



Nigerian Schools Foundation (UK)

Invitation to Tender (“ITT”)

for the provision of catering services

Sports and Family Fun Day



22 June 2022

Dear Sir / Madame,

INVITATION TO TENDER ('ITT') FOR CATERING SERVICES

10th Sports and Family Fun Day on Saturday August 27 2022 from 2:00pm to 9:00pm at Stone X (formerly Allianz Park), Greenlands Lane, Hendon, London NW4 1RL.

- 1 Your organisation, along with others, is invited to offer a tender for provision of the above, to the specification outlined in the attached documents.
- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 All interested caterers should email their tender, together with all the legal requirements and documentations (see page 6) to participate by 5:00pm Friday 15 July 2022. **Late tenders will not be considered.** We aim to confirm successful tenderer no later than Monday 25 July 2022.
- 4 A copy of this tender template can be downloaded from our website (see link below):
www.nsf.community/catering-tender-2022.
- 5 There is a fee of **£500 + VAT** payable to Stone X for the right to supply catering services at their venue and use of the Kitchen.
- 6 All prospective tenderers are required to visit the venue and inspect the kitchen facilities. The date and time to be confirmed.
- 7 Stone X has sole rights for the provision of all Drinks, including alcohol and the non-Nigerian food items such as Burgers and Chips (Fries).

This Document contains details providing you with further information about the NSF (UK)'s catering requirements.

Please contact me if you have any question(s) about the tendering process.

I look forward to your response.

Kind regards

Bunmi Adekoya
Catering Team

bunmi.adekoya@nsf.community



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1. Introduction & Overview

The Nigerian Schools Foundation (UK) also known as NSF (UK), is a not for profit, well established brand, with 10 years track record of delivering successfully in various areas. We are 100% grassroots volunteer led with a culture of giving back to the Nigerian diaspora community in the UK and the education sector back in Nigeria. We are a collaboration of 53 UK-based Alumni Associations of Nigerian Schools.

Our main community event, a London 2012 Olympic legacy, is well regarded as a high profile summer event, sports & family fun day themed, which attracts well over 2,000 attendees.

The event is our own mini Olympics held in the spirit of friendship, solidarity, fair play and competition. Our members, guests and the general public compete for trophies and medals in various sporting and family fun events. The event showcases Nigerian culture including its food, fashion, live music (afro beats) and other entertainment. It is well regarded in the UK as the platform for businesses/organisations to engage with the Nigerian community. It has been fondly referred to as both “**Nigerian culture on the tracks**” and as “**the largest gathering of Nigerians at any event in the UK that is not Church or music related**”.

Please visit our website: <http://www.nsf.community> for more information about NSF (UK) and our events.

Useful links to the last event pre pandemic in 2019 can be found below:

[Video highlights](#)
[Photo album](#) and
[Event brochure](#)

2. The Opportunity

2.1. Background

The Nigerian Schools Foundation (UK) (“NSF (UK)”) is inviting caterers to express an interest in the supply of food at the Sports and Family Fun Day event to be held on Saturday 27 August 2022, the Carnival Bank holiday weekend.

2.2. Key Objectives

The objective of this invitation to tender is the conclusion of a service contract for providing catering services at the NSF (UK) Sports and Family Fun Day and to ensure adherence to all current legislation relating to Health and safety standards, Hygiene standards, Food standards, Covid-19 measures and the like.

2.3. NSF (UK)’s Sports and Family Fun Day event

The NSF (UK) Sports and Family Fun Day has grown to be a popular event within the Nigerian Community based in the UK, particularly in London. It has been running for ten years and has grown in strength. Our event attendee numbers has been solid. The Sports and Family Fun Day in 2019 pre-covid 19 attracted 2,200 people (2018: 1,500). This year we are targeting at least 1,000 attendees.

Below is the profile of attendances at the Sports and Family Fun Day for prior years:

Age Band	Actual 2018	Actual 2019
>12	656	685
12-17	188	280
18-25	188	270
>25	468	965
Total	1,500	2,200

2.4. The Location

The successful tenderer will provide catering services at Stone X (formerly Allianz Park) located at Greenlands Lane, Hendon, London NW4 1RL. The venue has a capacity of 3,000 seats.

Scheduled Event Time: 2:00pm to 9:00pm (Venue access: Setup from 10:00am and removal from: 9:00pm to 10:00pm).



2. The Opportunity (continued)

2.5. The Kitchen

The caterer will have full use and access to the Kitchen.

The main kitchen can be used by the caterers but this must be emptied and cleaned by 10:30pm.

2.6. Caterers visit to venue

All tenderers are invited to a briefing at the venue. This will outline the catering objectives, a tour of the venue and the kitchen facilities.

2.7. Clearing and cleaning

All cleaning and washing up associated with the service is the responsibility of the Tenderer. This includes the cleaning of the kitchen facilities, equipment, utensils and tableware used in the provision of the service. The Tenderer is responsible for maintaining designated area(s) within the facility in a clean and tidy state.

3. The Objectives and Service Level Required

3.1. Background

As our attendees are mainly families with a limited budget, we have a commitment to ensure that the food supplied is competitively priced and affordable on the day. We also need to ensure that there is a variety available to them.

There are 2 segments for the day:

2:00pm to 6:00pm:	Main event (mainly Nigerians)
6:00pm to 9:00pm:	After party / music / entertainment (mainly Nigerians)

3.2. Service Level required

There are 4 focal points for NSF (UK) in issuing this ITT:

- To provide a great customer purchasing experience;
- The food shall feature mainly Nigerian food content only;
- Sufficient waiter service and
- Providing a great customer experience at the event.

It is vital that enough food supply is available throughout the day especially for the main event and the after party. The Caterer should consider the logistics implication.

4. ITT Timetable

Action / Activity	Timelines
Confirmation of receipt of this document	Within 2 working days after receipt
Deadline for submissions	Friday 15 July 2022 at 5:00pm
Advice of organisations shortlisted	Monday 18 July 2022
Confirmation of successful Bid	Monday 25 July 2022
Questions	Any questions arising from this document should be addressed to bunmi.adekoya@nsf.community

5. Tenderer's presentation

Shortlisted organisation(s) will be required to either:

- Make a presentation (tasters) on Saturday 23 July 2022 (please hold this date) or;
- Provide the details of the 2 last events where your organisation catered and referees or testimonials.



6. Tender Assessments and requirements

This section provides the responsibilities and documentations necessary for the ITT.

All information supplied by Caterers in connection with this Invitation to Tender shall be regarded as confidential by NSF (UK) and shall not be disclosed to any other persons.

6.1 Evaluation Criteria and Process

A set of evaluation criteria has been prepared by NSF (UK) for the evaluation of every submission. Within each stage an initial evaluation will consider whether or not every instruction and requirement contained within the ITT has been fulfilled.

The evaluation criteria will be based upon all of the following aspects of the Tenders' proposals (not in order of significance):

Commercial

- a. Competitive price
- b. Price clarity
- c. Contractual compliance

Service Capability

- a. Service delivery experience
- b. Quality
- c. Compliance with Service Levels
- d. Culture and ability to work with NSF (UK)
- e. Ability to adapt to changing business requirements

6.2 Caterers' responsibilities:

- To ensure that all food supplied complies with all the legal requirements for hygiene, food safety standard, in particular;
- The caterer must ensure that the food storage areas and the wash-up areas are kept clean to avoid the risk of contamination; and
- The caterer must be covid-19 compliant and will also need to provide suitable personal hygiene facilities for use on the day, for the hygienic washing and drying of hands, hygienic sanitary arrangements and changing facilities (for example, provision of wash hand basin with hot/cold water, liquid soap, paper towels and/or antibacterial hand-wipes).

Caterers should note that the London Borough of Barnet and Saracens / Stone X may carry out an inspection visit on the day.

6.3 Method Statement:

Tenderers are required to incorporate a Method Statement as part of their Tenders describing their detailed proposals for their performance of the Contract and how they intend to work to deliver on quantity, quality, and service levels, in the performance of the Contract.

6.4 NSF (UK)'s responsibilities:

By supplying a written interest in the food supply at the event you are indemnifying NSF (UK) against all claims of loss, damage, injury, illness to your staff or public within the event site arising from your food supply and that any such loss, damage, injury etc. will be your responsibility.

- NSF (UK) will not be deemed responsible for any accident that may occur from the equipment brought onto the event site by the caterer.



6. Tender Assessments and requirements (continued)

6.5 Legal requirements and documentations

- All caterers must adhere to the relevant legislation such as Health and Safety at Work Act, Food Safety Act 1990, Food Standards Act 1999 and the Food Safety (England) Regulations 2006.

Documents in support of your Tender to include copies of:

- Risk Assessment;
- Method statements;
- Food Hygiene certificate/rating;
- Proof of Public liability insurance (minimum £5,000,000);
- Menu (Food only) and product description. Portion sizes and price (page 7) and
- Confirmation if registered with a local authority as a food business.

Please confirm the Borough, the last inspection date and the hygiene rating at the time of visit.

Number of Nigerian Caterers: Sole Caterer.

7. Payment details

Successful tenderer must make the full payment for the fee payable by Monday 25 July 2022.

Payment details will be provided to the successful tenderer.

8. Your pricing

All prices must fully cover your proposed service delivery as contained in your response(s).



9. Catering requirement form

9.1. Catering requirements:

Example of menu: Prospective Caterers should confirm menu selection to be supplied and also indicate portion sizes and prices.

Menu	Portion size e.g. cup/pieces/ slices etc.	Price £	Notes
Jollof Rice & Chicken with Fried Plantain			
Jollof Rice & Assorted Meat with Fried Plantain			
Fried Rice & Chicken with Fried Plantain			
Fried Rice & Assorted Meat with Fried Plantain			
White Rice & Designer stew with Fried Plantain			
White Rice & Ayamase with Fried Plantain			
Aganyin Beans & Ata with Plantain			
Asaro and Assorted Meat			
Asaro with Fried Fish			
Moi-Moi			
Meat Pie			
Chicken Pie			
Puff Puff			

* Please note that venue with sole rights to supply all drinks and non-Nigerian food on the day.

**Strictly sale of Nigerian food items permitted at the Venue on the day.