

Please address all correspondence
To the Chief Executive Officer

In reply, please quote the file reference



File ref:

GOVERNMENT OF SAMOA

MINISTRY OF FINANCE

REQUEST FOR EXPRESSION OF INTEREST

PROJECT: CATERING SERVICES FOR THE COMMONWEALTH HEADS OF GOVERNMENT MEETING (CHOGM) 2024

1. The Government of Samoa will be hosting the **Commonwealth Heads of Government Meeting (CHOGM) in 2024 to discuss global and Commonwealth issues and to agree on collective policies and initiatives**. This will be the first CHOGM to be held in the Pacific region, and it will include high-level forums and events for the fifty-six (56) member nations from across Africa, Asia, the Caribbean and the Pacific. The Government of Samoa as host for the CHOGM 2024 will be responsible for catering arrangements for Heads of Government, Foreign Ministers, delegates, Secretariat staff, local staff, and social functions during the official programme and pre-CHOGM meetings and forums. This entails refreshments breaks for morning and afternoon tea and lunch.
2. As part of our Government's preparations for this high-level meeting, the Ministry of Finance invites and is seeking **Expressions of Interest (EOIs)** from suitably qualified, experienced, and interested bidders (caterers) who are available to undertake the **Catering Services for the CHOGM 2024**.
3. Interested caterers must provide information indicating that they are available and qualified to perform the required services. The following requirements must be provided and shall be addressed accordingly:
 - i. A valid Business License (Food/Catering);
 - ii. Business Brochures;
Business brochures showcasing catering services with images of food presentation, setup, emphasizing your business's distinctive style, specialties, and competitive advantages.
 - iii. Description of services;
Clearly outline the range of services your catering business provides and specify the business expertise in handling high profile events.
 - iv. Experience in similar events
Clearly explain your experience in successfully catering to similar high-profile events such as global summit, international gathering or regional. Share brief examples of events you've handled with success.
 - v. At least three business references
Provide three references from previous clients who can vouch for your reliability and the quality of your catering services.
 - vi. Proposed Menu and cost per head (morning tea, lunch and afternoon tea)

Provide a comprehensive menu proposal for each meal session (morning tea, lunch, and afternoon tea, VVIP Dinners), specifying the cost per head. The menu should be detailed, outlining specific dishes or food items that will be offered during each session and VVIP dinners.

Additionally, caterers must ensure that the proposed menu caters to various dietary preferences, including but not limited to vegan, vegetarian, halal, and strictly no beef and pork dishes. The inclusion of diverse dietary options is crucial to accommodating the preferences and restrictions of CHOGM attendees

vii. Fully equipped with sufficient resources

Clearly explain that your catering business is fully equipped to handle events of different sizes, emphasizing the expertise of your staff. Furthermore, highlight your ability to accommodate specific dietary requirements, such as vegan, vegetarian, halal etc.

viii. Curriculum Vitae (CV) of Management Team

4. The EOIs must be submitted both electronically and in a hard copy. All EOIs must be addressed and delivered to the address below by Friday 15th March 2024 **by close of business.**

Saoleititi Maeva Betham Vaai
Chief Executive Officer
Ministry Of Finance
Level 4, CBS Building

5. The detailed service requirement, which includes the objectives and scope of services can be obtained from the Ministry of Finance, Level 3, Central Bank Building from **9.00am to 4.00pm.**
6. For more information, please contact Feagaimaleata Tafunai (feagaimaleata.tafunai@mof.gov.ws) or Justin Lima (justin.lima@mofat.gov.ws;). Late EOIs will not be considered

Faafetai

Saoleititi Maeva Betham Vaai
CHIEF EXECUTIVE OFFICER