

TENDER DOCUMENTS- CANTEEN SERVICES

1. INVITATION TO BID

The Education Trust is the owner of several educational institutions situated at Wooton namely the Doha Pre-Primary School, the Doha Primary School and the Doha Secondary School (Boys & Girls). The student and staff population of the different educational institutions are approximately as follows:

Name of Institution	Staff Population	Student Population
Doha Pre-Primary and Primary School	90	1350
Doha Secondary School (Boys)	75	800
Doha Secondary School (Girls)	75	800

The Education Trust (hereafter referred to as the “Trust”) invites tenders from canteen operators for the running of the Doha Primary School and Doha Secondary School canteens as from 12 January 2026 renewable annually upon satisfactory performance to the Trust as per requirements detailed below.

2. ELIGIBLE TENDERERS

To be eligible tenderers should:

- (i) Hold a valid trade and Food Handler’s Certificate for running the canteen;
- (ii) Not have been convicted for an offence involving fraud, corruption or dishonesty;
- (iii) Have at least two years’ experience in the provision of canteen services;
- (iv) Not have had any court case against The Education Trust in connection with the operation of canteen services at the mentioned places; and
- (v) Not have been a canteen operator at The Education Trust whose contract was terminated for breach of contract.

3. QUALIFICATION OF THE TENDERER

Tenderers should submit:

- (i) Certificates of a valid Food Handler's Certificate for running the canteen;
- (ii) Details of experience during the last two years, and details of contact persons for further references; and
- (iii) Experience and profile of key personnel proposed for the contract.

It is the purpose of the Trust not to allocate a contract to any bidder who does not furnish satisfactory evidence that he has the required experience, ability and personnel necessary to enable him to provide the required services successfully, or who has previously failed to satisfactorily perform on any current or previous contract.

The Bidder shall complete **SCHEDULE ONE** of this document with a view to provide the Education Trust with such information and data for this purpose and also authorize the Trust to make such investigation as it deems fit to determine the ability of the bidder to perform the required services.

4. SCOPE OF SERVICE

The Trust proposes to enlist the services of a Canteen Operator, having the required experience, personnel, material and financial resources, for the provision of catering services on the three different sites namely (1) Doha Pre-Primary and Primary School, (2) Doha Secondary School (Boys) and (3) Doha Secondary School (Girls). The required service includes:

- a. Provision of food items that are value for money, good quality and to the satisfaction of the Trust;
- b. A convenient and speedy service;
- c. An adequate choice of food items and dishes of good quality, well prepared, cooked and served utilizing fresh produce while giving due consideration to healthy eating principles;
- d. Ensuring that canteen users have sufficient variety and choice of nutritionally well-balanced food, and an adequate range and balance of dishes.
- e. Ensuring that a high level of hygiene is always maintained in the canteen area.

- i. The Education Trust reserves the right to:
 - a. evaluate standards of prepared food items, equipment, quality of fresh produce, meat, fish, vegetables and dry food;
 - b. employ a third party to carry out bacteria analysis and hygiene inspections.
- ii. The bidders will be required to provide a list of food items (veg and non-veg) including with the respective price.
- iii. Selection shall be based on the highest price offered, subject to compliance with specifications, performance standards and duration of service period in accordance with the general terms and conditions.

The successful bidder will:

- (i) provide his own personnel who should be in possession of medical certificates
- (ii) have to submit a list of his personnel together with a photocopy of the medical certificate for each one within one month of the date of the letter of award, and
- (iv) not allow unauthorized persons in the Canteen.

5. HOURS OF SERVICE

The Canteen shall be opened:

- (i) for catering during school hours on all working days from 8 00 hours to 15 00 hours.
- (ii) on Results Day or for any other events organized by the school whereby catering services will be required on Saturdays and/or public holidays. The schedule for such event will be communicated by the schools.
- (iii) In the event the selected Canteen Operator is unable to provide a service on any day, the Trust will have to be informed in advance, stating the reasons thereof.

6. EQUIPMENT

No equipment will be provided by the Education Trust. The caterer will have to bring his own equipment.

7. MANNING

The Canteen Operator will:

- (i) provide his own personnel who should be in possession of:
 - an appropriate medical certificate.
 - an identity card but on no circumstances employ personnel who have a criminal record or are considered as bad characters.
- (ii) ensure that his workers who are on duty, be in proper, neat and clean uniform.

All persons engaged by the Canteen Operator shall be his own employees and they will claim no privileges from the Education Trust. The Canteen Operator will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.

The selected bidder will assess the manning levels necessary to achieve the service requirements and indicate same in **SCHEDULE THREE** of its Bid.

8. INFRASTRUCTURE, WATER, ELECTRICITY AND GAS

- (i) Gas, electricity, utensils, plates, bowls, glasses, water jugs and cutlery will be at the expense of the caterer.
- (ii) The utility charges for Canteen being determined by separate account and borne by Canteen Operator.
- (iv) The Canteen Operator shall be responsible for all damages caused by the Canteen Operator himself or his staff and shall be liable to make good to any such damage excepting those due to reasonable use or wear and tear or such as caused by and an act of God.
- (v) The Trust will not be any way responsible for any loss, threat or damages accruing to any goods, stores or articles that may be kept by the Canteen Operator in the Canteen premises.

9. FOOD ITEMS

Please provide for a variety of food items including meals, snacks and beverages (water and Juice only). Non-halaal food should not be provided.

10. QUALITY/ HYGIENE

The Canteen Operator, while carrying out the operations, shall adhere to the provisions of local legislations including the following Acts and related Regulations:

- ☐ *Food Act 1998 and its Regulations*
- ☐ Occupational Health and Safety Act 2005
- ☐ Catering and Remuneration Order
- ☐ Any other enactment pertaining to the catering sector

Food shall be of the highest standards, and only fresh produce shall be used. Dry goods shall be stored in suitable conditions. Meats shall be stored separately from chilled foods to prevent cross contamination. The basic requirements in respect of the different products are outlined below:

The successful caterer will also be required to abide by the conditions as stipulated in the Food Act.

The caterer shall be liable in case of food poisoning due to consumption of food from the canteen.

11. “DROIT DE REGARD”

The Education Trust will have a “droit de regard” on the type of service being provided, the menu and mode of operations. Surprise checks may carry out to ensure the foregoing.

RESPONSIBILITIES OF THE SELECTED CANTEEN OPERATOR

- i. The selected Canteen Operator will be required to comply with the requirements of the Occupational Safety and Health, Act 2005 and any subsequent amendment;
- ii. It is desirable for all employees of the selected bidder to be medically screened and fit for duty. The Trust may, at its discretion, request the production of the relevant medical report.

12. DURATION OF CONTRACT

The selected bidder would be on a trial basis for a period of not less than six months.

The contract may be renewed based on the satisfactory performance of the caterer on the same terms and conditions except price adjustable based on inflation rate during new contract period.

13. CONDITIONS FOR RUNNING THE CANTEEN

- (i) The caterer shall be expected to employ his own personnel bearing in mind the duration and other terms and conditions of the Contract;
- (ii) The caterer shall be accountable to the Education Trust Management for the proper running of the canteen.
- (iii) The caterer shall keep the canteen under hygienic conditions in accordance with the Public Health Act, the Food Act or Food Regulations and other relevant enactments and shall comply with the directives that the Education Trust Management may issue from time to time.

The Education Trust Management or any member delegated may visit the canteen to ensure that hygienic conditions are being properly observed; and The Education Trust will not be held liable for any discrepancy as the part of the selected caterer.

14. SUBMISSION OF BIDS

- a. Bids in sealed envelopes, clearly marked “Tender for Canteen Services” on the left-hand corner and addressed to:

The Chairman
The Education Trust
Giquel Street,
Eau-Coulee,
Curepipe

and should be deposited in the Tender Box, located at the Education Trust, Giquel Street, Eau-Coulee, Curepipe (In the premises of the Doha Secondary School) by 14 00 hrs on Friday 31 October 2025.

- b. Bids received after the closing date and time shall not be considered.
- c. Bids should be accompanied by
 - 1. **SCHEDULE ONE:** Statement of Bidder’s qualifications.
 - 2. **SCHEDULE TWO:** Bid Sheet
 - 3. **SCHEDULE THREE:** Manning;
 - 4. **SCHEDULE FOUR:** Menu and quality of food
 - 5. **SCHEDULE FIVE:** Names of two traceable references of similar operations where bidder is or has been operating similar services.

d. Failure to provide any of the above may render the bid null and void.

e. Bid Validity

Bids should be valid for a period of 120 days from the closing date;

Bids submitted with a shorter validity period shall not be considered;

The Trust may request for an extension of the validity period, if found necessary.

f. Bid Prices

The Bidder shall indicate the price quoted at **SCHEDULE TWO** of his bid.

The rates quoted for the period, by the bidder shall be fixed for the whole period and shall not be subjected to any adjustment on any account.

The price should be inclusive of all charges including VAT and any other tax where applicable.

Payment will be effected on a weekly basis.

Cost of Bids

The tenderer shall bear all costs associated with the preparation and submission of his bid, and the Education Trust will, in no case, be responsible or liable for those costs.

15. AWARD OF CONTRACT, PAYMENT AND SIGNING OF AGREEMENT

- i. It is anticipated that the contract will be awarded to the most responsive bidder on the Firm- Fixed price for the provision of the required services;
- ii. The contract shall be for an initial probationary period of six months which shall be extended following the satisfactory probationary period;
- iii. Upon satisfactory completion of the probationary period, the contract may be renewed for one additional period unless either party gives written notice to the other, at least thirty (30) consecutive calendar days prior to the expiry of the initial term or any renewal thereof, that the contract shall not be so extended.
- iv. The bidder whose bid has been accepted, will be notified of the award (the 'Notice of Award') by the Trust, in writing;



- v. The selected bidder will be required to sign a contract and furnish the Trust with all the required certifications within fifteen (15) working days from notification of award;
- vi. The selected bidder may be required to start operations from date of signature of agreement.

III. GENERAL CONDITIONS OF TENDER

Conditions of tender are as per annexed document A and will eventually form part of the agreement.

IV. AGREEMENT BETWEEN THE EDUCATION TRUST AND EVENTUAL CANTEEN OPERATOR

The Canteen Operator would be called, upon selection, to sign an agreement with the Education Trust, after the evaluation period.

V. TENDERERS

- (a) Tenderers should submit documentary evidence as to details of experience during the last two years, and details of contact persons for further references.
- (b) At the signature of the contract, the selected Canteen Operator will have to submit the names of their employees together with their health certificate from the Ministry of Health in compliance with the Food Act.

Annexed A

GENERAL TENDER CONDITIONS

1. The contract shall not be transferred unless the transfer has been sanctioned by the Education Trust, hereafter referred to as the Trust.
2. In the event of the registration of the contract becoming necessary, the cost of such registration shall be borne by the Canteen Operator.
3. Tenderers who quote in the name of corporate body should be duly registered.
4. The Education Trust will have the right to:
 - (i) ask for clarifications at time of evaluating quotations,
 - (ii) split the contract on an item basis or
 - (iii) reject all quotations.
5. The Education Trust shall give notice to the Canteen Operator of any defects in the service. Every time notice of a defect is given, the Canteen Operator shall correct the notified defect within the length of time specified by the Employer's notice. If the Canteen Operator has not corrected a defect within the time specified in the Employer's notice, the Education Trust will assess the cost of having the defect corrected and deduct same amount from money due to the Canteen Operator.
6. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this contract or the breach, termination or invalidity thereof. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred to the competent court of Mauritius.

7. For termination of this agreement one-month notice will be required from either side in writing.

The Education Trust can terminate the contract after the occurrence of any of the events specified below:-

- (i) if the Canteen Operator does not remedy a failure in the performance of its obligations under the contract, within a prescribed time or after being notified or within any further period as the Education Trust may have subsequently approved in writing,
- (ii) if the Canteen Operator becomes insolvent or Bankrupt,
- (iii) if the Canteen Operator, in the judgment of Education Trust has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

The Canteen Operator shall vacate the premises peacefully after the expiry of the period agreed by the Education Trust, and shall hand over the same to the authorised officer along with all furniture, fittings and other articles as may be provided. The Canteen Operator shall be free to remove without any damage to the premises like furniture, fittings, cutlery, utensils and other related articles that might have been brought by the Canteen Operator.

- (i) Failure to observe any of the above conditions, the Education Trust may, within a time-limit to be specified in a registered letter requesting the Canteen Operator to fulfill any condition set out in the letter, determine the present agreement if any such condition be not fulfilled within the time-limit to be specified in the letter and without having to fulfill any judicial and extra-judicial formality to that effect.

THE EDUCATION TRUST

10 October 2025

TENDER FORM FOR RUNNING OF CANTEEN AT DOHA PRE-PRIMARY, DOHA PRIMARY AND DOHA SECONDARY SCHOOLS

SCHEDULE ONE - STATEMENT OF BIDDER'S QUALIFICATION AND EXPERIENCE

1	Name of bidder			
2	Official Address			
3	Names of Directors of firm			
4	Date of incorporation			
5	Telephone No.		6 Fax No	
7	E-mail address			
8	VAT Registration No.			
9	No of years firm is engaged in the provision of canteen services			
10	List of Clients of the firm			
11	Any other information the bidder desires to provide			

SCHEDULE TWO - BID SHEET

I/We.....

.....of.....

(ID. No.....)

(Tel. No.....) is / are agreeable to the above terms and conditions and hereby submit our quote to provide canteen services as specified below, and confirm that I / We willingly accept to abide to the Terms and Conditions.

Doha Pre-Primary & Primary Schools	Price (Rs) – (Daily)
	Rupees..... (Rs.....)

Doha Secondary Schools (Boys)	Price (Rs) – (Daily)
	Rupees..... (Rs.....)

Doha Secondary Schools (Girls)	Price (Rs) – (Daily)
	Rupees..... (Rs.....)



SCHEDULE THREE - MANNING

Manning

1. Bidder's assessment of number of personnel required:

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2. Details of each category of personnel and their respective experience in the field of catering

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.....
.....

3. Other details regarding personnel

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.....
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.....

[illegible]

The Education Trust

Doha Academy Complex, Giquel Street, Eau Coulée, Curepipe, MAURITIUS

Tel: (+230) 696 2518 Fax: (+230) 696 3185 Email: educationtrust@doha.ac.mu

Reg No. T18



Item No	Food item	Price per item

(Use additional sheets if needed)

SCHEDULE FIVE – REFERENCES

Name of two traceable references of similar operations where bidder is or has been providing similar services.

1. Name

Address

Details of service, including period

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2. Name

Address

Details of service, including period

.....

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DECLARATION

I

do hereby declare that all the information filled and given in this form are valid , genuine and true.

Date:

Signature: