



**Baobab
College**

SECTION 1 - LETTER OF INVITATION

RFT NO. BC/CS/001/2026: REQUEST FOR PROPOSAL FOR PROVISION OF CATERING SERVICES TO BAOBAB COLLEGE CANTEEN

1. Baobab College has made a provision for outsourcing catering services for its Canteen and tuck shop located along Kafue Road, Lilayi. (***Note that, the Canteen and a Tuck Shop are Invited separately***)
2. Baobab College now invites sealed bids from prospective bidders in the hospitality industry to submit technical and financial proposals for the provision of catering services for the Baobab Canteen and Tuck shop.
3. Bidding documents and additional copies may be purchased by interested bidders from Baobab College, Finance Office, Kafue Road, Chilanga, upon payment of a **non-refundable fee of One Thousand, Five Hundred Kwacha (K1,500.00)** in cash. Interested bidders may obtain further information at the same address.
4. Sealed proposals must be deposited in the tender box situated at the Administration office, Baobab College, Kafue Road, Chilanga, on ***or before Friday, 3rd July 2026 at 12:00 hours local time*** and any proposals received after the time and date stipulated will not be accepted. The proposals will be opened thereafter in the presence of bidders or their representatives who choose to attend. **Feedback will be communicated no later than 24th July 2026.**
5. A firm will be selected under **Quality and Cost-Based Selection (QCBS)** procedures.
6. The RFP includes the following documents to be collected from the address indicated below:
 -Section 1 - Letter of Invitation as advertised
 -Section 2 - Information to Bidders
 -Section 3 - Technical Proposal
 -Section 4 - Financial Proposal
 -Section 5 - Terms of Reference