



# ST. PAUL'S UNIVERSITY

*Your University of Choice!*



St. Paul's University is a Christian ecumenical institution of higher learning in Kenya with campuses in Limuru, Nairobi, Machakos and Nakuru. As a fully chartered University, St. Paul's has continued to experience tremendous growth. It is its desire therefore to match that growth with qualified, competent and professional Central services provider who can guarantee the quality services the University is looking for. To this end, the University wishes to recruit professional catering services provider committed to high level of professional, ethical and moral practices and dedicated to services more to a calling than to business. The catering services include running the students cafeteria, providing tea to university staff as well as serving meals to university official meetings. The catering services are based at the main campus at Limuru.

## CATERING SERVICE PROVIDER | REQUIREMENTS

1. Be a legally registered company with all supporting documents.
2. Demonstrate its Financial Capacity to enable it provide services without disruption.
3. Indicate and provide particulars of its Directors qualifications, experience and other strengths.
4. Provide evidence of its experience in providing similar services in institutions preferably universities and colleges. A profile of recommendations and contacts of previous and current clients be attached.
5. Provide evidence of their Employees recruitment processes (confidential referees), academic and professional qualifications as well as medical fitness etc.
6. Provide and maintain with the client a Performance Bond covering their initial service period of 2 years of up to 75% of the monthly business volume.
7. Demonstrate how deployment of technology aids the company in providing efficient services. Eg, PAYE, card system, PIN etc.
8. Provide evidence of their Member ship to professional bodies /Business associations eg KAHC, AHPK and NACE among others.
9. Demonstrate their Compliance and adherence to their business legal and regulatory regimes.
10. Any other value adding capacity and information to the advantage of the services to be provided.

**To view cafeteria, please visit Procurement Office at the Limuru campus.**

BIDS be addressed to the Secretary, Procurement committee, returned in sealed envelopes and put in the tender box next to the Reception at Post Graduate centre.

**Returning bids/closing will be August 1<sup>st</sup>, 2022.**