

Request for Proposals
For Operating Vending Machine

Cyprus Public Transport, July 2024

Tender Reference: 2024-07

1	Table of Contents	
2	Introduction.....	3
2.1	Chapter 1: Commercial requirements.....	3
3	Financial details.....	4
3.1	Chapter 2: Products and Company specifications.....	5
3.2	Administrative Data	6
4	Appendix 1.....	10

2 Introduction

CPT is seeking interested parties, who would assume the responsibility, without cost to CPT, of installing, maintaining, operating, replenishing and servicing drinks and snacks at each of the specified locations as listed in Appendix 1. The description of vending services below is the minimum standard of service to be provided.

CPT is seeking to provide employees and visitors with food and beverages services. Tenderer is required to provide vending machine options which are available to best meet the vending needs of each area. If, in your professional opinion, your firm can enhance efficiencies, please propose additional products, services, or programs available and the projected benefits they would provide CPT.

Chapter 1: Commercial Requirements

- Presentation of Vending Machines and branding
- Grounds for termination
- Licensing
- Payment terms

Chapter 2: Products and Company specifications

- Prices of products control
- Quality of products

The suppliers included in this tender should in full all requirements to be considered or else will be automatically disqualified.

Clarification: Before submitting a tender, clarification should be sought on any points of doubt. The deadline for receipt of points for clarification is three working days before the tender return date and time. During the tender period requests for clarification cannot be made by telephone or in person, requests for clarification must be made via email at: marios.evgeniou@publictransport.com.cy

Assumptions: Tenderers must not make assumptions CPT have prior knowledge of their organisation or their service provision. Tenderers will only be evaluated on the information provided in their response.

2.1 Chapter 1: Commercial requirements

The supplier should be able to provide Vending Machines to all CPT facilities. The provider will be responsible for filling the Vending Machines as per the requirements of Appendix 1. Supply, Delivery, Installation and operation, technical assistance, calibration, and other relevant obligation. The successful Tenderer is fully responsible for the safe and timely delivery of the equipment to CPT

The supplier should detail in his proposal:

Specification:

The supplier should provide the specifications of the proposed Vending Machines. This should include measurements, capacity and all other relevant information. Pictures and graphs should be provided as part of the proposal.

Tenderer is encouraged to provide equipment that is modern and of the latest machine technology, have bill-changing capabilities, credit card readers, be electrically efficient, quiet, have unit sales counting capabilities and be aesthetically acceptable to CPT. All selection buttons shall clearly display the product, package size and price for each item.

Vending equipment supplied will be the type approved or recognized by the national or local health department or testing laboratory. Such equipment may be inspected and approved by CPT at time of installation.

Tenderer is encouraged to provide energy efficient equipment that have electronic timers or occupancy sensors and controller that allow each specific location to set the time of operation which will shut off lighting in the machine and cycles the compressor to maintain product temperature.

Tenderer shall furnish, install, maintain, service, repair and/or replace the vending machines at no charge to CPT, unless otherwise agreed upon by CPT.

Invitation to Tender

Machines should be installed so as not to be obtrusive, cause any seepage or debris build-up underneath. Vending machines shall not obstruct the flow of foot traffic or interfere with emergency exits or access areas.

Vending machines must be securely fastened to the wall, floor or other structure, or otherwise secured in such a way as to prevent them from being rocked, bounced or tipped.

CPT reserves the right to require machines be relocated to a different space within the same facility.

Machines will be the property of the Tenderer which shall be responsible for maintenance, service, repair, and movement of machines. The Tenderer will assume all responsibility for damages caused by neglect, vandalism or any other cause.

CPT will only provide space, electrical power supply excludes meter and distribution board (DB), and water supply. The cost of installation of electricity, network connection and water piping should be borne by the tenderers. In offering space and basic utilities, CPT is assuming no liability for the Tenderer's equipment and/or its content.

Modifications to building structure, electrical systems, plumbing, and any other part of the physical CPT building must be authorized, reviewed and approved by CPT.

3 Financial details

- The locations are split in 2 categories as per Appendix 1.
 - For venting machines in list A the prices need to be the lowest price guaranteed and CPT will not generate any profit. Proposed Branding Ideas in compliance with corporate brand guidelines.
 - For venting machines in list B CPT may request to retain a margin out of the profits generated not exceeding 30%.

- Licensing
 - Supplier is responsible to obtain license of operation
 - The supplier is responsible for all the relevant licenses required to be obtained for Vending Machines
 - Electromechanical Service certificate
 - Green dot Certificate
 - ISO Certificate
 - Must have all required Health Department licenses for operation
 - Must adhere with all relevant legislation pertaining to operation

- Payment Terms
 - All actual cost including power and maintenance will be burden by the supplier.

3.1 Chapter 2: Products and Company specifications

The proposed price list will need to be provide to CPT for approval. The proposal will need to take into account of the information provider in chapter 1.

- Financial details
 - Cost of products from suppliers and proposed cost of sale
 - For coffees
 - For types of food (chips, pastry, sandwiches, salads)
 - For Sodas
 - Water
 - Any additional types of products will be considered plus (food or beverage)

- Quality of products
 - Tenderer shall ensure that no out of date products remained in machines. Expiration dates should be on each of the products offered for sale in the vending machine and should clearly show the month and the year of expiration. Tenderer is responsible for the disposal of expired products.
 - All sales tax and other taxes to be paid are the responsibility of the awarded Tenderer.
 - Tenderer shall regularly stock and maintain, no less than every ten (10) business days, machines with coffee and tea, prepared and dispensed in accordance with all sanitation and health standards.
 - All products must be delivered and placed in machines in their original wrappers or in a sanitized bulk dispenser that fits on the machine as a unit.
 - CPT reserves the right to request additional products that meet nutritional guidelines which CPT deemed necessary during the term of this contract.
 - Tenderer shall provide nutrition facts/ nutrition labels to the Contract Administrator prior to stocking new products.
 - CPT is requesting high quality products that are not damaged, out of date or recalled. In the event the product is recalled, Tenderer must notify CPT

contact immediately. Recalled products must be pulled from machines within two (2) business days.

3.2 Administrative Data

1. Last date of submission of supplier proposal
 - a. Final version of the proposal: no later than 23:59 – 31th July 2024 (Cyprus time). Tenders received after this time will NOT be considered.
 - b. Tender winner will be notified via email and will be provided with written acceptance.
 - c. CPT withholds the right to contact any of the referenced customers of the tenderer from which recommendation letter is provided.
2. All the proposals should include:
 - a. One Commercial proposal with the explanation and specs as described above. In this document should be included the experience of the supplier in similar projects. Should be included the expected start date and time and other considerations included in the chapter as well as plan to avoid canteen being closed for any reason during station operation time. This document should be sent in PDF format.
 - b. One financial proposal with the pricing list as described in the Financial details chapter. This document should be a spreadsheet file.
 - c. This document should be sent in PDF format.
 - d. The tender submission can be uploaded at any time before the submission deadline specified within this document. The option to submit your response will be removed on the system at the moment the submission deadline is passed.
 - e. CPT cannot accept responsibility for transmission delays. It is the responsibility of the tenderer to ensure that its tender response has been submitted in the prescribed manner and in accordance with the specified deadline.
 - f. Please be advised that INCOMPLETE SUBMISSIONS MAY BE REJECTED
 - g. Qualification of tenders may result in rejection thereof. Tenders must be submitted in accordance with these Instructions to Tenderers. Failure to comply may result in a Tender being rejected.
 - h. CPT is not bound to accept the lowest or any tender or part thereof.
 - i. Tenders must be submitted in accordance with these Instructions to Tenderers. Failure to comply may result in a Tender being rejected by CPT.
 - j. During the tendering period, CPT reserves the right to make changes to the Contract Documentation and the tenderer, will without reservation, accept such changes. Should it be necessary for CPT to amend the tender documentation in any way, prior to receipt of tenders, all tenderers who have downloaded documents will be notified simultaneously.
 - k. One financial proposal with the pricing list as described in the Financial details chapter. This document should be a spreadsheet file.
3. Any question should be submitted to marios.evgeniou@publictransport.com.cy.
4. All the questions received will be answered by CPT. This answer will be sent to all the suppliers included in the tender as a clarification.
5. It is not allowed have any contact regarding this contract with any other member of CPT.

6. Each supplier could send more than one proposal with different approach.
 7. CPT reserves the right to reject any or all the applications or negotiate with any supplier included or not in this tender for the final conditions without assigning any reason whatsoever.
 8. Evaluation criteria. The criteria to be used to evaluate the different proposals are:
 - a. Price. The business case will take in consideration the total cost of ownership.
 - b. Commitment with all the steps included in this proposal.
 - c. Technical approach
 - d. Selection of products available Brand, quality, technical performance and authorization of the tender product. The main assessment factors are: the technical specifications and indicators of the Equipment proposed, the market evaluation of the Equipment, the standardization, serialization and product authorization of the Equipment and spare parts.
 - e. After-sales service. The main assessment factors are: whether the Tenderer is able to meet the after-sales service requirements, their Invitation to Tender Page 8 of 26 guarantee system, professional team, localization technology of the aftersales service.
 - f. Strength of Tender Business. The main assessment factors are: registered and paid-up capital, size, brand agency strength, operational capacity, and management level of the enterprise.
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- a. Eligibility Criteria Only those bidders, who have minimum experience as given below in undertaking works in providing catering services will be considered eligible. The bidder should have experience of **2 years** of similar works. The time period of **2 years** shall be reckoned as on 31 June 2022. Track record of the bidder shall be clean without any involvement in illegal activities or financial frauds. There shall not be any case with the Police/Court/Regulatory authorities against the bidder. The bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
 - b. The bidder must not have been suspended/delisted/blacklisted by any organization including the Tax Department and or the Ministry of Labour, on any grounds.
 - c. The bidder should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status thereof.
 - d. The bidder shall have applicable and valid registrations with statutory authorities constituted for Labour welfare and other purposes such as the Tax Department etc.
 - e. Bidding firms/companies shall have current account in a scheduled commercial bank.
 - f. The bidders shall submit documentary evidence in support of the above eligibility criteria.

- **TERMS AND CONDITIONS:**

CPT reserves the right to reject any or all offers without assigning any reason there for. CPT shall decide not to avail of any services from any bidder as a consequence of this Tender/ Advertisement. CPT also reserves the right to re-issue/ recommence the entire bidding process without the suppliers having the right to object. Any decision of CPT in this regard shall be final, conclusive and binding on the bidders.

CPT will have the option to terminate the contract, after giving notice of one month in writing without assigning any reason there for, if the contractor commits breach of any of the conditions contained in this contract or fails to render the services to the satisfaction of CPT. However, the successful tenderer shall not be entitled to terminate the Contract before completion of the aforesaid period and in the event of the contract being extended by CPT beyond the said period, the successful tenderer may terminate the contract by giving two months prior notice in writing.

CPT reserves the right to amend/modify the tender document or issue any corrigendum to the bid process. The bidder shall not contest the right of CPT to do the aforesaid.

The successful tenderer shall maintain and provide all necessary documentation, registers and records and other related documents as proof of compliance with all statutory requirements and provisions of applicable laws.1 Final Information

Confidentiality:

Tenderers should treat the tender documents as private and confidential between the tenderer and CPT. Tenderers should note that CPT shall use the tender documents for the purposes of evaluation and that the tender documents held will be destroyed in line with CPT's disposal schedules.

Written Acceptance:

Acceptance by CPT will only be made by written instruction to the successful Contractor.

Contract Period:

The anticipated Contract start date will be determined upon completion of tender, the Contract will initially be awarded for a period of 6 years with an option to extend further.

Other information:

Provided that the successful tenderer is a legal person and provided that the relevant law does not provide otherwise, the successful tenderer shall be responsible for the withholding of the relevant amount of Defense tax and its remittance to the tax authorities. In addition, the successful tenderer should furnish CPT with the relevant confirmations of defense withholding as per the provisions of the relevant Law. The successful tenderer shall pay all costs in connection with the supply and disconnection of electricity, gas, water, sewage, telecommunications and data and other services and utilities in respect of the Property.

The successful tenderer shall be liable to pay all Taxes, rates and other impositions payable in respect of the canteen, its use and any works carried out there except structural defects, deficiencies, deviations or failures of materials or workmanship in the building which shall be at CPT's expenses, including but not limited to the payment of value added tax (if and to the extent applicable) including, if applicable, value added tax on rental and other payments.

The successful tenderer will need to undertake to use the property for the purpose of business offices and undertakes that he will not use it for any purpose other than as stated above without CPT's prior written consent.

Without prejudice to the above the successful tenderer will need to agree that he will not use the property for any illegal, unlawful or immoral purpose and/ or for any dangerous or offensive use, and/or hold public meetings and/or auctions at the property and/or use it as a residence or sleep there.

The successful tenderer will not have the right to sublease, assign, share occupation or allow use or possession of the whole or part of the canteen by any sub-tenant and/or third party unless he obtains the prior written consent of CPT.

4 Appendix 1

Appendix 1

Deport	Description	List A	List B
General Hospital	Water/soft drinks/snacks	1	1
Geri	Coffee Machine	1	0
Geri	Water/soft drinks/snacks	2	0
Kofinou	Water/soft drinks/snacks	1	1
Larnaca station	Water/soft drinks	1	1
Larnaca station	Water/soft drinks/snacks	1	1
Makarios Station	Water/soft drinks/snacks	1	1
Solomos Holiday Inn	Water/soft drinks/snacks	1	1
Solomos Sq	Water/soft drinks/snacks	1	1
Strovolos hub	Water/soft drinks/snacks	1	1
Tamasos	Coffee Machine	1	0
Tamasos	Water/soft drinks/snacks	1	1