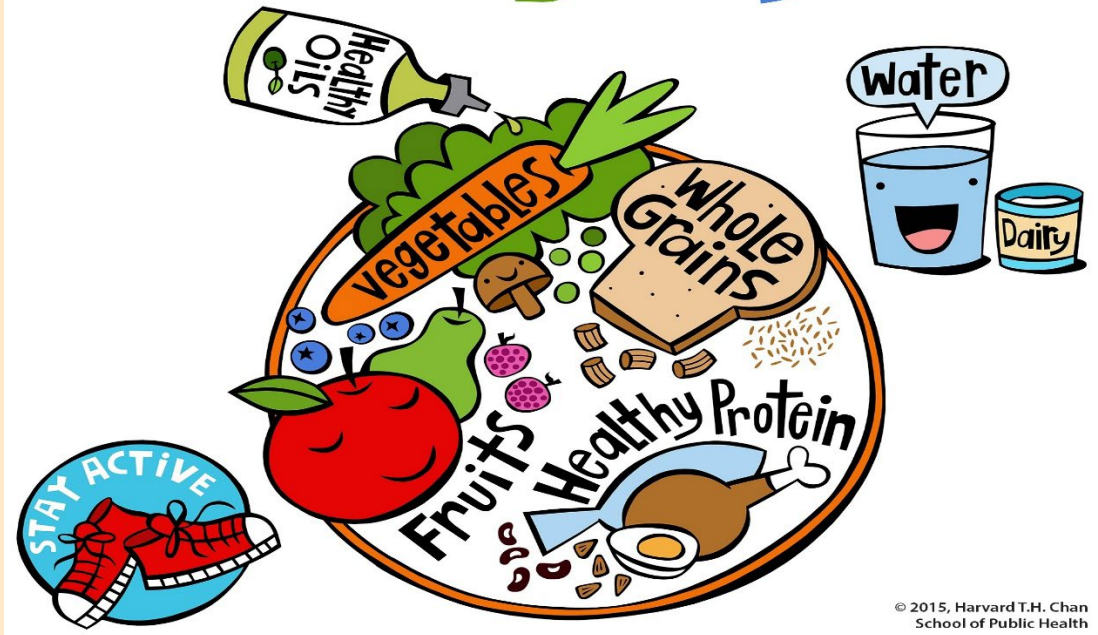


# Kid's Healthy Eating Plate



## Ministry of Education, Youth, Sports and Culture - Request for Proposal for Canteen Management

### 1. Request Proposal

The Ministry of Education, Youth Sports and Culture is seeking to receive tender offers for a service provider for each of its primary and high school canteens. The service provider will be expected to provide a variety of healthy, low-cost lunches to Primary and high school students.

The service provider will be allowed to submit a proposal for any of the schools listed below:

1. *Ona Glinton Primary School (Grand Turk)*
2. *Eliza Simons Primary School (Grand Turk)*
3. *Iris Stubbs Primary School (South Caicos)*
4. *Enid Capron Primary School (Providenciales)*
5. *Ianthe Pratt Primary School (Providenciales)*
6. *Oseta Jolly Primary School (Providenciales)*
7. *Thelma Lightbourne Primary School (Providenciales)*
8. *Charles Hubert James Primary School (North Caicos)*
9. *Adelaide Oelmer Primary School (North Caicos)*
10. *HJ Robinson High School (Grand Turk)*
11. *A Louise Garland Thomas High School (Providenciales)*
12. *Clement Howell High School (Providenciales)*

It is worth mentioning, that some students bring their own lunches to school, but some students also purchase lunches and snacks from the canteen. The school will provide a small kitchen area equipped with cooking facilities (1 Stove, with Oven), and one refrigerator for food preparation and cooking. The supplier will be responsible for paying a monthly rental fee, plus the electricity, gas, and water usage.

The supplier will also be responsible for the maintenance of the canteen. The principal will be responsible to conduct monthly joint inspections of the canteen with the supplier. The supplier shall take responsibility for any irregularities or damages observed during the inspection and seek to rectify the matter upon immediate request from the principal.

The supplier will be responsible for operating all aspects of the canteen and maintain any profits for its operations. The canteen operator will be responsible for setting the

menu options and prices in conformity with **the NATIONAL SCHOOL NUTRITION AND PHYSICAL FITNESS POLICY**.

All Public Schools are “**Health Promoting Schools**” hence, service providers will be required to supply low sugar drinks and snacks. The Ministry of Education is interested in reducing students’ dependency on white rice and promoting the use of local island vegetables and other locally grown produce. The canteen is expected to operate on all regular school days.

## 2. Specifications & Scope of Service

Length of contract:

- **2 years**, renewable contract. With a review at end of the first year.

## 3. Service Expectations:

- supply a variety of healthy lunches, snacks and drinks to primary and high school students
- Total of 185 school days, with service required 5 days per week.
- Period of Service
  - Morning Break **10:00 - 10:45 am**
  - Lunch Period **12:15 - 1:00 pm**
  - Vending Machines may also be considered, but should conform to expected health standards

## 4. Pricing:

- Meals should be affordable
- It’s possible to have one affordable cost option, one higher cost option
- It’s possible to offer small size and large size meal options
- Also supply low-cost snack items and drinks

## 5. Costs:

- A fixed rental fee per month to be paid into the Turks and Caicos Islands Government Treasury on behalf of the operating school, during the period the school is open. A breakdown of each school’s population along with minimum rental payment is presented as per table below:

Name of School	Student Population	Minimum Rental Payment Expected
Ona Glinton Primary School	300	\$1000.00
Eliza Simons Primary School	260	\$1000.00
Iris Stubbs Primary School	120	\$300.00
Enid Capron Primary School	600	\$1500.00
Ianthe Pratt Primary School	580	\$1500.00
Oseta Jolly Primary School	550	\$1500.00
Thelma Lightbourne Primary School	600	\$1500.00
Charles Hubert James Primary School	41	\$150.00
Adelaide Oelmer Primary School	85	\$200.00
HJ Robinson High School	350	\$1000.00
A Louise Garland High School	700	\$1500.00
Clement Howell High School	450	\$1500.00

- During Christmas and Easter Breaks, the monthly rent would be prorated.
- No rent to be paid during the summer months of **July and August**.
- service provider to pay monthly electricity, cooking gas, and water usage (canteen has its own meters)

**6. Meal types:**

- The service provider will be responsible for determining menu choices following our “the **NATIONAL SCHOOL NUTRITION AND PHYSICAL FITNESS POLICY**”. Click to view policy: [School Nutrition and Healthy Eating Guidelines](#)
- The Service Provider will provide a variety of healthy meals, beverages and snacks, using local foods or ingredients.

**7. Facilities Currently Available at the School.**

All schools have cooking facilities, and refrigerator units.

**8. All proposals should address the following:**

- Cooking Utensils
- Serving Utensils and Serving Containers:
  - How the vendor will serve the lunch to students, the type of containers in biodegradable containers
  - The appearance of the servers for e.g., heads covered, aprons etc.
- How the vendor will ensure that the food stays at serving temperature until serviced.
  - How the vendor will prevent food spoilage and contamination? Dispose of waste.
- How the vendor will ensure that meals are conducive for consumption.
- How the vendor will mitigate the spread of communicable diseases during delivery of the service and the distribution of food to the students in adherence to the Ministry of Health's Protocols.

**9. Tender submission requirements:**

- 9.1. Outline a range of meal choices, sizes, along with prices.
- 9.2. Outline a range of snack and drink items along with prices.
- 9.3. Provide sample monthly menu with possible beverages and snacks.
- 9.4. Describe current business operations or experience
- 9.5. Provide two reference letters
- 9.6. Description of Management Team
- 9.7. Copy of Food Handlers Permit (if available) but a commitment to obtain the permit at least within 1 month from the signing of the contract, but prior to commencement of operations in September 2026.
- 9.8. The successful bidder will agree to pay into the Turks and Caicos Islands Government Treasure on behalf of the operating school, a stipulated fixed rental fee per month. The above-mentioned minimum rental fee per month serves as a guideline and bidders are free to present bids above this minimum level.

**10. Exhibits to be Submitted by the Vendor**

Proposals should include the following:

1. **Exhibit A:** Cover page with name and contact information of bidder.
2. **Exhibit B:** Summary of all school food service contracts comparable in size to the proposed contract, with contact name and email address of each school food service director.

3. **Exhibit C:** Three months' worth of sample menus for lunch, to be reviewed for both variety and for compliance with Ministry of Health standards.
4. **Exhibit D:** Proposed cost per lunch.
5. **Exhibit E:** A summary of proposed operational procedures and needs. This should include:
  - a. The time that lunch will be served each day taking into consideration that students' lunch time commences at **12:15pm** and ends at **1:00pm**.
  - b. The required refrigeration and heating units for food storage and reheating, if applicable
  - c. Timing of monthly menu release and plan for ordering meals (e.g., via email, online)
  - d. Emergency plans in the event of delivery being impossible (e.g., weather, power outage) when school is still in session
  - e. Health and safety plans and scheduled sanitizing and maintenance of canteen space and equipment each school term. Medical checks for employees
  - f. Expectations for the school when class is cancelled due to weather
6. **Exhibit F:** Outline procedures to ensure food safety procedures
7. **Exhibit G:** Detailed plan outlining strategy to mitigate the risk of contamination during delivery of the service and the distribution of food to the students in adherence to the Ministry of Health's Food Handlers' protocols
8. Copy of current business license

11. **Tender evaluation:**

- Tenders will be evaluated on;
  - meal plan options, **(10 points)**
  - nutritious quality, Bidder's compliance with Nutrition Policy and Guidelines **(10 points)**
  - pricing of lunch for students **(15 points)**
  - Rental fee for operation of canteen **(5 points)**
  - Previous experience will be considered **(10 points)**
- Short-listed candidates may be asked to provide a sample meal to be examined for taste, presentation and nutritious value **(5 points)**
- Adequacy of client references **(5 points)**
- Submission of the following exhibits
  - **Exhibit B - (5 points)**
  - **Exhibit C: (10 points)**

- Exhibit E: (10 points)
- Exhibit F: (5 points)
- Exhibit G: (10 points)

Total points - **100 points**

**12. Ministry Special Requirements:**

- Successful bidders must commit to on-time delivery and back-up plans in the event of weather, etc.
- Each school reserves the right of **21 school days per year (or seven days per term)** to take over the management of the canteen as part of their special fund-raising event or to execute practicum. In such circumstances, the school will give adequate notice, of no less than 48 hours.
- The supplier will have access to the school's canteen and will be required to maintain the equipment within the canteen at their own cost.
- Each School reserves the right to continue or introduce their Feeding Programs to selected students as needed or if deemed necessary.

**13. Proposal Requirements:**

- a. *NOTE: If a Bidder wishes to submit a proposal for more than one school, A SEPARATE PROPOSAL is REQUIRED for EACH SCHOOL*
- b. Proposals should be uploaded to the following link:  
[https://tciedu-my.sharepoint.com/:f:/g/personal/canteenmanagement\\_tciedu\\_tc/IgCbYx20F\\_Q2sQpoZoqtK1NpZAXZ8etJvlY31NLJncYUIPbA](https://tciedu-my.sharepoint.com/:f:/g/personal/canteenmanagement_tciedu_tc/IgCbYx20F_Q2sQpoZoqtK1NpZAXZ8etJvlY31NLJncYUIPbA)
- c. Proposals are due no later than **5:00pm, Friday July 3rd, 2026**. No proposal will be accepted after this date and time.
- d. Clarification or interpretation must be requested via response to the email addressed used to upload your proposal.

- e. The Department of Education reserves the right to reject any and all proposals and to waive any informalities in the proposals received whenever such action, rejection, or waiver is in its best interests.
- f. The Department of Education intends to accept the proposal that is of the greatest benefit to its students.

**14. Review Committee**

The Review Committee shall consist of:

- School Administrative Staff/Principal/Vice-Principal
- The Deputy Director of Education
- The School's Supervisor
- Ministry of Health Nutritionist

**15. Form of Contract**

**Agreement Form:** The Ministry of Education will seek a contract that incorporates the following terms:

- sets a minimum daily, weekly, or monthly purchase of meals and a sets rate for each lunch ordered for each day;
- where the vendor agrees to comply with all applicable health laws in menu planning, food procurement, storage and handling, as well as all applicable health laws pertaining to food safety, including, but not limited to, food preparation, holding, delivery and health protocols.
- where vendor agrees to ensure that portions and meals meet or exceed the Turks and Caicos Islands Ministry of Health Nutrition Standards.
- where the vendor agrees to procure and maintain for the duration of the agreement NHIP and NIB insurance for all staff and against claims for injuries to person or damage to property that may arise from or in connection with performance of the contract, as well as workers' compensation, public liability, protections insurance coverage;
- vendor agrees to provide copies of certificates of insurance effecting coverage required by the contract when the contract is signed;
- is terminable by either party, with or without cause, upon forty-five (45) days advance written notice.

**Contract Period:** This agreement shall become effective on **September 7th 2026** and terminate **July 30<sup>th</sup>, 2028**, unless an extension is agreed to in accordance with the terms stated below, or unless terminated earlier as provided below.











## Food Pricing

Describe various <b>LOW-COST</b> menu options	Small Portion Option	Large Portion Option
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
Describe various <b>HIGH-COST</b> menu options	Small Portion Option	Large Portion Option
1.	\$	\$
2.	\$	\$

3.	\$	\$
4.	\$	\$
5.	\$	\$

**Propose Lost Cost Snack & Drinks to be sold in Canteen**

Description of Snacks	Cost \$
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	

**Proposed Monthly Rental fee for operation of canteen**

Proposed Monthly Rental Fee	\$
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.....  
**Name of Bidder**

.....  
**Signature**

.....  
**Date of Submission**