



TENDER FOR THE OPERATION OF A CAFETERIA SERVICE AT BAOBAB TOWER, WARRENS, ST. MICHAEL

Tenders are invited for the operation of cafeteria service at the Baobab Tower, Warrens, St. Michael for a two-year period effective from January 1st, 2021 to December 31st, 2022.

2. The successful tenderer will be required to cater to staff of approximately 600 persons and members of the general public, at breakfast, lunch and other times throughout the day. Cooked and light lunches should be among the items served. A price list of items, which will be offered for sale, should also be submitted.
3. All utilities, furniture, kitchen equipment, crockery and cutlery will be provided by the National Insurance Board. The successful tenderer will be required to provide adequate insurance coverage for the operation and to fully indemnify the Board for all breakage and or damage caused by him/her.
4. The successful tenderer will be responsible for the cleanliness of the kitchen and cafeteria and must comply with the provisions of the Health Services (Food Hygiene) Regulations 1969 and the Health Services (Restaurants) Regulations 1969.
5. **TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT CAP. 349 SHALL IN SO FAR AS IS APPLICABLE APPLY TO THE CONTRACT TO BE ENTERED INTO. THE DETAILS OF THE CONDITIONS IN CAP. 349 CAN BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS OFFICE COMPLEX, WARRENS, ST. MICHAEL**
6. All corporate tenders must include with their tenders, a copy of the company's Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing as evidence of the fact that the company is an existing registered company as at the date of tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**

7. Tenderers incorporated in Barbados are advised that the Certificate of Incorporation referred to above means a Certificate of Incorporation issued under the Companies Act, Cap 308 of the Laws of Barbados or where applicable, a Certificate of Continuance and/or Amalgamation of a Certificate of Amendment. Certificates must be dated after 31st December, 1984. The Certificate of Good Standing means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property under the Companies Act, Cap. 308 of the Laws of Barbados.

8. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner, Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.

9. The successful tenderer will be required to pay a concession fee as a fixed amount payable monthly in advance. Tenderers are required to clearly indicate the concession fee on the tender.

Submission of Tender

10. Tenders must be submitted in a sealed envelope clearly marked “**TENDER FOR THE OPERATION OF CAFETERIA SERVICE AT BAOBAB TOWER, WARRENS, ST. MICHAEL;**”

addressed to: The Secretary,
National Insurance Board
National Insurance Office
Frank Walcott Building
Culloden Road
St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building, Culloden Road, St Michael no later than **4:30 p.m. on Friday November 27, 2020**. Tenders received after this date and time will **NOT** be considered.

11. No tender will be considered unless it complies with the conditions set out in this Notice.
12. The National Insurance Board does not bind itself to accept the lowest or any tender.
13. For further information and/or a visit to the site, tenderers may contact the Property Manager at 628-4100 Ext. 1051.