

# GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

## INVITATION / REQUEST FOR PROPOSAL FOR CAFETERIA SERVICES

Ghana Communication Technology University is outsourcing the management of its cafeteria. In line with this, the University is inviting proposals from fully qualified caterers, catering firms and eligible culinary bodies for the management of the cafeteria.

The outsourcing agreement will cover the **Abeka Campus Cafeteria** located at Abeka, Accra as well as **Graduate School Canteen** located at the main campus at Tesano.

Interested operators are to provide the following documents together with proposal:

- Valid business registration certificate;
- Evidence of certification / competence;
- Health and safety training records and certifications;
- and
- List of culinary equipment.

Essential requirement and criteria for shortlisting operators will be as follows:

- Number of years in business and experience shown (Minimum of 5 years);
- Technical and managerial ability of firm;
- Availability of appropriate skill among staff; and
- Firms experience / knowledge in similar working conditions or environment

The operator should be able to provide a good quality menu that reflects value for money to both students and staff of GCTU.

Written and sealed proposals (one (1) original and (4) four copies) must be delivered to the address below either in person or by registered courier service by 09:00 hours on the **3<sup>rd</sup> February, 2023** and clearly marked with the package **No. IFT/GCTU/CS/011/22**. Proposals must be deposited in the Tender Box located at:

The Ag. Head Procurement  
Procurement Unit  
Ghana Communication Technology University  
Nsawam – Accra Trunk Road  
Adjacent the National Police Training School  
Abeka Junction, Tesano

Further information can also be obtained from the address above between 09:30 and 16:00 hours till the deadline of submission of proposals.

Late proposals will be rejected. Proposals will be opened in the presence of bidders or representatives who choose to attend at the address provided.

**REGISTRAR**