

# **TERMS OF REFERENCE**

## **CATERING SERVICES AT APHFTA OFFICES**

### **1.0. Introduction and Background Information**

APHFTA is an Umbrella Non-governmental Organization (NGO) of the private (self-sustaining) health sector in Tanzania established in 1994. It serves as a public forum for the private health sector and provides a comprehensive array of advocacy, administrative, knowledge-sharing, and networking products and services to the Private Health Care Sector (PHCS). It endeavors to link the PHCS with the community and thereby contribute towards poverty alleviation. Over the years, it has engaged the PHCS in the delivery of public health goods under the Ministry of Health Community Development Gender Elderly and Children (MOHCDGEC) partnering to improve the quality of care in health sector and to achieve the MDGs and now the SDGs and the National Strategy for Poverty Reduction and Economic Growth (MKUKUTA).

APHFTA has over 800 member facilities all over Tanzania, which includes hospitals, health centers, dispensaries, clinics, laboratories, pharmacies/ADDOS, and maternity homes among others. It is dedicated to improving the quality of care and services in the PHCS. It does this through implementation of healthcare development projects in private facilities and some government facilities through Public-Private Partnership. The projects that it has implemented include Malaria, Maternal, Newborn and Child Health (MNCH); Helping Babies Breathe (HBB), Family Planning (FP), Non Communicable Diseases (NCDs), HIV and AIDS, quality improvement, access to affordable finance and continuous professional development among others. In addition, in 2012 APHFTA incorporated Afya Microfinance Ltd (AMiF) - a subsidiary company (with 99% APHFTA ownership) aiming at improving access to affordable financing to the PHCS.

The association operates countrywide and it has four Zonal offices. These are: **Lake Zone**, with offices in Mwanza City, **Northern Zone**, with offices in Moshi, **Southern Highland Zone** with offices in Mbeya, and **Dar Es Salaam Zone**, with offices in Dar Es Salaam where the headquarter is.

APHFTA seeks to contract an individual/entity for special demand of catering services to provide package for workshops, trainings and conferences.

### **2.0. Purpose**

The objectives of this request for proposal is to find an Individual/ Entity that will be able to offer a standard catering services at APHFTA Dar-es-salaam Zone office, APHFTA Lake Zone office, Southern Highland Zone office and APHFTA Lake Zone office.

The scope of the agreement/Contract is to provide balanced nutritional, healthy and tasty meals and snacks to staff and visitors during workshops, conference and meetings

Based on the quality of the proposal submitted APHFTA intends to select applicants for interview to be conducted by a committee.

Further, the successful applicants are expected to conclude a service contract/agreement with APHFTA.

Specific tasks for the service provider will be:

1. Ensure that the quality of all the foods, either raw or processed complies with sanitation standards.
2. Ensuring that all personnel under its employ must wear identification card, hairnet, Apron and uniforms at all times.
3. Ensuring that updated food handling certificates are obtained.
4. Ensuring that the quality of food and services presented during the food tasting be maintained throughout the term of concession.

### **3.0. Duration of Contract**

The duration for the service will be one (1) year. However APHFTA reserves the right to pre-terminate the contract for the service provider's breach of any of the provisions of the contract or poor services subject to thirty (30) days prior notice.

### **4.0. Basic Qualification Requirement**

An applicant must have a proven track record in catering services/restaurant operation of at least two (2) years

Note: If the company or an individual is contracted to provide catering services it may be requested to provide catering services, it may be requested to provide meals, snacks and beverages for office events/meetings outside the normal working hours

### **5.0. Menu List**

the applicants required to submit menus which should be consistent with various dishes

- Breakfast
- Lunch
- Evening tea
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## **6.0 Payment**

The services provider must provide tax invoice and APHFTA shall pay the invoice through cheque or bank transfer

The should contain the following elements:

- Four(4) example menus
- One(1) meeting package of twenty (20)persons with relative prices
- Two (2) letters of recommendation from precious clients which will be evaluated with other attributes according to the given criteria.

## **7.0. Deadline for Submission of Proposals**

Proposal should be labeled catering services and submitted on or before Friday 14<sup>th</sup> December 2018@15:30hrs to the following address:

**APHFTA**  
**Procurement Committee**  
**P. O. Box 13234**  
**Dar-es-salaam**  
**Email: [info@aphfta.org](mailto:info@aphfta.org)**