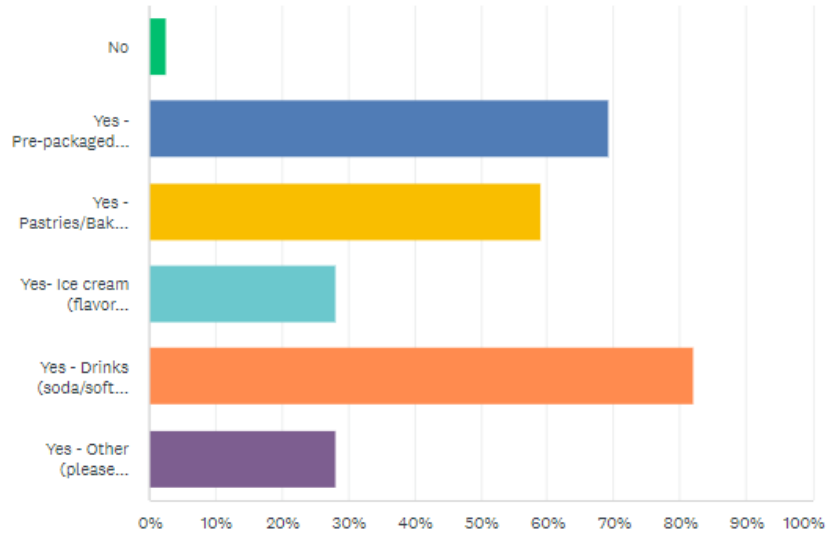
ANSWER CHOICES	RESPONSES
▼ No	15.38% 6
▼ Yes - Bagels, Toast, Johnny Cakes, Fry Jacks, etc.	48.72% 19
▼ Yes - Pancakes, Waffles, etc.	35.90% 14
▼ Yes - Eggs (fried, scrambled, omelets, etc.)	35.90% 14
▼ Yes - Breakfast Burritos	58.97% 23
▼ Yes - Meats (bacon, sausage, ham, etc.)	35.90% 14
▼ Yes - Fresh Fruit (melon, pineapple, mixed fruit, etc.)	58.97% 23
▼ Yes - Yoghurt	33.33% 13
▼ Other (please specify) <span style="float: right;">Responses</span>	7.69% 3
<b>Total Respondents: 39</b>	

“Other” responses:

- Stuffed fry jacks
- Meat pies & tacos

Are you interested in purchasing snacks/drinks? If yes, please check all that apply.

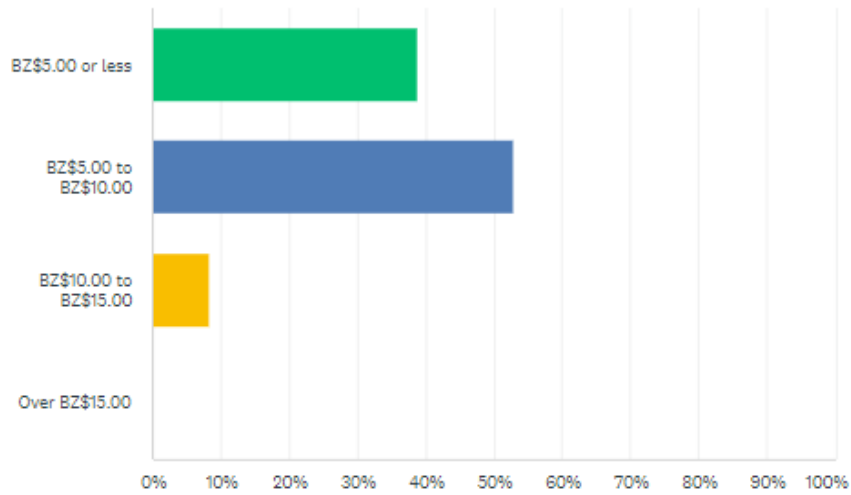
Answered: 39 Skipped: 1



ANSWER CHOICES	RESPONSES
▼ No	2.56% 1
▼ Yes - Pre-packaged commodities (chips, cookies/biscuits, fruit bars, candy, etc.)	69.23% 27
▼ Yes - Pastries/Baked goods (cake, doughnuts, cinnamon rolls, etc.)	58.97% 23
▼ Yes- Ice cream (flavor variety)	28.21% 11
▼ Yes - Drinks (soda/soft drinks, natural juice, etc.)	82.05% 32
▼ Yes - Other (please specify)	<a href="#">Responses</a> 28.21% 11
<b>Total Respondents: 39</b>	

# How much would you be willing to pay for breakfast?

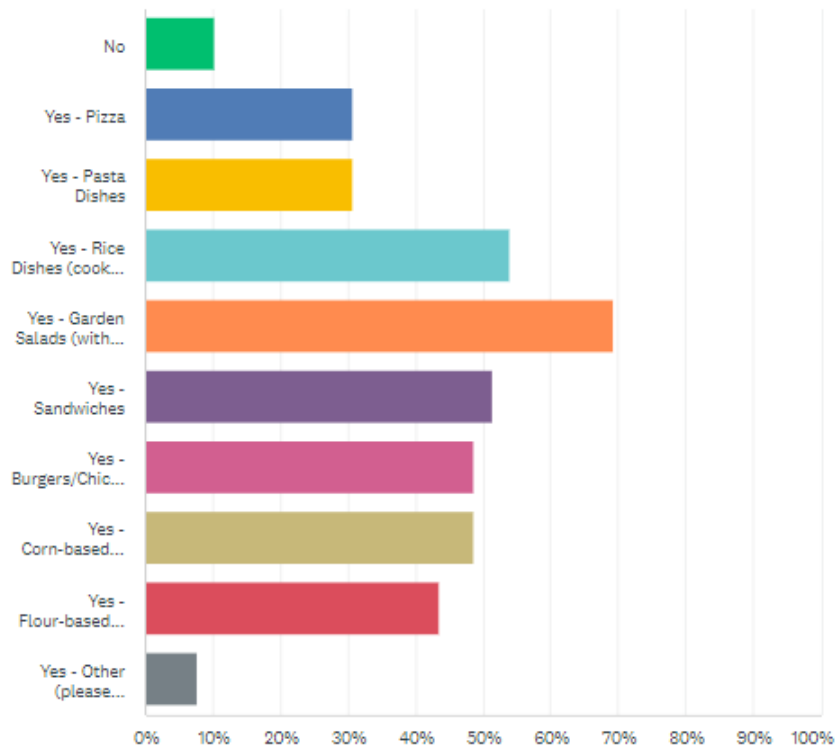
Answered: 36 Skipped: 4



ANSWER CHOICES	RESPONSES
▼ BZ\$5.00 or less	38.89% 14
▼ BZ\$5.00 to BZ\$10.00	52.78% 19
▼ BZ\$10.00 to BZ\$15.00	8.33% 3
▼ Over BZ\$15.00	0.00% 0
<b>TOTAL</b>	<b>36</b>

Are you interested in purchasing lunch? If yes, please check all that apply.

Answered: 39 Skipped: 1



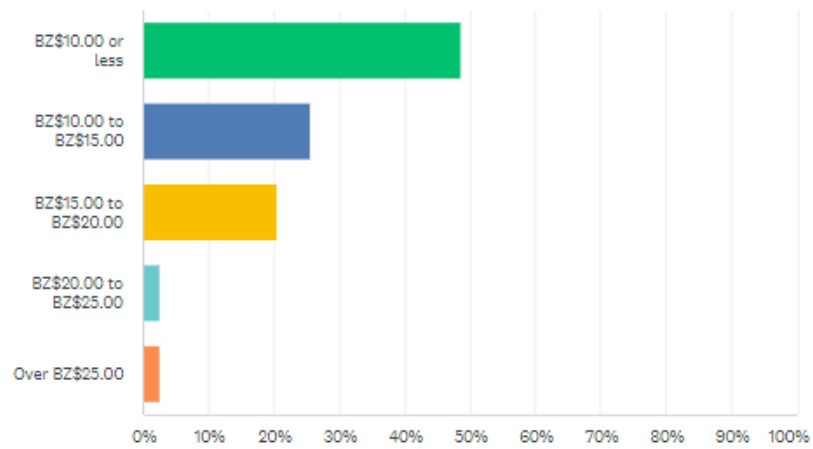
ANSWER CHOICES	RESPONSES
▼ No	10.26% 4
▼ Yes - Pizza	30.77% 12
▼ Yes - Pasta Dishes	30.77% 12
▼ Yes - Rice Dishes (cooked different styles) with meat (baked/stew) & small side of salad/coleslaw	53.85% 21
▼ Yes - Garden Salads (with or without chicken/meat)	69.23% 27
▼ Yes - Sandwiches	51.28% 20
▼ Yes - Burgers/Chicken Fingers/Fish Fingers with Fries	48.72% 19
▼ Yes - Corn-based Dishes (tostadas, panades, garnaches, etc.)	48.72% 19
▼ Yes - Flour-based Dishes (wraps, burritos, quesadillas, fajitas, etc.)	43.59% 17
▼ Yes - Other (please specify)	<a href="#">Responses</a> 7.69% 3

“Other” responses:

- Lebanese (kebab and humus)
- Soups
- Vegetarian/pork free options

# How much would you be willing to pay for lunch?

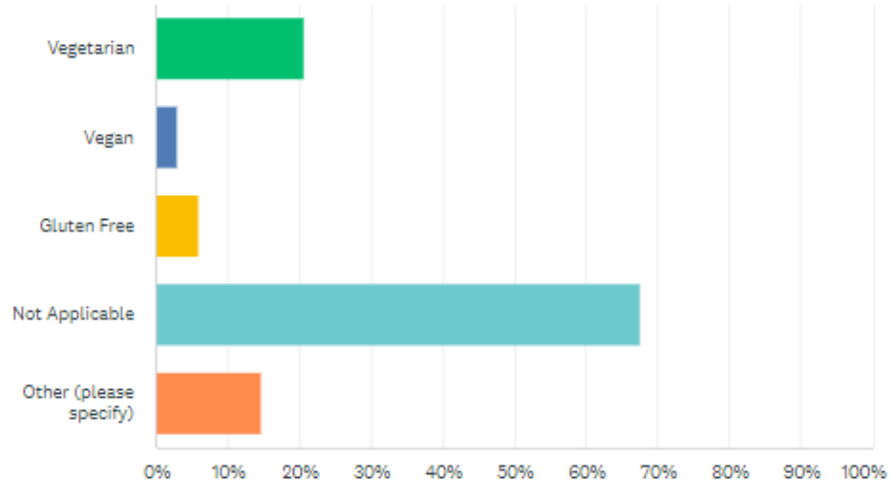
Answered: 39 Skipped: 1



ANSWER CHOICES	RESPONSES
▼ BZ\$10.00 or less	48.72% 19
▼ BZ\$10.00 to BZ\$15.00	25.64% 10
▼ BZ\$15.00 to BZ\$20.00	20.51% 8
▼ BZ\$20.00 to BZ\$25.00	2.56% 1
▼ Over BZ\$25.00	2.56% 1
<b>TOTAL</b>	<b>39</b>

# What dietary needs/preferences would you like offered at the cafeteria? Please check all that apply.

Answered: 34 Skipped: 6



ANSWER CHOICES	RESPONSES
Vegetarian	20.59% 7
Vegan	2.94% 1
Gluten Free	5.88% 2
Not Applicable	67.65% 23
Other (please specify)	Responses 14.71% 5
Total Respondents: 34	

“Other” responses:

- Low sodium
- Halal
- Meat
- Low Calorie, low fat, pork free



**Survey Question to Embassy Staff: Do you have recommendations or comments regarding the potential revitalization of the cafeteria?**

Sample answers:

- Have daily specials, like Taco Tuesday, ice cream Fridays, etc.
- Coffee bar, fruit cups or whole fruits like apples and bananas.
- A weekly menu can help both the cafeteria admin and the employees so we can plan ahead of time
- For local staff, if prices are more than what they pay in the local market it will affect buying from the cafeteria, a big issue we had with past with cafeteria vendors.
- Fresh juices
- Please have coffee available all day.

(c) Sanitation. Include standards, operating requirements, sanitation training programs, inspection procedures, frequency schedules, and management reports.

(d) Licensee’s Maintenance, Use and Inventory Programs. Discuss use and inventory programs for all equipment and supplies used in performance of the Agreement. A preventative maintenance program shall include repairs, replacement, and other capital rehabilitation work.

D. Additional Procedures

(1) Amendment of Invitation to Tender. If this Invitation to Tender is amended, all terms and conditions not amended remain unchanged.

(2) Timeliness of Tenders. Tenders must be received at the place designated for receipt of tenders, not later than the time and date specified in this Invitation to Tender. No tender received after the due date and time will be considered.

E. Site Visit and Conference. The Embassy will arrange for a site visit and conference on **January 11, 2022, at 10:00 am**. Interested parties should register via email to [Belmopanprocurement@state.gov](mailto:Belmopanprocurement@state.gov). At that time, the caller will be advised regarding where they shall meet. The conference is intended to provide interested parties with the opportunity to discuss the requirements of this Invitation to Tender and the site visit will allow interested parties to view the area in which the cafeteria operations will take place. Interested parties are urged to submit written questions using the address provided in the cover letter to this Invitation to Tender at least two days before the date of the conference.

**II. EVALUATION OF TENDERS AND SELECTION FOR AWARD**

A. Evaluation. To be acceptable and eligible for evaluation, tenders must be prepared following the instructions in Section I above and must meet all the requirements set forth in the other sections of this Invitation to Tender. All tenders will be evaluated

using the information presented as requested above in Section I.C., “Instructions on Tender Preparation - Contents of Tender”.

B. Selection for Award. Award selection will be based on the best approach, taking into consideration the desire for quality service at reasonable menu prices, in combination with past service quality and experience. The Embassy may award this Agreement solely on the basis of the evaluation of the initial offers, without any negotiations, request for samples, or oral presentations. Therefore, tenders should be submitted on the most favorable terms possible.