



BALI ISLAND SCHOOL

for a World-Class Education

International Baccalaureate Organization (IB) World School:

Authorized **IB Diploma, MYP, PYP**

Accredited Member of the Council of International Schools (CIS)

Accredited grades PS-12 by the Western Association of Schools and Colleges (WASC)

BIS Courtyard Vendor- Scope and Invitation to Tender

The main function of the courtyard is to allow our students and immediate school community (staff, teachers, parents) a place where they can wait outside the educational setting yet still under the oversight of the campus. A place where individuals/groups can meet and not disturb the classroom learning.

The courtyard shall not be used for functions/events that exclude the BIS community.

The Head of School will be in charge of the use of the courtyard. Since it is a part of the school, All current school rules for supervision and access to campus apply.

1/ Background

The BIS courtyard is a newly developed area of the school which is next to the gang and considered to be part of the school campus.

The Courtyard will generally be used during school hours between 7:30 and 16.00 Monday to Friday by the school students and parents. It is expected that most use will occur at the start and end of the day.

Parents will be able to use the courtyard from drop off until 9am and from 2pm until it closes each day. The Diploma students may have access to the courtyard all day. The courtyard will be the place where students are requested to wait from 2:45 onward if they have siblings in activities or need to wait for a driver, etc.

2/ Tender Conditions - the service provider will....

- Will provide food services for all days in which school is in session with students and may also remain open on staff training days and weekends to support events by mutual agreement with the Head of School. The concession will be closed when school is not in session with students.
- Will use recyclable materials and eco-friendly materials for food service.
- Will provide a menu to the BIS administration for approval which follows these criteria:
 - Coffee / tea and may be sold to Diploma students and adults
 - May not provide any dessert items or sugary drinks, including juice with sugar added
 - May not 'cook' on campus, though may warm food

- o May not use MSG in any items
 - o Should provide some items for vegetarians and vegans (labeled)
 - o Should have preponderance of healthy food choices which appeal to students
- Will be cognizant of all declared allergies and actively work to ensure that there is no cross- contamination in the preparation of food, clearly labeling food with peanuts included.
- Will give at least two weeks notice to students/parents of any intention to increase prices. The notice will be written with the new price structure and implementation date.

Regarding facilities and employees, the provider...

- Will ensure that the kitchen staff are free from infection and communicable diseases and will provide, on a yearly basis, proof of this in the form of medical certificates to BIS Human Resources (HR - Ibu Atik).
- Will maintain a clean, hygienic work area and follow hygiene procedures for all staff (eg hand washing, mask if ill, no animals in food preparation area, money not handled when preparing food etc). Hygiene standards and procedures should be shared with BIS HR.
- Will obtain police clearance certificates for all employees who will be working on the school campus and submit them to BIS HR.
- Must be willing to open the work area/storage to inspection at any time.
- Delivery vehicle drivers must wash their hands before and after delivery of food items. Food will be transported in an hygienic and safe manner.
- Delivery vehicle drivers should have clean clothing and observe good personal hygiene practices at all times. Suppliers need to ensure basic personal hygiene procedures are followed during loading/unloading and transporting.
- All employees will understand that they are working at a school and act accordingly in their manner, dress, etc...

3/ Additional details

- Perform an initial assessment of Courtyard area
- It is expected that the supplier will provide any equipment needed. This equipment will remain under their ownership.
- The school will provide water, electricity, trash removal, cleaning service for all areas except the locked kitchen area and security (including CCTV camera coverage).
- The supplier may place an A4 size advertisement of their company on the service counter and provide business cards / flyers to interested customers.

4/ Occupational Health and Safety Requirements

The contractor will comply with Indonesian regulations and supply, and use, all safety equipment required for the safe handling food and kitchen equipment. He/ she will also ensure that all relevant training has been conducted to all employees before they are to work onsite.

5/ Site Access

All workers must be preregistered with the school and be cleared to the school's security standards. They must also carry at all times school ID and access cards and produce these when requested to by any school employee. Failure to do so could result in the removal of the worker until such ID is available.

Before beginning any work onsite workers must report to the security office and log in that they will be onsite. At the conclusion of works they must also log out before leaving the grounds.

BIS is a NO SMOKING zone. All workers will be expected to comply with this regulation at all times.

6/ Tender

All contractors wishing to tender for this contract should confirm interest by a tender document including all relevant information by no later than **March 16th**.

Tendering companies are required to complete and site visit and should contact the facilities manager to arrange this visit. (hsambang@baliis.net)

The Tender should include the following:

- Company Profile.
- Current Contracts (company performance referees).
- Response and recommendations from the site visit.
- Scope of services offered

Please send the completed tender document to Denise Walsh (headofschool@baliis.net)

9/ Contract Terms

The successful contractor will begin at a time determined once the tender process has been completed and the contract has been signed.

It is expected that the vendor and the school will enter into a rental agreement for the site, the agreement will be for one calendar year and the rental amount will be 30 Million IDR payable in advance of occupancy.

Additional equipment needed, such as refrigerators, microwave, grills, etc will be the responsibility of the vendor.

All potential vendors should be aware that they will rent the counter/storage areas only. The school reserves the right to use the courtyard space for events, contracting other suppliers if desired.