Terms of Reference for catering services

Project PN: 17.2014.3-001.00
Cosoft: 83377557

1. Brief Program Information

The program "Support to Technical and Vocational Education and Training" (TVET program) aims at developing a target-group differentiated and labor-market oriented vocational education and training system in Afghanistan. It supports the newly established TVET Authority to improve the three core elements constituting a formal TVET system: labor-market oriented curricula, training of pre-service and in-service TVET teachers and a TVET examination system, all of which having nationwide validity. Within the framework of a pilot system comprising a pool of vocational schools offering technical and commercial profiles, a reform project has been piloted. The program consists of five intervention areas:

- Intervention area 1: Improving the effective operation of selected pilot schools
- Intervention area 2: Improving vocational school education for apprentices
- Intervention area 3: Facilitating cooperation between the private and public vocational training sectors
- Intervention area 4: Developing curricula geared to labour-market needs
- Intervention area 5: Capacity development for vocational training specialists

These Terms of Reference are related to all the program units.

2. Description of the Assignment

GIZ-TVET Project in Afghanistan would like to enter into a framework agreement with the local supplier to provide food management for the workshops, seminars, conferences of the joint activities with TVET-Authority in different locations in Kabul.

Service providers are also requested to provide the following: Crockery, cutlery, food warmers and all other appliances necessary for catering including waiters in workshop venue to serve the food.

3. Duration and Location

This framework agreement should be started from **01.05.2021 to 31.12.202.** The locations could be in TVET-Authority Technical Schools/Institutes and/or perhaps based on the request of GIZ-TVET project.

4. Reporting & Deliverables

Service provider is required to provide catering for the workshops/seminars according to the following categories.

- Morning Refreshment
- Lunch Services
- Afternoon Refreshment

The supplier will provide following catering as per request:

Morning Refreshment:

Morning refreshment should be served at 10:00 AM each day
Refreshment, these orders will be communicated via GIZ-TVET Project service unit team only.

Lunch Services:

Lunch should be served at 12:00 PM each day

Food buffet and these orders will be communicated via GIZ-TVET Project service unit team only.

Meal for each day should be served for an event and the service provider must prepare it as buffet for participants.

Afternoon Refreshment:

Afternoon refreshment should be served between 02:00 PM to 03:00 PM.

Refreshment, these orders will be communicated via GIZ TVET Project service unit team only.

5. Specific Condition

- All tax obligations about this contract will be handled in accordance with the current income tax law of the Islamic Republic of Afghanistan (Article 72 and all other relevant provisions of the same law).
- All payments will be made through GIZ Administration Office in Kabul in two weeks for each individual invoice but the invoice and other documents should be submitted to GIZ-TVET project first for confirmation and document completions purposes.
- The price per person should be separately mentioned while invoicing to GIZ-TVET Project for payment and the relevant correspondences must be attached to the invoice.
- Coordination of all service ordering will be done via GIZ-TVET Service Unit only.
- Delivery of food and other required supplies and preparing of food must be completed at least 30 minutes before it is served. The specific timing will be also shared for each part via email or phone calls.
- The service provider should have a representative on each event on daily basis for serving food to the participants and collecting complains about the provided services and such complains should be avoided in the next days. If not, then the invoice amount for that specific day will be deducted from their payment.

- The service provider is required to provide the hygienic, healthy, fresh amount of foods and other services during each event.

- GIZ-TVET Project informs the contractor immediately of any shortcomings in delivery, quantity and quality of the meals.

- GIZ-TVET Project reserve the right to cancel the contract with immediate notice after several complaints during the assignment period without taking any constructive action in case of any problem in terms of quantity, quality and delivery time with the contractor.

- GIZ-TVET project is not obliged to use a minimum amount of the services as mentioned. All the services are based on need and request from our side.

- Evaluation Criteria, (Technical and price evaluation)