



**Tender Invitation
for
College Dining Hall and Cafe**

Briefing Session
(9 February 2021)

MORNINGSIDE

About Morningside College

- Established in 2006, fully residential and communal
- Conveniently located in the central campus of CUHK
- Near the University Station, a short 5min walk
- Next to University Sports Centre



MORNINGSIDE

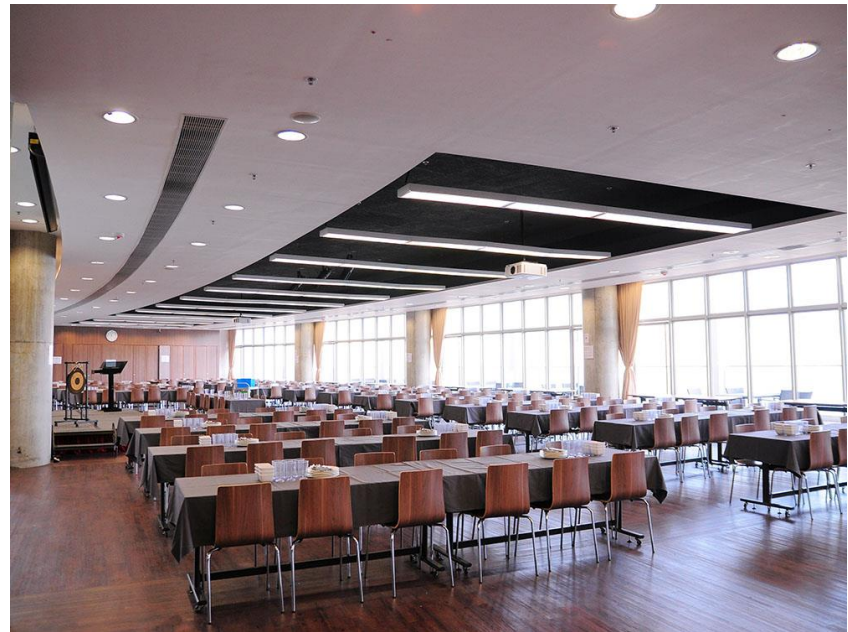
About Morningside College

- Maximum residency: 300 students in 2 hostel buildings
- There are also the Master's Lodge, the Warden's Quarters and a Visitors' Lodge
- Our own Dining Hall and Cafe
- Morningside College Dining and Residence Committee (MCDRC) will be responsible for the management and tendering of the catering operation
- New tenure of catering services will start in **mid-August 2021**



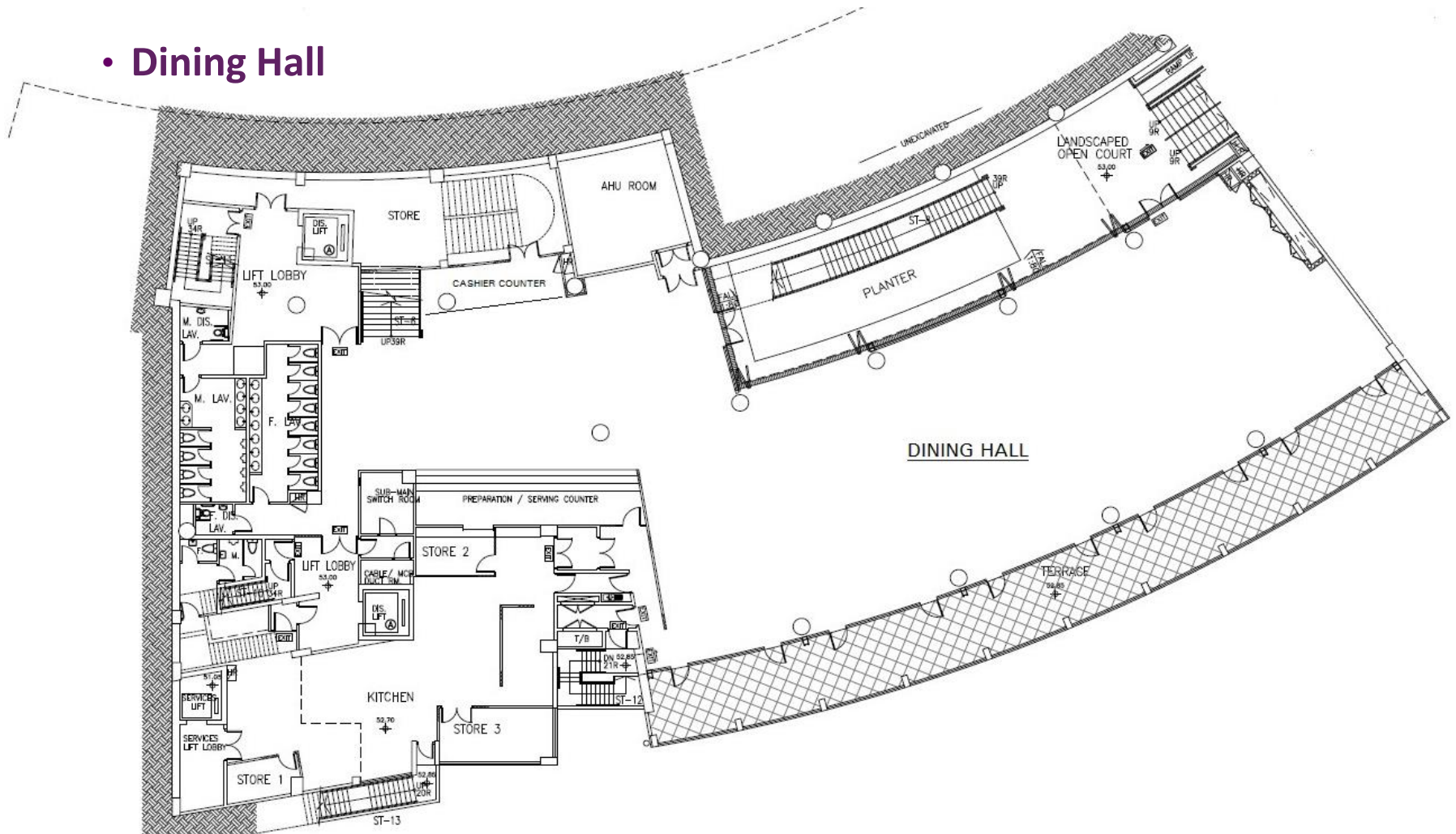
Size and Facilities

- **Dining Hall** is situated on the LG1 Floor of the residence halls
- Can serve up to 340 students and staff members



Size and Facilities

- Dining Hall



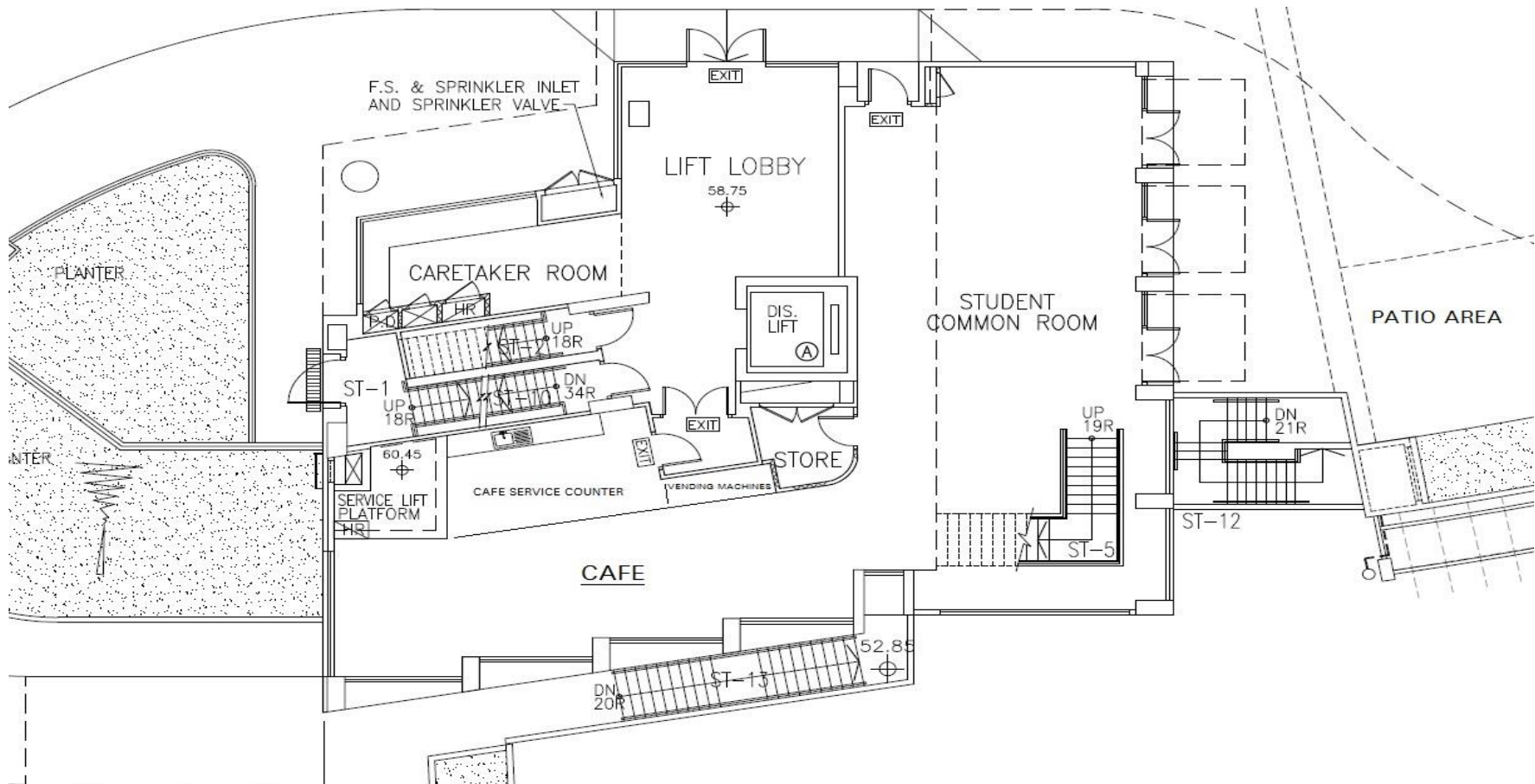
Size and Facilities

- **Cafe** is situated in the Student Common Room on the G/F of the Tower Block
- Can accommodate approximately 20 to 30 persons



Size and Facilities

- Cafe



Size and Facilities

- The University will provide kitchen equipment and facilities, including stove top, refrigerators, sinks, and range hood
- Contractor can apply to the MCDRC to install other University approved equipment, **at the Contractor's expense**
- Basic lighting and air conditioning equipment in the Dining Hall and Cafe will be provided by the University. Utility charges to be paid by the Contractor. Regular cleaning of air conditioning outlets will be at the Contractor's expense



Size and Facilities

- Furniture in the dining areas of the Dining Hall and Cafe will be provided by the University
- Eating utensils such as cups, plates, knives, forks, and trays will be provided by the Contractor
- All equipment, facilities, furniture, fixtures and fittings provided by the University will be **maintained by the Contractor at the Contractor's expense**. If it becomes necessary to replace or restore any of the above, the Contractor will be responsible for its replacement/restoration and for any costs incurred
- Equipment and facilities purchased by the Contractor shall also be maintained and repaired at the Contractor's sole expense
- Contractor shall maintain the cleanliness of the equipment, facilities, furniture, fixtures and fittings, including male, female and disabled toilets and washrooms on a daily basis and up to the frequency as set out in the contractual terms

Size and Facilities

- MCDRC requires all Contractors to comply with the **environmental policies** of the University, including Sustainability, Environmental, Smoke-free Campus, Energy, and Green Purchasing Policies

<https://www.cpsu.cuhk.edu.hk/en-gb/about-us/sustainability-policies-andpractices>

- Contractor shall impose environmental protection measures:
 - minimizing food waste, waste oil and trash
 - food separation and food waste recycling
 - reducing noise and keeping the environment and air clean
 - promoting the use of re-usable food containers
 - using bio-degradable or recycled material for takeaway containers and utensils and avoid using any material which is harmful to the environment or health

College Life

- Students are required to attend three communal dinners per week during **regular** term time
- There will also be a minimum of two Formal Hall Dinners per term during **regular** term time
- The Contractor will also be required to provide catering for college events



College Life



Hours of Operation

- Dining Hall and Cafe operation hours are generally **8am to 9pm** from Monday to Friday, **10am to 7pm** on Saturday, Sunday and public holidays
- The actual hours of operation for each session are open to determination by the College in consultation with the Contractor
- The Dining Hall and Cafe shall not be closed during term time. The Contractor may propose to close outside term; any such closure will be **decided by the College**



Food and Beverage Service

- The Contractor shall only provide Canteen Services, Catering, and on-campus meal/food Delivery Services to the students or staff of the University
- A list of types of food and beverages and their prices shall be offered by the Contractor for consideration and approval by the College
- Normally, price adjustment shall **not be exercised more than once per year**
- Pricing for offering catering services for dinner functions or tea receptions of departments/organizations within the University shall be negotiated by both sides concerned

Food and Beverage Service

- The Caterer shall at all times observe, obey and comply with ordinances or orders made by the Food and Environmental Hygiene Department, and/or any governmental or other competent authority relating to food safety; and shall have obtained all the **required licenses or permits**
- Demonstration of good operational practices and menu design in terms of **environmental awareness**, e.g. environment-friendly packaging and green and/or low-carbon footprint menus, would be credited during the tender assessment

Deposit and Other Fees

- Contractor submitting a tender shall make an **application deposit of HKD15,000** to be sent along with the application form and proposal
- Payment must be made by a crossed cheque payable to “The Chinese University of Hong Kong”
- If following a successful bid, a Contractor does not sign a contract, the full application deposit will be forfeited
- Application deposits of all unsuccessful bidders will be returned by early August, 2021
- The contract for the successful bidder shall be **effective on 15 August 2021**. **No interest** shall be paid by the University on any deposit made by a Contractor

Deposit and Other Fees

- A Contractor must pay in a **HKD100,000 contract deposit** when signing its contract
- This payment shall be returned to the Contractor upon expiration of the contract
- The University reserves the right to apply all or part of the contract deposit to compensate for any unpaid charges due from the Contractor
- **No interest** will be paid on any contract deposit

Deposit and Other Fees

- Contractor will bear all electrical charges (including air-conditioning), water utility charges, and gas charges
- May install telephones on the premises in connection with its operations, but all installation fees and monthly charges will be at the Contractor's expense
- Pay in advance on the first business day of **each month** the **maintenance fee up to HKD15,000** to the University during the contract period
- Shall pay also to the University an **annual fee of HKD127,677** as the provision for **Planned Preventive Maintenance Reserve**
- The University shall be entitled to revise the amount of fee(s) or other charge(s) annually by giving prior notice to the Contractor

Supervision and Accountability

- Contractor must accept and facilitate MCDRC's supervision of all its activities in connection with the contract
- Contractor will give **annual financial reports** to MCDRC in July each year, and disclose financial statements from time to time upon request by the MCDRC
- Contractor may be required to attend public events and respond to queries as requested by the MCDRC, including meetings, and receive and respond orally or in writing, as appropriate, to the reasonable requests and suggestions of users on the services provided

Social Responsibility

- Priority will be given to organizations/companies having proven record of practising **corporate social responsibility**
- Tenderer shall show a record, which may include:
 - Supporting the under-privileged
 - Creating employment opportunities for under-privileged groups
 - Demonstrating a considerable amount of financial support to society, charity, needy people or to improve the wellbeing of non-skilled labour
 - Practising fair trade

Employer Responsibility

- A fair wage level shall be offered to non-skilled workers including **paid rest days and/or paid meal breaks**. The Contractor shall determine such wage with reference to the Minimum Wage Ordinance
- Preference may be given to those who provide better terms and conditions exceeding baseline requirements
- If applicable, Contractor shall provide to the University the conviction records in the past five years

Procedure for Tender

Each tenderer shall submit in a **sealed envelope**:

- (a) Tender Forms** (Appendix C), and
- (b) Detailed Tender Proposal** containing the following information:
 - 1. Company background and profile;
 - 2. Number of shareholders and names of controlling shareholders, total capital budget (including renovation costs);
 - 3. Mode of operation and kitchen plan and layout;
 - 4. Number of employees to be employed in the operation and their duties (e.g. for kitchen and floor area);
 - 5. Detailed food menus and prices (used for Dining Hall daily operation);
 - 6. Detailed operation plan, with menus and prices, for College events (for three communal dinners per week and several high table dinners per term during term time);
 - 7. An additional proposal for the Cafe (with the concept of operation, menus and prices);
 - 8. A client list; and
 - 9. Other recommendations (if applicable)

Procedure for Tender

Other required items:

- Copy of a valid **Business Registration** and **any conviction records**, local and overseas, relating to violations of the Employment Ordinance, Minimum Wage Ordinance, Mandatory Provident Fund Schemes Ordinance, anti-discriminatory and other occupational health and safety-related ordinances in the past five years.
- Copy of the **identity documents** of the applicant/shareholder(s) (such as HK identity card, Business Registration, trade reference letters, etc.)
- **Crossed cheque** being the application deposit

Procedure for Tender

- Tender application shall be submitted to “Tender Box, Business Unit, 1/F Sui-Loong Pao Building, The Chinese University of Hong Kong, Shatin, New Territories, Hong Kong” **on or before 2:30 p.m. on 2 March 2021 (Tuesday)**
- Please mark “Tender No. CS-21-0102; Closing Date: 2 March 2021” on the envelope
- Late and/or incomplete submission will not be considered
- All information provided by a tenderer in the application form and proposal must be complete and correct. If any material information is withheld, the tenderer may be disqualified
- If a tenderer has not received an invitation to an interview by 30 April 2021, the application can be regarded as unsuccessful

Tender Assessment

Tender assessment may include, but need not be limited to, the following criteria:

1. Company profile with financial status
2. Proposed operation: daily business for Dining Hall and Cafe
3. Proposed operation: College events (communal dinners and high table dinners)
4. Food & beverages: variety, specialty, quantity, quality & pricing
5. Related catering experiences
6. Green initiatives
7. Social responsibility
8. Employer responsibility: staff deployment plan, wages, welfare structure

Others

- After a successful tenderer has reached agreement with Morningside College, both sides will discuss and formulate a detailed contract for the operation, with a **contract term of two years**
- Upon expiration of the first term, if both parties are satisfied with the relationship, the contract will be renewed for a **second period of not more than three years**
- Information provided in this briefing session is non-exhaustive and for reference only. For details, refer to the full set of tender documents.

Q & A



Q & A

Q1: Can tenderer submit only application for the Dining Hall or Cafe Operation separately?

A1: No. This is a **bundled tender** for the operation of both outlets.

Q & A

Q2: Will there be any concessions on the monthly maintenance fees?

A2: Tenderers shall **commit to and are bound by the contract terms** to pay and settle all the monthly fees to the University in a timely manner

To be periodically reviewed by the College depending on the development of the COVID-19 pandemic situation

The **College's decision** will be final

Q & A

Q3: Can you share more details about “Employer Responsibility” including the definition of “non-skilled labour” and “part-time worker”?

A3: Reference can be made to the HKSAR guidelines

Example: part-time: “4-18” principle

Example: non-skilled labour: dish washing workers, cleaners

Tenderer shall propose their staff employment package according to their **best understanding and judgement**, for the assessment by the assessment panel

Q & A

Q4: What will the school arrangements be for next academic year?

A4: Subject to the announcement to be made by the University in due course, and depending on the development of the COVID-19 pandemic

Same arrangement shall be expected for Term 1, 2021-22

Tenderer shall prepare:

- i. **A normal operation plan**, with a proposed menu for one-calendar month, meal cost per head, minimum guarantee number, if any
- ii. **A contingency plan** (provision of dinner boxes), with a proposed menu for one-calendar month, meal cost per head, minimum guarantee number, if any

(current attendance: ~80-100 students per night)