

TEMPLATE 1 – TENDER SUBMISSION REQUIREMENTS

School Canteen Management Services – LFIV

INSTRUCTIONS TO BIDDERS (MANDATORY)

Service providers must submit a **complete tender file** composed of **three separate packages**:

1. **Administrative Package (A)**
2. **Technical Package (T)**
3. **Financial Package (F)**

Each document must:

- Be **clearly labelled**
- Follow the **numbering below**
- Be **dated and signed** where applicable
- Deed declaration and the Financial Package must be signed in original. Supporting documents may be submitted as copies unless otherwise specified.

Administrative Package

A1. Service Provider Identification.

A2. Deed of Commitment signed by the company legal representative.

A3. Proof of legal business registration and tax compliance showing minimum three years of experience, including license granted by the Lao authorities indicating authorization to carry out collective catering.

A4. Valid insurance certificate.

Technical Package

T1. Completed Quality Questionnaire providing information about the company, experience, qualifications, and reference.

T2. Organizational chart, including staff information with qualifications, experience, and certifications (mandatory to indicate the proposed canteen manager/supervisor).

T3. Proposed HACCP protocol.

T4. Example of a one-month menu plan for Maternelle-elementary and secondary schools showing meal variety, seasonality, and compliance with nutritional standards.

T5. Example of snack choices for secondary.

T6. Waste management and eco-friendly plan.

Financial Package

F1. Price schedule, dated and signed in original copy detailing proposed per-meal pricing, and proposed discount if paid one year in advance by the parents/guardians.

Failure to submit any mandatory document, or submission of incomplete or unsigned documents, may result in rejection of the tender without further evaluation.

ADMINISTRATIVE PACKAGE

A1. Service Provider Identification

Company Name	
Legal Status	
Legal Registration Number	
Tax Identification Number	
Date of Establishment	
Registered Address	
Operational Address (if different)	
Website, Facebook, other social media (if applicable)	
Primary Contact Person	
Position	
Email Address	
Phone number	

A2. DEED OF COMMITMENT

Contract Period: Academic Years 2026/2027, 2027/2028, 2028/2029

CONTRACTING PARTIES

Service Provider:

Company Name:

Registration Number:

Address:

Legal Representative:

Title:

Client:

Lycée Français International de Vientiane Josué Hoffet (LFIV)

Represented by: COMITÉ DE GESTION (COGES)

COMMITMENT DECLARATION

The undersigned, representing [COMPANY NAME], hereby commit to:

1. **Service Delivery:** Provide comprehensive food service operations for LFIV canteen facilities in full compliance with the terms of reference and contract specifications.
2. **Quality Standards:** Maintain the highest standards of food safety, nutrition, and service quality throughout the contract period.
3. **Regulatory Compliance:** Operate in full accordance with Lao national food safety regulations, HACCP protocols, and all applicable local laws and standards.
4. **Contract Terms:** Honor all pricing, service levels, and performance commitments as detailed in our submitted proposal and the final contract agreement.
5. **Insurance and Liability:** Maintain valid comprehensive insurance coverage and accept full responsibility for food service operations under this contract.

DECLARATION

I declare that all information provided in this tender submission is accurate and complete. I understand that any false or misleading information may result in immediate disqualification or contract termination. I confirm our company's commitment to fulfill all obligations under this service agreement for the full contract duration.

SIGNATURE

Signature of Legal Representative:

Name and title :

Company Stamp/Seal

Date:

A3. LEGAL AND REGULATORY DOCUMENTATION

Attach copies of:

- Business registration certificate
- Valid license authorizing food restoration, collective/institutional catering in Laos
- Proof of minimum three (3) years of operational experience
- Tax compliance certificate

A4. INSURANCE CERTIFICATE

Attach copy of insurance certificate.

TECHNICAL PACKAGE

T1. TECHNICAL QUALITY QUESTIONNAIRE

Please complete the following questionnaire with information related to your company.

BUSINESS EXPERIENCE AND QUALIFICATIONS

Food Service Experience

1. Total years of experience in food and beverage industry: _____
2. Total years of experience in institutional/school catering: _____
3. Current number of institutional clients served: _____
4. Average daily meals served across all operations: _____

List any Relevant Certifications and Licenses:

Indicate any other business qualification you consider relevant:

OPERATIONAL CAPACITY

Staffing Capacity

- Total number of current employees: _____
- Number of qualified kitchen staff: _____
- Number of French-speaking management staff: _____
- Proposed Canteen Manager/Supervisor Name: _____
- Manager/Supervisor's Years of Experience: _____
- Manager/Supervisor's Language Skills: _____

Equipment and Infrastructure

- Do you own commercial kitchen equipment? Yes / No
- Do you have refrigerated transport vehicles? Yes / No
- Do you have backup equipment for critical operations? Yes / No

Indicate any other operational information you consider relevant:

FINANCIAL CAPACITY

Financial Stability

- Please explain and/or provide any evidence of financial sustainability.

- Banking relationships (name of primary bank): _____

Indicate any other financial capacity information you consider relevant:

TECHNICAL CAPABILITIES

Menu Development and Nutrition

- Do you have qualified nutritionist on staff? Yes/No
- Experience developing age-appropriate menus? Yes/No
- Capability to accommodate multiple dietary restrictions? Yes/No
- Experience with French cuisine/nutritional standards? Yes/No

Food Safety and Quality

- HACCP system currently implemented? Yes/No
- Regular microbiological testing programs? Yes/No
- Traceability systems for ingredients? Yes/No
- Supplier qualification system? Yes/No

Environmental Commitment

- Current waste reduction programs? Yes/No
- Use of eco-friendly packaging/materials? Yes/No
- Local sourcing initiatives? Yes/No
- Composting or organic waste? Estimated % ___
Yes/No

Indicate any other technical capacity information you consider relevant:

REFERENCES

Reference 1

- Client Name: _____ Contact Person: _____
- Phone/Email: _____
- Contract Duration: _____ Daily Meals Served: _____
- Type of Service Provided: _____
- Brief Description of Services: _____

Reference 2

- Client Name: _____ Contact Person: _____
- Phone/Email: _____
- Contract Duration: _____ Daily Meals Served: _____
- Type of Service Provided: _____
- Brief Description of Services: _____

Reference 3

- Client Name: _____ Contact Person: _____

- Phone/Email: ____
- Contract Duration: ____ Daily Meals Served: ____
- Type of Service Provided: ____
- Brief Description of Services: ____

T2. ORGANIZATIONAL STRUCTURE AND STAFFING

Provide an organizational chart showing key management, kitchen, service, and administrative roles, with clear reporting lines. Provide a staff list indicating: Role / function; Number of staff per role; Key qualifications and experience. The designation of a Canteen Manager / Supervisor is mandatory and shall be physically present on site during operating hours in Thadeua.

If already identified, provide: Name, Years of experience, Language proficiency (French mandatory). If not yet identified, the bidder must:

- Describe the recruitment process and timeline
- Confirm that the manager/supervisor will be recruited, trained, and operational before the start of back-to-school preparation (Section 10.3 of the TOR)

T3. FOOD SAFETY HACCP SYSTEM

Attach proposed HACCP protocol applicable to LFIV operations, including critical control points, temperature monitoring procedures, traceability, and documentation systems.

T4. MENU PROPOSAL

Attach proposed example of one (1) full monthly menu for:

- Maternelle / Primary
- Secondary

Menus must demonstrate compliance with Section 2.3 of the TOR, and overall compliance with Chapter 2 and 3.

T5. SNACK OFFER

Attach proposed snack option for secondary in compliance with Section 2.4 of the TOR

T6. ENVIRONMENTAL PLAN

Attach proposed environmental and waste management plan, in alignment to Chapter 7. Describe planned waste reduction strategies, Single-use plastic elimination, Local sourcing initiatives and Composting or food waste recovery (if applicable), any other proposed environmental and waste management component.

FINANCIAL PACKAGE

F1. PROPOSED PRICES

Complete and sign your proposed prices
Academic Years 2026/2027, 2027/2028, 2028/2029

	Proposed Price per Meal	Proposed Price per Meal with annual payment discount
Maternelle Meal		
Elementary Meal		
Secondary Meal		
Teacher and Staff Meal		
Snack		

- COST ESCALATION PROTECTION.** We understand and accept that:
- Even if the offer is in USD, exchange rate for payment between KIP to USD will be fixed, to allow payments in KIP, and in alignment with the LFIV school exchange rate.
 - Our offer is aligned with the maximum allowable cost indicated in the TOR; otherwise disqualified.
 - No price increases will be permitted due to inflation, exchange rate fluctuations, or supply cost increases without agreement with the COGES. Prices submitted shall be deemed all-inclusive and final for the contract period, unless formally amended by written agreement with COGES.
 - No additional charges may be imposed for compliance with TOR requirements.

SIGNATURE
Signature of Legal Representative:
Name and title :
Company Stamp/Seal
Date: