

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's
Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

SECTION 2

REQUIREMENTS

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

1 INTRODUCTION

1.1 The Ministry of Defence (MINDEF) is looking for companies to provide catering services for Cookhouses, Officers Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess commencing 1 October 2024 at RBAF Camps. Successful Tenderers (hereinafter referred to as the Caterer) shall enter into a contract with the Government (see Section 4 of this Invitation to Tender).

2 SCOPE OF SERVICES

2.1 **Scope.** The Caterer shall provide catering services contract for Cookhouses, Officers Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps for the following Locations and estimated Feeding Strength (further details in **Annex A**):

Location / Camps	Estimated Maximum Feeding Strength
Bangar Camp (E Coy, RBLF)	142
Berakas Garrison (1Bn, RBLF)	553
Tutong Garrison (2Bn, RBLF)	388
Lumut Garrison (3Bn, RBLF)	390
Muara Naval Base (RBN)	710
Rimba Airbase (RBAirF)	747
New Gadong Village (RBMRR)	
Bolkiah Garrison (MINDEF)	503
Penanjong Garrison (Training Institute RBAF)	435
Penanjong Garrison (Support Battalion, RBLF)	400
Penanjong Garrison (Military Unit)	41
Tanah Jambu Camp (Defence Academy RBAF)	144
Sungai Akar Camp (Royal Guards Regiment)	288

2.2 The Government reserves the right to award the contract in full or partial award to the Caterer, with respect to the location(s) or any other scope considerations. The price offered shall be maintained without changes in the event of partial award.

2.3 For coordination of day-to-day matters and general operations, the Caterer shall liaise with the Quartermaster Office of each Location. For overall contract management and administration, the Caterer shall liaise with the Logistics Office, Directorate of Logistics, Ministry of Defence.

2.4 **Contract Term.** The Caterer shall enter into a five (5) years contract with the Government.

2.5 **Meal Services.** The entitlements under this contract are as follows:

- a. **Single Military Personnel.** The Caterer shall serve three meals a day Cafeteria-Style to the single Military Personnel inside the Cookhouses, Officers Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess. The Quartermaster Office may request for packed meals for Military Personnel to be stationed outside the Military Camps, by specifying the quantity, date, and meal times concerned.

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

b. **Officer Cadets and Recruits.** The Caterer shall prepare four meals a day Cafeteria-Style to the Recruits inside the Cookhouse, Penanjong Garrison and the Officer Cadets inside the Officers Mess, Tanah Jambu.

c. **Duty Personnel.** The Caterer shall prepare four meals a day in the form of Packed Meals for collection by the Duty Personnel who will be on duty 24 hours in the military garrisons / camps.

d. **Married Military Personnel Assigned to Marching Activities, Military Operations, Military Exercises and Military Tests that are physically strenuous.** As and when required by the Quartermaster Office, the Caterer shall provide Packed Meals or Cafeteria-Style Meals inside the Cookhouses, Officers Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess to the entitled married Military Personnel assigned to the above-mentioned activities. The Quartermaster Office shall specify the quantity, date, meal type and meal times concerned. The Caterer shall use the prices in Paragraph 2.6 (c) for each meal type chosen, except for full-day or 24-hour activities for which the Caterer shall provide three or four meals where applicable, according to the prices in Paragraph 2.6 (a) or (b).

2.6 **Dining Hours and Prices.** The Caterer shall operate and provide the following dining services in accordance with the timetable and prices:

a. **Meal Service A.** The Caterer shall offer the price of **\$10.00** per person for three meals a day, and the price of **\$12.00** per person for four meals day (inclusive of Night Snack / Supper).

MEAL SERVICE A				
No	Meal Type	Time	Price per meal	Price per person
1	Breakfast	0630 am - 1000 am	\$3.00	\$10.00
2	Lunch	1230 pm - 1400 pm 1100 am - 1430 pm (Friday)	\$4.00	
3	Dinner	1800 pm - 2000 pm	\$3.00	
4	Night Snack / Supper (where applicable)	2100 pm - 2200 pm		\$2.00

b. **Meal Service B (Ramadhan).** The Caterer shall offer the price of **\$10.00** per person for three meals a day, specifically for the Muslim fasting month of Ramadhan in all camps.

MEAL SERVICE B (RAMADHAN)				
No	Meal Type	Time	Price per person	
1	<i>Sahur</i>	0300 am - 0430 am	\$3.00	\$10.00
2	<i>Berbuka Puasa</i>	1800 pm - 1930 pm	\$4.00	
3	<i>Light Meal (Moreh)</i>	2100 pm - 2130 pm	\$3.00	

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers’ Mess and Warrant Officer / Staff Sergeant / Sergeant’s Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

c. **Ad Hoc Meals.** The Caterer shall offer the prices listed below for each meal type required.

No	Meal Type	Time	Price per person
1	Breakfast	Depending on requirement, to be determined by Quartermaster Office	\$3.00
2	Morning Snack		\$2.00
3	Lunch		\$4.00
4	Afternoon Snack		\$2.00
5	Dinner		\$3.00
6	Night Snack		\$2.00

2.7 The Caterer shall propose their daily menu at the Cookhouse to the Unit’s Quartermaster Office a week in advance for confirmation and agreement.

2.8 **Additional Meal Services.** The Caterer shall provide additional meal services outside the scope of this contract as follows:

a. **À La Carte Meals.** The Caterer shall be allowed to serve À La Carte Meals to personnel who are not entitled, or to Military Personnel who wish to make additional orders after consuming their entitled meal. Payment shall be made directly by the Personnel in cash or by debiting from the Mess Bill.

b. **Additional Packed Meal and Buffet-Style Meal Services.** The Quartermaster Office may request for quotations from the Caterers appointed to the Military Camps / Locations to obtain catering services for Military Personnel outside of the entitlements stated in Paragraph 2.1 and 2.5. For full-day or 24-hour meal requirements, the Caterer shall use the same prices for three and four meals a day as stated in Paragraph 2.6 (a) or (b) when providing such quotations. Such services shall only be executed upon approval from the Government with the issuance of Purchase Orders (POs) separate from this contract, and shall be paid according to the POs issued.

3 FEEDING STRENGTH AND SCANEAT SYSTEM

3.1 **ScanEat System.** The Scaneat System will be provided by the Government as a software to record the Feeding Strength for any given day. The Military Personnel dining in the Cookhouse are required to utilise the ScanEat System confirm their requirement for meals no later than Seventy-Two (72) hours before the intended dining date.

3.2 The ScanEat System shall inform the Caterer of the confirmed Feeding Strength on the intended dining date, as well as the number of Packed Meals and its requirement for collection or delivery.

3.3 In the event there is any change in the numbers, the Government shall notify the Caterer in writing at least twenty-four (24) hours in advance.

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers’ Mess and Warrant Officer / Staff Sergeant / Sergeant’s Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

3.4 For the avoidance of doubt, the Caterer shall provide meal services for each dining date based only on the confirmed Feeding Strength through the ScanEat System, and not based on the maximum estimates in **Annex A**.

3.5 **Consumption.** On the dining date, the Military Personnel are required to verify their attendance and actual consumption of the meals on the ScanEat System.

3.6 In the event that an alternative to the ScanEat System is to be used, the Government shall inform the Caterer accordingly.

3.7 Tolerance parameters have been set to account for acceptable differences between the confirmed Feeding Strength and actual Consumption numbers due to the operational nature of military duties. Caterers are expected to account for such day-to-day variances in their food preparation at the Cookhouse.

3.8 Payment will be made based on the actual consumption within the tolerance parameter set as follows: -

Feeding Strength	Tolerance (%)
< 200	10%
< 500	6%
< 1000	4%
> 1000	3%

a. **Actual consumption is within the tolerance limits.** Payment shall be made according to actual consumption.

b. **Actual consumption exceeds the Upper Tolerance Limit.** Payment shall be made according to and no more than the Upper Tolerance Limit, assuming that the Caterer has not supplied additional food beyond that prepared.

c. **Actual consumption is less than the Lower Tolerance Limit.** Payment shall be made according to and no less than the Lower Tolerance Limit, assuming that the Caterer experiences reasonable costs for food that has not been consumed. Meal costs will be recovered from the Military Personnel who fail to consume the meal without prior notice or valid reason.

Scenarios for Payments and Tolerance Limits			
Example	Scenario	Actual Consumption	Payment According to
Confirmed Feeding Strength = 500 Tolerance = 4% 480 < Tolerance Limits < 520	Within Tolerance Limits	515	515
	Exceeds Tolerance Limits	530	520 (Upper Limit)
	Less than Tolerance Limits	460	480 (Lower Limit)

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

4 FOOD PREPARATION

4.1 The Caterer shall ensure that all meals prepared and served at the Cookhouse and the supply of meat and poultry slaughtered are according to the Islamic requirements of Brunei Darussalam and is certified halal by the Brunei Islamic Religious Council, Ministry of Religious Affairs, Brunei Darussalam.

4.2 The Caterer shall ensure that all meals prepared at the Cookhouse are clean and safe to consume. The Caterer shall ensure strict quality control standards in the preparation and storage of all raw and cooked foods to prevent bacterial contamination that may cause food poisoning.

4.3 The Caterer shall serve and present the food in a well-organised manner, and provide cutlery, crockery and utensils as part of the meal services.

4.4 The Caterer shall provide the food in accordance with the Food Preparation Guidelines in **Annex C and D**.

5 COOKHOUSES AND EQUIPMENT

5.1 **Usage of Cookhouses.** The Caterer is required to utilise the Cookhouses including the equipment available at the camps as their main centre for the preparation of food.

5.2 Any additional equipment required for the provision of services shall be provided by the Caterer without additional costs to the Government, including appropriate vehicles, facilities, equipment and utensils (including cutlery and crockery) for services tendered.

5.3 The Caterer is not allowed to store any items not related to this catering contract (food stock or otherwise) in the Cookhouses.

5.4 **Rental of the Cookhouses.** The Caterer shall pay the monthly rent in accordance with the fixed rates determined by the Government and that the Caterer shall pay the monthly rent in advance within the first week of each month.

5.5 The Water and Electricity bill of the Cookhouse have been included in the monthly rent of the Cookhouse.

5.6 **Handing Over of Government Assets.** The Government shall hand over the Cookhouses and its equipment to the Caterer after conducting a joint inspection on each available asset and equipment to be in good working condition. The inspection list of said assets and equipment shall be signed by both parties.

5.7 At the end of the contract, the Caterer shall hand over the Cookhouse and its equipment to the Government in good working condition (fair wear and tear excepted) through another joint inspection based on the signed Inspection List in **Paragraph 4.4**.

5.8 **Maintenance of Government Assets.** The Caterer shall be responsible for the maintenance of the Government Assets, which include the interior areas of the Cookhouses (Dining Hall, Kitchen and Storerooms inclusive), and its equipment and appliances. The Caterer shall ensure that all the assets are in good working condition throughout the duration of the contract.

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

5.9 **Cleanliness, Hygiene and Waste Disposal.** The Caterer shall be responsible for the cleanliness of the interior and exterior area of the Cookhouse including the pest control.

5.10 The Caterer shall ensure daily removal of rubbish, trade waste or garbage from the kitchen area to such garbage disposal points provided and/or designated by the Government.

6 EMPLOYEES

6.1 The Caterer shall provide necessary number of employees (including supervisors and food handlers) with the appropriate qualification and skill to operate and run the Cookhouse efficiently.

6.2 The employee shall:

- a. Be physically and mentally fit as well as pass his/her health test with the presentation of a health certificate.
- b. Be knowledgeable and have experience in areas related to the safety and hygiene of food. The employee shall have knowledge on bacterial germination, food poisoning, the correct procedure in the handling of food including identifying the signs of whether the food have been contaminated or spoiled.

6.3 The Caterer shall also employ adequate numbers of certified Halal Food Supervisors for the Cookhouse.

6.4 The Caterer shall ensure that all employees have undergone training in relation to food safety and hygiene matters at the start of the contract.

6.5 The Caterer shall provide all its employees with clean and presentable uniforms, and suitable gloves for the preparation of food.

6.6 The Caterer shall provide a point of contact to coordinate on matters relating to this contract, the services rendered, compliance with agreed conditions and actions.

7 PERFORMANCE

7.1 The Government is entitled to imposed Liquidated Damages to the caterer if they fail to maintain the quality of food as required. A sum equivalent to 1% and up to a maximum of 10% of the monthly bill will be imposed at the said month. Periodic checks will be conducted by the user and a report will be provided.

7.2 **Monthly Performance Review.** The Caterer shall adhere to a quarterly performance review in accordance with the Key Performance Indicators (KPI) below:

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

NO	SERVICE CATEGORY	KPI (%)
1	Cleanliness (Food, Equipment, Resource & Site) The ability to provide and maintain a clean environment (including kitchen), food preparation and equipment used.	90% & Above
2	Food Satisfaction The ability to provide healthy, delicious and creative menu in adequate portion sizes.	70% & Above
3	Service Quality The ability to communicate and interact with users in an acceptable and polite manner.	80% & Above
4	Equipment Provided The ability to provide complete and suitable equipment (including cutlery) needed.	90% & Above

7.3 The monthly performance review shall be based on survey taken by the Military Personnel on the ScanEat System.

a. For each Service Category, the Military Personnel shall score the Caterer with the following outcomes: Acceptable - 1, Not Acceptable - 0. The Caterer's performance shall be measured based on the percentage of acceptable scores over the total scores.

b. For the survey results to be valid, a minimum of 80% of the entitled Military Personnel must participate in the survey.

7.4 If the Caterer's performance does not meet any of the KPI percentages,

a. The Government shall deduct 10% of the fee payments every month until the KPI percentage for all Services categories has been achieved. The Caterer shall provide a resolution to meet the KPI without any additional cost to the government.

b. If non-performance occurs for a consecutive period of three (3) months on the same category, the Government shall issue a warning letter to the Caterer and deduct 20% of the fee payments every month until the KPI percentage for Service Categories has been achieved.

c. If three (3) warning letters have been issued, the Government shall have the option to terminate this Agreement with one (1) month written notice.

7.5 **Inspections.** The Government shall be entitled at any time to conduct inspections, including spot checks on the Cookhouse and its Premises.

7.6 **Food Poisoning.** In the event of food poisoning, the Caterer shall immediately investigate and provide their report to the Government within twenty-four (24) hours on their findings, causes and future preventive steps.

7.7 If inspection reveals that the food poisoning was caused by any act or omission of the Caterer, the Caterer shall give the Government a rebate on all meals in that Cookhouse for the day affected.

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

For the avoidance of doubt, this shall apply if at least ten (10) personnel have been affected by food poisoning as a result of consuming that meal provided by the Caterer at that Cookhouse.

8 VISITS

8.1 **Site Visit to the Cookhouse.** The Caterers that participates in this tender will be invited to visit the location of the Cookhouse. The time and date of the visit will be xx.

8.2 **Government Visit to the Caterers' premises.** The Caterer shall be ready to receive inspections from the Government to its premises and assets (if required). The time and date will be xx.

9 PAYMENT

9.1 For this Contract, the Directorate of Finance and Acquisition, Ministry of Defence (DFA) shall issue Purchase Order yearly through TAFIS according to the approved yearly contract cap.

9.2 At the start of each month, the Caterer shall produce and submit to the Logistics Staff Office, Directorate of Logistics only one master invoice for the previous month including supporting documents such as:

- a. ScanEat Certified Statement of Feeding Strength certified by End Users.
- b. Breakdown of expenses based on the master invoice.

9.3 The payment to the Caterer shall be made within thirty (30) days of the date of receipt by the Government of the Caterer's relevant invoice and supported by the documents as set out in 9.2 through Government Vendor Portal (GVP).

9.4 The total amount paid to Caterer a year shall be based on the total amount of the relevant invoices with the supporting documents submitted to the government and not the total amount of Purchase Order issued.

9.5 The Caterer shall track the yearly expenditure and ensure that the expenditure under this Contract shall not exceed the approved value of the contract per year and for the period of Five (5) years.

9.6 For the avoidance of doubt, the Government shall not be liable to pay any sum in excess of the Approved Value. In the event that the sum exceeds the Approved Value, the Caterer shall immediately inform the Government for approval before any expenditure is made beyond the Approved Value.

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

ANNEX A - ESTIMATED MAXIMUM FEEDING STRENGTH

The location of the camps and the estimated number of single and duty personnel of each camp for the services are as follows:

Location / Camps	Single			Total (3 Meals)	Duty Per Day		Total (4 Meals)	Grand Total	Per Year		
	Cook House	Officers Mess	WO/ SSgt / Sgt Mess		Cook House	Recruit/ Cadet			Kawad	Aktiviti Generik/ Eksesais	Operasi
Bangar Camp (E Coy, RBLF)	105	5	NIL	110	32	NIL	32	142	25,664	50,084	32,175
Berakas Garrison (1Bn, RBLF)	360	43	10	413	140	NIL	140	553			
Tutong Garrison (2Bn, RBLF)	315	18	2	335	53	NIL	53	388			
Lumut Garrison (3Bn, RBLF)	310	13	4	327	63	NIL	63	390			
Penanjong Garrison (Support Battalion, RBLF)	130	NIL	NIL	130	90	180 (Cookhouse)	270	400			
Sungai Akar Camp (Royal Guards Regiment)	274	NIL	NIL	274	14	NIL	14	288			
Muara Naval Base (RBN)	476	47	15	538	172	NIL	172	710	2,960	5,644	1,700
Rimba Airbase (RBAirF)	548	53	22	623	124	NIL	124	747	3,887	7,006	3,720
New Gadong Village (RBMRR)									NIL	3,222	-
Bolkiah Garrison (MINDEF)	309	28	14	361	142	NIL	142	503	1,740	12,354	-

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

Penanjong Garrison (Training Institute RBAF)	51	12	7	70	05	360 (Cookhouse)	365	435	1,578	-	-
Penanjong Garrison (Military Unit)	30	NIL	NIL	30	11	NIL	11	41	430	3,116	280
Tanah Jambu Camp (Defence Academy RBAF)	20	2	5	27	8	109 (Officers Mess)	117	144	24	1,311	-

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

ANNEX B - MENU TYPE, DISHES AND PRICE

MENU A - DAILY NORMAL HOURS:

MEALTIMES	TIMING	MENU TYPE	MENU PRICE \$ PER HEAD
BREAKFAST	0630 to 1000	Hot Beverages Cold Beverages Asian/English/American Breakfast (inclusive of carbohydrates)	\$10
LUNCH	1230 to 1400	Cordial Mineral Water	
LUNCH FOR FRIDAY	1100 to 1430	1 Carbohydrate 2 Protein 1 Vegetable 1 Dessert / Fruit	
DINNER	1800 to 2000	Cordial Mineral Water 1 Carbohydrate 2 Protein 1 Vegetable 1 Dessert / Fruit	
NIGHT SNACK / SUPPER (where applicable)	2100 to 2200	Cordial Mineral Water 1 Snack	\$2

Carbohydrate - Rice / Noodle / Pasta / Brown rice / Whole Meal

Protein - Beef / Chicken / Seafood

Dessert / Fruit - Pudding / Cake / Ice Cream / Fruit

Snack - Soup / Sandwich / Bun / Finger Food / Pastry / Kueh

Fruit and Vegetables

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

MENU B - RAMADHAN DINING HOURS:

MEALTIMES	TIMING	MENU TYPE	MENU PRICE \$ PER HEAD
SAHUR	0300 to 0430	Hot Beverages Cold Beverages Mineral Water 1 Carbohydrate 2 Protein 1 Vegetable 1 Dessert / Fruit	\$10
BERBUKA PUASA	1800 to 1930	Dates Hot Beverages Cordial Mineral Water 1 Carbohydrate 2 Protein 1 Vegetable 2 Dessert / Fruit	
LIGHT MEAL / MOREH	2100 to 2130	Hot Beverages Cordial Mineral Water 1 Snack 1 Dessert / Fruit	

Carbohydrate - Rice / Noodle

Protein - Beef / Chicken / Seafood

Dessert / Fruit - Pudding / Cake / Ice Cream / Fruit

Snack - Soup / Sandwich / Bun / Finger Food / Pastry / Kueh

Fruit and Vegetables

AD-HOC MEALS			
No	Meal Type	Time	Price per person
1	Breakfast	Depending on requirement, to be determined by Quartermaster Office	\$3.00
2	Morning Snack		\$2.00
3	Dinner		\$4.00
4	Afternoon Snack		\$2.00
5	Dinner		\$3.00
6	Night Snack		\$2.00

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

NATIONAL DIETARY GUIDELINES

1. Eat food from every dietary group as recommended
2. Practice eating 2-3 servings of vegetables and fruits each day
3. Reduce oily and fatty foods; steam or boil foods instead
4. Reduce salt and sugar intake in diet
5. Eat more nuts and cereal

Dietary Groups	No of Servings	Examples of 1 Serving
GROUP 1: CARBOHYDRATES	8-12servings a day	<ul style="list-style-type: none"> • ½ cup rice (white/brown) • 1 piece of bread • ½ cup noodles / pasta • ½ chapatti (small) • ½ cup cereal or • 1 egg-sized potato or • 3 pieces of plain crackers
GROUP 2: FRUITS AND VEGETABLES	2-3 servings of vegetables a day and 2-3 servings of fruit a day	<ul style="list-style-type: none"> • ½ cup cooked vegetables • 1 cup raw vegetables • 1 apple / orange / banana • 1 slice of watermelon / pineapple / papaya •
GROUP 3: PROTEINS	2-3 servings a day	<ul style="list-style-type: none"> • 1 medium sized chicken thigh • 1 match-boxes sized (120g) of white/ red meat • 1 medium sized fish 5 tbsp anchovies (heads removed) • 2 pieces of tofu • 1 piece of soy cake (tempeh)
GROUP 4: MILK AND ITS BY- PRODUCTS	2-3 servings a day	<ul style="list-style-type: none"> • 1 cup of low-fat or skim milk • 1 cup yogurt • 1 piece cheese • alternatives
GROUP 5: FATS, SUGARS AND SALT	Reduce fat, sugar and salt intake	

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

ANNEX C : GUIDELINES FOR FOOD PREPARATION

IMPORTANCE OF A HEALTHY DIET

1. Enjoying a much healthier lifestyle.
2. Satisfies the dietary requirements.
3. Increased energy and confidence.
4. Achieving a healthy and ideal weight.
5. Reducing risks for diseases.

NATIONAL DIETARY GUIDELINES

1. Eat food from every dietary group as recommended.
2. Practice eating 2-3 servings of vegetables and fruits each day.
3. Reduce oily and fatty foods; steam or boil foods instead.
4. Reduce salt and sugar intake in diet.
5. Eat more nuts and cereal.
6. Breast milk is optimal food for babies.
7. Eat a balanced diet and exercise three times a week.

MENU CYCLE

Recommended to be a monthly cycle. Menu should be changed every 3 months.

ENERGY CONTENT

Total calories should be 2000 calories for both male and female personnel.

SPECIFIC GUIDELINES FOR FOOD PREPARATION

Always practice safe and hygienic food preparation from oil aspects, which includes from purchasing to serving.

1. Purchase food from licensed suppliers.
2. Always practice good hygiene for self, utensils, work-place and environment before, during and after cooking.
3. Separate storage of raw food from cooked food.
4. Always keep cooked foods at an appropriate temperature.
5. Cover food to avoid contamination.
6. Always keep cold food chilled.
7. Keep food according to the directions on the label.
8. Ensure a clean kitchen or cooking area that is rodent-free (rats, mice, flies, cockroaches, etc).
9. Throw and remove rubbish to a designated rubbish dump every day.
10. Employ workers who are qualified according to the standards of the Medical and Health Services, Directorate of Logistics and Ministry of Defence (Environment Department).

Serve a variety of food choices including healthier options.

1. Serve at least 50% of foods that are from the healthier option.
2. Make sandwiches from whole-meal bread or wholegrain bread.
3. Serve vegetables at every meal time.
4. Always serve protein dishes from fish at lunch time or dinner.
5. Always serve fruits.

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

RECOMMENDED FOOD SERVING

STARCHY CARBOHYDRATES

1. Recommended to provide 3 servings of carbohydrate for each meal. Total of 8-12 servings per day.
2. Carbohydrate should be provided during 3 main meals.
3. A mixture of brown and white rice can be used.
4. Whole-meal options should be provided.

FRUITS AND VEGETABLES

1. At least 2 servings of vegetables must be provided daily.
2. Green leafy vegetables should be served once a day 2 servings of fruits should be provided daily.
3. Serve a variety of fruits and vegetables throughout the week.

PROTEIN

1. White meat should be used more than red meat.
2. Remove excess skin and fat from meat before cooking.
3. Red meat should be served a maximum of 2 times a week.
4. If eggs are included in the menu, they should only be served once a day.
5. Plant sources of protein (tofu, tempeh) can be included in vegetable dishes.

FAT AND OIL

1. Dishes with creamy sauces should be served only once a day.
2. Reduce fried and battered foods. These are a significant source of fats.
3. Oily foods should not be provided for breakfast, or limited to once a week.
4. Processed convenience meats (sausages, fish ball) can be boiled instead of fried.
5. Palm oil should not be used for cooking. Use cooking oils such as canola oil, peanut oil, sunflower oil, soybean oil.
6. Do not reuse oil for deep frying Use low fat milk instead of condensed milk or evaporated milk in drinks.

ADDED SUGAR AND SALT

1. Limit the use of sugar in cooking.
2. Make hot drinks without condensed milk. Provide milk and sugar separately. Replace white sugar with brown sugar when making drinks.
3. Cordials should not be provided during mealtimes.
4. Limit access to sugar/sweetened beverages/canned drinks.
5. Limit the use of salt, MSG and other flavourings in cooking.
6. Use herbs and spices to flavour foods.
7. Table salt and sauces should be separated.

WATER

1. To be served throughout the day. Should drink at least 8 glasses per day.

COOKING METHODS

1. Use healthier cooking methods that use less oil e.g. stir frying or grilling.

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

2. Do not deep fry eggs before mixing with sauce.
3. Vegetables should be stir fried or braised instead of being cooked in coconut milk.
4. Drain all fried foods properly before serving.
5. Use low fat milk to replace coconut milk in cooking.

MODIFICATIONS FOR TRAINING UNITS

1. The menu should provide a minimum of 3 main meals a day + 3 mid meal snacks.
2. Calcium should be provided during breakfast - milk or calcium fortified cereals.
3. Red meat must be served twice a week.

HEAVY TRAINING

1. Provide an electrolyte-carbohydrate drink for training over 3 hours.
2. High calorie snacks must be provided to meet energy requirements.
3. Convenience snacks such as pre-packaged biscuits, chocolate bars, energy bars or energy gels should be provided during intense physical training.

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

GUIDELINES FOR THE PREPARATION OF MEALS FOR OFFICIAL CEREMONIES

With reference to letter issued by the Prime Minister's Office reference JPM/0/1 PT.2 dated 13 May 2024 (*Garis Panduan Penyediaan Jamuan Bagi Majlis-Majlis Rasmi*), these guidelines are intended to be used as a guide by companies / vendors that are appointed to provide meals during public events (*acara-acara keramaian*), in ensuring that the food and beverages served are in a clean and safe condition.

1. OBJECTIVE

- 1.1. This document is intended to be a reference and guide for companies / vendors appointed to provide catering services / meals for official events organized by Government Ministries or Departments.
- 1.2. These guidelines are intended to help catering companies / vendors ensure the supply of healthy meals in a safe manner according to certain methods and standards, in order to maintain the safety and well-being of the public attending official functions.

2. GENERAL CONDITIONS

- 2.1. The company must have a valid Business Registration Certificate.
- 2.2. The company must meet the user specifications and have the capacity to provide the services.

3. HEALTHY FOOD CHOICE GUIDE

- 3.1. The food and drinks supplied must be of high quality and in a clean condition as well as halal certified / guaranteed.
- 3.2. The type of food provided must be healthy food according to the Guide for the Sale and Serving of Healthy Food and Drinks at the Workplace published by the Ministry of Health, which is low in fat, low in sugar and low in salt, and the menu options served must be balanced, i.e. contain carbohydrate, protein and fibre. (The e-book version of the guide can be downloaded at <https://whp.gov.bn/resources/newsletter> as attached)
- 3.3. Drinks provided should include mineral water or distilled water.
- 3.4. Sugar, milk and creamer should be provided separately for hot drinks such as coffee and tea.
- 3.5. If other types of drinks are prepared such as packet drinks, it should be a healthier option (contains not more than 5 grams of sugar per 100 ml or have the 'Healthier Choice' logo.)

4. REQUIREMENTS OF HYGIENE PRACTICES

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

4.1. Premises

4.1.1. Premises where food and drinks are provided must have suitable, sufficient and orderly facilities, and constantly be in a good, clean and safe condition, which includes:

- Waterproof floors and walls
- Adequate water supply
- Hand washing facilities and hand dryers
- Separate waste dump
- Toilet(s) located separately from the food preparation area
- Adequate ventilation system
- Refrigerator and freezer with sufficient capacity for storage of raw materials
- Preparation in a suitable area and not exposed to flies, rats and disease-carrying insects/animals

4.1.2. Companies / Vendors must comply with *Piawai Brunei Darussalam (PBD) 25:2016* -"Code of Hygienic Practice For Precooked and Cooked Foods in Mass Catering" published by the National Standards Centre, Ministry of Finance and Economy. This document outlines the conditions for the preparation and handling of cooked food for the purpose of public meals.

4.1.3. Companies / Vendors are recommended to have their premises inspected by the Brunei Darussalam Food Authority (BDFA) for evaluation and to obtain an inspection scoring.

4.2. Food Handlers

4.2.1. The company's / vendor's employees assigned as food handlers are required to attend the Basic Food Safety Course for Food Handlers offered by the Brunei Darussalam Food Authority (BDFA) and pass the respective assessment to obtain Food Handler certification.

4.2.2. Food handlers are required to obtain a Typhoid vaccine prior to attending the course.

4.3. Food Handling

4.3.1. Store raw food and cooked foods in separate areas, and utilise containers that are clean and safe.

4.3.2. Practice hand washing / cleansing between each food handling process such as between handling different raw food or cooked food.

4.3.3. The food to be cooked must be assessed beforehand to ensure that it is in good condition and must be fully cooked, i.e at least at a temperature of 70°C.

4.3.4. Fruits and vegetables must be kept clean and washed using clean and safe water.

Ministry of Defence

Project Title: Catering Services for Cookhouses, Officers' Mess and Warrant Officer / Staff Sergeant / Sergeant's Mess at RBAF Camps - Five Years Contract

Project Ref: MINDEF/DFA/RC/260(2)

4.4. Preparation of packed meals.

4.4.1. Avoid storing cooked food at room temperature beyond 4 hours.

4.4.2. Cooked food must be served in a clean and safe container, and have separate compartments or are packed separately.

4.4.3. Dry food supplied must display the name of the supplier, the date of manufacture and the expiry date.

5. RELATED STANDARDS

5.1. Companies / Vendors that are able to prepare meals for more than 1,000 people are also encouraged to obtain relevant accreditation such as Good Manufacturing Practice (GMP) or Hazard Analysis and Critical Control Points (HACCP).

6. FURTHER INFORMATION

6.1. Further information pertaining to the healthy food guide can be found at the Ministry of Health website (www.moh.gov.bn <https://whp.gov.bn/resources/newsletter>).

6.2. Information on food handling practices, certification and inspection can be found at the Brunei Darussalam Food Authority (BDFA) website (<https://bdfa.gov.bn/>).

6.3 *Dokumen Piawai Brunei Darussalam* (PBD) 25:2016 - Code of Hygienic Practice For Precooked and Cooked Foods in Mass Catering' is available at the National Standards Centre, Ministry of Finance and Economy, at the set price on the Ministry of Finance and Economy website (<https://www.mofe.gov.bn/SitePages/Listing%20of%20Standards.aspx>).