



PARLIAMENT OF THE REPUBLIC OF FIJI



PARLIAMENT COMPLEX, GLADSTONE ROAD
P.O.BOX 2352, GOVERNMENT BUILDING, SUVA

INVITATION FOR EXPRESSION OF INTEREST – CATERING SERVICES

The Parliament of the Republic of Fiji invites Expressions of Interest from individuals and companies for the efficient provision of food and beverages for Parliament sittings and will also, on occasions provide catering for workshops and meetings.

The terms and conditions of this service are listed below for interested person(s) and companies.

Catering

The successful bidder will need to fulfil the following conditions:

- (i) provision of catering services during Parliament sittings;
- (ii) catering services for workshops and trainings and other official functions in or outside Parliament;
- (iii) catering services should cater for different dietary preferences such as vegetarian, gluten free, kosher and other religious preferences; and
- (iv) the successful bidder will need to provide their own kitchen equipment and light cooking is permitted. There would be exemptions on the provision of catering services for events that is hosted by other institutions.

Area and facilities

- (i) Lightning, air-conditioning, counter, furniture (eating tables and chairs) and cabinets will be provided by the Fijian Parliament. The Caterer may, with the prior approval from Parliament, replace, add or modify the facilities at their own cost if they think necessary;
- (ii) The Caterer will be responsible for the maintenance of all self- installed facilities, decoration, food ware and equipment; and
- (iii) The caterer will also be required to maintain kitchen facilities.

Service Hours

- (i) The selected Caterer must be able to provide catering services for morning tea, lunch, afternoon tea and from time to time provide dinner especially when Parliament sittings extend beyond 6pm.

Caterer's responsibilities

- (i) High standards of catering;

- (ii) Timely provision of catering; and
- (iii) Keep kitchen & eating tables and chairs clean.

Food and beverage

- (i) offer cold and hot drinks;
- (ii) variety and healthy options;
- (iii) cater for morning/afternoon tea catering for trainings and workshops. This covers drinks, meals and utensils; and
- (iv) cater for lunch catering for trainings and workshops. This covers drinks, meals, and utensils.

Submissions must include experience, business profile, references for similar services with other organizations.

All Expressions of Interest must be submitted in a sealed envelope before close of business on 14th March 2022, marked and addressed to –

EOI – Catering Servicing at the Fijian Parliament

The Secretary-General to Parliament
Parliament Complex, Gladstone Road
P.O. Box 2352
Government Buildings
SUVA

Late or incomplete submissions will not be considered, For further information concerning this Expression of Interest, please contact Mr. Jale Ratudoï on email jale.ratudoï@legislature.gov.fj or Office Tel: 3225600.