



REQUEST FOR PROPOSALS

**Provision of Catering Services for CEFA EDU-Wise Project
Nairobi, Makueni, and Murang'a Counties
Framework Agreement - Three (3) Years**

THE EUROPEAN COMMITTEE FOR TRAINING AND AGRICULTURE

EDU-Wise CEFA 2026 03



SECTION 1. LETTER OF INVITATION

The European Committee for Training and Agriculture (CEFA) hereby invites qualified catering service providers to submit proposals for provision of comprehensive catering services for project meetings, training sessions, and events across Nairobi, Makueni, and Murang'a counties.

This RFP includes the following documents:

1. Letter of Invitation
2. Instructions to Proposers
3. Terms of Reference
4. Technical Specifications and Service Requirements
5. Mandatory Requirements
6. Evaluation Criteria

Your offer, comprising of a Technical Proposal and Financial Proposal, should be submitted in accordance with Section 2. You are kindly requested to submit a proposal to CEFA to the following address:

The European Committee for Training and Agriculture

Brookside Close - Westland,

P.O. Box 1498-00606 Sarit, Nairobi

Or by email to: procurement@cefakenya.com

The Proposal should be received by CEFA no later than 5:00 p.m (EAT), 13th April 2026

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

CEFA looks forward to receiving your Proposal and thanks you in advance for your interest in CEFA procurement opportunities.

Yours sincerely,



SECTION 2: INSTRUCTIONS TO PROPOSERS

ELIGIBILITY

Open to all catering service providers registered in Kenya with proven experience in institutional catering, event management, and multi-location service delivery.

COST OF PROPOSAL

Proposers bear all costs of proposal preparation. CEFA is not liable for these costs.

CLARIFICATIONS

Submit written clarifications to procurement@cefakenya.com by April 08, 2026. CEFA will respond to all proposers in writing.

PROPOSAL COMPONENTS

Each proposal must include:

- Mandatory Requirements Documents
- Technical Proposal
- Financial Proposal

SUBMISSION REQUIREMENTS

By Email: Send to procurement@cefakenya.com

Subject line: Provision of Catering Services - Eduwise Project

OR

Physical Submission: Deliver sealed envelope to:

European Committee for Training and Agriculture - CEFA

Oasis Business Park, Bohra Road- Westlands-Nairobi

Marked: Provision of Catering Services

Deadline for Submission: 5:00 pm EAT, 13th April 2026

PROPOSAL VALIDITY

Proposals remain valid for 90 days from submission deadline.

EVALUATION PROCESS

CEFA will evaluate proposals in three stages:

- Stage 1: Preliminary examination for completeness
- Stage 2: Mandatory requirements verification (Pass/Fail)
- Stage 3: Technical and financial evaluation

Only proposals meeting all mandatory requirements will proceed to technical evaluation. Only proposals scoring minimum 70/100 points (70%) in technical evaluation will have financial proposals opened.

AWARD CRITERIA



Contract will be awarded to the proposer with the highest combined score (Technical + Financial). CEFA reserves the right to negotiate terms before final award.

RIGHT TO ACCEPT OR REJECT

CEFA reserves the right to accept or reject any proposal, cancel the procurement process, or re-advertise at any time without incurring liability.



SECTION 3: TERMS OF REFERENCE

BACKGROUND

CEFA is implementing the EDU-Wise Project across Nairobi, Makueni, and Murang'a counties. The project requires regular catering services for training sessions, workshops, meetings, and project events.

OBJECTIVE

Establish a framework agreement with a reliable catering service provider to deliver high-quality, hygienic, and cost-effective catering services across the three project counties.

SCOPE OF SERVICES

The service provider shall:

- Provide comprehensive catering services including breakfast, tea breaks, lunch, and dinner as requested
- Supply food that meets Kenya Bureau of Standards (KEBS) food safety and hygiene standards
- Provide varied, nutritious, and culturally appropriate menus
- Accommodate special dietary requirements (vegetarian, vegan, gluten-free, allergen-free, religious dietary restrictions)
- Deliver catering services to venues in Nairobi, Makueni, and Murang'a counties
- Provide professional serving staff, utensils, crockery, cutlery, and table linens
- Ensure timely setup (minimum 30 minutes before service) and cleanup after events
- Maintain proper food temperature controls during transportation and service
- Provide branded/labeled food displays for buffet service
- Issue detailed invoices with breakdown per event within 7 days of service delivery
- Respond to catering requests within 24 hours with confirmation and menu options

SERVICE TYPES

The contractor shall provide the following service types:

Service Type	Description
Tea Breaks	Morning/afternoon tea, coffee, assorted beverages, pastries, samosas, snacks
Lunch/Dinner	Full buffet meals with variety of proteins, carbohydrates, vegetables, salads, desserts
Breakfast	Continental or full breakfast with beverages, bread, fruits, eggs, sausages, etc.
Packed Meals	Individually boxed meals for field visits and travel

ESTIMATED VOLUMES



- Events per month: 5-15 events
- Participants per event: 30-200 persons
- Service locations: Offices, hotels, training centers, field locations across three counties

CONTRACT PERIOD

Three (3) years from contract signing, with possible extension based on performance.

PAYMENT TERMS

- Payment within 30 days of invoice receipt and acceptance
- Invoices must be submitted within 7 days after service delivery
- Invoices must include event details, number of persons served, itemized costs

KEY PERFORMANCE INDICATORS

Performance Indicator	Target
Food quality and hygiene compliance	100% KEBS standards
Timely service delivery	95% on-time delivery
Request response time	Within 24 hours
Customer satisfaction score	Minimum 85%
Menu variety rotation	Minimum 4 menu options
Invoicing turnaround	Within 7 days



SECTION 4: TECHNICAL SPECIFICATIONS AND SERVICE REQUIREMENTS

FOOD SAFETY AND HYGIENE STANDARDS

All food preparation, handling, transportation, and service must comply with:

- Kenya Bureau of Standards (KEBS) food safety regulations
- Public Health Act (Cap 242) requirements
- Food, Drugs and Chemical Substances Act
- HACCP (Hazard Analysis and Critical Control Points) principles
- County Public Health Department requirements

FOOD QUALITY REQUIREMENTS

- Fresh ingredients sourced from certified suppliers
- Proper storage and refrigeration maintained throughout supply chain
- Food served at appropriate temperatures (hot food >60°C, cold food <5°C)
- No expired or near-expiry products to be used
- Balanced nutrition with adequate protein, carbohydrates, vitamins, and minerals
- Portion sizes appropriate for the meal type and participant profile

MENU REQUIREMENTS

The service provider must:

- Provide a minimum of 4 different menu options for each meal type
- Rotate menus to avoid repetition within the same month
- Include vegetarian and non-vegetarian options for all meals
- Clearly label all food items (name, ingredients, allergen information)
- Submit proposed menus to CEFA for approval at least 48 hours before the event
- Accommodate special dietary needs upon request (gluten-free, dairy-free, diabetic-friendly, halal, etc.)
- Incorporate local/traditional foods where appropriate
- Maintain variety in cooking methods (grilled, steamed, baked, etc.)

SAMPLE MENU STANDARDS

Tea Break (Morning/Afternoon):

- Assorted beverages: Tea, coffee, drinking chocolate, fruit juice,
- Snacks: Samosas, spring rolls, sausages, kebabs, mandazi, chapati wraps
- Pastries: Scones, muffins, cookies, cakes
- Fresh fruits (seasonal)
- Minimum 3 snack varieties per break



Lunch/Dinner (Buffet):

- Proteins: Minimum 2 options (chicken, beef, fish, beans, lentils)
- Carbohydrates: Minimum 2 options (rice, ugali, chapati, potatoes, pasta)
- Vegetables: Minimum 3 varieties (cooked and raw)
- Salads: Mixed green salad, coleslaw, or other fresh salads
- Accompaniments: Soups, gravies, sauces
- Dessert: Fresh fruits or light dessert
- Beverages: Drinking water, juice, soda

Breakfast:

- Beverages: Tea, coffee, milk, juice
- Bread products: Assorted bread, butter, jam, honey
- Proteins: Eggs (boiled/scrambled), sausages, bacon
- Cereals: Porridge, cornflakes, yogurt
- Fruits: Fresh seasonal fruits or fruit salad
- Optional: Pancakes, waffles, traditional breakfast items

SERVICE DELIVERY REQUIREMENTS

- Setup completed minimum 30 minutes before scheduled service time
- Professional uniformed serving staff (ratio: 1 server per 25 participants minimum)
- Adequate serving equipment, utensils, plates, cutlery, glasses, napkins
- Clean table linens and decorative table setup
- Proper food display with labels and serving utensils
- Continuous monitoring and replenishment of food during service
- Complete cleanup within 1 hour after service ends
- Proper waste disposal and venue left clean
- On-site supervisor present throughout the event

EQUIPMENT AND FACILITIES

The service provider must have:

- Insulated food transport containers (hot boxes and cold boxes)
- Food-grade serving dishes and chafing dishes
- Adequate refrigeration and food storage facilities
- Commercial kitchen facilities with valid health certificates
- Delivery vehicles meeting food safety standards
- Backup power supply for critical operations
- Adequate crockery, cutlery, and glassware inventory



STAFF QUALIFICATIONS

- Food handlers must have valid medical certificates
- Staff trained in food safety and hygiene
- Professional appearance and customer service skills
- Ability to handle special requests and dietary requirements
- Knowledge of allergen management
- Supervisory staff with catering management experience

EMERGENCY AND CONTINGENCY PLANS

The service provider must have documented plans for:

- Equipment failure or breakdown
- Staff unavailability
- Supply chain disruptions
- Food safety incidents
- Transport delays or accidents
- Last-minute menu changes
- Participant number variations ($\pm 20\%$)



SECTION 5: MANDATORY REQUIREMENTS

Proposals failing to meet ANY mandatory requirement will be automatically disqualified. No exceptions will be made.

Submit copies of ALL documents listed below.

CEFA will verify each mandatory requirement as Pass/Fail. Any proposal with one or more "Fail" marks will be disqualified and will not proceed to technical evaluation.

Mandatory Requirement	Document Required
Valid company registration in Kenya	Certificate of Incorporation/Business Registration
Current tax compliance	Valid Tax Compliance Certificate
Valid business permit/license	County business permit and food handling license
Public Health certification	Valid Public Health certificate for kitchen/food premises
Food handler medical certificates	Valid Medical certificates for all food handlers
Professional indemnity insurance	Valid insurance cover (minimum KES 5,000,000)
Experience in catering services	Evidence of at least 3 years in institutional/event catering
Bank account details	Company bank statement or bank letter (not older than 3 months)
Company profile	Detailed company profile including organizational structure
Service delivery capacity	List of owned/leased equipment and facilities



SECTION 6: EVALUATION CRITERIA

Only proposals that pass ALL mandatory requirements will be evaluated. Evaluation is based on a combination of technical merit (70 points) and financial proposal (30 points) for a total of 100 points.

TECHNICAL EVALUATION (MAXIMUM 100 POINTS)

Minimum qualifying score: 70 points

Criteria	Points	Scoring Method	Evidence Required
Years in catering business	15	3-5 years: 5 pts 6-10 years: 10 pts >10 years: 15 pts	Certificate of incorporation/business registration showing date
Similar institutional contracts	15	1-2 contracts: 5 pts 3-4 contracts: 10 pts ≥5 contracts: 15 pts	Copies of contracts/LPOs/completion certificates from previous clients
Service capacity (events per month)	10	5-10 events: 5 pts 11-15 events: 8 pts >15 events: 10 pts	Client references, list of current contracts, organizational structure
Multi-location service capability	10	Operates in 1 county: 3 pts 2 counties: 7 pts 3+ counties: 10 pts	List of service areas with evidence (contracts, permits, facilities)
Food safety certifications	20	Public Health cert: 10 pts HACCP/ISO 22000: 10 pts	Copies of valid certificates
Kitchen/production facilities	10	Own facilities: 10 pts Leased facilities: 5 pts	Photos, lease agreement, or ownership documents
Menu variety and quality	10	Based on sample menus submitted: Variety: 5 pts Nutritional balance: 3 pts Presentation: 2 pts	Minimum 4 sample menus for different meal types with photos
Staff qualifications	5	Qualified chef: 2 pts Trained servers: 2 pts Supervisory staff: 1 pt	CVs, certificates, medical certificates for food handlers
Client references	5	1-2 references: 2 pts 3-4 references: 4 pts ≥5 references: 5 pts	Reference letters (not older than 12 months) with contact details
Total Technical Score	70		



FINANCIAL EVALUATION (MAXIMUM 30 POINTS)

Financial proposals will be opened ONLY for proposers scoring ≥ 70 points in technical evaluation.

Evaluation Methodology:

Financial evaluation will be based on:

Pricing Competitiveness (30 points)

Evaluation based on per-person rates for each meal type:

- Lowest evaluated price receives 30 points
- Other proposers: $(\text{Lowest Price} / \text{Proposer's Price}) \times 30$
- Composite pricing calculated as weighted average across all meal types

FINAL SCORE AND RANKING

Final Score = Technical Score (70%) + Financial Score (30%)

The proposer with the highest final score will be invited for contract negotiations and award. CEFA reserves the right to negotiate pricing and terms with the highest-ranked proposer before final award.



FINANCIAL PROPOSAL FORM

Company Name: _____

PER PERSON PRICING (KENYAN SHILLINGS)

Provide pricing per person for each service type:

Meal Type	Rate Per Person (KES)
Tea Break (Morning)	
Tea Break (Afternoon)	
Lunch (Buffet)	
Dinner (Buffet)	
Breakfast (Full)	
Breakfast (Continental)	
Packed Lunch/Meal Box	
TOTAL COST	

Note: Rates should be inclusive of food, service staff, serving equipment, utensils, and setup/cleanup.

ADDITIONAL CHARGES AND FEES

Charge Type	Amount (KES)
Transport/Delivery fee (per event) - Nairobi	
Transport/Delivery fee (per event) - Makueni	
Transport/Delivery fee (per event) - Murang'a	
Setup and cleanup fee (if any)	
Equipment rental (if separate from per-person rate)	
Weekend/holiday surcharge (if any)	
Other fees (specify)	
TOTAL COST	

PRICE VALIDITY AND ADJUSTMENTS

Price validity period: _____ months from proposal date



DECLARATION

I/We hereby certify that the information provided in this financial proposal is accurate and complete. I/We agree to provide the catering services as specified in this RFP at the rates quoted above, subject to any agreed price adjustments as per the contract terms.

Authorized Signature: _____

Name & Title: _____

Date: _____

Company Stamp