NOTE: THIS DOCUMENT IS TO BE USED FOR THE FIRST STAGE IN A TWO STAGE PROCUREMENT PROCESS]

REQUEST FOR EXPRESSION OF INTEREST NO. [20516.130]

NATIONAL ARBORETUM CANBERRA VISITORS CENTRE CAFE & CATERING OPERATING SERVICES ON BEHALF TERRITORY AND MUNCIPAL SERVICES DIRECTORATE

TREASURY SHARED SERVICES PROCUREMENT

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INDUSTRY BRIEFING SITE INSPECTION DATE:

10.00 AM, FRIDAY 10TH AUGUST 2012

CARDNO SITE SHED, NATIONAL ARBORETUM CANBERRA

ISSUE DATE: [31 JULY 2012]

[REQUEST FOR EXPRESSION OF INTEREST]

CLOSING DATE: [21 AUGUST 2012]

CLOSING TIME: 2:00PM CANBERRA TIME

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1. GENERAL INFORMATION FOR RESPONDENTS

1.1.1. The Territory invites interested parties (Respondents) to submit an expression of interest (Response) to provide the Cafe and catering food and beverage services at the Visitors Information Centre and NAC landscape elements and grounds.

1.1.2. The purpose of this Request for Expression of Interest (REOI) is to seek experienced and quality food and beverage operators to lodge submissions of interest for a future agreement to operate the cafe and catering services at the National Arboretum Canberra

1.1.3. The purpose of this REOI is not to select a supplier which will be contracted by the Territory.

1.1.4. This REOI is stage 1 of a proposed 2 stage process. Following this REOI the Territory proposes to select preferred operators from the interested operators to address a 2 stage Request For Tender RFT with specific contract terms and conditions to operate and manage the cafe and Catering services at the National Arboretum Canberra.

1.1.5. It is expected that the catering license and services will be required for a period from 24 to 36 months/ 2-3 years, with an agreement specifying extension options.

1.1.6. This document provides a brief description of the Territory's requirement to allow potential Respondents to assess their level of interest and capacity to provide the quality food and catering services.

1.1.7. The respondent is to refer to the attachments for project information and specifically the National Arboretum Canberra, Cafe & Catering Services Statement of requirements Attachment 2.

2. STATEMENT OF REQUIREMENTS

The National Arboretum Canberra (the Arboretum) has a requirement for a Café and Event Catering Services to be located in a high profile location at the Visitor Centre to provide food and beverage services to two functions venues on the site: the Visitor Centre and the Reflective Pavilion.

TAMS seek expression of interests from experienced food and beverage operators who will:

- Provide a high quality café and event catering service for visitors to the Arboretum, for sponsor events, weddings and for corporate business and other hirers of the venues,
- Contribute to the management and operation of the National Arboretum,

- Ensure the National Arboretum is a venue of choice within the ACT,

3. ASSESSMENT

3.1.1. In evaluating Responses the Territory has as its objective the attainment of best value for money and not necessarily the lowest price.
Prices provided by Respondents are indicative only and do not constitute an offer.

3.1.2. Respondents must indicate the extent of their interest in the provision of the Visitors Centre cafe and catering services and capacity to provide the management, operations and food & beverage services at the National Arboretum Canberra.

3.1.3. Responses that do not address criteria will be regarded as non conforming, and will not be considered for further assessment against remaining criteria.

3.2 Criteria

1. MANDATORY CRITERIA	
Respondents must not be listed by the EEO for Women in the Workplace Agency as non compliant with EEO Legislation	**Y/N**
2. ASSESSABLE CRITERIA	
2.1 Relevant Experience Respondents understanding and appreciation of the project including key project requirements; 1. Quality food and beverages, 2. Attention to service; 3. Establishing the venue as a destination of choice in the ACT,	**A/H**
2.2 Professional capacity Respondents experience with similar operations/ venues in the ACT including references, relevant client and/or consultant contact details.	**A/H**

2.3 Key Personnel Respondents nominated team including subcontractors if applicable, with key team skills, experience and resume for the cafe & catering services; 1. Operations & management team, 2. Chef & kitchen staff, 3. Cafe Staff & operation 4. Function staff and operation, 5. Services staff 6. Org Chart	**A/H**
2.4 Methodology Respondents to provide the catering concepts and processes critical to operating a distinctive venue and operation, inclusive of; 1. Food concepts and aspirations 2. Cafe menu options & indicative costing, 3. Function menus and indicative pricing ranges per head	**A/H**
3. FINANCIAL CRITERIA	
Respondents shall submit business plan and applicable costs, rates and pricing to sustain a viable cafe & catering operation. • Venue Visitors estimated 350,000 per annum, • Typical hours of operation 9.00 – 4.00pm, • Weekday bookings and functions, • Multiple Weekend bookings and functions, • Closed Public Holidays, • Cafe seating typically 50 – 100 inside and outside seating areas, • Maximum Function Seating 350 , • Multiple Private and Public functions and events on weekends, eg Voices in the Park, Reflective Pavilion events, • Liquor license & Service costs and pricing.	**A/H**

Assessable Criteria:
Each criterion for each REOI is assessed and rated in terms of risk to the Territory as set out in Table 4 Assessable Criteria.

4 ASSESSABLE CRITERIA	
Rating	**Description**
Acceptable Risk	The REOI represents a low or workable level of risk , typical of what the Territory would be expected to contract for this type of project
High Risk	The REOI represents a level of risk , higher than acceptable risk , contains risks not present in other contracts and would be reasonably be anticipated to take longer than specified time frames to complete , or pose a greater risk to achieving the specific quality.

The REOI will review the will select 3-5 operators to tender the second stage RFT.

3.3 Assessment Timetable

3.3.1. Upon conclusion of the evaluation process, the Territory proposes to contact the preferred operators to respond to the 2nd stage process as per the time table below.

3.3.2. The proposed timetable for the procurement process relating to this REOI is:

Stage	Event	Proposed Date
Stage 1	Issue of REOI	04Th August 2012
	Industry Briefing Site Inspection	10th August 2012
	Closure of REOI	21st August 2012
	Complete evaluation of REOIs	24th August 2012
Stage 2	Shortlist Respondents	28th August 2012
	Issue Select RFT	30th August 2012
	RFT closes	13 September 2012
	Complete evaluation of RFT and notify Tenderers	September 2012
	Contract negotiations	September 2012
	Contract award	October 2012
	Debrief Unsuccessful Tenders	October 2012

3.3.3. The Territory is under no obligation to proceed with any one or more Respondents. This REOI process may be varied or discontinued at any time at the Territory's absolute discretion. The Territory does not guarantee, warrant or otherwise represent that any business or any minimum volume of services or value of business will be contracted, earned or received by any Respondent.

3.3.4. No legal obligations arise as a result of this REOI.

4. SPECIAL CONDITIONS OF REOI

4.1 Site Inspection/ Industry Briefing /Information Session

4.1.1. An industry briefing site inspection meeting is proposed to inform interested operators and view the Visitors Centre and National Arboretum site and landscape features.

4.1.2. A site inspection/industry briefing/information session is expected to be held on Friday 10th August 2012 commencing at 10.00am at the National Arboretum Canberra. Respondents are requested to attend. The site inspection/industry briefing/information session is anticipated to take approximately 120 minutes commencing with a briefing and Q &A session, then a site inspection of the site and Visitors Centre premises.

4.1.3. We confirm there may be changes to this briefing advice to suit the number of responses. This information will be forwarded to Respondents who register on the Shared Services procurement website.

4.1.4. Transport from a pre-arranged car park near the entry road to the National Arboretum Canberra entrance is being investigated will be provided to the Briefing Site Shed, Visitors Information Centre construction site, and for the return to the proposed meeting car park. Respondents or their representatives interested in attending the site inspection who are mobility impaired should inform the Contact Officer prior to the day of the Site Inspection.

4.2 Prequalification

4.2.1. No prequalification are applicable to this REOI.

5. RESPONDENT DECLARATION

5.1.1. Respondents must complete and submit with their Response the Respondent Declaration in the form provided at Attachment 1 to this REOI. The Respondent must be a legal entity and the “ACN” and “ABN” must accurately correlate with the legal entity.

5.1.2. Failure to submit the completed Declaration or to supply required information (unless information is specified by a Respondent to be “Not Applicable”) may render a Response non conforming.

5.1.3. If a Respondent is a company, include ACN, and if a partnership or sole proprietor, include the full names of individual members and ABN.

6. DISCLOSURE OF INFORMATION

6.1.1. Respondents should be aware that the Territory may be required to disclose Response information, either under the *Freedom of Information Act 1989* or by the responsible Minister in the Legislative Assembly.

7. CONFLICT OF INTEREST

7.1.1. A Respondent with a conflict of interest must disclose the conflict of interest to the Territory at the time of lodgement of the Response or if the conflict of interest or a risk of conflict of interest arises after lodgement of the Response and prior to the completion of the REOI process, immediately disclose that conflict of interest to the Territory.

8. LODGEMENT OF RESPONSES

8.1 Location and time for lodgement

8.1.1. Responses must be either posted or hand delivered by the closing time and date to:

The Tender Box
Ground Floor North Building
Dame Pattie Menzies House
16 Challis Street
DICKSON ACT 2602

8.1.2. Confirmation of receipt of Responses will not be issued to Respondents.

8.1.3. Responses lodged after the Response closing time and date and/or incomplete Responses may be admitted to evaluation at the absolute discretion of the Territory.

8.2 Format of Response

8.2.1. The Respondent must lodge an original and 3 copies of the Response, the original marked as the original and each copy sequentially marked with a copy number (in the event of any discrepancy between the copy and the original, the original takes precedence).

8.2.2. The Response must:

(a) be clear, concise and complete;

(b) be in a plain envelope, wrapping or packaging that is clearly marked on the outside with the REOI number, REOI description and time and date of closing;

(c) have a cover page, which references the title and number of this REOI, the closing date and the name of the Respondent;

(d) be in the English language;

(e) include any measurements in metric units; and

(f) Include any pricing and applicable costs in Australian dollars inclusive of GST.

9. CONDITIONS OF REOI

9.1 Acknowledgement

9.1.1. In submitting a Response, the Respondent acknowledges that it:

(a) has examined the REOI, and any other information , including all addenda issued;

(b) has examined all information relevant to the risks, contingencies, and other circumstances having an effect on the Response;

(c) has made and relied upon its own enquiries as it considers appropriate to address the Assessment Criteria; and

(d) Is satisfied as to the correctness and sufficiency of the Response.

9.2 Disclaimer

9.2.1. The REOI may contain information that may be described as data, documents, and images, prepared by Territory agencies. While that information has been formulated with care, the Territory does not warrant or represent that it is complete, free from mis description, error or omission.

9.2.2. The Territory is in no way liable for the inaccuracy of any information printed or stored by a Respondent (or other user) after downloading an electronic copy from Shared Services Procurement website. A Respondent (or other user) who utilises an automatic language translation service in connection with the REOI does so at its own risk.

9.2.3. If sufficient information is not available, or a prospective Respondent requires clarification of any information in relation to the REOI, the prospective Respondent is invited to write to the Contact Officer.

9.3 Further information, Clarification and Enquiries

9.3.1. There are no obligations on the part of the Territory to seek clarifications or any other information regarding a Response. Despite any other requirement of the REOI, Respondents may be required to attend interviews, presentations,

demonstrations, site visits or submit additional information to allow full consideration of a Response.

9.3.2. By submitting a Response, the Respondent:

(a) authorises the Territory to:

(i) enquire into the Respondent's financial status and viability;

(ii) obtain from any government agency information including about the Respondent's performance during any previous or current contracts for the NAC Cafe and Catering services similar to those described in this REOI;

(iii) seek information from sources including regulatory and law enforcement bodies, relevant to whether the Respondent is registered or licensed to provide the NAC Cafe and Catering services; and

(b) Acknowledges that the provision and receipt of information by the Territory to any other government agency is a communication in circumstances of qualified privilege and the Respondent shall have no claim against the Territory arising out of the provision or receipt of such information.

9.3.3. Respondents may request clarification of this REOI or submit queries in relation to this REOI in writing to the Contact Officer. Any Response by the Territory, if of general application, will be issued as an addendum to the REOI.

9.4 Addenda

9.4.1. Addenda to the REOI may be issued by the Territory prior to the date and time of closing for the purposes of clarifying documents or to notify any amendments to the REOI. Respondents that download an REIO from Shared Services Procurement website (www.procurement.act.gov.au), assume responsibility for ensuring that any addenda are incorporated or taken into account in their Responses. It is the sole responsibility of Respondents to check the Shared Services Procurement website for any addenda prior to submitting a Response.

9.4.2. If hard copies of the REOI are issued by Shared Services Procurement, addenda will be issued to each person or organisation to which the REOI was issued, or they will each be notified that an addendum is available for collection.

9.5 Proprietary Names

9.5.1. When proprietary names, brands, catalogues or reference numbers are specified in the REOI, they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Respondent may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

9.6 Ownership of Responses

9.6.1. All Responses (including copies submitted in accordance with the REOI) become the property of the Territory, which may use each Response for assessment purposes. The Territory will not return Responses (nor copies) to Respondents.

9.6.2. A Respondent:

(a) retains intellectual property rights in their Responses, subject to any other person's rights;

(b) authorises the Territory to copy, reproduce, use or supply the content of their Responses for any purpose in respect of the assessment of their Response; and

(c) must specify in their Response if any intellectual property or moral rights vest in an entity or a person other than the Respondent, naming the entity or person, and indicating to what extent the authorisation in paragraph (b) may be limited.

9.7 Costs of Responses

9.7.1. The Territory will make no payment to a Respondent for any costs, losses or expenses incurred by a Respondent in preparing its Response or in respect of any discussions, negotiations, enquires or requests for details or information made by or on behalf of the Territory after the submission of Responses.

ATTACHMENT 1 – RESPONDENT DECLARATION

I/We respond to the Territory for the NAC Cafe and Catering services on behalf of Territory and Municipal Services at the GST-inclusive prices specified in this Expression of Interest.

I/We warrant that I/we have read all Addenda associated with this REOI process.

Full Name and / or Name of Company	AND/OR	Trading Name *(Business Name)*
ACN (Australian Companies Number)	OR	ABN (Australian Business Number)
Business Address		Postal Address
State / P/Code		State / P/Code
Telephone No / Mobile No		Facsimile No / Email address
Name of ACT Professional Standards Scheme		Upper Limit of capped Professional Indemnity Liability Insurance
Respondent's Representative		(include telephone number)
Position Held by Respondent's Representative		
Signature of Director if corporation else Respondent		Printed Name
Date		
Signature of 2nd Director if corporation else Witness		Printed Name

ATTACHMENT 2 – STATEMENT OF REQUIREMENTS

ATTACHMENT 3 – PROJECT DOCUMENTS

1 NAC Masterplan drawings

2 NAC Facts Sheet

3 NAC Visitors Centre Building Floor plan and areas

4 Visitors Centre Building Cafe and Kitchen draft equipment drawing NAC SK_05

5 Visitors Centre Building Cafe draft mechanical equipment drawing

6 Visitors Centre Building Seating and table layout 1:100 drawings Available 10/08/2012