



**Terms of Reference
(TOR) for**

**(Outside catering
services)**

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>

CHAI is therefore looking for suppliers or services providers to submit competitive bids for the provision of outside catering services.

Interested and qualified service providers are encouraged to express their interest in Supplying outside catering services at CHAI Offices located in Kacyiru or at any other designated location within Kigali. Actual vendors in our database on the above-mentioned services are encouraged to submit their bids.

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned services:

Administrative Documents:

- Please ensure that the letter submitting the tender has been filled out correctly, signed, and sealed.
- Brief Overview of company (Company profile) including physical business address and postal address
- Latest Business Registration Certificate;
- Evidence of Tax registration and valid RRA Tax clearance certificate
- Valid RSSB clearance certificate
- Proof of using EBM
- At least two proven written references of having performed similar services

I. Scope of Services

The catering service provider is expected to serve CHAI, on-call basis, a variety of foods and beverages for lunch, dinner, coffee breaks, drinks, barbecue and snack boxes with detail as follows:

N ^o	Description of service rendered	Quantity	Unit price (In Rwf) including VAT	Total price (In Rwf) including VAT
1.	Lunch including one bottle of soft drink or one bottle of mineral water for one participant	1		
2.	Dinner including one bottle of soft drink or one bottle of mineral water for one participant			
3.	Coffee break/Tea Break with snacks for one participant	1		
4.	Mineral water in conference room for one participant	1		
5.	Barbecue services/price per person	1		
6.	500ML Juice maracuja, apple, etc	1		
7.	Cocktail Service (snacks, and appropriate drinks, etc), price per person	1		
8.	Any chosen menu by CHAI	1		

NOTE:

- The catering provider will need to include in the financial proposal the cost of transport, buffet set up whenever needed, and any other cost that is deemed necessary
- Before awarding the tender, CHAI will organize a site visit to the catering provider premises in order to check if the restaurant has the minimum standard requirements
- For any type of the service quoted, the service provider will need to indicate the detailed menu for each
- Include the offer to provide option of buffet and box
- Include a vegan menu for staff or guests who are vegetarian
- Staff will need to wear adequate uniforms and any other required outfits in order to deliver high quality services and meet healthy and safety measures as it might deem necessary

Additionally, the catering provider is expected to deliver the above-mentioned catering service upon request in the form of Purchase Order (PO) for in house requirement or outside Office.

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II. Objectives

- To provide high quality catering service at a reasonable price.
- To professionally manage demand from CHAI in terms of quality food, services and time delivery
- To provide dietary preferences including halal meals and snacks in a variety package without minimum order requirement
- To observe outstanding health and safety standards while delivering the services

III. Submission and selection

Well written bids documents prepared in English, will be sent to this email address rwandaprocurement@clintonhealthaccess.org, with "Tender reference number" in the subject line not later than **Friday 21st March 2025 at 05:00 pm local time.**

It shall remain your responsibility to ensure that your bids will reach the address email above on or before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Bidders will be first evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required administrative documents will be disqualified. Only shortlisted suppliers/service providers will be contacted.

The successful vendors or service providers will be added in our database and can be contacted when it deemed necessary. The database may be updated in the middle of the year and new qualified suppliers or service providers can be added to the database.

CHAI reserves the right to confirm the information given by applicants in order to validate the information and make informed decisions.

CHAI reserves the right to accept or reject any application based on the evaluation criteria.

Note:

- **Data Protection and Consent:**
"By submitting a proposal in response to this Request for Expression of Interest (REOI), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."
- **Conflict of Interest Declaration:**
"By responding to this Request for Expression of Interest (REOI), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the

procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."