

附件一：项目情况说明及技术商务要求
Annex I: Project Description and Technical &
Commercial Requirements

员工食堂运营服务采购项目
Staff Canteen Operation Service Procurement Project

项目情况说明及技术商务要求
Project Description and Technical & Commercial Requirements

一、项目基本情况 Basic Project Information

1、项目名称：员工食堂运营服务采购项目

Project Name: Staff Canteen Operation Service Procurement Project

2、招标人：中矿卡通巴矿业有限公司

Tenderer: Sinomine Kitumba Minerals Company Limited

3、服务地点：赞比亚 Kitumba 项目生活营地区域

Service Location: Living Camp Area of the Kitumba Project, Zambia

4、服务对象：项目现场员工及相关作业人员

Service Recipients: On-site employees and related operational personnel

5、服务区域：600 间宿舍配套员工食堂

Service Area: Staff canteen supporting a 600-room dormitory

6、就餐规模：高峰时段最大同时就餐人数约 400 人

Dining Scale: Maximum concurrent diners of approximately 400 during peak hours

7、服务要求：满足项目现场日常三餐供应、食品安全及现场卫生。

Service Requirements: To meet the needs of daily three-meal supply, food safety, on-site hygiene and logistical support.

二、招标服务范围

Scope of Bidding Services

投标人须提供完整的食堂运营服务，主要包括但不限于以下内容：

The bidder must provide comprehensive canteen operation services, including but not limited to the following:

（一）供餐服务

Meal Supply Service

1、负责每日早餐、午餐、晚餐供应：（早餐 5：00~7：30，中餐 12：00~13：00，晚餐 17：00~19:00）

Responsible for the daily supply of breakfast, lunch, and dinner.(Breakfast: 5:00 - 7:30, Lunch: 12:00 - 13:00, Dinner: 17:00 - 19:00)

2、根据项目作息和招标人安排，保障按时开餐；

Ensure timely meal service and continuous supply according to the project's work schedule and the Tenderer's arrangements.

（二）餐食组织 Meal Organization

1、编制菜单及供餐计划；

Prepare menus and meal supply plans.

2、根据伙食标准合理搭配食材，兼顾营养、卫生、口味及现场实际；

Reasonably combine ingredients according to the meal standard, considering nutrition, hygiene, taste, and on-site conditions.

3、提供符合当地员工饮食习惯的餐食安排，并保证食品质量稳定。

Provide meal arrangements that conform to the dietary habits of local employees and ensure stable food quality.

（三）厨房运营

Kitchen Operation

1、负责食材验收、储存、加工、烹饪、分餐；

Responsible for ingredient acceptance, storage, processing, cooking, and portioning.

2、负责餐具洗消、食品留样、台账记录；

Responsible for tableware washing and sanitize, food sample retention, and ledger recording.

3、负责中午用餐人员的送餐；

Be responsible for delivering meals to staff having lunch.

（四）卫生与 EHS 管理

Hygiene and EHS Management

1、负责厨房、餐厅、操作间、储物区的日常卫生清洁；

Responsible for the daily cleaning of the kitchen, dining hall, operation rooms, and storage areas.

2、负责垃圾分类收集、及时清运，保持环境整洁；

Responsible for sort waste collection and timely removal to maintain a clean environment.

3、负责人员卫生、着装、防护、消防和用电/用气安全管理；

Responsible for personnel hygiene, attire, protective gear, fire safety, and electricity/gas safety management.

4、建立食品安全和突发事件应急处理机制。

Establish an emergency response mechanism for food safety and other incidents.

（五）设备设施管理

Equipment and Facility Management

1、负责招标人提供的厨房及餐厅设备设施的规范使用；

Responsible for the standardized use of kitchen and dining hall equipment and facilities provided by the Tenderer.

2、负责日常保洁、设备维修和爱护管理；

Responsible for daily cleaning, equipment maintenance and proper asset management.

3、如现有设备不足，投标人应在投标文件中提出补充配置建议及费用说明。

If the existing equipment is insufficient, the bidder should propose supplementary configurations and provide a cost explanation in the bid document.

三、投标人需提交的主要内容

Main Content to be Submitted by Bidders

投标人应在投标文件中重点提交以下材料：

Bidders should focus on submitting the following materials in their bid documents:

1、公司基本情况及营业/注册资料；

Company profile and business/registration documents.

2、食品经营、卫生许可、税务合规等相关资质文件（按当地法规及实际适用提供）；

Relevant qualification documents such as food business licenses, hygiene permits, and tax compliance certificates (to be provided as applicable under local regulations).

3、类似项目食堂运营业绩；

Performance records of similar canteen operation projects.

4、三餐配置方案（需明确早餐、午餐、晚餐的餐食搭配）；

Three-meal configuration plan (must specify the meal combinations for breakfast, lunch, and dinner).

5、人员配备方案（含项目负责人、厨师、帮厨、保洁等岗位配置）；

Staffing plan (including positions such as project manager, chefs, kitchen assistants, cleaners).

6、卫生清洁与食品安全管理方案；

Hygiene, cleaning, and food safety management plan.

7、厨房和餐厅日常管理制度；

Daily management rules for the kitchen and dining hall.

8、应急保障方案（食材短缺、突发卫生事件等）；

Emergency support plan (for ingredient shortages, sudden public health incidents, etc.).

9、赞比亚公民持股比例（%）：

Percentage of Shareholding Held by Zambian Citizens (%):

是否是赞比亚公民赋权企业（赞比亚公民持股比例在 25% 至 50% 区间）或赞比亚公民所有企业（赞比亚公民持股比例超过 50%）（是/否）：

Is the bidder a Citizen empowered company (Zambian citizen shareholding between 25% and 50%) or a Citizen-owned company (Zambian citizen shareholding exceeding 50%)? (Yes/No):

10、其他招标人要求提供的说明材料。

Other explanatory materials required by the Tenderer.

四、餐饮服务具体要求

Specific Requirements for Catering Services

（一）基本要求

Basic Requirements

1、投标人须保证每日三餐按时供应，餐食新鲜、卫生、可口；

The bidder must ensure that the three daily meals are supplied on time and are fresh, hygienic, and palatable.

2、食材须来源正规、质量合格，不得使用过期、变质或来源不明食材；

Ingredients must be sourced from legitimate channels, be of qualified quality, and the use of expired, spoiled, or unidentified ingredients is prohibited.

3、原料、半成品、熟食须分类存放，做到生熟分开、荤素分开、干湿分开；

Raw materials, semi-finished products, and cooked food must be stored separately to ensure separation of raw and cooked, meat and vegetables, and wet and dry items.

4、应建立食品留样制度、卫生巡检制度和问题追溯机制。

A food sample retention system, hygiene inspection system, and problem traceability mechanism should be established.

（二）菜单报送要求

Menu Submission Requirements

投标人须在投标文件中提交以下内容：

The bidder must submit the following in the bid document:

1、7天循环菜单；A 7-day cyclical menu.

2. 每日三餐餐食构成说明；A description of the composition of the three daily meals.

3. 主要食材品类说明；A description of the main ingredient categories.

五、人员配置要求

Staffing Requirements

投标人应结合食堂规模、供餐频次和高峰就餐人数，合理配置运营人员，确保满足现场供餐、卫生及轮班需要。

The bidder should reasonably allocate operational staff based on the canteen's scale, meal service frequency, and peak dining numbers to ensure that on-site meal supply, hygiene, and shift needs are met.

六、卫生、食品安全及 HSE 要求

Hygiene, Food Safety, and HSE Requirements

（一）人员卫生要求

Personnel Hygiene Requirements

1、厨房工作人员须着统一工作服、佩戴帽子、口罩和必要防护用品；

Kitchen staff must wear uniform work clothes, hairnets, masks, and necessary protective equipment.

2、操作人员须保持个人卫生，严禁带病上岗；

Operators must maintain personal hygiene and are strictly prohibited from working while ill.

3、从业人员相关健康证明、培训记录应齐全有效。

Relevant health certificates and training records for all staff must be complete and valid.

（二）食品安全要求

Food Safety Requirements

1、严格执行食品采购验收制度；

Strictly implement the food procurement and acceptance system.

2、严禁采购和使用腐败变质、过期失效及不合格食品；

Strictly prohibit the procurement and use of rotten, spoiled, expired, or substandard food.

3、食品留样应规范执行并做好记录；

Food sample retention should be standardized and well-documented.

4、冷藏冷冻设备须分类使用并保持卫生状态良好；

Refrigeration and freezing equipment must be used for separate categories and kept in a good hygienic state.

5、餐具须清洗、消毒后方可再次使用。

Tableware must be cleaned and sanitize before reuse.

（三）现场卫生要求

On-site Hygiene Requirements

1、厨房及餐厅区域每日清洁，不留卫生死角；

The kitchen and dining areas must be cleaned daily, leaving no sanitary blind spots.

2、垃圾桶须加盖，垃圾须及时清运；

Trash cans must be covered, and garbage must be removed promptly.

3、定期开展灭蝇、灭鼠、灭蟑等病媒防治工作；

Regularly carry out pest control work to eliminate flies, rats, and cockroaches.

4、保持排烟、排水、操作台面及地面整洁。

Keep smoke exhausts, drains, work surfaces, and floors clean and tidy.

(四) HSE 要求

HSE Requirements

1、严格执行用火、用电、用气安全管理；

Strictly implement safety management for the use of fire, electricity, and gas.

2、做好消防器材配置及日常检查；

Ensure proper configuration and daily inspection of fire-fighting equipment.

3、发生食品安全事件或人员伤害事件时，应第一时间上报招标人并启动应急处理程序；

In the event of a food safety incident or personal injury, report to the Tenderer immediately and activate the emergency response procedure.

4、投标人须提交书面的食品安全及应急处置方案。

The bidder must submit a written food safety and emergency response plan.

七、设备设施配置及责任边界

Equipment and Facility Configuration & Demarcation of Responsibilities

(一) 招标人拟提供的厨房及餐厅设备设施清单

List of Kitchen and Dining Hall Equipment and Facilities to be Provided by the Tenderer

1、厨房核心设备

Core Kitchen Equipment

类别 Category	设备/用具名称 Equipment/Utensil Name	规格/型号要求 Specification/Model	单位 Unit	数量 Qty	备注 Remarks
厨房核心设备 Core Kitchen Equipment	商用冰柜 Commercial Freezer/Refrigerator	—	台 Unit	10	用于食材分类冷冻、冷藏 For classified freezing and refrigeration of ingredients
厨房核心设备 Core Kitchen Equipment	商用猛火灶 Commercial High-Power Stove	燃气式 Gas	台 Unit	5	
厨房核心设备 Core Kitchen Equipment	大锅 Large Pot	直径 70–80cm，不锈钢材质 Dia. 70–80cm, stainless steel	个 Pc	6	主要用于制作西玛等主食、炒菜 Mainly for making Nshima, other staples, and stir-frying
厨房核心设备 Core Kitchen Equipment	商用抽油烟机 Commercial Range Hood	尺寸根据现场情况定，中型 2 台或大型 1 台 Size TBD by site conditions, 2 medium or 1 large	套 Set	1–2	确保厨房排烟效果 To ensure effective kitchen ventilation
厨房核心设备 Core Kitchen Equipment	不锈钢操作台 Stainless Steel Worktable	1.2m × 2.0m	张 Pc	10	用于备菜、和面等 For food prep, dough kneading, etc.
厨房核心设备 Core Kitchen Equipment	双开门商用消毒柜 Double-Door Commercial Disinfection Cabinet	—	台 Unit	3	用于餐具消毒 For tableware disinfection

2、厨房辅助用具

Auxiliary Kitchen Utensils

类别 Category	设备/用具名称 Equipment/Utensil Name	规格/型号要求 Specification/Model	单位 Unit	数量 Qty	备注 Remarks
厨房辅助用具 Auxiliary Kitchen Utensils	厨师刀具 Chef's Knives	专业套装 Professional set	套 Set	2	
厨房辅助用具 Auxiliary Kitchen Utensils	炒菜铲 Spatula	—	把 Pc	10	
厨房辅助用具 Auxiliary Kitchen Utensils	案板 Cutting Board	—	个 Pc	5	

类别 Category	设备/用具名称 Equipment/Utensil Name	规格/型号要求 Specification/Model	单位 Unit	数量 Qty	备注 Remarks
厨房辅助用具 Auxiliary Kitchen Utensils	西玛搅拌桨 Nshima Stirring Paddle	—	把 Pc	10	用于搅拌西玛 For stirring Nshima

3、餐厅用品

Dining Hall Supplies

类别 Category	设备/用具名称 Equipment/Utensil Name	规格/型号要求 Specification/Model	单位 Unit	数量 Qty	备注 Remarks
餐厅用品 Dining Hall Supplies	餐盘 Meal Tray	—	个 Pc	400	
餐厅用品 Dining Hall Supplies	餐叉 Fork	—	把 Pc	400	
餐厅用品 Dining Hall Supplies	餐桌椅 Tables and Chairs	400 人位（可采用长条桌配单椅形式） Seating for 400 (long tables with single chairs)	套 Set	400	

4、辅助及清洁设备

Auxiliary and Cleaning Equipment

类别 Category	设备/用具名称 Equipment/Utensil Name	规格/型号要求 Specification/Model	单位 Unit	数量 Qty	备注 Remarks
辅助及清洁设备 Auxiliary & Cleaning	带净化功能商用开水器 Commercial Water Boiler with Purification	—	台 Unit	2	安装于厨房，保障热水饮用 Installed in kitchen for hot drinking water
辅助及清洁设备 Auxiliary & Cleaning	大容量净水器 High-Capacity Water Purifier	满足 600 人/日饮用水量 To meet daily needs of 600 people	套 Set	1	保障整个生活区安全饮水 To ensure safe drinking water for the entire living area
辅助及清洁设备 Auxiliary &	大型垃圾桶 Large Trash Can	—	个 Pc	4	放置于餐厅区域 To be placed in the dining area

类别 Category	设备/用具名称 Equipment/Utensil Name	规格/型号要求 Specification/Model	单 位 Unit	数 量 Qty	备注 Remarks
Cleaning					
辅助及清 洁设备 Auxiliary & Cleaning	中/小型垃圾桶 Medium/Small Trash Can	—	个 Pc	10	放置于厨房及餐厅各处 To be placed throughout the kitchen and dining areas

（二）责任边界说明

Demarcation of Responsibilities

1、招标人负责提供食堂场地、现有厨房及餐厅设备设施；

The Tenderer is responsible for providing the canteen site and the existing kitchen and dining hall equipment and facilities.

2、中标人负责设备设施的规范使用、日常清洁和一般性维护；

The successful bidder is responsible for the standardized use, daily cleaning, and general maintenance of the equipment and facilities.

3、如有损坏的，由中标人负责修复或赔偿；

Any damages incurred shall be repaired or compensated by the successful bidder.

4、投标人如认为现有配置无法满足运营要求，应在投标文件中明确提出补充设备清单及对应费用。

If the bidder believes the existing configuration cannot meet operational requirements, they must clearly propose a supplementary equipment list and corresponding costs in the bid document.

八、报价方式及结算要求

Quotation Method and Settlement Requirements

(一) 报价方式

Quotation Method

投标人须提供以下报价：

The Bidder shall provide the following quotations:

报价模式 Quotation Model	内容说明 Description	报价要求 Quotation Requirement
部分甲供主材模式 Partial Main-Material-Supplied-by-Tenderee Model	招标人提供水、电、鸡蛋(每天每人1个)、西玛、食用油、牛肉(一周三餐)主材, 投标人负责其他食材、辅料、人工及运营服务.(要求: 每天至少一餐必须有肉菜) The Employer shall provide the main supplies including water, electricity, eggs (one egg per person per day), maize meal, edible oil and beef (served for three meals every week). The Bidder shall be responsible for all other food materials, seasonings, labor and operation services, with a mandatory requirement that meat dishes shall be provided for at least one meal each day.	按 ZMW/人/天报价, 并明确甲供范围 Quote in ZMW/person/day, and specify the scope of materials supplied by the Tenderee.

(二) 结算建议

Settlement Proposal

1、原则上按实际就餐人数进行结算；

In principle, settlement will be based on the actual number of diners.

2、具体结算方式、结算周期及甲供材料界面在合同中明确；

The specific settlement method, settlement period, and the interface for Tenderer-supplied materials will be specified in the contract.

3、投标人应在报价文件中清晰列明包含项、不包含项及其他说明。

Bidders should clearly list included items, excluded items, and other explanations in their quotation documents.

九、其他说明

Other Instructions

1、投标人应充分考虑项目现场地处海外、人员集中、连续供餐、卫生安全责任较重等实际情况；

Bidders should fully consider the actual situation of the project, such as its overseas location, concentrated personnel, continuous meal service, and significant responsibility for hygiene and safety.

2、中标后不得擅自转包、分包；

Subcontracting or subletting is not permitted after winning the bid.

3、招标人有权根据现场实际需要调整服务内容、供餐人数及相关安排进行合理调整。

The Tenderer reserves the right to make reasonable adjustments to the service content, number of diners, and related arrangements based on actual on-site needs.