
COFFEE, FOOD AND SNACK OUTLET TENDER
TERMS OF REFERENCE
17 May 2021

1. INVITATION TO TENDER

The Lycée Français International de Bangkok (“LFIB”) requests proposals for the provision of services in operating two retail food outlets, as kiosks or coffee shops at the school site, beginning on the 1st of September 2021, at the start of the new academic year. This invitation is open to any individual or company (“Operator”) able to meet the criteria described in this document.

2. Food Outlets

There are two outlets at the school.

School Coffee Shop

The first is located at the school entrance, in the parent waiting area. It is accessible to parents, visitors and all other external people. This area serves as gathering spot for parents with a peak in the morning (7:30am to 8:30) and in the afternoon (2pm to 3:30pm).

Students are able to purchase products from this outlet before arriving at school and after leaving. The school counts approximately 950 students from 650 families. While 60 percent of families have their children travel through school vans, the remaining families drop off and pickup their children themselves.





Secondary students' food outlet

The second is located inside the school, at the secondary school foyer and caters for senior secondary school students (approx. 180 people) throughout the day, as well as junior secondary school students after 3pm (approx. 190 people). Please note that, while eating lunch at the canteen is compulsory for the junior secondary students, senior secondary students can choose to either eat at the canteen or arrange their own meals. Currently, only a very small portion of these students have lunch at the canteen and the majority of them choose to leave the school during lunch break to have lunch outside. It is believed that with an adequate selection of food and adequate pricing, more students would choose to buy their lunch at the food outlet.



3. Operation

The Operator may sell approved foods and beverages to students, school personnel and visitors at these outlets, subject to school approval of prices. Food safety, hygiene, and quality assurance provisions need to be applied to the operation of the retail food outlets.

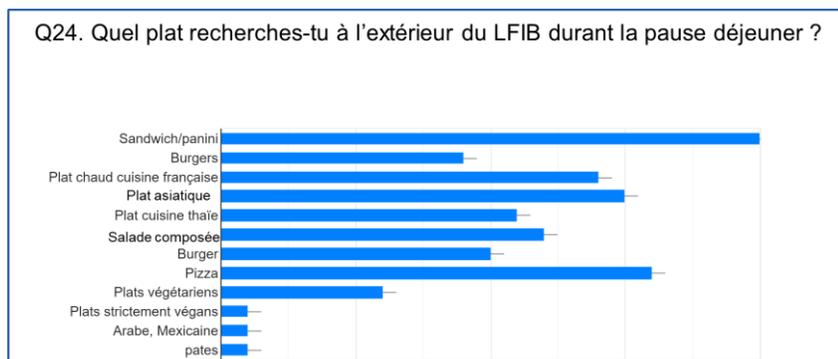
Previously, the outlet operator sold the following products*:

Type of Product	Price Range
Warm drinks (coffee, tea...)	80-130 THB
Cold drinks (soda, smoothie)	80-130 THB
Sandwiches (tuna, ham...)	60-120 THB
Bakery products (bread, croissant..)	40-80 THB
Snacks (pizza...)	60-100 THB
Daily fresh fruits (bananas, ...)	10-30 THB
mixed salads	80-120 THB

The combined daily sales of both food outlets during the past year averaged at approximately 12,000 to 15,000 THB per day (profit from 2,000 to 4,000 THB per day).

*However, customers requested a more diverse selection and a reduction to the prices.

A student survey which was held last year found that students seeked the following products outside of school for their lunch:



Translation (from top to bottom): Sandwich / panini, Burgers, Hot meal (French food), Asian meal, Hot meal (Thai food), Salads, Burgers, pizza, Vegetarian Meals, Vegan meals, Arabic or Mexican food, pasta.

It is important to note that the school is only open approximately 175 days per year. In addition, there are punctual events organized at the school, sometimes on week-ends (school festival, etc.). On these days, the food outlets are expected to be open. It is closed during week-ends, public holidays and school holidays. The school calendar can be viewed at this link:

<https://www.lfib.ac.th/school-calendars/?lang=en>

4. Tendering process

4.1. Tenders can be submitted either:

- By registered post or in person:
ATTN: School Manager
RE: Catering Tender
498 Soi Ramkhamhaeng 39 (Thep Leela 1), Wang Thonglang, Bangkok 10310
- By email: schoolmanager@lfib.ac.th

Verbal proposals will not be considered.

Although the English language is preferred, Tenders can also be submitted in Thai.

4.2. Tender Content

All Tenders shall, ideally, include:

- The completed Food Outlet Tender form, signed and dated, herein attached as APPENDIX, with a description of proposed products and pricing.
- A copy of the Operator's standard catering agreement, if available;
- A simple company profile that includes statements regarding the Operator's capabilities in providing the required services, including current and past experiences;
- Any other applicable supporting documents.

4.3. Tender Timeline

Action	Date
Catering tender Terms of Reference document disseminated	17 May 2021
Questions, visits	17 May – 10 June 2021
Deadline for submission of Tenders	11 June 2021
Issuance of Invitations to present details	18 June 2021
Operator Presentations	25 June 2021
Signing of Contract	2 July 2021
Operations Start Date	1 September 2021

- Tenders submitted after the deadline shall not be considered.
- The LFIB reserves the right to extend the submission deadlines at its sole discretion, and any such extension shall apply to all Bidders.

Bidders wishing to visit the site prior to the deadline for submission of Tenders can contact:

Ms. Onnichat Ducret: o.ducret@lfib.ac.th | 02-934-8008 Ext. 133

The LFIB reserves the right to:

- Accept or reject any Tender or proposal;
- Decline to answer questions or provide additional information requested by a Bidder;

5. CONTRACT TERMS

5.1. Term

The term of the Catering Contract shall be for one (1) year, extendable on a yearly basis.

5.2. Subcontracting

The Operator shall not subcontract any of its duties without the LFIB's written approval.

5.3. Termination

The terms for termination of the Catering Contract shall be finalized in the Catering Contract.

5.4. Costs

The LFIB shall be responsible for costs associated with:

- The outlets' maintenance;
- Removal of rubbish properly placed in designated areas.

5.5. The Operator shall be responsible for all costs associated with the daily operations as well as:

- A fixed rental fee of at least 10,000 THB per month to be paid to the LFIB.
- Water and power consumption, which shall be invoiced to the Operator by the LFIB.
- All cleaning items and products, in compliance with local legislation.
- All pest-control products and services.
- The Operator shall procure his own additional fixtures, fittings, and equipment in the kiosks as required to provide the required services.

5.6. Cleaning, Maintenance, and Safety

- The Operator shall be responsible for cleaning and maintenance of the kiosks.
- The LFIB shall reserve the right to request the removal of any item, fitting, appliance or tool reasonably deemed by the school to be noxious or otherwise a hazard. Any such request shall be made in writing and promptly complied with by the Operator.

5.7. Hygiene and Food Safety

The Operator shall, at minimum, adhere to the standards outlined by the Thai Bureau of Food and Water Sanitation, Department of Health, Ministry of Public Health

5.8. Zero waste initiative

The Operator will be requested to implement a zero-waste program to help change practices to emulate sustainable natural cycles, where all discarded materials are designed to become resources for others to use through reduction, reuse, recycling, and rot (composting).

5.9. Insurance

The Operator shall:

- maintain insurance sufficient to cover loss of operations and liability for negligence in relation to its operations at the LFIB;
- maintain insurance sufficient to recompense third parties for food poisoning;

5.10. Staff

- The Operator shall be responsible for the hiring, managing, training, salaries, allowances, supplies, and required insurances and worker's compensations and other social security payments associated with catering staff.
- All catering staff at the LFIB shall be appropriately trained and certified in food safety and food service.

5.11. Governing Law

The contract shall be governed by the laws of the Kingdom of Thailand.

APPENDIX

Food Outlet Tender Form

Name of Company _____
Registered Address _____
Name and Contact Details of Contact Person _____
Name and Contact Details of Authorized Representative _____
Telephone _____
Email _____

I, the undersigned representative of the company named above (the “Company”), hereby attest and agree that:

- I am duly authorized by the Company to act on its behalf, including to submit tenders, bids, offers, and to enter into legally binding agreements.
- All the information contained in this Tender and all its attachments, supplements, and appendixes and true and correct to the best of my knowledge.
- Neither the Company nor its assigns, nor agents has engaged in any collusive or canvassing activities with any other person associated with the LFIB, whether parent, personnel, or advisor.
- Conflict of Interest and Non-Canvassing
I certify that I have not engaged in canvassing any LFIB parent, personnel, or advisor concerning the award of the Contract, either directly or indirectly, nor have I attempted to obtain confidential information regarding this Tender process from any LFIB parent, personnel, or advisor.

([name])
Authorized Representative
Date

([name])
Witness
Date