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|  | **Catering Expression of Interest** |

**KEY DETAILS**

Please note that this is **not** an instruction to proceed with the works unless and until you receive written notification that your response has been accepted and a Purchase Order issued by Murrindindi Shire Council.

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|  | **RFQ Number** | SF/1705-03 |
|  | **RFQ description** | Council seeks Expressions of Interest for Catering Services for Council meetings for the 2023/24 financial year |
|  | **Closing Time and Date** | 23 June 2023  **Please note, late responses will not be accepted.** |
|  | **Commencement and completion date for delivering the works** | Commencement date: 1 July 2023  Completion date: 30 June 2024 |
|  | **Enquiries** | For all enquiries please contact Louise Chapple on (03) 5772 0333. |
|  | **Mandatory Requirements** | |  |  | | --- | --- | | Satisfactory Covid-19 Vaccination Statement of Compliance Schedule | Yes  No | | Registered food businesses with capacity to cater at Council-specified locations | **Yes  No** | |
|  | **Evaluation** | Please provide the information requested in the attached form.  Council is committed to buying from suppliers based in the Shire of Murrindindi and will give preference to these suppliers where their price is within 10% of the highest scoring value for money offer, providing they have demonstrated that they can meet Councils supply requirements with minimal risk. |

REQUIREMENTS

1. Registered food businesses with capacity to cater at Council-specified locations
2. Ability to supply service at either Yea or Alexandra (or both – preferred)
3. Demonstrated capacity to identify and accommodate dietary requirements (please provide standard operating procedure outlining ability to accommodate dietary requirements).
4. Costs – per head costs for the various meal types, delivery fees if applicable and any other related expenses

RESPONSE

**NOTE TO RESPONDENTS: For all questions below please complete your responses in the tables and boxes provided.**

1. **Respondent's details**

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| Entity Name |  |

Please complete and sign the following:

|  |  |
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| Name: |  |
| Signed: |  |
| Position: |  |

* 1. Provide a general description of how you will meet the Requirements. Please provide details of anything that Council or anyone else needs to provide or make available for the respondent to deliver the requirements.

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* 1. COVID-19 MANDATORY VACCINATION STATEMENT OF COMPLIANCE

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| Directions from Acting Chief Health Officer in accordance with emergency powers arising from declared state of emergency Covid-19 Mandatory Vaccination (Workers) Directions Public Health and Wellbeing Act 2008 (Vic) Section 200 Statement of Compliance.  I confirm that I am operating my business in compliance with the Victorian Chief Health Officer’s Direction dated 7 October 2021  YES / NO ……………………………………………….  Signature |

* 1. Please provide a sample menu, suggested options and any other information regarding food choices you can supply (attach as a separate sheet if required)

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* 1. Please provide any additional information to support this response.

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* 1. Please indicate if you can provide services to the Yea Council Chamber or the Alexandra Council Chamber or both.

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* 1. Please provide standard operating procedure outlining ability to accommodate dietary requirements (attach as a separate document if required)

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1. **Pricing**

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| Item | Total price based on 15 People | Price – Per head |
| Morning tea |  |  |
| Cooked lunch |  |  |
| Cold buffet lunch |  |  |
| Afternoon tea |  |  |
| Cooked dinner (hot) |  |  |
| Cold Buffet Dinner |  |  |
| Delivery to Yea |  |  |
| Delivery to Alexandra |  |  |

Please provide any additional pricing information that you feel necessary.