Ministry of Health, Family and Welfare

Maldives COVID-19 Emergency Response and Health Systems Preparedness Project (ERHSPP)

REQUEST FOR QUOTATION (RFQ)

Provision of Catering Services for the Five-Day Infection Prevention and Control (IPC) Training Programme

Reference No.: (IUL)23-PIIR(ICS)/23/2026/396

Dear Sir/Madam,

Greetings from the Maldives COVID-19 Emergency Response and Health Systems Preparedness Project (ERHSPP).

The Project Management Unit (PMU), on behalf of the Ministry of Health, Family and Welfare, invites eligible catering service providers to submit quotations for the provision of catering services for the five-day Infection Prevention and Control (IPC) Training Programme scheduled from 22 to 26 November 2026.

The proposed daily catering menu is attached to this RFQ as Annex 1. Bidders are requested to prepare their quotations based on the attached menu and the service requirements set out below.

A. Training and Service Details

Training	Five-Day Infection Prevention and Control (IPC) Training Programme
Dates	22–26 November 2026 (five days)
Training hours	8:00 AM to 5:00 PM
Location	Hulhumalé, Maldives (exact venue to be confirmed)
Number of persons	35 persons for regular meals; 50 persons for evening tea on 26 November 2026 (closing ceremony)
Meals	Breakfast, lunch and evening tea each day, as per attached menu
Refreshments	Tea, coffee and drinking water throughout the training hours

B. Scope of Catering Services

• Prepare, deliver, set up and serve breakfast and lunch for 35 persons on each of the five training days, evening tea for 35 persons on 22–25 November 2026, and evening tea for 50 persons on 26 November 2026 for the closing ceremony, in accordance with Annex 1

• Tables will be provided at the training hall for the catering setup.

• Provide the food items and beverages specified in the attached daily menu, including any necessary serving equipment, utensils and supplies.

• Ensure tea, coffee and drinking water are available and regularly replenished throughout the training hours (8:00 AM–5:00 PM).

• Provide at least one catering staff member at the venue throughout the catering service period to assist with refreshments and service.

• Clean and maintain the catering area daily, including after each meal and refreshment break.

• Collect and dispose of all catering-related waste and remove all catering equipment, utensils, food containers, leftovers and other items at the end of each day.

• Maintain appropriate food safety, hygiene and cleanliness standards throughout the service period.

• Coordinate delivery and serving times with the PMU before commencement of the training.

C. Quotation Requirements

The quotation shall be submitted in English, duly signed by an authorized representative, and shall include:

• Business name, address, contact person, phone number and email address.

• A financial quotation in Maldivian Rufiyaa (MVR), showing daily rates and total price for all five days, with applicable taxes clearly identified.

• Confirmation that the attached daily menu and all catering notes can be provided, or a clear statement of any proposed substitutions or deviations.

• Confirmation of availability for all five training days.

• Business registration or other relevant supporting information.

All quoted prices should include food, beverages, preparation, delivery to Hulhumalé, serving, staffing, setup, cleaning, waste disposal, equipment and any other costs necessary to complete the services.

D. Evaluation and Award

Quotations will be reviewed for compliance with the menu, service requirements and completeness of the financial offer. Among quotations meeting the requirements, price will be considered in selecting the service provider. The Ministry may seek clarification where necessary. Award is subject to applicable project procurement procedures and approval.

E. Submission of Quotation

Please submit your signed quotation by email to f.yumna@health.gov.mv.

Submission deadline: 10 November 2026, no later than 11:00 AM

Email subject: RFQ – Catering Services for IPC Training (22–26 November 2026).

For any clarification, please contact the Project Management Unit through the above email address.

Attachment: Annex 1 – Proposed Catering Menu for IPC Training

22–26 November 2026

A varied daily menu for breakfast, lunch and evening tea. Proposed selections are subject to caterer confirmation and dietary requirements.

Day / Meal	No.Persons	Proposed menu
Sunday, 22 November 2026		
Breakfast	35	Chicken Sandwich, Tuna puff pastry, boiled eggs, sliced fruit (2 type), Chocolate muffin, Tea and Coffee
Lunch	35	Garlic rice, Grilled Chicken, Tuna Fried Noodles, mixed vegetable stir-fry, green salad, Pineapple cake, Fresh Juice
Evening tea	35	Gulha, Bajiya, vegetable spring rolls, cake; tea and coffee
Monday, 23 November 2026		
Breakfast	35	Croissant, vegetable omelet, Tuna toast, seasonal fruit (2 types); tea and coffee
Lunch	35	Chicken fried rice, Fried Fish, Red Sauce Pasta, Sautéed vegetables, cucumber salad; juice
Evening tea	35	Masroshi, bis cutlets, vegetable pastries, butter cake; tea and coffee
Tuesday, 24 November 2026		
Breakfast	35	Mini chicken puff, Cheese and chicken sandwich, boiled eggs, sliced fruit (2 types); tea and coffee
Lunch	35	Chicken Alfredo Pasta, Steamed rice, beef curry, boiled vegetable, garden salad, Molten chocolate cake dessert; fresh juice
Evening tea	35	Gulha, Bajiya, Mini chicken wraps, cake (2 types); tea and coffee
Wednesday, 25 November 2026		
Breakfast	35	Tuna and egg sandwiches, hash browns, Masroshi, fruit platter; tea and coffee
Lunch	35	Creamy Penne Pasta, Chicken biryani, fish fry, vegetable, raita, salad, vermicelli dessert; fresh juice
Evening tea	35	Masroshi, vegetable samosas, vanilla cupcakes; tea and coffee
Thursday, 26 November 2026		
Breakfast	35	Boiled eggs, Tuna puff pastry, Cinnamon roll, fruit platter; tea and coffee
Lunch	35	Chicken Aglio e olio Spaghetti, Steamed rice, grilled chicken, tuna curry, mixed vegetables, fresh salad, Tiramisu dessert; fresh juice

Evening tea	50	Mini pizza , Tuna rolls , Mini Chicken Sliders, Gulha, Kulhi Boakibaa, Chocolate Éclairs, Mini Cream Puffs, Mini doughnut, Watermelon, Pineapple, tea and coffee

Annex 2 – Financial Quotation Form

Name of Caterer: _____

Contact Person / Phone / Email: _____

Description	Quantity	Unit Rate (MVR)	Total (MVR)
Breakfast for 35 persons	5 days		
Lunch for 35 persons	5 days		
Evening tea for 35 persons	4 days		
Evening tea for 50 persons	1 day		
Continuous tea, coffee and water	5 days		
Other costs/ Service Charge	Lump sum		
Subtotal			
Applicable taxes			
Grand Total			

We confirm that our quotation covers the attached menu and the catering requirements stated in this RFQ, except for any deviations expressly identified in our submission.

Authorized Name: _____ Signature: _____

Date: _____ Company Stamp: _____