Attachment 1 – Tenderer Response Form

The tenderer should complete and submit this Tenderer Response Form with its tender.

|  |  |  |
| --- | --- | --- |
| **RFT NO. 2020/1 (KIOSK/CAFE AND FUNCTIONS)** | | |
| **1. Tenderer name** |  |  |
| If a company | Company name |  |
|  | ACN |  |
| If a partnership | Trading name (if any) |  |
|  | Full names of partners |  |
| If a sole trader | Trading name |  |
|  | Full name of sole trader |  |
| If any other type of organisation | Name of organisation |  |
| Type of organisation |  |
|  |  |
| **2. ABN** |  |  |
| **3. Trust status** |  |  |
| If the tenderer is a trustee and is tendering as trustee of the trust | | |
| Name of trust |  |  |
| **4. Contact for liaison and notices** | | |
| Name |  |  |
| Postal address |  |  |
| Telephone |  |  |
| Facsimile |  |  |
| Email |  |  |
|  | | |
|  | |  |
|  | |  |
|  |  |  |

Attachment 2 Ability

The tenderer should provide a document including information on the tenderer's ability to provide the Services in accordance with the Statement of Requirements.

#### TENDERER’S NAME:

1. **Tender response**

#### Kiosk/Cafe Concept

*The tenderer should:*

1. *Describe the concept for Kiosk/Cafe Services, how it will propose to handle internal and external club functions including working with the BSSLSC bar operations, club events and maximise membership and community engagement.*

#### Proposed trading hours/ service requirements

*The tenderer should:*

1. *Describe propose trading hours, operating model,*
2. *What arrangement could the operator and club come to ensure the club bar can be opened.*

#### Indicative Menu

|  |  |  |  |
| --- | --- | --- | --- |
| *The tenderer should:*  *i. Use the following table to outline an indicative menu for the Kiosk/Cafe.* | | | |
| **Item** | **Min daily selection** | **Choices Include:** | **Price Range** |
| Hot Beverages | Choice of xx |  | From $xx to $xx |
| Cold Beverages | Choice of xx |  | From $xx to $xx |
| Breakfast | Choice of xx |  | From $xx to $xx |
| Lunches | Choice of xx |  | From $xx to $xx |
| Evening Dinner meals | Choice of xx |  | From $xx to $xx |
| Specials | Choice of xx |  | From $xx to $xx |
| Snacks | Choice of xx |  | From $xx to $xx |
| Cold display including Sandwiches | Choice of xx |  | From $xx to $xx |
| Hot Display | Choice of xx |  | From $xx to $xx |
| Sweets | Choice of xx |  | From $xx to $xx |
| Ice Creams | Choice of xx |  | From $xx to $xx |
| Other | Choice of xx |  | From $xx to $xx |

#### Additional Benefits to BSSLSC

*The tenderer should:*

*i. Provide details for any other initiatives that would benefit the BSSLSC. Attach supporting documentation.*

#### Fit out timeline and requirements

*The tenderer should:*

*i. Provide details for development application (if applicable), equipment required and timeline for fit out ahead of commencement of services.*

1. **Experience**

#### Comparable Contracts or previous experience

*The tenderer should provide information to demonstrate their ability in comparable contracts or business undertakings. Where applicable, denote any areas of conflict that may affect the tenderer’s ability to deliver the Services to the BSSLSC.*

|  |  |  |  |
| --- | --- | --- | --- |
| *i. Client Name A:* |  | | |
| *Project Scope:* |  | | |
| *Contract Term/Expiry Date:* |  | Value Per Annum: |  |
|  | | | |
| *ii. Client Name B:* |  | | |
| *Project Scope:* |  | | |
| *Contract Term/Expiry Date:* |  | Value Per Annum: |  |
|  | | | |
| *iii. Client Name C:* |  | | |
| *Project Scope:* |  | | |
| *Contract Term/Expiry Date:* |  | Value Per Annum: |  |

1. **Client Referees**

*The tenderer should provide a two (2) referees as to the tenderer’s ability to perform the Services. Please note that the BSSLSC retains the right to conduct business and industry checks other than those specified below:*

|  |  |  |
| --- | --- | --- |
| *i. Referee 1* | Company Name: |  |
| Contact Name: |  |
| Job Title: |  |
| Contact Phone: |  |
| Email Address: |  |
| Services Provided: |  |

|  |  |  |
| --- | --- | --- |
| *ii. Referee 2* | Company Name: |  |
| Contact Name: |  |
| Job Title: |  |
| Contact Phone: |  |
| Email Address: |  |
| Services Provided: |  |

1. **Financial Accounts and Contacts/Referees**

#### Audited financial statements

*The tenderer should attach a copy of its audited financial accounts for the last three (3) financial years- or provide financial references:*

#### Financial references

*The tenderer should provide financial references to demonstrate their capacity in delivering the BSSLSC contract as set out below:*

|  |  |  |  |
| --- | --- | --- | --- |
| *i. Bank Manager* | Company Name: | |  |
| Contact Name: | |  |
| Job Title: | |  |
| Contact Phone: | |  |
| Email Address: | |  |
| *ii. Accountant* | Company Name: |  | |
| Contact Name: |  | |
| Job Title: |  | |
| Contact Phone: |  | |
| Email Address: |  | |

1. **Litigation and Claims**

|  |  |
| --- | --- |
| *i. The tenderer should confirm that there is no past, current, pending or finalised litigation against the tenderer, or provide an explanation of any such litigation* | YES / NO |
| *ii. The tenderer should confirm that there are no petitions, claims, actions, judgements or decisions which are likely to affect the tenderer's performance* | YES / NO |

Attachment 3 – Price

**Financial Offer Template**

1. Tenderers must complete this form for all submitted offers.
2. Tenderers should complete the light blue shaded sections only.
3. All figures must be exclusive of GST.
4. All figures must be expressed in Australian dollars.

#### TENDERER’S NAME:

1. Preferred Tender period and Options

We nominate the initial period be X years and the options at the end of the lease be Y years.

1. Complete this table for your nominated lease period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Kiosk/Cafe** |  |  |  |  |  |
| Kiosk/Cafe rent per month | $ | $ | $ | $ | $ |
| Turnover Fee (% of  Gross Sales) (optional) | % | % | % | % | % |
| BSSLSC Patrollers discount (%  of Retail Price) (optional) | % | % | % | % | % |
| Capital Contribution  (Optional) |  |  |  |  |  |
| Insert any other columns as required. |  |  |  |  |  |
| **Functions** |  |  |  |  |  |
| Function Commission (% of Function Turnover) (*retained by*  *BSSLSC*) | % | % | % | % | % |

# The club will consider a variable monthly rent to reflect the expected off season variable cashflow during the year if proposed by the lease. Tenderer.

Attachment 4 – Insurance

#### TENDERER’S NAME:

The tenderer should provide proof of currency for required insurances as outlined in the table below. If tenderer does not have insurances in place it should indicate so, and provide assurance it will in place on commencement of contract.

|  |  |
| --- | --- |
| Certificate of Currency attached | |
| 1. Workers compensation insurance as required by law. | YES / NO |
| b) Public and product liability insurance for an aggregate sum of at least  $20 million per occurrence covering any liability for death or bodily injury arising out of or in connection with the provision of catering services by the caterer and the caterers staff. | YES / NO |
| c) Building/Facility insurance – the tenderer agrees to take out policy for leased area for duration of agreement to cover for any damage, vandalism or accidents. | YES / NO |