

**The Chinese University of Hong Kong
CW Chu College
Tender Reference Number: CWC-2018-001**

A brief summary of the Tender Document

Introduction

Catering services for the following are invited:

- The Student/Staff Canteen(G/F) is also a Multi-purpose Hall which can be used as a canteen, a venue for ceremonies, conferences or performances.
- The Outdoor Coffee Cart(G/F) is expected to provide coffee and cakes
- The Coffee Corner(1/F) is expected to provide drinks, pastries, sandwiches and snacks. It can also be used as a VIP dining room for College functions and events.

Main Sources of Customer

300 student residents

- Students and staff of Area 39, as well as about 600 residents of two neighbouring Postgraduate Halls
- Residents (teaching and senior administrative staff) of University Residence Nos. 10 to 17
- College visitors and University units/departments

Catering Services

- Provision of catering service for the College's communal dining three times a week during term time plus four high table dinners in each academic year. All College's students are required to attend the communal dinners and high table dinners.
- Apart from communal dining, high table dinners and special function dates, the Caterer shall provide normal catering services in the Staff/Student Canteen.

Suggested Operating Hours

Canteen	Monday to Saturday	Sunday and Public Holidays
Student/Staff Canteen	8am to 9pm	Closed
Coffee Corner	To be discussed	Closed
Outdoor Coffee Cart	To be discussed	Closed

The operating hours may be adjusted to meet the requirements of College's events and special functions.

The Caterer can make change to the above hours subject to the prior consent of the College is obtained.

Communal Dining

No. of Students	No. of Communal Dinners	
300	High Table Dinner	Communal Dinner
	~4	~70

Location and Size of Student/Staff Canteen, Coffee Cart, Coffee Corner, and Kitchen

- The Student and Staff Canteen covering a total area of approximately 430 square meters is located on G/F of College Building with a capacity of around 340 seats.
- The Coffee Cart is located on the G/F outdoor area.
- The Coffee Corner covering a total area of approximately 80 square meters is located on 1/F of College Building and can accommodate up to 52 people. It can also be used as a VIP dining room for official and private events.
- The kitchen of the Student and Staff Canteen with a total area of approximately 88 square meters is located on G/F of the College Building.
- The total area of the Coffee Corner is approximately 20 square meters

Facilities

- The Student and Staff canteen is furnished with mix-and-match tables and chairs to suit the needs for daily catering services, Chinese Banquets and Western style buffets. The Coffee Corner is also furnished with tables and chairs.
- Outdoor furniture for the Coffee Cart customers shall be acquired by the Caterer and will not be provided.
- Tables and Chairs in the Canteen, as well as cooking equipment in the kitchen will be provided by the College and should be maintained appropriately by the Caterer.
- Light fittings and air conditioning in the Canteen will be provided and maintained by the College.
- Any addition, alteration and improvement works must obtain College's prior consent in writing. The Caterer shall at its own costs provide a sufficient quantity of kitchen utensil and implements, glassware, crockery, cutlery, linen, and any additional equipment required for use by the Canteen's customers and replace any unserviceable or broken items.
- Any equipment installed by the Caterer must meet the relevant statutory standards, safety regulations and other requirements under the laws of Hong Kong and the installation must have prior approval from the College.
- All the interior of the Canteen (including items acquired by the Caterer and provided by the College) including all fixtures, fitting, furniture, and equipment shall be maintained by the Caterer.
- Kitchen appliances provided by College are mainly electrical utensils.

Security Deposit and other Payments

- Water, electricity, gas, sewage, trade effluent surcharge, and other utilities charges incurred in connection with the provision of the services.
- The Maintenance Fee is HK\$16,000 per month.
- The College will charge an annual fee of 4% of the total annual revenue. The fee is capped at HK\$160,000 per financial year.
- All the fixtures, fittings, equipment and furniture in the Canteen should be kept in good conditions and the Caterer is responsible for the cost of repairs apart from damages resulting from daily wear and tear.
- The Caterer shall at its own cost install telephone network and be responsible for all fees and charges that may be incurred for the installation.
- The Caterer shall at its own cost maintain high standards of hygiene and general cleanliness in the Canteen, Coffee Corner, Coffee Cart, Kitchen, Dish Washing Room, and Serving Counter.

Contract Period

- The initial contract will be for a period of three years from Aug 2018 to July 2021. Actual date to be agreed upon.
- Subject to mutual agreement, the contract is renewable for a further 2 years. Terms and Conditions negotiable.

Tender Submission

- The tender form with a HK\$30,000 crossed cheque payable to “The Chinese University of Hong Kong” should be lodged in the Tender Box located at Business Office, 1/F, Siu Loong Pao Building, The Chinese University of Hong Kong **on or before 12 April (Thursday) 2018, 2:30pm**. Tender should be submitted in envelopes marked “Provision of Catering Service in CW Chu College”. The deposit cheque without interest will be returned to unsuccessful tenderers upon completion of the tender process.
- Late submission or submission by email or fax will not be accepted.
- Shortlisted tenderers will be invited for a meeting within 25 days of the closing date.
- This tender document is for reference only. All terms and conditions are subject to the signed contract to be signed between the University and the Caterer.
- The College has the absolute right to withdraw a tender offer and re-tender at any time.

An Opportunity for Business Expansion

Two hostel blocks facing CW Chu College is near completion. Around 600 postgraduate students are expected to move-in in 2018. Tenderers are invited to indicate their intention to run the canteen located in these new hostel area and facing the CW Chu College canteen.

March 2018