

Invitation to Tender
Operation of Cafeteria Services
QUESTIONS AND ANSWERS

| No. | QUESTIONS | ANSWERS |
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| 1. | How many staff responded to the cafeteria survey? | 93 |
| 2. | What was the price of coffee during the last cafeteria operation | Coffee and juice were available through the purchase of a meal. It is unknown if coffee was available ala carte, and if so, how much it cost. |
| 3. | What is the percentage of part-time and full-time staffing? | All 115 Embassy employees are fulltime, and 88% work on the Embassy compound where the cafeteria is located |
| 4. | Do all food need to be cooked on site or are we allowed to pre-prepare food and bring into the cafeteria? | An alternative cook site might be permitted dependent upon Health Unit approval. |
| 5. | What are the opening hours for the cafeteria? | 7:30 AM – 2:00 PM |
| 6. | Will there be request for special orders? | Possibly, special orders are to the discretion of the cafeteria vendor. |
| 7. | When are bids due? | March 31 |
| 8. | What is the working condition of the cafeteria equipment/appliances? | Everything is in working condition |
| 9. | What items will be provided by the Embassy? | Equipment, water, utilities, non-expendable items. |
| 10. | Does the stove use propane? | No. It is Electric. |
| 11. | Is there vending machine on the compound? | No. |
| 12. | Is the contractor responsible for purchasing food items? | Yes. |
| 13. | Where and how will deliveries of items be made? | The service entrance, for deliveries it to the rear of the compound. |
| 14. | Are we allowed to bring our own equipment? | Yes |
| 15. | Is this cafeteria open to public or embassy staff only? | Embassy only |
| 16. | How many people would have access to this cafeteria? | Approximately 105. |
| 17. | What areas will be the contractor be responsible for cleaning? | The cafeteria space, coffee station, and any immediate area used for cafeteria business, like locations where trays are returned. Also, bussing and wiping down tables as needed. |