

Expression of Interest (EOI)

Reference No: AUAF-EOI-21-001

Issue Date: January 18, 2021

Closing Date: January 31, 2021

PROJECT:

Provision of Food Services Operations

Only electronic proposals will be accepted through email to tender@auaf.edu.af from 8:00 AM to 5:00 PM on January 31, 2021.

Inquires/Questions regarding the technical or administrative requirements of this EOI may be submitted no later than 10:00 AM local Kabul time January 28, 2021, by email to bhaidari@auaf.edu.af with cc'ing beghanim@auaf.edu.af.

The American University of Afghanistan
Darulaman Road,
District 7, Kabul, Afghanistan

American University of Afghanistan (AUAF) is seeking a qualified and innovative catering services company to provide food Service operations across both of its campuses located in southern Kabul. To allow AUAF to assess the capacity and pre-qualify companies to receive the Request for Proposal (RFP), all interested parties/companies should submit the required documentation as outlined in the below table and submit the package for AUAF's review by the designated deadline. Only pre-qualified parties/companies will receive the RFP and be invited to submit proposals.

EOI No.	AUAF-EOI-21-001
Title	Provision of Food Services Operations
Issue Date	18 January 2021
Close Date	31 January 2021
Program Information	<p>Founded in 2006, the American University of Afghanistan (AUAF) is a private, not for profit, nationally-accredited university offering an American-style liberal arts education. A dynamic university with a full time student population of over 1000, part time student population of over 1500, 300 plus international and national staff, AUAF is a vibrant and exciting educational environment serving the educational needs of Afghanistan.</p> <p>For over a decade, AUAF has been managing food services operations for the university and is now looking to consolidate these in line with a high percentage of similar institutions globally and outsource the services to an external contractor.</p> <p>AUAF are seeking an external contractor who can deliver these services using the latest innovative technology, business practices and quality to deliver the best available products and services.</p> <p>AUAF desire to contract with a qualified and experienced vendor who is capable of successfully providing food services at AUAF located at Darulaman road, Kabul, Afghanistan. These services include:</p> <ol style="list-style-type: none"> 1. Management of the two Cafeterias, one on each campus. 2. Management of the two Fast Food Outlets, one on each campus. 3. Management of the two Grocery Stores, one on each campus. 4. Management of Catering services for AUAF events. <p>The vendor will be responsible for providing all labor, including management; supplies, materials, and additional equipment (excluding built-in fixtures) necessary to provide the food services as specified herein and in the proposal response.</p>
Minimum Eligibility Criteria for Vendors	<p>In order to be qualified for the RFP, each vendor must meet <u>ALL</u> four requirements below:</p> <ol style="list-style-type: none"> 1. Hold a valid Business Licence in the relevant field and any other license.

	<ol style="list-style-type: none"> 2. Possess a minimum of five (5) years of experience in food services operations (Café, Restaurants and Catering Services). 3. Receive positive past performance reference check. 4. Have experienced and qualified staff with a minimum of five years of experience in managing restaurants, cafes, and catering services.
Required Documents for Submission	<p>Please submit the following documents to AUAF to help us determine your suitability, qualification and capacity:</p> <ol style="list-style-type: none"> 1. Copy of your business licence and any other relevant licences. 2. A written statement describing your experience in the field of food services operations. Please complete the table in Annex B of this EOI to include a summary table of similar projects that you have implemented to-date and include - title of the project, client name, monetary value and duration of the project. 3. First/Last Names, phone number and email addresses of at least three references that can verify your past performance on the implementation of similar projects. Each reference must be a direct client for whom services were performed. 4. CVs of at least 5 staff members that will engage in the activity. 5. Completed, signed and stamped Annex A attached to EOI providing details. 6. Any other company brochures and communication materials.
Submission Instructions	<p>All documents should be sent electronically to tender@auaf.edu.af Include the following subject line in the email: AUAF-EOI-21-001 Provision of Food Services Operations Pre-qualification</p>

Annex A: Vendor Information Form: (Please complete, sign and stamp the form)

Official Business Name (as in business registration)	
Official Business Representative (provide name and contact details)	
Type of Business/Area of Specialization (list all that apply)	
Are you a direct provider of requested services?	
Business Licence Number:	
Business Email Address:	
Business Phone Numbers:	
Business Address (must include house/room#, Street#, Street name, Area name, district#, City and Province)	

Signature _____

Name/Title: _____

Date: _____

Official Stamp:

Annex B: Past Performance (add more rows if required)

<i>Serial</i>	<i>Project Title</i>	<i>Description of Activities</i>	<i>Client Name, Contact Name & Tel/Email</i>	<i>Location</i>	<i>Cost in USD</i>	<i>Period of Performance</i>	<i>Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)</i>
1							
2							
3							
4							
5							