



AMERICAN ACADEMY ALUMNI FOUNDATION

(A Corporation Limited by Guarantee and founded in 1973)

32 Gregory Afxentiou Avenue,
P.O. Box 40112, 6301 Larnaca, Cyprus
Telephone No: 24815400
Telefax: 24651046
e-mail: info@academy.ac.cy
www.academy.ac.cy

Monday, February 8, 2021

American Academy Larnaca (*private school*) is seeking to tender the lease of the Dining Facility (cafeteria) and the Canteens

I. Introduction

The American Academy Alumni Foundation (AAAF) owner of the American Academy Larnaca (AAL) is looking to appoint an operator for the dining facility (cafeteria) and/or the canteen premises (three locations).

The dining facility (cafeteria) is situated at the ground floor of the Centenary Building.

The three canteens are situated as follows:

- Adjacent to the Memorial Hall building
- Adjacent to the Brotherhood building
- At the Junior School premises

II. Scope – tender options

Both the dining facility (cafeteria) and the canteens, guided by healthy food choices and appealing food options to:

1. Dining facility (cafeteria) – Tender option “A”

a. Provide canteen and hot meal service to AAL students and staff during school days, for recess and lunch, with healthy food options. The services are required from 7.00am to 2.30pm during term time.

b. Parents/Staff can access healthy food take away options during school days.

- c. Cater for staff lunches, visitors, special functions and events from time to time.
- d. Canteen service is required during the afternoon school and the sports academy courses until 17:30. Service may be extended upon decision by the successful operator.
- e. Additional catering will be required for school events or meetings that will take place during school days and also non-school term dates and outside school hours.
- f. Operator will be required to accommodate the whole summer school operation.
- g. Operator will be required to fully undertake the Weir-Camp operation.

2. Canteens (3 locations) – Tender option “B”

- a. Provide appropriately healthy food choices of hot and cold snacks, hot and cold drinks, salads, sandwiches etc. engaging a multi-point operation for fast and ease flow of service during term time from 07:00am to 02:30pm.
- b. Canteen service is required during the afternoon school and the sports academy courses until 17:30. Service may be extended upon decision by the successful operator.
- c. Additional catering will be required for school events or meetings that will take place during school days and also non-school term dates and outside school hours.
- d. Operator will be required to accommodate the whole summer school operation.
- e. Operator will be required to fully undertake the Weir-Camp operation.

3. Options

Tenderers may bid for one or both options of operation as described above. Both offers must include the proposed annual rent/operation fee as described in **section VII, tender submission page**.

III. Requirements

1. Statements

- a. The successful tenderer will be required to work with the school to manage the whole operation, being responsive to meet the needs of the school and to actively promote a positive branding image for products and services.
- b. It is important that the business adopts an environmentally friendly approach to provide sustainable options within their operations. This includes (but is not limited to) the packaging options for food and drink items.
- c. As the successful operator, a positive, collaborative school relationship is important, that builds strong, mutually respectful, relationships and open communications across all aspects of the school community.

2. Quality

- a. Food served to the students and staff must conform with the regulations and directives of the Ministry of Education and Culture.
- b. Menus and pricing will require prior approval by the owner, permission will need to be gained from the owner to adjust pricing for canteen items in a timely manner to enable the school to communicate with parents within the School.
- c. Food served to the students will be a selection of fresh and healthy options whenever possible. Value for money is expected across all products and sample menus and processes should form a key part of any submission.
- d. All catering policies and procedures (food handling, preparation, package, cleaning etc.) must be in line with good recognized practices and under the health and safety state laws and all related provisions and regulations.

3. Contract management

- a. School is open for offers of a per annum fee with rent paid monthly. The cost for the provision of utilities (water, electricity, gas licenses and certificates) supplied to the operator and all other associated costs are of the responsibility of the operator.
- b. Insurance requirements are connected to the proposed operation.
- c. Guarantee equal to the 50% of the agreed annual rent will be required for the whole period of the contract including renewals and extensions.
- d. The initial term of the lease shall be for a period of one year with a review six months from the start of the contract and the option to extend the lease by a further year at the discretion of the owner.
- e. The lease will be handed to the successful tenderer at the completion of the process, ready to commence business on the 23rd of August 2021. Upon termination or expiration of the contract the tenderer is required to leave the premises in a clean and tidy state, with all equipment in working order and the facility returned to pre-lease condition. All monthly lease payments and other due amounts must be finalized.

4. Information required

The following information should be provided with your proposal as a minimum:

- Current place of business, if applicable
- Previous place of business, if applicable
- Names and addresses of any other persons having a financial interest in the business and the nature of such interest
- Information that clearly demonstrates an ability to operate a canteen service
- Full details of any relevant business/management experience

5. Evaluation

Tenders that are received by the due date will be assessed on the following basis:

- a. Relevant Experience - applicants must demonstrate experience in undertaking projects of the same or a similar nature indicating the size, scope, complexity and involvement of their organization in these projects.
- b. Exceptional interpersonal skills and experience in working with young people.
- c. Relevant technical and organizational capacity - applicants must demonstrate that they have the capacity to undertake a project of this nature by indicating relevant personnel, systems and other resources which will be applicable to operating this business.
- d. Commitment to adhering to the health and safety policies and practices on food handling, including work, health and safety.
- e. Responses to evaluation criteria as listed above.
- f. Draft of implementation plan, menu options and pricing.

6. Final agreement

Final details of the overall process will be settled during the contract signage stage.

IV. Procedures

The successful tenderer will be expected to:

- Submit information requested in section III, 4 & 5.
- Complete all of the fields as outlined on the submission page/s based on an actual onsite visit.
- Please contact Mr. Marios Mouktaris, on the 24746392 or Mr. Simos Nicolaou, on the 99858055, for an appointment.

V. Certificates and key personnel

Please provide:

- All certificates (as may be required by Cyprus legislation) for the type/specifications/approval of service/product requested in this tender.
- A list of the key personnel (stating their role), who will be responsible for the operation.
- Complete the fields as outlined in section III (4&5) and the tender submission page, section VII.

VI. Placement of offers

- Tenders should be submitted in a sealed envelope **by 12:00 a.m., on Monday, 8th of March 2021**, in the Tender Box at the Treasury Office (located at the ground floor of the Graduates Centre, at the American Academy Larnaca).
- Incomplete tenders will be excluded.
- The AAAF is not obliged to accept the highest or any tender.

VII. Tender submission page

Offer for the lease of the Dining Facility (cafeteria) and the Canteens of the American Academy Larnaca (private school)

OPTION "A"

ITEM (SHORT DESCRIPTION)	PROPOSED ANUUAL RENT FEE in euro (€)
Dining facility (cafeteria) operation	
VAT	
GRAND TOTAL	

OPTION "B"

ITEM (SHORT DESCRIPTION)	PROPOSED ANUUAL RENT FEE in euro (€)
Canteens (3 locations) operation	
VAT	
GRAND TOTAL	

Company Name/Stamp:

Authorized Person's Name/Title:

Signature:

Date:

Contact telephone/mobile no:

Email address: