

Annex 1 of Cafeteria Operations at Authentic Maldives Outlet at Gan International Airport

1. INTRODUCTION

Authentic Maldives is an initiative of the Ministry of Economic Development to promote genuine local products, which is being operationalized through the Business Center Corporation. The initiative was introduced in January 2020 with a vision to identify and nurture the most remarkable creative entrepreneurs in the country, help them embellish their craft and expose their talent to the global marketplace.

BCC is seeking an interested party to provide services of a cafeteria within the Authentic Maldives Outlet established at Gan International Airport Transit Lounge.

2. DETAILS OF LEASE

2.1 Café Operation Space

- (a) The Café Operation space is an approximately 1,000Squarefeet area inclusive of outdoor seating area as outlined in **Attachment 1** of this document.
- (b) The basic structure of the cafeteria shall be provided by the BCC along with necessary furniture for seating, countertops and cash counter areas.
- (c) All utilities of the cafeteria space shall be included in the lease fee. For clarification utilities here refers to Supply Water and Electricity Connection.

2.2 Minimum Lease Amount

- (a) The minimum amount of lease per month which can be proposed for this bid shall be MVR 25,000.00 (Twenty Five Thousand) which shall be inclusive of all utilities.

2.3 Commencement of Operations

- (a) The maximum duration which shall be allowed for the successful bidding party to commence café operations after award of lease shall be 15 calendar days.

2.4 Lease Duration

- (a) The cafeteria will be leased for a period of 2 years.

2.5 Minimum Requirement of bidders

- (a) Bidders applying to operate the café shall be registered at the Ministry of Economic Development as an MSME.
- (b) Bidders applying to operate the café shall have a registered business entity in the Food and Beverage industry, which at the time of bidding must be operational.

- (c) Bidders applying to operate the cafeteria should have at least 1 year of experience in operating a similar business venture.

2.6 Exclusions and Limitations

- (a) The cafeteria does not have a designated cooking area. But will have countertops and service areas for light food preparation.
- (b) Smoking is prohibited within the shop area, but maybe allowed at the outdoor seating area subject to necessary approvals.

2.7 Operational Hours

- (a) Services of the Cafeteria must be provided at all times during which the outlet is operational.
- (b) For clarification, the planned operating hours of the outlet are 8AM to 11PM every day. These hours are subject to change in accordance with the changes to the operational hours of the Airport.

3. RESPONSIBILITIES OF THE TENANT

- (a) It is the responsibility of the tenant to acquire and maintain all necessary permits and license for the operation of café during the period of the lease.
- (b) It is the responsibility of the tenant to supply and install all equipment and machinery required for the operation of the café.
- (c) It is the responsibility of the tenant to adequately clean and maintain the café area and the tenant shall be responsible for the disposal of all waste generated by the café.

4. BUSINESS PLAN

- 4.1. A feasible proposed business plan for the operation of the café must be submitted by the bidding parties along with the bid, which should in the very least cover the below areas:
 - (a) Executive Summary
 - (b) Introduction
 - (c) Management and Staffing Plan
 - (d) Operational Plan (*The proposed Standard Menu of the cafeteria must be included*)
 - (e) Financial Overview
 - (f) Marketing Plan

5. STANDARDS OF REQUIREMENT

- 5.1 The services of the café must be available to customers throughout operational hours in alignment with the services of the shop outlet.
- 5.2 All employees of the tenant shall be trained well in the provision of customer service, shall be groomed for such services and during official hours shall wear adequate uniform attire and name tags.
- 5.3 All food on display at the cafeteria must be replenished on a timely basis to ensure the quality of the products.

ATTACHMENT 1 _CAFETERIA FLOOR PLAN

