

**CITY OF CORK VEC**  
**ST JOHN'S CENTRAL COLLEGE**



**CATERING FRANCHISE TENDER**  
**2010 to 2013**

**Tender Return Date:**

12.00 noon on Wednesday 8<sup>th</sup> September 2010

**Tender Return To:**

Una Carroll  
Education Support Services Manager  
City of Cork VEC  
21 Lavitt's Quay  
Cork

## **CONTENTS:**

**Page**

<b>1. SPECIFICATIONS &amp; CONDITIONS OF CONTRACT FOR CATERING FRANCHISE</b>	<b>3</b>
1.1 Introduction:	3
1.2 Student Numbers:	3
1.3 Staff Numbers:	3
1.4 Academic Calendar 2010/2011:	3
1.5 Canteen Opening Hours	4
1.6 Services to Staff	4
1.7 Services to the College	4
<b>2. INFORMATION TO TENDERERS</b>	<b>5</b>
2.1 Mandatory	5
2.2 General Instructions	5
<b>3. SELECTION PROCESS</b>	<b>7</b>
3.1 Information Required with Tender Proposal	7
3.2 Assessment of Tender	8
3.3 Schedule of Tender Process	8
3.4 Contract Duration	8
3.5 Contract Termination	8
3.6 Performance Monitoring	9
3.7 Confidentiality	9
3.8 Corporate Responsibility	9
<b>4. LIST OF INFORMATION ATTACHED</b>	<b>10</b>
<b>5. VENDING MACHINES</b>	<b>11</b>
<b>6. DECLARATION</b>	<b>12</b>
<b>APPENDIX A DECLARATION OF BONA FIDES</b>	<b>13</b>
<b>APPENDIX B CANTEEN FURNITURE</b>	<b>14</b>

## **1. Specifications & Conditions of Contract for Catering Franchise**

### **1.1 Introduction:**

The City of Cork Vocational Education Committee is seeking applications from competent firms for the operation of a Catering franchise at St John's Central College, Sawmill Street, Cork, for students, staff and visitors. The College will also have a requirement for special functions from time to time.

### **1.2 Student Numbers:**

Full-time Students:	1200
Part-time Students (average/day):	60+
Part-time Students (average /evening):	250

### **1.3 Staff Numbers:**

During the academic year, as specified below, staff numbers are approximately 100.

### **1.4 Academic Calendar 2010/2011:**

Canteen is expected to open across a regular academic year.

From Mid June to 31<sup>st</sup> August, there is a reduced service demand. The level of service to be delivered outside term time to be agreed between the caterer and the college Principal.

## **1.5 Canteen Opening Hours**

Term Time:

- 8:00 to 10:00 Canteen open, reduced service
- 10:00 to 14:30 Canteen open, full service
- 14:30 to 17:00 Canteen open reduced service

From 17:00 at the discretion of the caterer the canteen may be open to provide a reduced service for evening students.

## **1.6 Services to Staff**

The college wishes that a system be agreed between the canteen operator and the college whereby college staff may order food in advance for collection at an agreed time. College staff will be individually responsible for payment for all meals and items purchased from the canteen.

## **1.7 Services to the College**

The college would require that the canteen operator agree with the college Principal a service to cater for some Staff/College functions that may occur during the academic year. These may include:

- Staff Meetings
- Board Meetings
- Visiting groups
- College exhibitions
- Student Graduations

An invoicing system for such events would be agreed with the college Principal and invoices to be paid by the City of Cork VEC in its usual way.

## **2. Information to Tenderers**

### **2.1 Mandatory**

It is a condition of tender that all Tenderers must visit the College and meet with the College Principal, Mr Ger Looney, prior to the submission of the tender. Visits from interested tenderers may take place from Monday the 23<sup>rd</sup> August 2010 to Monday 6th September 2010. Please contact Mr Looney by telephone at 021 4255500, to arrange a mutually suitable appointment.

### **2.2 General Instructions**

All tenders must be submitted in sealed envelopes, clearly marked with the correct tender title and returned to the following address: **Ms Una Carroll, Education Support Services Manager, City of Cork VEC, 21 Lavitts Quay, Cork.** Tenders should be clearly marked **Catering Franchise Tender (SJCC).** Closing date for receipt of tenders is **12.00 noon on Wednesday 8th September 2010.**

Late, incomplete, or unsigned proposals not conforming to requirements of this tender will not be considered.

This tender document must be signed and returned with your tender submission.

No proposal shall be deemed to have been accepted unless such acceptance has been notified to the successful tender in writing by the City of Cork VEC.

Proposals submitted must be strictly in accordance with this tender documentation. Any queries relating to this tender should be forwarded to:

**Una Carroll**  
**Education Support Services Manager**  
**City of Cork VEC**  
**21 Lavitts Quay**  
**Cork.**

**E-mail:** [ucarroll@corkvec.ie](mailto:ucarroll@corkvec.ie)

This request for tenders is on the basis that the appointment of a service provider for the Catering Franchise will be for a minimum of three years from mid September 2010, subject to general conditions of contract. This contract may, at the sole discretion of the VEC, be extended for a further two years.

The City of Cork VEC does not bind itself to accepting any tender, and reserves the right to re-advertise the contract.

The City of Cork VEC's decision in the awarding of contracts shall be final.

The City of Cork VEC shall not be financially or otherwise responsible for any losses or expenses which may be incurred by you in the preparation and submission of your tender.

The City of Cork VEC is subject to provisions of the Freedom of Information Act 1997. If an applicant considers that any of the information submitted by the applicant is either commercially

sensitive or confidential in nature, this should be highlighted and reasons for its sensitivity specified. In such cases, the relevant material will, in response to F.O.I. requests, be examined in the light of the exemptions provided for under the F.O.I. Act.

Faxed or e-mailed tenders will not be accepted.

All tender lists are suspended, tenderers must apply to this notice.

The City of Cork VEC's interpretation of contract is final.

The currency of tender shall be in Euros only.

A shortlist of applicant(s) may be invited to interview and to make a presentation. The City of Cork VEC shall not be financially or otherwise responsible for any losses or expenses which may be incurred by you in making your presentation to the selection committee.

The City of Cork VEC reserves the right to seek further information or clarification.

Any additional information given in response to a query relating to this tender document shall be issued to all tenderers who have shown interest in this notice via the e-tenders website.

Further information on the City of Cork VEC is available on the [www.corkvec.ie](http://www.corkvec.ie), or for St John's Central College on [www.stjohnscollege.ie](http://www.stjohnscollege.ie).

### 3. SELECTION PROCESS

#### 3.1 Information Required with Tender Proposal

- a) Confirmation that you can provide a tax clearance certificate.
- b) Current Bankers Statement (not more than 6 month's old) indicating your financial standing and capability to undertake such an operation.
- c) Auditor's confirmation of turnover for the last three years along with Income Statement and Balance Sheet (if relevant).
- d) Insurer's confirmation that they will be able to supply the necessary Employer's Liability Insurance of €13,000,000 and Public Liability Insurance of €6,500,000.
- e) Sample price menus and price lists for food items and beverages, along with comparisons with **external local competition**. Details should also be confirmed on portion sizes.
- f) Details of the number of employees (Part time and whole time etc), along with a target pro forma operating statement for the franchise should your company be successful.
- g) Details of experience and qualifications of management staff.
- h) Three site references together with a list of any recent or current contracts, which are relevant to this application and demonstrate your capability to undertake & operate such a franchise.
- i) A report on your organisations plans & method statement (including staffing etc) for the operation/delivery of this franchise.
- j) Details of relevant training, staff have received i.e. hygiene, safety etc.
- k) Written confirmation that you have an up to date Safety Statement to cover your activities together with a copy of the Safety Statement.
- l) Any serious Health Board notifications received by your company as a catering operator or any company of which you have been a proprietor.
- m) Proforma operating statement showing projected revenues/costs & margin for operation of franchise.
- n) Details of your recycling/waste management policy with particular reference to reduction of waste.
- o) Any other information, quality standards etc, which may be relevant to your submission.
- p) There is a requirement for prepared on the spot: 'ready to order sandwiches/rolls'. Please detail how this would be done.
- q) It is expected that the canteen operator would engage with the student body in organising special events, suggestions in this regard should form part of the tender submission.
- r) Appendix A – Declaration of Bona Fides must be completed and returned with tender submission.

**Please Note:**

Currently all relevant service charges in respect of the canteen are paid by St. John's Central College with the canteen operator contributing to these costs. It is envisaged that a similar arrangement will be negotiated with the successful tenderer.

Tenders will be initially evaluated and accepted for inclusion in the award process by reference to the information provided by the tenderer and its compliance with Section 3.1 of this document  
**Failure to supply all the information requested may render your tender submission void.**

### **3.2 Assessment of Tender**

All information provided by each tenderer will be evaluated and assigned points based on the following four weighted criteria:

Demonstrated Food Presentation	20%
Food Quality / Nutrition	20%
Value for Money/Menu Pricing	20%
Demonstrated contract deliverability	40%

Following the initial evaluation process tenderers may be invited to interview. The final award of tender, if awarded, will be based on both the application and interview.

Previous experience of fulfilling a large scale catering operation/functions may be an advantage.

### **3.3 Schedule of Tender Process**

<b>TASK</b>	<b>DATE</b>
Publication of Tender	20th August 2010
Closing Date for Queries	6 <sup>th</sup> September 2010
Closing Date for receipt of Tenders	8 <sup>th</sup> September 2010
Decision on the Contract	15 <sup>th</sup> September 2010
Initiation of Catering Contract	Immediate

These dates may be changed at any stage of the process. Any changes prior to submission of tenders will be notified to tenders via the e-tenders website.

### **3.4 Contract Duration**

The contract duration is for a minimum of three (3) year commencing September 2010 and is subject to annual review. This contract may, at the sole discretion of the City of Cork VEC, be extended for a further two years.

### **3.5 Contract Termination**

The contract may be terminated by the City of Cork VEC at any time following the submission of three calendar months written notice to the Licensee. The successful tender shall continue to supply the catering and shop franchise service meeting the specification of this document during any notice period. The contract may be terminated by the successful tenderer at any time following the submission of three calendar months written notice to the City of Cork VEC.

### **3.6 Performance Monitoring**

Tenders are advised that the successful providers' performance is monitored on an on-going basis throughout the duration of the contract. The following will be included to assess service performance: Ability to deliver the contract, Food Quality, Food Choice & Presentation.

### **3.7 Confidentiality**

After the official opening of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the Award of Contract will not be disclosed to Tenderers or other persons not officially concerned with such process until the Award of Contract to the successful tenderer has been announced and in conformity with national law. Any effort by the tenderer to influence the purchaser or his staff in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract may result in the rejection of that tender.

### **3.8 Corporate Responsibility**

Tenderers are reminded that they must comply fully with the minimum terms and conditions of the Employment Regulation Order of the Irish Labour Court, with the Working Time Directive and with all other relevant legislation. Tenderers should, therefore, acknowledge their full compliance with the above as part of their tender.

**4. List of Information attached:**

- 4.1** Details of facilities and equipment owned by St Johns Central College available for franchise use. (Appendix B)

## **5. Vending Machines**

**5.1** St John's Central College may allow the successful tenderer to locate refrigerated vending machines in the Canteen facility as part of this contract. Any such machines must comply with the following requirements:

- Plastic Bottles only to be dispensed (no cans)
- Healthy options for snacks and drinks

The number of the machines, location, and items to be stocked in machines will be agreed with the College Principal.

## 6. Declaration

I/We accept the conditions set out in the tender documentation.

**Signed:** \_\_\_\_\_

**On behalf of:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix A**

**DECLARATION OF BONA FIDES**

**THIS DECLARATION, DULY COMPLETED, MUST BE SUBMITTED BY ALL TENDERERS AND RETURNED WITH THE TENDER SUBMISSION**

**Name of Tenderer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Country:** \_\_\_\_\_

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

- (1) The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.  
Yes [ ]                      No [ ]
- (2) The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.  
Yes [ ]                      No [ ]
- (3) The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.  
Yes [ ]                      No [ ]
- (4) The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located.  
Yes [ ]                      No [ ]
- (5) The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency.  
Yes [ ]                      No [ ]
- (6) The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.  
Yes [ ]                      No [ ]

**THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERER'S ORGANISATION**

**I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organization being excluded from participation in future tenders.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

## **APPENDIX B**

### Canteen Furniture at St. John's Central College

This note confirms that the following equipment, which is in the ownership of the college, is located in the Canteen, for the use of students;

- 1 @ 42 inch Flat Screen TV, wall mounted**
- 1 @ Amplifier System to control Public Address, located in kitchen Store Room**
- 6 @ Computers located on balcony section for internet access**

These items are in the charge of the College Technician and are maintained / serviced by him. Full specifications and associated invoicing documentation for these items are also retained by him.

- 60 @ Red 'Bikini' Chairs**
- 50 @ Tall White Stools**
- 10 @ Banqueting Canteen Tables**

These items are in the charge of the Caretaking Staff. Associated documentation for record purposes is with the Principal.