

REQUEST FOR PROPOSALS

Food and Beverage Concession: The Mount Restaurant

The University of the West Indies, Cave Hill Campus

The University of the West Indies (UWI), Cave Hill Campus invites suitably qualified and experienced individuals and companies to submit proposals for the operation of a food and beverage concession at The Mount Restaurant, located on the Cave Hill Campus.

The Cave Hill Campus is one of the five Campuses of The University and serves a diverse community of students, faculty, professional staff, support staff, visitors, and guests. Throughout the year, the Campus hosts a range of academic, professional, cultural, governance, sporting and community-engagement activities that contribute to a vibrant and dynamic environment.

The Mount Restaurant is strategically located within the Campus environment and presents an opportunity for an experienced operator to provide quality and affordable food and beverage services to the Campus community and authorised guests.

About the Restaurant

The Mount Restaurant is located on the Main Campus within the Campus's business corridor and in an area that is readily accessible by both pedestrian and vehicular traffic. The facility comprises approximately 3,230 square feet and includes a kitchen, serving area, dining area, storage areas, and ancillary operational spaces. Its central location positions it as a convenient food and beverage service point for members of the Campus community and authorised guests.

Key Operating Conditions

The concession is intended primarily to serve members of the Campus community and authorised guests of the University. The successful concessionaire will be expected to provide high-quality, affordable, and diverse breakfast and lunch services between 7:00am and 3:00pm, including healthy menu options, and to maintain an exceptional standard of customer service, cleanliness, and operational efficiency throughout the term of the concession.

The concessionaire will be responsible for all cleaning, waste management, public health and environmental compliance requirements associated with the operation, including the daily collection and disposal of waste away from Campus. The concessionaire will also be responsible for obtaining and maintaining all licences, permits, certifications, approvals, insurance coverage, and services required for the lawful operation of the concession, including public liability insurance, food-handler certification, restaurant licences and any internet, telecommunications, or related technology services required for the operation.

The University encourages environmentally responsible operating practices, including waste reduction, recycling, and other sustainability initiatives appropriate to the operation of a food-service establishment.

All signage, branding, promotional material, and exterior advertisements are subject to the prior approval of the University. In addition, the display, storage, or sale of alcoholic beverages will not be permitted.

Utility arrangements will be determined and reflected in the final concession agreement.

Applicants should note that the University reserves the right to utilise the dining area for University functions and approved third-party events outside the concessionaire's normal operating hours. The successful concessionaire will be expected to cooperate with the University in facilitating such activities where necessary.

Applicant Profile

Applicants should demonstrate a proven track record in the successful operation of restaurants, cafeterias, food courts, catering services, or similar food-service establishments. Preference may be given to applicants with not less than three (3) years' relevant operating experience. Applicants should possess the financial capacity necessary to establish and sustain the concession, and must be legally constituted and in good standing with the relevant statutory authorities.

Applicants must also demonstrate their ability to acquire and maintain appropriate insurance coverage throughout the contractual period and to operate in compliance with all applicable health, safety, sanitation, public health, food-service and University standards.

Proposals should further reflect the applicant's ability to provide high-quality, affordable food and beverage services to the Campus community, supported by strong operational management practices, excellent customer service standards, and a commitment to continuous service improvement.

Proposal Requirements

To facilitate a fair and comprehensive evaluation process, applicants are required to submit a complete proposal addressing all of the requirements outlined below. Proposals should provide sufficient information to allow the University to assess the applicant's experience, operational capability, financial viability, and suitability to operate the concession.

Certain submission requirements are considered mandatory eligibility requirements. The University reserves the right to request clarification on submitted information; however, incomplete submissions or proposals that do not adequately address the stated requirements may be excluded from further consideration.

The proposal must include:

1. Company Profile and Business Registration Documents

A brief overview of the company, including ownership structure, years of operation, principal business activities, and copies of relevant business registration and licensing documents.

Applicants must also provide, where applicable:

- Certificate of Incorporation or other applicable business registration documents;
- Valid National Insurance and Social Security Services (NISS) Clearance Certificate;
- Valid Barbados Revenue Authority (BRA) Tax Clearance Certificate; and
- Certificate of VAT Registration.

2. **Details of Relevant Experience**

Information on the applicant's experience operating restaurants, cafeterias, food courts, catering services, dining facilities, or similar food-service establishments, including the scale, duration, and nature of operations.

3. **Proposed Food-Service Concept**

A description of the applicant's vision for the concession, including the type of cuisine, service model, target market, and how the offering will meet the needs of the Campus community.

4. **Sample Menus and Indicative Pricing**

Proposed menu offerings and indicative pricing to demonstrate the quality, variety, and affordability of the food and beverage service.

5. **Proposed Management and Staffing Structure**

Information on the proposed management arrangements, staffing complement and qualifications/training, supervisory structure, and key personnel responsible for the operation of the concession. Applicants should identify the personnel proposed to manage the operation and summarise their relevant experience and responsibilities.

6. **Health, Safety and Environmental Management Practices**

A summary of the policies, procedures, and operational practices that will be employed to ensure:

- food safety;
- sanitation and public health compliance;
- occupational health and safety;
- waste management;
- environmental responsibility; and
- regulatory compliance.

Applicants should indicate any relevant certifications, licences, or approvals already held or intended to be obtained.

7. **Proposed Rental Arrangement**

Details of the applicant's proposed rental offering and any relevant commercial terms for consideration by the University.

8. **Evidence of Financial Capacity**

Documentation demonstrating the applicant's ability to establish and sustain the concession operation, which may include financial references, audited financial statements, management accounts, or other evidence of financial standing. The University reserves the right to request additional financial information where required to assess the applicant's ability to sustain the proposed operation.

9. Mobilisation and Commencement Plan

Applicants should indicate the period required to mobilise operations following notification of award and execution of the concession agreement. The proposed mobilisation plan should identify any dependencies, fit-out requirements, equipment installation requirements, staffing requirements, approvals, licences, or other factors that may affect the commencement of operations. Applicants should also indicate their earliest realistic restaurant start-up date.

10. Term of Concession

The concession will initially be awarded for a period of one (1) year, commencing on a date to be agreed between the University and the successful applicant. Subject to satisfactory performance and compliance with the terms of the concession agreement, the concession will be considered for renewal or extension of the agreement at the discretion of the University. Applicants should therefore submit proposals that demonstrate both immediate operational readiness and the capacity to sustain a high-quality service over the longer term.

11. References

Three business references, including at least one current client where applicable, with contact names and details.

Evaluation Criteria

Applications will be assessed holistically, considering the applicant's experience, operational capability, proposed food-service concept, and overall suitability for serving the Cave Hill Campus community. Particular consideration will be given to the following:

- a. Relevant experience and demonstrated track record;
- b. Food-service concept and menu offerings;
- c. Affordability and value to the Campus community;
- d. Operational capability and management approach;
- e. Customer service philosophy and quality assurance measures;
- f. Financial proposal;
- g. Health, safety and environmental management practices.

Site Visits

Interested applicants are strongly encouraged to attend a site visit at The Mount Restaurant on one of the following dates between 10:00am and 1:00pm:

- 15 September 2026
- 17 September 2026

Additional information regarding the facility, available equipment, occupancy considerations, and operational requirements will be provided during the site visits.

Questions arising from the site visits should be submitted via email to the Office of Business Development. Responses to material questions will be shared with all interested applicants to ensure fairness and transparency throughout the process.

Submission Deadline

Complete proposals must be submitted electronically no later than **11:59 p.m. on 30 September 2026**, to

Email: businessdevelopment@cavehill.uwi.edu

Subject Line: Proposal for Food and Beverage Concession: The Mount Restaurant

Late submissions will not be accepted or considered.

Interviews

Applicants shortlisted following evaluation of proposals may be invited to participate in an interview and presentation process as part of the final assessment.

Shortlisted applicants will be invited to attend interviews on:

- 13 October 2026; or
- 14 October 2026.

Applicants may be requested to clarify aspects of their proposal, discuss operational arrangements, present their proposed food-service concept, and respond to questions from the evaluation panel.

Notification of Outcome

The University anticipates advising applicants of the outcome of the procurement process by **30 October 2026**, subject to the completion of evaluations, interviews, and any required approvals.

The University reserves the right to amend this timeline where necessary, and without further notice.

RFP Process and Conditions

The University is committed to conducting a fair, transparent, and competitive review process. Applicants should note that the submission of a proposal does not create any contractual relationship with the University, nor does it guarantee selection for further consideration, negotiation, or award.

In administering this Request for Proposals, the University:

- is not bound to accept any proposal received, including the highest financial proposal or any proposal submitted;
- reserves the right to request additional information, further supporting documentation, or clarification from any applicant at any stage of the evaluation process;
- reserves the right to engage in discussions or negotiations with one or more applicants following the review of submissions;

- may require shortlisted applicants to participate in interviews, presentations, demonstrations, site visits, or clarification meetings as part of the evaluation process;
- reserves the right to discontinue, suspend, amend, extend, or reissue the RFP process at any time without obligation or liability to any applicant;
- may decline to consider proposals that are incomplete, submitted after the stated deadline, fail to satisfy the mandatory eligibility requirements, or otherwise fail to address the requirements set out in the RFP; and
- shall not be responsible for any costs or expenses incurred by applicants in preparing, submitting, or presenting proposals, attending site visits, or participating in subsequent discussions related to this opportunity.

The University invites innovative proposals that will enhance the dining experience of the Cave Hill Campus community, and its decision in relation to the evaluation of proposals shall be final.

Office of Business Development

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