



Nigerian Schools Foundation (UK) (“NSF (UK)”)

Invitation to Tender (“ITT”)

for the provision of catering services

Sports and Family Fun Day



19 June 2023

Dear Sir / Madame,

INVITATION TO TENDER ('ITT') FOR CATERING SERVICES

Our 11th Sports and Family Fun Day will be held on Saturday 26 August 2023 from 08:00am to 10:00 pm at StoneX Stadium ("Venue"), 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 21 July 2023.

Late tenders will not be considered.

We aim to confirm successful tenderer no later than Monday 31 July 2023.

- 4 A copy of this tender template can be downloaded from our website (see link below):
www.nsf.community/catering-tender-2023.
- 5 There is a fee of **£650 + VAT** payable to StoneX Stadium for the right to supply catering services and use of the Kitchen.
- 6 The caterer will have access to the ground floor kitchen and its facilities.
Please note that there is no access to the Stadium bars. The caterer is required to provide their own bar(s) and or any supplies necessary to function on the day.
- 7 All prospective tenderers are required to visit the venue and inspect the kitchen facilities. The date and time will be confirmed.

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@nsf.community



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1. Introduction of the Organisation

The Nigerian Schools Foundation (UK) also known as NSF (UK), is a well-established brand, with 11 years track record of delivering successfully in various areas. NSF (UK) is 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.

The Sports and Family Fun Day event is our main flagship community-based event, which was inspired by the London 2012 Olympics. It is regarded as a high-profile summer event, themed “Sports & Family Fun Day” which attracts well over 1,500 attendees.

The event is 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 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), our activities and events.

Useful links to the last event can be found below:

[Video highlights](#);
[Photo gallery](#); and
[Event brochure](#)

2. The Opportunity

2.1. Background

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 26 August 2023, 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. 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 have been solid. The Sports and Family Fun Day in 2019 pre-covid 19 attracted 2,200 people (2018: 1,500).

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. The Opportunity (continued)

2.4. The Location

The successful tenderer will provide catering services at StoneX Stadium located at Greenlands Lane, Hendon, London NW4 1RL. The venue has a capacity of 3,000 seats.

Venue access and setup from 10:00am and Cleaning from: 10:00pm to 11:00pm.

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 cleared, emptied, and cleaned by 11:00pm.

2.6. Stadium Bar

Tenderers must have a licensing certificate if drinks are being provided. There will be no access to the Stadium bars, you must bring own bars, ice, glasses, etc.

2.7. Caterers visit to venue

All tenderers are invited to a briefing at the venue (date tbc).

Tenderers are given an opportunity to view the facilities, equipment, services, and standards required, test their understanding of the tender document with a Q and A session and get an insight into the client company's ethos and culture.

This will outline the catering objectives, a tour of the venue and the Kitchen facilities.

2.8. 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 will be 3 segments on the day:

Fun Run	08:00am to 12:00noon
Main event	12:00noon to 06:00pm
After party / Music / Entertainment	06:00pm to 10:00pm

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 21 July 2023 at 5:00pm
Advice tenderer(s) shortlisted	Wednesday 26 July 2023
Presentation (tasters)	Saturday 29 July 2023
Confirmation of successful Bid	Monday 31 July 2023
Any questions arising from this document please email Bunmi Adekoya at catering@nsf.community	

5. Tenderer's presentation

Shortlisted organisation(s) will be required to either:

- Make a presentation (tasters) on Saturday 29 July 2023 (please hold this date) or;
- Provide details of the last 2 events where your organisations catered together with references 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 every instruction and requirement contained within the ITT has been fulfilled.

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

i. Commercial

- a. Competitive;
- b. Pricing clarity and
- c. Contractual compliance.

ii. Service Capability

- a. Service delivery experience;
- b. Quality;
- c. Compliance with Service Levels and
- d. Culture and ability to work with NSF (UK).

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).
- The caterer is required to implement food safety management systems and procedures.

Caterers should note that the London Borough of Barnet and StoneX Stadium may carry out an inspection visit on the day.



6. Tender Assessments and requirements (continued)

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 our event you (the Tenderer) propose to indemnify NSF (UK) against all claims of loss, damage, injury, illness to your staff or public within the Kitchen and its environs arising from your food supply and that any such loss, damage, injury, etc, will be your (the tenderer) responsibility.

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;
- Drinks license;
- Proof of Public liability insurance (minimum £5,000,000);
- Menu (Food only) and product description. Portion sizes and price (page 8) 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. Compliance checks

7.1 All Tenders will be first checked for compliance with this ITT and for completeness. The Catering Team may seek clarification from the Tenderers in order for the Catering Team to determine if a Tender is complete and compliant. Tenderers are reminded that Tenders must not be qualified or subject to clarification or confirmation and must be submitted strictly in accordance with this ITT.

7.2 If a Tender is not substantially complete, or offered as a variant, or not submitted in accordance with this ITT, NSF (UK) may exclude such responses from further consideration. NSF (UK)'s decision to exclude such a Tender shall be final.

7.3 A compliant Tender is one which:

- i. is complete;
- ii. is for the provision of the services stated in this document;
- iii. does not derogate from the tender;
- iv. is delivered before or by the deadline; and
- v. includes all documents and responses as required duly completed / submitted in all material respects.

8. Acceptance of Tender

NSF (UK) intends to award the Contract based on the Tender that represents the most economically advantageous offer to the Organisation and its attendees.

Acceptance by the NSF (UK) of a Tender shall be notified to the successful Tenderer in writing via email by 5pm on 31 July 2023.



9. Payment details

Successful tenderer must make the full payment for the **fee payable £780** inclusive of VAT by Friday 4 August 2023.

Payment details will be provided to the successful tenderer.

10. Your pricing

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



11. Catering requirement form

11.1 Catering requirements:

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

The list below is not exhaustive only indicative.

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			

Example of drinks menu

The list below is not exhaustive only indicative.

Drinks	Can or bottle 330ml, 500ml, 1.25L	Price £	Notes
Coke / Diet Coke / Coke Zero			
Fanta			
Sprite			
Water - Still / Sparkling			