



Cooperative Association of Pristina Employees (CAPE)

December 28, 2020

To All Prospective Offerors:

Enclosed is an Invitation to Tender for a concession agreement for operation of food and beverage services at the CAPE cafeteria in the U.S. Embassy Pristina, Woodrow Wilson #31 10000 Pristina, Kosovo. The enclosure consists of the proposed Concession Agreement, which would be executed between CAPE and the selected operator. That Agreement consists of the main document, plus two exhibits:

- Exhibit A - Association-Furnished Property
- Exhibit B - Holiday Schedule

Tender Submission

Each offeror must submit a written plan that outlines their operational plan for serving breakfast and lunch along with operating a coffee and pastry bar for up to 300 employees daily from 7:00 a.m. to 3:00 p.m. The kitchen set up is a cafeteria style serving line with a full kitchen and storage in the same area. The plan should include:

1. Executive Summary
2. Company overview
3. Local industry and customer analysis
4. Competitive analysis
5. Marketing plan
6. Operational plan for up to 300 people, including two weeks of sample menus and prices and proposed coffee bar prices
7. Food safety plan
8. Management team and staffing plan
9. Financial plan

There is also an Embassy patio for BBQ options on an occasional basis and a swimming pool area that we anticipate using for small events. Offerors need to provide catering options and ideas for these two spaces. Offerors will also be asked to provide light catering (coffee/tea service) for meetings at the Embassy 3-4 times per month.

(Note: The pandemic has resulted in a temporary reduction of food service; we anticipate demand returning to normal by the summer.)

Due Date

All tenders must be submitted to the following address:

Matt Connors
U.S. Embassy Pristina ATTN: CAPE
4 Korriku # 25
10000 Pristina, Kosovo

THIS ADVERTISEMENT WILL BE POSTED FROM DECEMBER 28, 2020 TO JANUARY 18, 2021, AND ANY INTERESTED PARTIES MUST SUBMIT A TENDER TO BE RECEIVED BY MATT CONNORS NOT LATER THAN 5:00 P.M. ON JANUARY 18, 2021. TENDERS RECEIVED AFTER THIS DATE AND TIME WILL BE REJECTED WITHOUT FURTHER CONSIDERATION.

Points of Contact

Direct all questions regarding this Invitation for Tenders to the following individual:

Matt Connors: ConnorsJM2@state.gov

Site Visit

There will be a site visit and a conference that will allow interested parties the opportunity to pose any additional questions they may have concerning the Invitation for Tenders and to view the site where the services are to be provided. This visit and conference will be held on Thursday, January 14, 2021 at 2:30 p.m. Please notify Matt Connors who from your office will attend with a full name and ID number by Tuesday, January 12, 2021 at 3:00 p.m. A maximum of two individuals will be admitted for each company. Questions regarding this Invitation for Tender should be submitted in writing at least two days before the scheduled date of the conference and site visit.

Additionally, Offerors are required to submit food samples during this site visit in order to be considered and should provide enough food for five people to sample two proposed menu entrees, two side dishes, and a soup.

Thank you for your interest in this action.

Sincerely,

Matt Connors
CAPE Board Representative