NU-Q Terms & Conditions

The vendor shall submit the followings:

- Technical specifications required (electrical etc.).
- List of all equipment used, and power associated with each item.
- List of equipment, kitchen appliances, and other materials must be presented at the loading area Security Desk before the setup and will be used as an exit pass.
- Menu options and prices.
- Reporting of daily total revenue.
- Photos and drawings of your proposed kiosk
- All branding materials (logos, roll-ups and e-mail flyer to send to the staff).
- Operational hours

The vendor shall follow the following instructions and guidelines:

- Food Handlers’ Health Certificates and Personal Hygiene
  - Availability of food handlers health certificates
  - Employee wear clean uniforms and wear hair nets.
  - Hand washed frequently and correctly.
  - Gloves changed frequently.

- Work Surfaces and Equipment
  - Periodically sanitizing work surfaces.
  - Separate cutting boards for raw food and cook food.
  - Availability of clean equipment and utensils.
  - Separate utensils for raw food and cook food.
  - Single use towels or tissues.

- Waste Disposal
  - All waste is properly tied using plastic refuse sacks or waste bins with lids
  - Adequate facilities for disposing of rubbish, waste food and unfit food

- Storage Facilities
  - Adequate space in chiller to store raw and cooked food separately
  - Stored food are labeled
  - Stored food are well covered to avoid cross contamination
  - Food transportation temperature is kept away from danger zone (>65°C or <5°C)
  - The ambient air temperature’s recorded
  - Receiving/transportation equipment are clean

- Food Handling Practices, Temperature Control
  - Keep raw and cook food away
  - Thawing of food in correct way
  - Adequate facilities for reheating
  - Availability of food samples are kept before sale
  - Keep all unwrapped foods on display covered or protected by screen with label
  - Raw food cooked thoroughly before they go on display
  - Store cold food below 5°C and hot foods above 65°C

- Lost and Found:
  - Lost and found item should be reported to the nearest security guard as soon as possible.
NU-Q Terms & Conditions

- **General Safety & rules**
  - All wires and power extensions must be with good standard and conditions;
  - Unsafe practices such as use of damaged electrical components, exposed wirings, poorly maintained or cleaned equipment, substandard extension leads, etc. are not allowed inside the building;
  - Electrical cords from extension leads and other electrical cables used for the event must be taped down to the floor so that it will not be a trip hazard;
  - Enough manpower to manned the operation (unattended live cooking and unattended stands are not allowed);
  - Any form of violent or aggressive behavior inside the building will not be tolerated;
  - Alcoholic beverages and hazardous substances are strictly prohibited inside the building premises;
  - Smoking is strictly prohibited inside the building. A designated smoking area is available at the basement parking;
  - Request for isolation of smoke detector and exhaust fan if live cooking is part of the operation;
  - Cooking which requires flammable liquid or gas is not allowed inside the building premises;
  - Cleanliness must be observed at all times and completely clean the area where they setup;
  - Report to security or FM staff for any spills or burnt smells;
  - Setting up of stands or food stations are NOT ALLOWED where it will block the Fire Exits and other firefighting and fire suppression equipment;
  - Fire safety extinguishers and blankets should be available;
  - First aid kit complete with water proof dressings.

- **Mobilization in and Out of the Building:**
  - All personnel must have valid their Identification cards;
  - No dragging of materials in the floor. Vendors must bring their own trolleys to move their things;
  - Enough manpower to mobilize their equipment and setup going IN and OUT of the building;
  - Cost of repairs/replacement of damaged properties due to mobilization of materials and setup of equipment must be borne by the Vendors concerned;
  - Furniture used are of good working conditions;
  - Floor protection must be provided when setting up if necessary;
  - Built-in equipment in the kitchen are to be used inside the kitchen only;
  - Vendor set-up must be completely cleared from the venue after the operation. Storing or leaving their materials in the building is not allowed;
  - Vehicles used are in good running conditions and without expired registration;
  - Delivery of Equipment and Food will only be in the loading bay area;
  - Car Parking will only be in the QFIS shared car park.

**Payment Terms**

- Payment of ________ shall be made before the first day of operations

**Governing Laws**

- Abide by all laws of the State of Qatar Foundation
- Return the premise as it was received

By not abiding by the above terms and conditions the vendor the agreement can be cancelled and funds will not be reimbursed

______________________________        ____________________________
Signature                          Date