

## **REQUEST FOR PROPOSAL**

### **FULL CAFÉ COFFEE BAR SERVICE FOR MITEC**

#### **1. Background**

MITEC is one of South East Asia's leading events and meetings destinations. In order to maintain the extremely high standards demanded by clients, all centre services need to be of an international standard and specifically contracted to the needs and requirements of the centre.

#### **2. Purpose of the request for proposal**

MITEC would like to establish a stylish trendy Coffee Bar and Café service focusing on healthy living at the lettable space located at site number ----- situated on the Ground level of the South entrance to MITEC

The service required is that of selling and serving various healthy and local fusion meal options, healthy beverages, flavoured coffee and tea offerings to the general public and to patrons attending shows, exhibitions and conferences.

(Prices may range from RM5.00 – R25.00) for sit down customers and/or for take away service.

The appointed tenant/operator must provide a turn-key structure (a design and build proposal for approximately 30 seated guests which is to be approved by MITEC) as well as full FF & E fit out inclusive of coffee machines, catering equipment, disposal, and wash up facilities, extraction, as well as point of sale equipment.

The appointed tenant/operator is to provide fully manned product service/offerings. Staff members employed by the cafe are to be English speaking and of Malaysian descent only, uniformed, well trained and experienced to serve a large number of customers in a short period of time (250/300 pax per hour). The cafe structure provided must be well designed and presentable to complement a 5-Star venue. White marble counter tops and food grade stainless steel are amongst the materials to be used for fit out.

MITEC, with the appointed tenant/operator, will approve the pricing for all items to ensure this pricing is in line with the MITEC pricing structure.

The relevant times specific to this cafe is;

Monday - Friday	09h00 – 18h00
Saturday	09h00 – 18h00
Sunday	09h00 – 18h00

Operational times may be adjusted from time to time based on Centre activities, events or exhibitions.

Please note the MITEC reserves the right to appoint more than one service provider to supply the services required.

### 3. In Scope and out of scope of Works

The premises situated on the Ground Level at the South entrance of MITEC has centralised air-conditioning and single phase power.

The Premised situated on the Ground Level at the South entrance of MITEC, does not include gas infrastructure, cooking extraction or ducting, water supply, drainage or three phase power

### 4. Preconditions

**A written proposal will not be considered unless the tenant / operator who submits the proposal provides the following with their proposal:**

- 4.1 Full name.
- 4.2 Identification or company or other registration number.
- 4.3 Tax reference number and VAT number, if any.
- 4.4 Valid original Tax Clearance Certificate Services which proves that the service provider's tax matters are in order.
- 4.6 Declaration of Interest form must be completed.
- 4.7 Statement that the company's water, electricity and gas are up to date or formal payment arrangements have been made.

### 5. Terms and Conditions

It is a specific condition that;

- All catering and ingredients must be strictly Halal.
- The tenant / operator must be a Bumiputera company.

It must be noted that the tenant / operator assumes full risk when submitting bid proposals to the MITEC.

(LEGAL) Disclaimer clause; the proposals submitted by the tenant / operator do not bind MITEC, we have the right to reject the proposal without notifying the tenant/operator

### 6. Requirements to submit proposal

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 Tenants/operators must submit a company profile and are to provide examples and references of similar work performed.
- 6.3 Proposal to include but not limited to;
  - a) Design ID look and feel,
  - b) Equipment schedule.
  - c) Menu with descriptions.
  - d) Selling prices.
  - e) Café branding and signage.
  - f) Branded packaging.
  - g) Staffing schedule.

6.4 A contactable e-mail address and/or business card must be provided together with all written proposals.

**7. Contact Person**

Mark Enslin, Director of Operation

**8. Closing Date**

Proposals, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Finance Department and are to be placed in the Tender Box at the reception area on first floor, Kompleks MITEC, No 8 Jalan Dutamas 2, 50480 Kuala Lumpur.

I.....being duly authorized thereto by .....  
do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the MITEC.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: Failure of a tenant / operator to complete and sign this page will invalidate the quotation**

**9. Request for proposals approved by:**

---

**Director of Catering**  
**Name**  
**Date**

---

**Director of Finance**  
**Name**  
**Date**

---

**Chief Executive Officer**  
**Name**  
**Date**

# 10. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I.....being duly authorized thereto by .....do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the MITEC.

**Name and Stamp**  
(Block Capitals) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 11. Declaration of Fees

I / we do hereby declare that the fees of the company:-

.....  
(Company Name)

are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded to pay the said fees :

Account	Account Number *
Electricity	
Water	
Gas	

**\* to be completed by tenant / operator.**

I / we acknowledge that should it be found that the Company fees are not up to date, the authority may take such remedial action as is required, including termination of contract and any income due to the MITEC shall be utilized to offset any monies due to the respective authority.

In addition to completion of the above – **please attach a copy of your latest Electricity and water Bill**

**Name:** (Block Capitals) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(of person authorized to sign on behalf of the Tenant / operator)

## 12. RPT Declaration of Interest

12.1. No bid will be accepted from persons in the service of the state<sup>1</sup>.

12.2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

12.3.1 Full name of bidder or his/her representative .....

12.3.2 Identity number: .....

12.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

12.3.4 Company Registration Number: .....

12.3.5 Tax Reference Number: .....

12.3.6 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

### References:

<sup>1</sup> Regulations: "in the service of the state" means to be –

(a) a member of –

- any municipal council
- any provincial legislature
- the National Assembly or the National Council of Provinces

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management

(e) a member of the accounting authority of any national or provincial public entity;

(f) an employee of parliament or a provincial legislature.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

12.3.8	Are you presently in the service of the state? If yes, furnish particulars:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO
YES	NO			
12.3.9	Have you been in the service of the state for the past twelve months? If yes, furnish particulars:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO
YES	NO			
12.3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO
YES	NO			
12.3.11	Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO
YES	NO			
12.3.12	Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO
YES	NO			
12.3.13	Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO
YES	NO			
12.3.14	Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO
YES	NO			



12.4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

---

**Signature**

---

**Date**

---

**Capacity**

---

**Name of Bidder**

## **MITEC Café and Coffee Bar concept Brief**

### **Background**

MITEC is the largest trade and exhibition centre in Malaysia and the third largest in the Southeast Asia region. In order to maintain the extremely high standards demanded by clients, all centre services need to be of an International standard and specifically contracted to the needs and requirements of the centre.

### **Purpose for the request for proposal**

MITEC would like to establish a Trendy Niche Healthy Food Café and Coffee Bar at the lettable site of -----sqm on Level one of the South Entrance of MITEC – site plan attached.

### **Menu and offering**

It is envisaged that the outlet will offer sit in or take out healthy fusion food and beverage options that appeal to local and international taste buds. Typical items to be on offer are but not limited to charcoal coffee, hot or iced flavoured speciality coffees, herbal teas, freshly pressed fruit juices, wraps, rolls, and fresh salads but just to name a few items.

Menu items can range from RM5 to RM25.

### **Operating Hours**

Monday to Saturday 09h00 to 18h00 (hours may need to be extended based on in house activities)

Sundays 09h00 to 18h00 – should there be events in house

### **Strict criteria**

- Food offering to be strictly HALAL;
- The prospective tenant operator to have at least two years experience in catering for volumes of more than 250 people per hour;
- Tenant/Operator to ensure all statutory requirements are met;
- All packaging to be branded and recyclable – no straws; and
- All Terms and Conditions of expression of interest to be met.



MALAYSIA INTERNATIONAL  
TRADE & EXHIBITION CENTRE

## Design and décor

In line with the modern, green and the just different look and feel of the building – MITEC requests that the tenants fit out include sustainable materials, including food grade stainless steel finishes, white marble counter tops, natural wood and brushed concrete finishes, with an abundance of natural greenery. (please see attached images for reference purposes only).

The establishment would need to provide an area to sit a minimum of 30 people, and a counter for grab and go take away items.

## Reference images





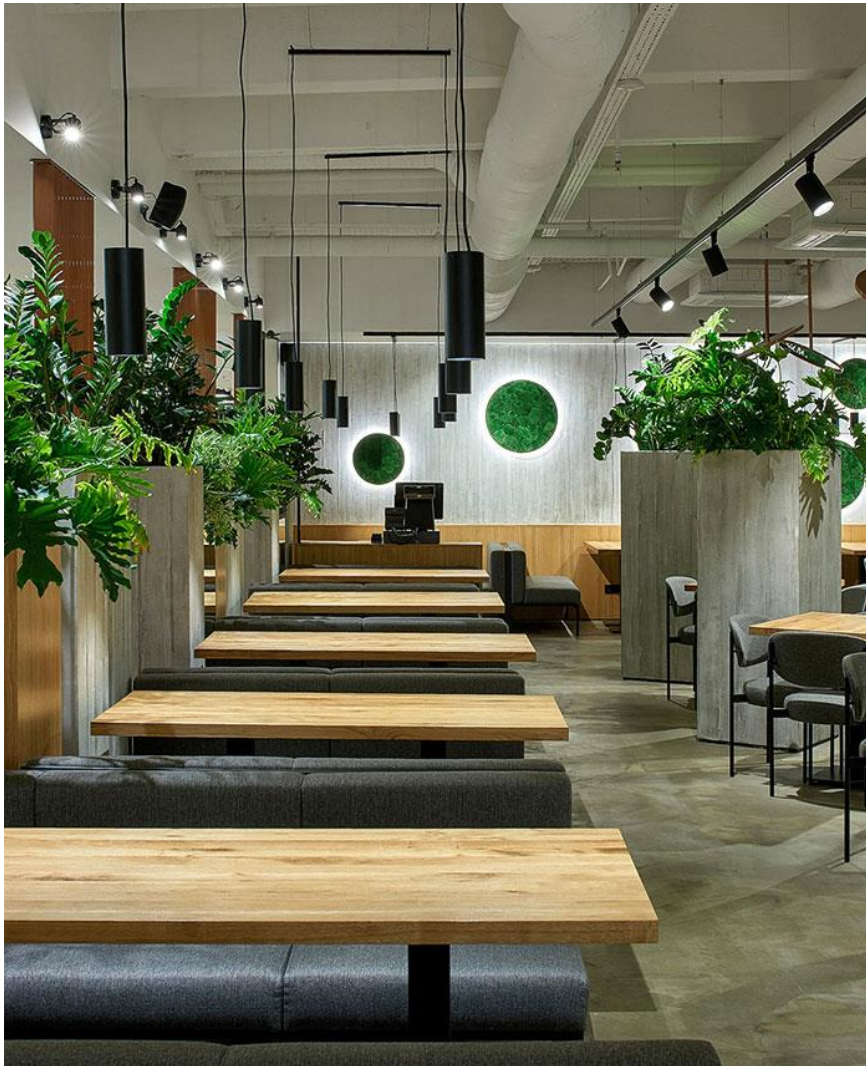
MALAYSIA INTERNATIONAL  
TRADE & EXHIBITION CENTRE







MALAYSIA INTERNATIONAL  
TRADE & EXHIBITION CENTRE





MALAYSIA INTERNATIONAL  
TRADE & EXHIBITION CENTRE



### Proposal to include

- Sketch layout;
- 3D artist impression;
- Fixtures and fitting layout;
- Building requirements;
- Specifications and schedule of finishes;
- Signage design;
- Menu design;
- Menu content offering; and
- Menu selling prices.



MALAYSIA INTERNATIONAL  
TRADE & EXHIBITION CENTRE

### **In Scope**

- Centralised air conditioning system; and
- Single phase power.

### **Out of Scope**

- Gas lines and connection;
- Cooking Extraction canopy and ducting;
- Grease trap;
- Chillers or freezer;
- Three phase power;
- Drainage; and
- Water connection.

# Level 1

