

American Employee Association
U.S. Embassy Djibouti

Solicitation for Cafeteria Caterer

The American Employee Association (AEA) is soliciting proposals for a caterer to provide meal services at the New Embassy Compound (NEC) in Haramous, Djibouti. The initial contract will be no longer than 90 days as a trial period, with an option to extend depending on performance.

The NEC has a fully equipped professional kitchen. Items include refrigerators, stoves, ovens, juicers, sanitary washing facilities, and display cases. In addition, all plates, glasses, and utensils are supplied. The AEA anticipates that the caterer will only need to bring a minimum amount of their own equipment into the NEC.

Timeline

Request for Proposal released	5/9/2013
Tour of Kitchen Facilities	5/19/2013
Proposals due	5/30/2013
Inform Winning Bidder	6/6/2013
Start Services	6/16/2013

Requirements for Caterer:

1. Provide a variety of breakfast, snack, and lunch services between the hours of 8 am and 3 pm. Meals must cater to both Djiboutian and American tastes. The caterer must also rotate meals on a regular basis to ensure a variety of choices are offered. For example, the caterer may choose to offer two lunch selections but needs to rotate this on a regular basis. Snacks may include coffee, teas, fruit juices, and pastries.
2. Meal prices must be included as part of the proposal. The caterer will be using Embassy facilities, water, and electricity at no cost to the caterer. A small portion of revenue will go to the AEA.
3. Prior permission must be received in order to prepare food off premises. All workers should be free of communicable diseases. Food preparation should meet industry standards for hygiene.
4. Caterer should have all appropriate licenses and permits to do business in Djibouti.

Response Format

1. Submit a sample monthly menu with pricing information. Include your staffing plan to ensure adequate coverage from 8 am to 3 pm. After the deadline for proposals, finalists will be contacted by the selection committee to arrange a taste test of a number of items from the proposed menu.
Note: The selected caterer will not be an employee of the U.S. Embassy.
2. Submit copies of your business license and permit.
3. Proposals may be submitted electronically via email or dropped off at the U.S. Embassy in Haramous
ATTN: American Employee Association.

Contact

If you have any questions, please contact us via email at aeadjibouti@state.gov