

PROVISION OF CANTEEN SERVICES AT LYGON STREET CAMPUS

TENDER APPLICATION

TENDER INFORMATION

- Location:** 1024 Lygon Street, North Carlton, Victoria
- Period:** July 2013 to June 2014
- Assistance:** Further assistance regarding this Tender may be obtained from Celeste Johnson, People Services Consultant on telephone number (03) 9389 9925.
- Lodgement of Tenders:** Tenders can be emailed to celeste.johnson@370degrees.com.au, with subject title "Tender Application – Canteen".
- Closing time and date:** 5pm Friday 28 June 2013
- Tenders must include a detailed proposal/outline of the selection criteria and any relevant documentation.
 - Parties must nominate and supply the details of at least one contact responsible for the tender.
 - Applications are not selected on a first-come-first serve basis.
 - 370 degrees group will select the most suitable candidates on the basis of the Selection Criteria being met.
 - Short-listed candidates will be interviewed.
 - **370 degrees group** reserves the right to accept any tender from among the tenders received or to reject any or all the tenders received without assigning reasons thereof.
 - **370 degrees group** reserves the right to consult any nominated referees and any appropriate authorities to satisfy itself as to the suitability of the Tenderer.
 - A Tenderer may be required to attend **370 degrees group** to make a presentation in support of its Tender.

BACKGROUND

370 degrees group is currently upgrading training facilities and this has opened a need for canteen services to be provided within the facility. The aim is to provide an effective canteen service which provides food at an affordable price in a manner that complies with all health regulations and requirements.

It is envisioned that there will be between 100 to 150 students per weekday day using the training facility and up to 50 students undertaking short courses on weekends.

It is expected that the canteen will provide services Monday to Friday between 7am to 4pm and on some weekends when the training facilities are in use.

The canteen will be used predominantly by students and staff as well as **370 degrees group** visitors, but will not be opened for general public.

The canteen will be invited as a first preference to prepare catering orders to service short courses held during weekdays, evenings and weekends as per our training schedule.

CANTEEN FIT OUT

As part of the architectural design, **370 degrees group** has determined the location of the canteen facility within the building. The area designated for the canteen has been fitted out with serving benches, lockable cupboards, a preparation sink and separate hand washing facility. It is expected that food provided will be prepared in such a way that it does not require deep fryers, stoves or ovens. This does not preclude pie ovens or steamers.

If a tenderer intends to make hot food available which may be prepared off site they must indicate in their response the types of food intended, how they have meet Food Handling Regulations and how this will be managed onsite (ie Bain Marie).

Equipment Supplied by 370 degrees group:

- Cash register
- Fridge
- Coffee machine
- Sandwich Bar

It is expected that the Tenderer will ensure that repair and maintenance of equipment is undertaken. Costs associated with such shall be the responsibility of the Tenderer.

CONTRACTUAL TERMS

The contract will initially be for a period of one year commencing from late July 2013.

370 degrees group reserves the right to extend the duration of the contract for a further one year on mutually agreed terms and conditions.

SUMMARY

Items provided by 370 degrees group	Items provided by Contractor
Canteen fit out - serving benches, lockable cupboards, a preparation sink and separate hand washing facility	Canteen services – Monday to Friday, 7am to 4pm and some weekends when training facilities are in use
Utility services (electricity, gas, water)	Food preparation equipment and other machinery required for the running of the canteen
Garbage collection and disposal	
Rates and premiums	

TENDER SELECTION CRITERIA

The selection criteria to be used in the evaluation of Tenders will include the following:

1. The capacity, qualifications and previous experience of the Tenderer in providing a similar service.
2. The qualifications and previous experience of the staff who will be employed to work in the canteen.
3. The resources of the Tenderer to support the service, hours and period of operation.
4. The proposed foods to be offered (which must be in accordance with the Victorian Food Act 1984 and Food Safety Practices and General Requirements) including value for money of the proposed service.
5. Any proposed plan for working with the management to maximise the effectiveness of the operation of the canteen.
6. Quality of any reference.
7. The financial capability/stability of the Tenderer.
8. Apparent understanding of operational requirements.

INFORMATION TO BE PROVIDED WITH TENDER RESPONSE

1. Completed Details of Tenderer, found on page 3.
2. Business profile and Trade references of the Tenderer.
3. Financial statements of the Tenderer.
4. Full details of the variety of food to be offered together with sample menus with pricing (inclusive of GST).
5. Details of pricing and pricing policy.
6. Details of any discounts that may be offered to purchasers.
7. Details of strategies to maintain equipment in good working order and repair.
8. Details of a hygiene plan and training programme for the canteen.

TENDERERS TO INFORM THEMSELVES

Tenderers shall be deemed to have:

- Examined the Tender documents and any other information made available in writing by **370 degrees group** to Tenderers for the purpose of Tendering.
- Satisfied themselves as to the correctness and sufficiency of their Tenders and that their Tendered price covers the cost of complying with all the conditions of the Tender and of all matters and things necessary for the due and proper performance and completion of the canteen services.

DETAILS OF TENDERER

1. Trading name:

2. Australian Business Number:

3. Full name of the proprietor of the trading name:

4. The registered business address of the Tenderer:

5. Postal address of Tenderer:

6. Telephone:

7. e-mail address:

8. Name of contact person:

9. Name and address of each guarantor

10. If a company, details of shareholding

SAMPLE TENDER PROFORMA

Key Criteria	Details
Business profile (including capacity, qualifications and previous experience of providing a similar service)	
Trade references	
Qualifications and previous experience of the staff	
Resources to support the service, hours and period of operation	
Details of pricing and pricing policy	
Details of any discounts that may be offered to purchasers	
Details of strategies to maintain equipment in good working order and repair	
Details of a hygiene plan and training programme for the canteen	

Attached documents:

- Financial statements of the Tenderer.
- Full details of the variety of food to be offered together with sample menus with pricing (inclusive of GST).
- Proposed plan for working with the management to maximise the effectiveness of the operation of the canteen.