



Request for Tender

Operation of Canteen/s

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Dromana 5981 0347
Rosebud 5981 1770



Dromana Basketball Stadium
Old White Hill Road, Dromana
Hillview Stadium
Boneo Road, Rosebud



admin@sharksbasketball.com.au
www.sharksbasketball.com.au
PO Box 122 Dromana, 3936



1. Introduction

The Southern Peninsula Basketball invites proposals from suitably qualified persons or Businesses who wish to be considered for the Contract to provide catering services to the Associations members and guests via the canteen/s.

SPBA by the numbers:

- 2000 + Members
- 200,000 Visitors Annually
- 250 + Domestic Teams
- 21 Representative Teams

Location/s:

1. Dromana Basketball Stadium Old White Hill Rd, Dromana VIC 3936
2. Hillview Basketball Stadium Cnr Eastbourne & Boneo Rd, Rosebud VIC 3939



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2. Scope

SPBA is seeking requests for tender for the lease of its canteen/s, guided by healthy food choices to its members and guests;

- Domestic Competitions Monday – Sunday (seasonal schedule to be provided)
- Victorian Junior Basketball League – Friday evenings (Dromana Stadium only)
- Big V Program – Saturday nights and Sundays (Rosebud Stadium March – August)

The following equipment will be provided by SPBA for use by the tenant –

- Hot and cold water supply, sink and hand washing facilities
- Benches and counter tops, power points, lights and fittings
- Commercial electric stove (Rosebud only)
- Freezers
- Deep Fryers
- Bain Marie, food warmers, microwaves
- Coffee Machines
- Security Coverage

The successful tenderer will need to communicate with the Association regarding any signage they are considering.



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3. Statement of requirements

The successful applicant must be able to demonstrate the following attributes:

1. Strong customer service ethos and clear customer value proposition.
2. An exciting and diverse menu using quality produce, presentation and service.
3. The ability to work cooperatively with the Associations Management Team
4. A recognition that the Associations ongoing success is built on member satisfaction.
5. Demonstrated business acumen.
6. Awareness of and compliance with statutory obligations (particularly food hygiene & work health & safety).

Contract Management:

The term of the lease shall be for a period of 12 months with the option to be extended by a further 12 months at the discretion of the Association. The per annum fee shall be negotiable.

All fees shall be paid monthly and will include rent amount, use of association equipment and utilities.

Note: Use of the Association phones will not be supplied to the renter.



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4. Quality requirements

Food served from the canteen must conform to Food Health & Safety guidelines, guided by Mornington Peninsula Shire regulations. The tenderer must be registered or register with the Mornington Peninsula Shire and have a qualified Food Safety Officer. All relevant documentation is to be supplied to the Association.

Food served to members from the canteen/s will be a selection of fresh and healthy options whenever possible. Value for money is expected across all products and sample menus and process should form a key part of any submission.

The Association must approve final menu prices.

SPBA is committed to staff providing a high level of customer service and requires that the operator and staff share this commitment.

5. Implementation Time Table

The lease will be handed to the successful tenderer at the completion of Term 2 2019. This will give the successful tenderer two-weeks before competitions commence on Monday 15th July.

Upon termination or expiration of the contract the tenderer is required to leave the premises in a clean and tidy state, with all equipment in working order and the facility returned to pre-lease condition. All monthly lease payments must be finalised. Final details of the hand-over process will be settled during the contract negotiation stage of the tender.



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6. Information to be completed as a part of your proposal:

The following information should be provided with your proposal as a minimum – Full details of potential operator(s) including;

- Name(s)
- Address
- Contact details (phone, email)
- ABN of the potential operator
- Current place of business, if applicable
- Previous place of business, if applicable
- Names and addresses of any other persons having a financial interest in the business and the nature of such interest
- Information that clearly demonstrates an ability to operate a canteen service at the site
- Full details of any relevant business/management experience
- A copy of your proposed menu and price list
- Copies of all food handling licences and other relevant information
- The contact details of 2 referees
- A Current Working with Children Check
- Any additional information you may wish SPBA to consider as part of your proposal

Submissions can be lodged;

- via mail addressed to the Administration & Finance Manger PO BOX 122, Dromana VIC 3936.
- Email: bmcguire@sharksbasketball.com.au

It is the responsibility of the applicant to ensure that the tender is received by **2.00pm on Friday 26th April 2019.**



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7. Evaluation Criteria

All tenders that are received by the due date will be assessed on the following basis:

- Relevant Experience - applicants must demonstrate experience in undertaking projects of the same or a similar nature indicating the size, scope, complexity and involvement of their organisation in these projects.
- Exceptional interpersonal skills, particularly when relating to young people, including evidence of a current Working with Children Check.
- Relevant Technical and Organisational Capacity – applicants must demonstrate that they have the capacity to undertake a project of this nature by indicating relevant personnel, systems and other resources which will be applicable to operating this business.
- Commitment to adhering to policies and practices which guide healthy food options and safe and respectful work practices, including Occupational Health and Safety



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