



STRIVING FOR EXCELLENCE

REQUEST FOR PROPOSALS (RFP)

OPERATION OF ROMA COLLEGE OF NURSING CAFETERIA

1. BACKGROUND

Roma College of Nursing is seeking a competent and experienced service provider to operate and manage its cafeteria facility to ensure the provision of affordable, nutritious, and hygienic meals to students, staff, and visitors. The College aims to enhance student welfare and support a conducive learning environment through reliable food services delivered under a professional lease arrangement.

2. OBJECTIVE

The objective of this Request for Proposal (RFP) is to appoint a qualified and experienced service provider to lease, operate, and manage the Roma College of Nursing Kitchen and Cafeteria Facility. The successful operator shall provide affordable, nutritious, hygienic, and reliable food services to students, staff, and visitors.

3. SCOPE OF SERVICES

The successful bidder shall:

- Operate and manage the College cafeteria on a daily basis.
- Prepare, serve, and sell meals, snacks, and beverages.
- Maintain high standards of hygiene, sanitation, and food safety.
- Ensure cleanliness of the cafeteria, kitchen facilities, equipment, and surrounding areas.
- Manage staffing, inventory, and day-to-day operations.
- Comply with all applicable laws, regulations, and College policies.
- Ensure continuous availability of quality food services during agreed operating hours.
- Provide customer-friendly services and maintain professional conduct.

4. LEASE ARRANGEMENT

- The initial lease period shall be three (3) years.
- The lease may be renewed subject to satisfactory performance and mutual agreement.
- The successful bidder shall be responsible for all operational costs associated with the cafeteria.
- Bidders shall propose a monthly rental fee payable to the College.
- Any utility arrangements shall be specified in the final contract agreement.

5. ELIGIBILITY REQUIREMENTS

Bidders must submit the following:

- Valid Business Registration Certificate.
- Valid Tax Clearance Certificate.
- Valid Trading Licence.
- Food Safety Compliance Certificate(s).
- Evidence of relevant catering and cafeteria management experience.
- References from previous or current clients.

6. PROPOSAL SUBMISSION REQUIREMENTS

6.1 Technical Proposal

The technical proposal shall include:

- Company profile and organizational structure.
- Understanding of the assignment.
- Experience and references.
- Operational and management plan.
- Staffing structure and personnel qualifications.
- Food safety and hygiene management plan.
- Sample menus demonstrating meal variety and nutritional value.
- Proposed operating hours.
- Maintenance and cleaning plan.
- Health, safety, and environmental management plan.

6.2 Financial Proposal

The financial proposal shall include:

- Proposed meal prices.
- Weekly menu pricing schedule.
- Proposed monthly rental offer to the College.
- Revenue-sharing proposal (if applicable).
- Financial sustainability and business viability plan.

7. EVALUATION CRITERIA

Proposals shall be evaluated in three stages:

Stage 1: Preliminary Compliance Evaluation (mandatory)

Stage 2: Technical Evaluation (80%)

Stage 3: Financial Evaluation (20%)

8. SITE VISIT

A compulsory site visit shall be conducted on **Wednesday, 17th June 2026 at 1500hrs at Roma College of Nursing Reception.**

9. SUBMISSION INSTRUCTIONS

- Technical and Financial Proposals shall be submitted in one sealed envelope clearly marked Request for Proposals-Operation of Roma College of Nursing Cafeteria addressed to:

The Administrator

Roma College of Nursing

P.O. Box 26

Roma 180

Lesotho

On or before Thursday, 10th July 2026 at 12.00 noon.

10. CLARIFICATIONS

- Any request for clarification regarding this RFP shall be submitted in writing to info@rcn.org.ls and mathafengr@rcn.org.ls with subject line as **RFP-Operation of Roma College of Nursing Cafeteria** not later than Monday, 22nd June 2026 at 1600hrs.
- Responses to clarifications may be shared with all bidders where necessary to ensure fairness and transparency.

11. AWARD PROCESS

The award process shall consist of:

- Preliminary Compliance Evaluation.
- Technical Evaluation.

- Financial Evaluation.
- Due Diligence and Reference Verification.
- Recommendation for Award.
- Approval by the College.
- Contract Negotiation and Signing.
- Commencement of Services.

12. DUE DILIGENCE

The College reserves the right to conduct due diligence on any bidder.

13. RESERVATION OF RIGHTS

Roma College of Nursing reserves the right to accept or reject any proposal and is not liable to for any costs incurred by the bidder in preparing the proposals.

14. CONFIDENTIALITY

- All information submitted by bidders shall be treated as confidential and used solely for the purpose of evaluating proposals and awarding the contract.
- Bidders shall also treat all information obtained from the College during the procurement process as confidential and shall not disclose such information to third parties without prior written consent from the College.