ST. JAMES ACADEMY

PO BOX 0017

NAIROBI

6th march,2025

Subject: Invitation to Tender for School Catering Services

Dear Sir/Madam,

We are inviting qualified and experienced caterers to submit tenders for the provision of catering services at [School’s Name]. This is an excellent opportunity to partner with our institution and contribute to the well-being of our students and staff by ensuring high-quality and nutritious meals.

We request that your tender submission include the following details:

1. A detailed menu proposal, including options for special dietary requirements.

2. Pricing information with a breakdown of meal costs per student and staff member.

3. Information on food sourcing and quality standards to be adhered to.

4. Proposed staffing arrangements and their relevant qualifications.

5. Hygiene and safety certifications or compliance documents.

6. References from previous or current clients, if available.

All tenders must be submitted by 15th April 2025 to [stjamesac@gmail.com](mailto:stjamesac@gmail.com) . Please ensure that your proposal is comprehensive and enclosed in a sealed envelope marked "Tender for School Catering Services."

Selection criteria will be based on the quality of the menu, affordability, compliance with hygiene standards, and reliability of service delivery. Successful applicants will be notified by 20th April 2025.

If you have any questions or require further information, please feel free to contact us at 0795077967 or [stjamesac@gmail.com](mailto:stjamesac@gmail.com) .

We appreciate your interest in this opportunity and look forward to receiving your proposal.

Yours faithfully,

Mutuku james

Manager

ST. JAMES ACADEMY