September 5, 2017

Cafeteria Service Agreement

To All Prospective Offerors:

The purpose of this amendment is to extend the submission date as requested by many of the participants at the visit conference of August 28, 2017. All tenders must be submitted to American Embassy Cotonou no later than 11:00AM on September 15, 2017. Submission address and persons of contacts are remained the same.

Enclosed are the questions and answers about the concerned from the conference/site visit.

Sarah E Kahnt
Contracting Officer
QUESTIONNAIRES DURING CAFETERIA PRE-BID CONFERENCE

Question: How many can you employee?

- Combien de personnes la/le gestionnaire de la cafette a droit le droit d’exploiter
Answer: This is up to the licensee.

Le nombre de personnes à exploiter dépend de la/le gestionnaire

Question: Can I change employees?

-Seraient-il  permit au/ à la gestionnaire de la cafette de changer ces agents ?
Answer: Yes, but need advance notice to the Contracting Officer Representative and by extension the Regional Security Officer.

Oui mais le /la gestionnaire doit le notifier de prime abord au COR et par voie d’extension au Bureau Regionnal de Sécurité qui prendra les mesures

Question: How the embassy can check the required financial value?

Comment l’Ambassade pourrait-elle verifier la valeur financière exigée?
Answer: The licensee will provide bank statement.

Le/la gestionnaire de la cafette devra produire un relevé en bonne et due forme.

Question: How many employees use cafeteria service?

Combien d’employés utilisent le service de la cafette pour le déjeuner?
Answer: This depends on the licensee marketing policy. It depends day to day. There are 20-30 people employed by the Embassy.

Cela dépend de la politique mise en place par le/la gestionnaire
Question: Who will provide kitchen equipment?

Les équipements à utiliser sont-ils à la charge de la /du gestionnaire ?

Answer: The embassy will provide basic kitchen equipment needed, a list is provided in the request for offers. Any additional equipment can be requested through the Contracting Officer’s Representative with justification. If approved, the item will be purchased. The licensee can choose to bring other equipment as needed after approval from the security office.

L’Ambassade se chargera de tout ce qui concerne les équipements.

Le/la gestionnaire fournira la main d’oeuvres et les produits vivriers

Question: Will the embassy provide specific training concerning equipment licensee is not used to?

Au cas où un/une gestionnaire ne saurait pas utiliser un équipement, l’ambassade serait-elle en mesure de donner une formation appropriée?

Answer: Yes. The Facilities Management section will provide training on how to operate the machinery safely. This does not include instruction on how to use the equipment to prepare dishes, but the operation of the equipment properly.

Non

Question: Could the menu be priced for more than 1 000 CFA local menus and CFA 2 500 for Americans?

Est-ce qu’un menu peut-être vendu à plus de cfa 1,000 pour un menu local et 2,500 pour un menu américain?

Answer: For the moment, we would like to see a menu with specials at the above prices. If these prices cannot be met, it will be discussed among the Cafeteria Committee at the Embassy and approved by the contracting officer. We encouraged all offerors to try to meet the request. All menu prices are submitted for General Services Officer’s approval before being published.

Le prix de vente des menus est d’abord soumis à l’approbation de la Directrice des Services Généraux avant d’être publié.