

Minutes of the meeting
Solicitation PR1951182
Operating the American Embassy Staff Cafeteria

Date: October 10, 2012 at 11.00 am

Embassy Representatives:

Myron Hirniak Contracting office, Ashraf Messiha - Procurement and Contracting Supervisor,
Medhat B. Samine - Contract Specialist,

1-In Attendance:

1	Marriott Bakery	Mr. Ahmed Abbass	Mr. Tardk Mohamed	
2	Hilton Cairo	Mr. Emad El Defrawy	Mr. Alaa Eleish	Mr. Hany El Gaar
3	Divin Workx	Mr. Roger Fahmy	Mr. Aly Farhat	
4	Deyafa	Mr. Ahmed Aly	Mr. Ahmed El Said	
5	Mo Cafe	Mr. Mohamed Ossama	Mr. Ismail Mohamed	Mr. Khaled Edrees
6	Villa Enterprises	Mr. Magdy Mahmoud		
7	Semiramis	Mr. Ashraf Soby	Mr. Mamdouh A. Gawad	Mr.Hany Fawzy
8	ICFI	Mr. Ashraf Motaz		
9	IRG	Ms.Alia Moataz		

2-Subjects Discussed and Covered:

Sustaining a good relationship between the licensee and the customers
Continues full attention of the contractor to the customers
Regularity in providing good quality, variety, healthy and safety food via prices.
Food preparation process, new ideas of food presentation and staff's hygiene attention are the vendor's responsibility
Urge the contractors to do their best to satisfy the customers
Compliance with the agreement regulations and rules is highly required.
The Embassy health unit office and the licensor will conduct a regular check up to the food, general cleaning.
Cleaning supplies shall be provided by the Embassy
Major equipment is provided by the Embassy.

Solicitation Process

- **Important Dates-**
 - October 18th, 2012
 - Award – End of November
- **What bidders must submit:**
 - 1 original and 2 copies

- Must be signed by person authorized to bind firm in the contract
- Prior quality of service & experience
- Financial Capability
- Other info
- **Performance Record**
 - Menu Cycle & variety
 - Menu portions, prices – Need complete menu price & portion book
 - Sanitation standards
 - Any amendments
- **Evaluation Process**
 - Technical committee
Evaluate menu and prices
 - Tasting for quality of food
 - Importance of submitting completed solicitation
 - Must be hand delivered to the Embassy!
 - Fax or email solicitations will not be accepted
- **General Information**
 - Licensee- Vendor and Licensor – Contracting Officer
 - Timeline – 1 year plus 1 option year (total of 2 years)
 - Under the current vendor, the average number of employees who visit the Cafeteria on daily basis are as follows:
50-70 for breakfast
100-150 for lunch
Additional catering one event per week.

3-Questions raised by the attendees:

- **Is gazebo included in the agreement?**
No, Gazebo was removed from the new agreement. The solicitation includes the cafeteria premises and the consular section.
- **Do you provide delivery service to the offices inside the Embassy compound?**
No issue with the delivery outside the cafeteria. The concern is the full attention to the customer, who stands on line waiting to be served. You can provide your idea about the delivery charge in compliance with the agreement regulations.
- **Is the Embassy getting involved with pricing?**
The answer is no. Pricing is the contractor's sole responsibility taking in consideration that the embassy staff has been working in other Embassies so they are familiar with the reasonable prices.

- **How the contractor will deliver the materials?**
It is up to the contractor choice either to cook the meals inside the cafeteria premise or bring them half cooked or only heated.
- **Why the number of customers is low comparing to the number of employees?**
No one is forced to eat in the cafeteria. Some of the employees bring their own food from home, while others eat at venues outside the Embassy.
- **Can you evaluate the current contractor?**
The answer is no, as I'm not in a position of a customer to evaluate the contractor as my position is the contracting officer.
- **What the contract duration?**
One Base year with one option year, total of two years but the embassy is looking for a long term relationship.
- **What are the renewal terms?**
The renewal terms is based on the customer's satisfactory performance.
- **When the committee will do the food selection?**
The committee will include the top level to the lowest level. The committee may not necessarily visit the contractor's premises but it might as asked to present the proposed food in the cafeteria.
- **Who will handle the pest control?**
Pest control is the licensor's responsibility.
- **In US army, they require contractor to get their food from certain approved supplier, is it apply here for this agreement?**
The answer is no. The contractor is not bounded to certain food supplier as long as the food is fresh and safe.
- **When is the dead line to submit the quotation?**
Quotation must be submitted no later than October 18, at 16:15, by hand to the North Gate at the American Embassy.
- **Can the Vendor prepare food outside the Embassy Cafeteria, and bring ready on daily basis?**
Yes
- **Is the number of Staff is limited?**
Number of staff will depend on the RSO (Security) approval, and obtain clearance to staff. Also a spot check for health will be conducted according to the US standards.

- **Who will maintain the appliances?**
It is the Embassy Facility office, who will be responsible to maintain the building structure. The equipment supplier (Ratomag) is maintaining the major appliances upon reporting by the licensee to the licensor.
- **When is the starting date?**
Last week of November, 2012.
- **Who will provide the required cleaning supplies for the kitchen**
The Embassy is responsible for providing the cleaning materials. Diversey Egypt is the supplier

Question have been addressed during the site visit at the cafeteria

- **Can women work in the cafeteria?**
Yes
- **Do the vendors pay rent?**
No, this is a no cost agreement.
- **Can the vendor bring his own equipment?**
Yes since it is not listed in the Exhibit B of the agreement.