



INSTITUT FRANÇAIS DE CHINE

Outsourcing of the light snacks and drinks service of the Café de l'Institut Français in Beijing

CONSULTATION RULES

DATE AND TIME FOR SUBMISSION OF THE OFFER
Wednesday, August 8th, 2018 at 23:59

Client:

Institut français in China or Institut français de Chine

Address: Tianzulu 60, Liangmaqiao, Chaoyang District Beijing 100600

Tel +86 (10) 8531 2242

Contact: Alix Angelelli, Deputy Secretary General of SCAC-IFC

1. Scope of tender

This consultation concerns the outsourcing of the light snack and drink service of the Café de l'Institut français in Beijing (IFP), Guangcai International Mansion, Gongti Xi Lu no. 18, Chaoyang District, 100020, Beijing. The chosen provider will have to manage the Café, starting in November, 1st, 2018.

2. Conditions of tender

2.1. Procedure

This consultation is managed under a restricted procedure. The call for applications is published on the website of the French Embassy in China, Beijing. Selected candidates will receive the complete file on August 10, 2018.

This consultation is carried out according to an adapted procedure respecting the principles of transparency, equality of treatment between the candidates and freedom of access;

- The consultation is public: the call for applications is available on the website of the French Embassy in China;
- Call for applications is put online on July 31st, 2018 in French and English;
- Selected candidates will be notified no later than Friday, August 10th, and will receive the complete file by email;
- The consultation phase ends on Sunday, September 2nd 2018 at 11:59 pm: no file or supplement will be accepted after this date;
- The contract will be notified no later than September 15th, 2018 by electronic mail ; a negotiation phase with all candidates may be held beforehand to negotiate some clauses;
- The chosen supplier will participate in the reflection process of redesigning the ground floor of the IFP in September and October;
- A transition period of two weeks between the IFP and the new supplier must be expected in October;
- The contract starts on November 1st, 2018.

2.2. Bid validity

Bid shall be valid for 90 days from the deadline for submission of offers.

3. Application documents

3.1. Documents provided to the candidates

The consultations rules is the only document provided during the consultation phase.

Selected candidates will receive a complete consultation file on August 10th. It will include:

- The tender rule;
- The contract;
- The Special Technical Specifications
- The price decomposition - breakdown contract value;

- The blueprint of the ground floor.

3.2 Deadline for submission of offers

The deadline for submission of offers is Wednesday, August 8th, 2018 at 23:59.

4. Composition of the consultation file to be submitted by the candidates and selection criteria

All candidates must produce a complete file, in French and / or in English, including the following documents, dated and signed:

1. A copy of the certificate of registration of the company;
2. An information note presenting
 - The description of the candidate, its revenue figure over the past three years, its average annual workforce, the number of outlets it operates in Beijing;
 - Detailed references for restoration;
 - An example of pre-existing menus proposed by the candidate;
 - A notice describing in detail all the procedures followed by the company to respect and control the quality of its products and services;
3. A copy of the authorization to sell food products;
4. A copy of the valid professional civil liability certificate.

The candidates can attach any other document that would allow to accurately evaluate its performance.

In case of contradiction between the file in English and the file in French, the text in French prevails.

Any incomplete application will be eliminated.

5. Analysis of applications

All the candidates fulfilling the following criteria will be authorized to submit an offer:

1. The candidate is legally authorized to provide a light snacks and drinks service in Beijing
2. The candidate provided similar references to the requested service and references can attest to the company's seriousness;
3. The candidate can provide a menu that at least partially offers French food.

6. Conditions of sending and delivery of applications

The applications, in English and / or French, will be sent by e-mail in pdf format to the following addresses:

alix.angelelli@institutfrancais-chine.com and administrationifp@institutfrancais-chine.com.

They can also be sent by post to the following address:

Embassy of France in China,

SCAC - IFC - General Secretariat, 60, Tianze lu, Chaoyang Qu, 100600 Beijing to the attention of Mrs. Alix Angelelli.

They will have to reach the SCAC-IFC, by email and by post, at the latest Wednesday, August 8th; at 23:59.

7. Further information

Any additional information that may be necessary for candidates can be obtained at the following email addresses:

alix.angelelli@institutfrancais-chine.com; laurence.guez-arzt@institutfrancais-chine.com

Any information communicated to one of the candidates will be systematically communicated to all candidates.

8. Abandonment of the procedure

The Client may at any time not proceed with the procedure for reasons of public interest.

9. Indemnification

There is no provision for compensation of candidates who participated in the consultation.