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Windhoek  
NAMIBIA

COMMERCIAL INVESTMENT CORPORATION (PTY) LTD  
Your Supply Chain Partner of choice  
A DP WORLD Company

C/o Iscor & Solingen Street  
Northern Industrial  
Windhoek  
NAMIBIA



## **REQUEST FOR QUOTATION**

Provision and Operation of an On-Site Staff Food Kitchen

RFQ Number: CIC1001  
Issue Date: 16 February 2026  
Response Deadline: 10 March 2026

### **1. Introduction**

CIC is seeking quotations from qualified food service providers to establish, operate, and maintain an on-site kitchen/canteen for staff meals at our business premises located at:  
c/o Solingen and Iscor Street, Northern Industrial area.

The service provider will be responsible for preparing and serving healthy, safe, and affordable meals during working hours.

### **2. Scope of Work**

The selected vendor shall provide:

#### **2.1 Kitchen Operation & Management**

Daily preparation and service of breakfast, lunch, and snack options for staff.

Efficient, hygienic, and reliable food production using either company-provided kitchen facilities or vendor-supplied equipment (to be specified in quotation).

Trained and qualified personnel, including cooks, kitchen assistants, and serving staff.

#### **2.2 Meal Requirements**

A rotating weekly menu including allergen-friendly options.

Meals must be nutritious, balanced, and prepared according to recognized dietary guidelines.

Pricing must be reasonable to ensure affordability for all staff members.

Ability to accommodate ad-hoc catering requests for internal meetings and events (priced separately).

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**DIRECTORS: D OPPERMAN; PR LIND; R KRUGER; BC DENYER**

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### **3. Health, Safety & Compliance Requirements**

Vendors must comply with all applicable local, state, and national health, safety, and food handling regulations, including but not limited to:

Valid food establishment licenses and permits.

Compliance with sanitation and hygiene standards.

Regular staff health certifications and food safety training (e.g., HACCP, ServSafe, or local equivalent).

Proper food storage, temperature control, and handling procedures.

Allergen management and clear food labeling (including gluten, nuts, dairy, eggs, shellfish, etc.).

Waste management protocols, including safe disposal of food waste, recycling, and oil/grease removal.

### **4. Equipment & Facilities**

Vendors should specify:

Equipment required and any equipment the vendor will supply.

Utility needs (water, electricity, ventilation, refrigeration).

Proposed cleaning and maintenance schedule for kitchen equipment and dining area.

### **5. Pricing Structure**

Bidders must submit:

A full price list of meals and beverages.

Proposed budget or cost estimates for kitchen setup (if applicable).

Staffing cost breakdown.

Any minimum sales requirements or subsidies requested from the company.

Optional package pricing for meal plans or discounts.

The company's priority is affordable staff meals without sacrificing quality or safety.

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## 6. Vendor Qualifications

Interested vendors must provide:

Company profile and years of experience in corporate or institutional catering.

Examples of similar projects (corporate kitchens, school canteens, hospital kitchens, etc.).

References from at least two recent clients.

Proof of insurance (liability, worker's compensation, etc.).

## 7. Evaluation Criteria

Proposals will be evaluated based on:

Compliance with health and safety standards.

Quality, diversity, and nutritional value of menu offerings.

Price competitiveness and affordability.

Vendor experience and reputation.

Operational feasibility and staffing plan.

Environmental and sustainability practices.

## 8. Submission Instructions

All quotations must be submitted by 10 March 2026 to:

Contact Person: Eona Kotze  
Email: [cic.recruitment@cic.com.na](mailto:cic.recruitment@cic.com.na)  
Phone: 061 285 5800

Quotations should be submitted in PDF format and include all required attachments.

## 9. Additional Information

Vendors may schedule a site visit before submitting proposals by contacting:  
Eona Kotze  
061 285 5800

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## 10. Disclaimer

CIC reserves the right to accept or reject any quotation, to negotiate terms, and to award the contract based on the best overall value.

Regards,  
CIC Management

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