

The Baku Employee Association (BEA) at the US Embassy, Baku is soliciting bids to operate a cafeteria in the Embassy starting on January 15, 2009. There is over 300 staff that works at the American Embassy. The cafeteria operates from 0830 to 1530, Monday – Friday excluding USA and Azerbaijani national holidays. The cafeteria serves breakfast and lunch, both hot and cold dishes. The Baku Employee Association (BEA) seeks vendors that will serve a wide variety of nutritious meals that satisfies the tastes of the Azeri staff as well as the tastes of the American staff. In addition, the Embassy seeks a vendor that can prepare a combination of low and moderately priced dishes. Ideally, the vendor will serve a variety of freshly prepared dishes which are reasonably priced. These dishes should be healthy, diverse and low cost and may include specialties such as Italian, Indian, Mexican, Oriental, etc; salad bar and fresh fruits and vegetables should be offered everyday.

The US Embassy provides the facilities, some, but not all of the kitchen equipment and associated utilities at a low monthly rental fee to the vendor. The Baku Employee Association (BEA) will conduct a site visit for interested vendors on November 20<sup>th</sup>, 2008 at 15:00. Interested vendors must submit a list of names of those who want to attend the site visit by November 18th, 2008. No more than 3 people from each vendor will be allowed to attend the site visit. Please submit the list of attendees by e-mail to Henri Vazira at the following e-mail address: [vazirah@state.gov](mailto:vazirah@state.gov)

Vendors who want to bid for this service must submit a proposal by 17:00 on December 1, 2008 to Henri Vazira, care of the US Embassy Baku. Proposals may also be sent via email to [vazirah@state.gov](mailto:vazirah@state.gov). The proposal should contain a proposed menu and prices. In addition, the bid should include a list of proposed staff who will work in the US Embassy together with their ID numbers. The proposal should also contain the name and resume of the head chef. In December, selected vendors will be asked to participate in a “food fair” in which they will serve a sampling of their menu items to the Embassy staff. The Baku Employee Association (BEA) expects to announce the winning bid on or about December 19th with a start date of January 15, 2009.

Points of contact is: Henri Vazira, Technical Representative, 498 – 0335 ext 3173