

	<b>EMBASSY OF THE UNITED STATES OF AMERICA</b> Bogotá, Colombia.	<b><u>TITLE:</u></b> Meals services	<b>Number of Pages: 16</b>
	NARCOTICS AFFAIRS SECTION– N.A.S.	<b><u>PLACE:</u></b> Centro Nacional de Entrenamiento de la Policia Antinarcoticos en Pijaos-CENOP	<b>Request No.</b>
			<b>Date: 8/11/2011</b>

### GENERAL TERMS AND CONDITIONS

***PLEASE READ CAREFULLY THE INSTRUCTIONS, ATTACHMENTS AND DOCUMENTATION YOU SHOULD FILL OUT OR ATTACH TO YOUR REPLY.***

***IF YOU DO NOT FULFILL THE REQUESTED REQUIREMENTS, DATE AND TIME OF DELIVERY AND THE PROPOSAL PRESENTATION LAYOUT, YOUR QUOTATION SHALL NOT BE TAKEN INTO CONSIDERATION.***

**THE AMERICAN EMBASSY N.A.S. SECTION** is seeking a vendor interested in providing food service (meals) to include breakfast, lunches and dinners or catering, and cafeteria facility administration at the Police Base in San Luis, Tolima. This proposal must include VAT (IVA) tax and all other expenses intrinsic to the bidder.

The proposal should **attach and/or answer item per item and in the same order**, the following aspects:

- a) Proposal presentation letter, including the following data: company name, Tax code number (NIT), tax regime and base for calculation thereof, name of legal representative and citizenship card number, address, phone numbers, fax, mobile phone numbers and electronic mail.
- b) Related experience emphasizing in supply, making and prepared meals delivery to be implemented in these terms and conditions (maximum 3 pages), indicating contractor company, purpose of the contract, description of the works, dates, amounts.
- c) Description of service
- d) The attached quotation chart dully filled out THE EMBASSY IS EXEMPT FROM PAYMENT OF VAT.

### GENERAL CONDITIONS

#### 1. Purpose

To select the best company, entity, enterprise or person that comply all the requirements to supply feeding services at the Colombian National Police Training Center – CENOP in Pijaos starting ten (10) days after the notice to proceed, for the number of personnel that will be described later in this document

Description of Cafeteria Operation this SOW shall establish and operate the food service facilities for the purpose of dispensing food, nonalcoholic beverages and such other items as may be authorized by the U.S. Embassy under this Contract. See Exhibit A for specifics on the operation of the food service facilities

#### 2. PERIOD OF CONTRACT

**A. Initial Period of Contract.** This Contract is effective ten (10) days after the notice to proceed and it will have duration of six (6) months or until the number of plates stated on this contract are used / consumed.

**B. Subsequent Periods.** This Contract may be extended through a formal written request issued to NAS CO. This request will be formalized by a modification requested to NAS Contracting Officer (CO) and signed by both parties; NAS CO and contractor.

### **3. Contract Management.**

**A. Contract.** NAS has the overall responsibility for the administration of this Contract. Only the NAS CO is authorized to take actions on behalf of the U.S. Embassy to modify or deviate from the Contract terms and conditions. The C.O. will delegate certain responsibilities to a contracting officer representative (COR).

**B. Technical Representative.** The NAS Officer may designate a U.S. Embassy's Technical Representative (GTM) to assist in the administration of certain responsibilities. The GTM shall act as the U.S. Embassy's principal point of contact for day-to-day operations and ensure compliance with this Contract. If no CO Technical Representative is appointed, the responsibilities shall remain with the COR.

**C. Point of contact/Inspectors.** Inspectors may assist NAS CO, NAS COR, or NAS GTM if any concerns arise. Inspectors are authorized to perform day-to-day inspections to include contractors performance monitoring/supervision. The CNP (Colombian National Police) and NAS personnel will conduct surprise sanitation inspection of the facilities. CNP will supervise the maintenance responsibilities of contractor in the cafeteria area. The COR/GTM will provide inventory control of CNP - furnished property. The COR, GTM or designated inspector(s) may inspect and monitor the services provided by the Contractor.

**D. Authority to modify the Contract.** In no instance shall the COR / ATM or Inspectors be authorized to modify the Contract. Only the Contracting Officer may modify the Contract.

### **4. CONTRACTOR SANITATION AND RESPONSIBILITIES**

**A. Responsibilities of the Contractor.** The Contractor shall prepare and present a sanitation and inspection plan to be authorized by the CO. The contractor shall describe how the plan will be implemented during the life of the contract and maintain an inspection system intended to ensure quality of service and standards of sanitation and cleanliness. This system shall include written records of inspections made. These records shall be made available to the U.S. Embassy upon request.

#### **B. NAS and CNP Rights**

(1) The U.S. Embassy under this contract has the right to inspect the cafeteria premises as well as the actual services provided. This inspection may be made at any time, without prior notice. The U.S. Embassy shall perform the inspection in a manner that will not unduly delay the work of the Contractor. These inspections may include, but are not limited to, a comprehensive review of the following:

1. Service quality, attentiveness, courtesy, and similar factors
2. Food quality, presentation, merchandising
3. Sanitary practices and conditions
4. Personnel appearance
5. Training program techniques, schedules and records
6. Menu compliance, as indicated in the minimum acceptable menu profile.

(2) Premises of the contractor may be inspected at no charge to NAS. The contractor shall provide all reasonable facilities and assistance for the safe and convenient performance of these duties.

(3) NAS CO, COR, GTM or any health/food professional shall perform periodic inspections to assure compliance with Contract requirements and industry standards

## **5. TERMINATION**

This contract may be terminated by written notice, issued by the NAS CO, when it is in the best interests of the U.S. Embassy. This termination may be made for (1) cause, such as failure of the Contractor to comply with the terms and conditions of this Contract, or (2) convenience of the U.S. Embassy/NAS. NAS is not required to give advance notice of termination. Upon termination, contractor shall remove all of its property from the premises. NAS shall not be responsible for any loss or damage incurred by the contractor as the result of termination, including but not limited to losses due to spoilage of inventory, employee claims, personal property losses, and lost profits.

## **6. GENERAL REQUIREMENTS**

### **General**

Exhibit A sets forth several reports which the Contractor is required to submit to the NAS CO.

**Utilities and NAS/CNP - Furnished Property.** The Contractor shall not be liable for rent payments or for reimbursement to the CNP for utilities; except electricity and gas bases on consumption rate, or use of U.S. Embassy-furnished property as a result of services provided under this Contract.

## **7. OTHER RECOMMENDATIONS**

### **A. Security Access to Property.**

CNP reserves the right to deny access to the CNP Base and facilities to any individual. The contractor will provide names and biographic data on all personnel (including planned back-up personnel) who will be used on this Contract at least five (5) days before they begin work.

### **B. Standards of Conduct.**

The contractor shall be responsible for maintaining satisfactory standards of employee attitude, competency, conduct, cleanliness, appearance and integrity. The contractor shall be responsible for taking disciplinary action with respect to employees as may be necessary. Each contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer and the CNP. Contractor employees must use politeness and courtesy when dealing with CNP or other personnel. CNP reserves the right to direct the contractor to remove an employee for failure to comply with the standards of conduct.

### **C. Personal Injury, Property Loss or Damage Insurance.**

(1) The Contractor, at its own expense, shall maintain insurance against fire, theft, flood, liability, and for employee medical and employment expenses, as required by law. Insurance should cover all Contractor-owned and operated equipment behind the service counter.

(2) The Contractor shall provide certification that the required insurance has been obtained before beginning work.

### **D. Indemnification.**

NAS shall not be responsible for personal injuries or for damages to any property of the contractor, its officers, agents, and employees, or any other person, arising from any incident caused by the contractor's performance under this Contract. The contractor expressly agrees to indemnify and to save

NAS, its officers, agents, servants, and employees harmless from and against any claim, loss, damages, injury, and liability, however caused, resulting from or arising out of the Contractor's fault or negligence in connection with the performance of work under this contract. Further, any negligence or alleged negligence of the NAS, its officers, agents, servants, or employees, shall not bar a claim for indemnification unless the act or omission of NAS, its officers, agents, servants, or employees is the sole competent and producing cause of such claim, loss, damages, injury, or liability.

**E. Protection of CNP Buildings.**

Equipment and Facilities. The contractor shall use reasonable care to avoid damage to CNP buildings, equipment and grounds. If the contractor fails to take adequate care and damage to any of this property are caused, the Contractor shall repair the damage at no expense to the U.S. Embassy, as directed by the NAS C.O.

**F. POLICE-Furnished Property.**

(1) CNP and NAS shall provide the property described in Exhibit B to this Contract. Delivery of this property is completed when it is made available in the space designated for the contractor's use in his operation of the cafeteria. The contractor shall acknowledge in writing to the NAS CO receipt of the CNP-owned equipment listed in Exhibit B.

(2) Title to all CNP-Furnished property shall remain with the NAS Office. The contractor shall use the property only in connection with this Contract.

(3) CNP shall maintain the property control records of all NAS-Furnished property.

(4) Upon taking delivery of the CNP-Furnished property, the contractor assumes the risk and responsibility for its loss or damage, except--

- (a) For reasonable wear and tear; or
- (b) As otherwise provided in this Contract.

**G. Precedence of English Language Translation.**

In the event of any inconsistency between the English language translation of this statement of work and any other language translation, the English language translation shall take precedence.

**EXHIBIT A**  
**PERFORMANCE REQUIRED UNDER THE CONTRACT**

**1. SERVICE DESCRIPTION**

Contracting for meals/food service for a maximum of 405 students and a minimum of 110 personnel per day for a time period of 6 months or until number of plates stated on this contract are used or consumed, according to CNP commander of the school, at any given day, the maximum number of plates can be required based on needs (new students attending trainings, instructors), not to exceed the maximum amount of plates already established.

The contractor shall not be held responsible for any variation in the students population figure. The extent of occupancy is not guaranteed.

## **2. SERVICE DETAILS**

Services should be delivered at kitchen and dinner room facilities or training location located in the area of Jungla Instructors at the Pijaos farm. NAS will provide special dishes/equipment for this needs (see attached spread sheet). Daily number of plates could vary according to changes in programming/training plans based on needs communicated by the Base Commander; this number of plates should not exceeding daily numbers of the programming table.

Breakfasts, lunches and dinners services must be served for the quantity of personnel already described in the lapse of 180 days as per given programming for the school commander MY. Carlos Arturo Reyes Monsalve for Jungla Instructors and MY. Carlos Antonio Botero Sanchez for COR instructors, see attached time table.

## **3. HOURS OF SERVICE**

**A. Schedule.** Service is required Monday through Sunday 07:00 to 20:00 hours. The Cafeteria will not be closed on holidays.

**B. Schedule Modifications.** Hours of operation can only be modified upon NAS CO approval. The CNP may change the hours and days of operation only when NAS CO has agreed to do so. Contractor requests to modify hours or days of service shall be submitted to the CNP Officer and NAS for approval at least five working days before required modifications. In addition to routine service, the Contractor may also be approached by students and CNP staff to cater evening meals, weekend events, luncheons, and special events not stated in this contract. These extra requests that do not form part of this contract shall be paid by the requestor. All events held on the CNP compound must be approved by the technical Representative CNP officer and be able to change the required fee to the requesting entity, not the U.S. NAS office.

## **4. RESPONSIBILITIES OF THE CONTRACTOR**

### **A. General.**

Contractor shall provide prompt, efficient, and courteous service, and avoid undue interference with the operation of the CNP while service is provided. The Contractor shall obtain licenses and permits and observe all applicable regulations, health, sanitary, and other regulations and laws.

The Contractor shall:

- employ sufficient and suitable personnel;
- secure and maintain insurance;
- maintain records; (number of plates served per day
- submit reports; and, (COR, ATM/CO)
- observe other contract requirements.

The Contractor shall pay any fee, cost, or other charge incident not waived in this contract to or resulting from operations under the Contract including propane gas and telephone service. The Contractor shall exercise reasonable care in the use of space and CNP-owned equipment. When the Contract ends, the Contractor will yield such space and equipment in as good condition as when received, except for:

- ordinary wear and tear; and
- damage or destruction beyond the Contractor's control and not due to the Contractor's fault or negligence.

**B. Service.**

Contractor shall operate and manage the cafeteria in the contractor's name at the CNP. The contractor shall remove any soiled dishes, provide clean dishes, and assure that tables and chairs are cleaned before each patron is seated. Dining facilities should leave a favorable impression of the CNP personnel, guests and staff. Space, facilities, and equipment provided by the CNP must be consistently maintained in optimum condition and appearance.

**C. Menus.**

(1) The contractor shall provide a variety of quality-prepared foods and beverages. The variety and appearance of food in the cafeteria on each operating day shall be consistent with approved food service standards and comparable for Colombian business cafeterias. The Contractor shall plan and advertise advance weekly menus through various media available at the site, in addition to posting daily menus near the service counter. The Contractor shall make a reasonable effort to adhere to the range of menus and prices submitted in its offer.

(2) Contractor must submit a complete list of (Entrees, vegetables, beverages, soups, desserts, etc.) to the NAS and CNP officer as party the proposal package

(3) The type of food to be served daily is menu type, the embassy will not pay for special dishes, these latter shall be borne by the person who asks for them.

**D. Equipment and Utensils provided by the contractor.**

The Contractor provides all required equipment, flatware, china, glasses, pots, pans, and any other small appliance necessary to comply with cafeteria operations. Exhibit B provides a detailed list of the current cafeteria's inventory provided by the U.S. Embassy.

**E. Sanitation and Quality.**

(1) The Contractor shall serve tasty, appetizing, and quality food, under clean and sanitary conditions.

(2) All foods served shall be wholesome and free from spoilage, free from adulteration and misbranding, and safe for human consumption. Uncooked items, such as fresh fruits, shall be clean and free from blemish. All foods shall when served, be attractive in appearance and correct in temperature and consistency. They shall be crisp, moist, dry tender, etc., as may be appropriate in each case.

(3) All employees assigned by the Contractor to perform work under this cafeteria Contract shall be physically able to do their assigned work and shall be free from communicable diseases.

**F. Personnel and Supervision.**

(1) Contractor shall employ enough personnel to maintain sanitary conditions and satisfactory service which will ensure prompt and efficient service at all times. All employees shall be sober, conscientious, neat, and courteous. The Contractor shall at all times provide adequate staff of food service employees to perform the varied and essential duties inherent to a successful food service operation.

(2) The Contractor shall require that each employee assigned to work under this Contract sign, or otherwise acknowledge, a statement that he or she is neither employed by the NAS/CNP and is not entitled to any rights or benefits of the CNP or the Embassy.

(3) Contractor employees must be approved by CNP before working under this Contract. The Contractor shall furnish personal history forms of all employees the Contractor proposes to work under this Contract.

(4) The Contractor shall employ a full-time manager unless the Contractor is an individual.

(5) The Contractor's employees shall wear a distinctive item of clothing such as a badge, cap, armband, blouse, or uniform as a means of identification when they are in the building. The Contractor's employees shall wear proper uniforms, including hair nets and/or head covers when they are performing their duties in the building. Legible nameplates identifying each employee shall be displayed as part of the uniform.

(6) The Contractor's employees shall be required to change their clothing in locker rooms and to maintain the room in a neat and clean condition.

(7) Employees of the Contractor shall be fully capable of performing the type of work for which they are employed.

(8) The Contractor shall provide adequately, trained relief personnel to substitute for the regular employees when they are absent so that a high quality operation will be maintained at all times.

(9) The Contractor and its employees shall comply with instructions pertaining to conduct and building regulations in effect for the control of persons in the building.

(10) The Contractor is required to schedule an employee training program that will continue for the duration of this Contract and any extensions thereof, to ensure that employees perform their jobs with the highest standards of efficiency and sanitation.

(11) All articles found by the Contractor, the Contractor's agents or employees, or by patrons and given to the Contractor shall be turned in to the CNP commander's office as lost and found items.

(12) The contractor personnel shall be subscribed to the ARP's and EPS regular Colombian health system in case of illness or work accidents at the CNP areas; CNP /NAS will not be responsible for any penalties resulting of any events related to daily work.

#### **G. Trash Removal.**

The Contractor shall remove trash from the Cafeteria anytime that waste canisters are full or not less than once after every meal; whichever is greater. Any alteration to this provision must be directed in writing to NAS C.O.

#### **H. Rodent and Pest Control.**

The Contractor shall maintain a clean work area free of any clutter, dirt or any material that would attract rodents and vermin.

#### **I. Contractor does not Perform Repairs.**

NAS / CNP will perform the preventive maintenance and repair of the equipment listed in Exhibit B. The Contractor shall submit an e-mail to the NAS CO for all repair requests.

## **J. Cleaning and Janitorial Services.**

(1) The NAS / CNP will not provide cleaning supplies and equipment.

(2) The Contractor shall furnish labor and supervision sufficient to maintain the cafeteria in a clean, orderly, and sanitary condition at all times. Before beginning work the Contractor shall submit to the CNP Officer the brand names or manufacturer of any materials proposed for use in connection with the work of this Contract. The CNP officer may reject any material that would be unsuitable for the purpose, or harmful to the surfaces to which it is to be applied.

(3) The Contractor shall perform cleaning and janitorial services on a regular schedule and shall meet the highest standards of sanitation common to the food service industry. The Contractor shall use the following cleaning schedule. The CNP Officer may require increases in this schedule if conditions require more frequent cleaning.

### **(a) Food and Service Facilities and Dining Halls**

(1) Daily and After Each Meal

Furniture: Clean and sanitize after each meal.

Floors: Clean and sanitize after each meal.

Toilets: Clean and sanitize after each meal

Wash basins: clean and sanitize after each meal, and change hand towels after each meal.

Cold drink dispensers and ice cream machines: clean and sanitize daily.

Garbage: Remove after each meal.

Food serving area: clean and sanitize after each meal.

Table cloths: replace after each meal.

### **(b) Kitchens**

(1) Daily and after each Meal: Food service preparation area: clean and sanitize after every Meal.

Cookers: Clean after each meal. Small appliances: clean and sanitize after each use.

Pots and Pans: clean and sanitize after each use.

Utensils: Clean and sanitize after each use.

Crockery: Clean and sanitize after each use.

(2) Daily Basis: Walls: Clean every second day.

Refrigerator: Clean floors and shelves daily.

Chillers: Clean and sanitize, floors daily.

Freezers: Clean and sanitize floors daily.

(3) Weekly: Windows: Clean weekly.

Refrigerator sanitize weekly.

Clean hoods and filters in kitchen.

Freezers: Clean and sanitize shelves weekly.

(4) Monthly: Exhaust system for cooker: check and clean at a minimum once each month.

Freezers: Clean and sanitize walls once each month. Chillers: Clean and sanitize walls once each month.

(5) Quarterly. Strip and wax all resilient tiles.

(6) Semi-annually. Perform cleaning of exhaust pipes.  
Clean the tile walls in kitchen and dining areas. Clean all fans and ventilators.

(4). Failure to keep any of the facilities in a clean condition may result in the withdrawal of the privilege of using such facilities. In addition, the CNP / NAS may have the facility cleaned by other means and charge the cost of such work to the Contractor.

**K. Security areas.**

The Contractor shall be responsible for the security of all areas under the jurisdiction of the Contractor. Designated employees shall have the responsibility for determining that all equipment has been turned off, windows are closed, lights and fans turned off, and doors locked when the cafeteria is closed. The Contractor shall make a matter of a daily report to the Guard office upon leaving the building. A key shall be available for emergency use only in the building security office.

**L. Hazardous conditions.**

The Contractor shall eliminate unsanitary or hazardous conditions that are dangerous to anyone using the food facility. This shall include any employee, agent or representative to the Contractor, CNP staff, student or other patrons of the food service facility for any portion of the facility that is under the jurisdiction of the Contractor

**M. Liability.**

CNP / NAS will not be responsible in any way for damage or loss/occasioned by fire, theft, accident, or otherwise to the Contractor's stored supplies, materials or equipment, or the employees' personal belongings. The Contractor shall report any personal injury or physical damage to the building or equipment resulting from fire or other causes to the Facilities Manager immediately.

**N. Fire and civil defense drills.**

The Contractor shall notify the CNP in the event of fire. All of the employees of the Contractor shall be organized and trained to participate in fire and civil defense drills including the reporting of fires. This shall be accomplished with the cooperation of the CNP Officer.

**O. Billing Procedures:**

NAS Office will pay in Colombian Pesos. Contractor must invoice once a month and send supported documentation properly signed by CNP commanders in charge, NAS office will process the payment 30 days after invoice has been received.

**P. Inventories:**

The Contractor will be asked to sign for the inventory of the U.S. Embassy- provided equipment and supplies located behind the counter in the kitchen, as listed in Exhibit B, of this Contract. The Contractor shall exercise reasonable care in the use of facilities, equipment, and supplies and return the same in good condition when the Contract ends. The Contractor shall not be liable for normal wear and tear or damage beyond its control. Should the Contractor wish to install or use locked facilities it must obtain CNP approval.

## 5. RESPONSIBILITIES

### A. Contract to Operate the Facility.

The U.S. Embassy in coordination with the Colombian Police at this location agrees to obtain approval for selected Contractor operations in accordance with this contract duration to establish, manage, and operate a cafeteria at CNP Pijaos National Training Center to prepare and sell food, nonalcoholic beverages and such other products as the U.S. Embassy may authorize under this contract.

### B. CNP will provide space for operations under the Contract.

As indicated. It will provide adequate ingress and egress, including a reasonable use of existing corridors, passageways, driveways, and loading platforms. CNP will provide space heating, space lighting, ventilation, and the utilities. In addition, the CNP will:

(1) Make such improvements and alterations as it may deem necessary, including improvements and alterations necessary to conform to applicable sanitary requirements.

(2) Maintain and repair building structure in areas assigned for the Contractor's use, including:

- painting and redecoration;
- maintenance of gas, water, steam, sewer, and electrical lines;
- ventilation, electrical lighting fixtures (including relamping);
- floors and floor coverings; and
- walls and ceilings.

The Contractor shall bear the expenses of repairs necessary because of negligence on the part of the Contractor or its employees.

(3) At its own expense, provide, install, and permit the Contractor to use the equipment listed, and additional equipment of a similar type when required for any expansion approved by the CNP Officer. CNP will replace equipment that it has provided, as it deems necessary. Subject to adequate operation and handling of equipment by the Contractor, CNP will replace component parts of, and make repairs to such equipment.

### C. Police- owned Equipment.

CNP - furnished equipment is listed in Exhibit B. CNP will provide all major equipment items. Flatware, china and glassware, along with all consumable cleaning supplies shall be supplied by contractor.

## 6. NAS RIGHTS AND AUTHORITY

### A. Oversight.

NAS C.O. shall oversee the quality of the services provided by the Contractor and the reasonableness of the prices charged. NAS C.O. may advise the Contractor, when needed, of any source of dissatisfaction and request correction.

**B. Public Space.**

CNP reserves the right to use dining areas and other public spaces at other than serving periods, for meetings of CNP Staff or other assemblies. After each use, CNP will clean and rearrange the space without expense to the contractor.

**7. RESTRICTIONS****A. Equipment.**

Unless otherwise permitted by the NAS, the Contractor shall not install equipment other than that specified in this Contract or remove any NAS - owned equipment from the premises.

**B. Patronage.**

The facilities and services provided in this Contract are for the benefit and convenience of CNP staff and students. CNP may regulate patronage from other sources.

**C. Facilities.**

The physical facilities within the CNP base shall not be used in connection with operations not included in the Contract. CNP may, however, utilize centralized food preparation and storage sources located elsewhere and bring goods to the CNP base daily.

**D. Other Uses**

The contractor during the term of the contract term may provide food service for students, instructors and staff in accordance with exhibit A, also perform services providing food to other users; first having the proper authorization from the commander of the National School statement. No service will charge for water and sewage.

**E. Experience**

The contractor must have previous experience in the provision of utilities, food distribution and processing for large numbers of staff. The offeror shall demonstrate experience over the past three years whose object is the provision of food processing service. This needs to be included in the proposal package.

**F. Validity of Proposal**

The proposal should indicate a minimum term of seventy (70) days after its submission.

**G. Place of Performance Contract**

The contract will be executed on the premises of the National Training Centre National Police (Jungle Instructor Group), the farm's Pijaos the municipality of San Luis in the department of Tolima Jungle Instructor Group Directorate of National Police anti-narcotics

**H. Receiving**

El Mayor Carlos Arturo Reyes Monsalve issues a receipt or certification to the satisfaction after performing the verification in compliance with the contract. The receipt will be issued satisfaction within 8 calendar days after receipt of the billing invoice.

**8. DEFINITIONS**

The following definitions pertain to this Contract.

- A. NAS - United States Embassy Bogota: Narcotics Affairs Section - United States Embassy Bogota is interchangeable with "U.S. Embassy" and "The Embassy."
- B. CNP: Colombian National Police – owner of the kitchen facilities
- C. U.S. Embassy NAS : "U.S. Embassy" means a person with the authority to enter into, administer, and/or terminate Contracts and make related determination and findings.
- D. Contractor: "Contractor" means the individual or company that has entered into a Contract with the Embassy.
- E. "Offer" means a response to a solicitation that, if accepted, would bind the offeror to perform the resultant Contract.
- F. C.O.: Contracting Officer

**FOOD DISTRIBUTION REQUIREMENTS-TERMS**

Meal card: Without any exception, all authorized personnel to benefit from this contract, will have to present NAS approved identification any time they request the meals, this document will have; identification number, rank and name, Colombian identification number, date of birth, training number and title, expiration date. This card will serve a control mechanism and cannot be transferred. If the selected vendor is in doubt about the identity of the requestor (meal card), he/she should ask for the Colombian identification card.

**EXHIBIT C**

**OFFICIAL QUOTE TABLE**

<b>ÍTEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
1	Breakfast for students, staff personnel and additional personnel	24,000		
2	Lunch for students, staff personnel and additional personnel	24,000		
3	Lunch for students, staff personnel and additional personnel	24,000		
	<b>Total food services</b>			