



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

EXPRESSIONS OF INTEREST FOR PROVISION OF CAFÉ OPERATION AT OMAGH AGRICULTURAL MART

Document 1 of 8

GENERAL INFORMATION AND REQUIREMENTS



REFERENCE 2021 CSG EOI 001

Closing date for submission: no later than 12.00 Noon Friday 30 October 2020

**This document is one of eight parts, as listed below, which together with the Expression of Interest information documentation.
Please ensure that no part or page is missing or duplicated.**

Document	Title	
1	General Information and Requirements This section gives an outline of the requirements, the contract terms and the decision-making process.	
2	Instructions to Bidders This section gives instruction on the process and how to submit a Bid.	
3	Specific Information and Requirements – Omagh Agricultural Mart Canteen This section details the opportunity, resources and requirements at the Omagh Agricultural Mart Canteen	
SUBMISSION PACKAGE	4	Selection Criterion – Compliance Information This section must be completed by all bidders.
	5	Selection Criterion – Relevant Experience This section must be completed by all bidders
	6	Award Criterion – Service Delivery This section must be completed by all bidders; each opportunity for which you are bidding requires a separate submission although the template for the submission is common to all the opportunities.
	7	Award Criterion – Annual Fee Payable This section must be completed by all bidders; each opportunity for which you are bidding requires a separate submission although the template for the submission is common to all the opportunities.
	8	Checklist This document lists the documents that are required for a submission to be eligible.

SPECIFICATION OF SERVICES AND EVALUATION METHODOLOGY

Expressions of Interest for Provision of Café Operations at Omagh Agricultural Mart (anticipated start date 1 January 2021)

In the first instance this is for a two-year period with an option by the Fermanagh & Omagh District Council to extend for a further three periods of 12 months, at the sole discretion of the Council.

1 Introduction

The Council wishes to invite Expressions of Interest from competent Service Providers for the provision of Café Operations at Omagh Agricultural Mart.

This document outlines the evaluation methodology and the marking scheme in terms of scoring and weightings that will be applied to all Expressions of Interest. Bidders must fully adhere to **ALL** instructions contained within this Expression of Interest or their bid will be excluded.

The evaluation process will take place in 2 stages.

EVALUATION CRITERIA

The evaluation criteria which will be used to ensure the most economically advantageous offers are accepted are:

STAGE 1 – COMPLIANCE / SELECTION CRITERIA

Criteria	Qualify
A Compliance	PASS/FAIL
B Selection Criteria	PASS/FAIL

Selection Criteria Evaluation

Bidders must answer **ALL** Selection Criteria Questions and sub sections. These questions and sub sections will be scored **Pass or Fail**.

Bidders must pass **ALL** Compliance & Selection Criteria Questions, otherwise their Expressions of Interest will fail the Assessment process and the submission will not be considered any further in the evaluation process.

Only bidders who have achieved a pass in **ALL** Compliance & Selection Criteria Questions will progress to the Award Criteria Evaluation.

Please see Compliance & Selection Criteria below.

A Compliance Criteria	Questions - Information Requested	Scores Available
	Mandatory Exclusion(s). (Appendix A) Fair Employment & Treatment. (Appendix B) Bone Fide Bid. (Appendix C) Equality Declaration. (Appendix D) Freedom of Information. (Appendix E) Insurances (Appendix F) Health & Safety (Appendix G) Safeguarding Statement (Appendix I)	Pass or Fail.

<p>B Selection Criteria</p>	<p>Previous Relevant Experience Please demonstrate relevant experience within the past 3 years of delivering catering services within a similar environment and on a similar scale.</p> <p>Please provide</p> <ul style="list-style-type: none"> i) name and address of client organisation ii) contract award date and duration iii) a brief description of service provided (one A4 page per project) iv) contact name and telephone number <p>Please note that contacts provided may be contacted during the assessment process.</p>	<p>Pass or Fail.</p>
	<p>Economic and Financial Standing</p> <p>Please provide a statement from your company's bank or auditor dated no earlier than 01 July 2020 on the company's financial standing over the last three years, together with the company's three most recent years audited accounts and the unaudited accounts for your most recent financial year to reflect your current financial position</p>	<p>Pass or Fail.</p>

STAGE 2 – AWARD CRITERIA

Technical/Commercial Assessment

Evaluation Criteria	Weighting
Service Delivery - Service Delivery Proposal (30%) - Marketing & Customer Satisfaction (20%)	50%
Annual Fee Payable	50%

SERVICE DELIVERY 50%

Responses to the Service Delivery criteria above will be assessed using the following scoring indicators, your response will receive a score out of 5 in line with the indicators and will then be multiplied by the weighting factor detailed beside each criteria in document 6 of 8 to give an Service Delivery score out of 50%.

Award Criteria Scoring Framework

Assessment	Score	Indicators
Excellent	5	The submission provided is of excellent relevance and is fully supported by a comprehensive level of detail No omissions and/or weaknesses identified
Good	4	The submission provided is of good relevance and is well supported by a good level of detail Only minor omissions and/or weaknesses identified
Satisfactory	3	The submission provided is of satisfactory relevance and is supported by an adequate level of detail Some omissions/and or weaknesses identified
Limited	2	The submission provided of limited relevance and partially detailed Several material omissions/and or weaknesses have been identified
Poor	1	The submission provided is of poor relevance and is inadequately detailed Major omissions/and or weaknesses have been identified
Nil response/ Very Poor	0	No response or unacceptable information provided.

Annual Fee Score

Bidders must submit an annual fee payable.

Failure to submit an annual fee for the right to provide catering services within your submission will result in your opportunity to bid being rejected.

The cost submission represents the fee payable to Fermanagh and Omagh District Council.

All additional costs associated with the delivery of services by the Caterer are the responsibility of the Caterer. This will include but is not limited to:

- Business Rates
- Electricity usage (by separate metered reading or desk top calculation)
- Waste disposal
- Materials and equipment other than those detailed in the equipment portfolios supplied

Prices must include for all elements of the service requirements. The cost of the bid for the Council is then converted into a percentage-weighted score (PWS) attributed to price using the formula below.

The maximum mark will be awarded to the bidder submitting the highest acceptable price. Other suppliers will then be awarded a pro rata percentage using the following formula:

$$\frac{\text{Available marks [50\%]}}{\text{Highest acceptable price}} \times \text{Bidder's price}$$

A percentage score will be calculated to two decimal points.

This score will be added to that obtained for Quality and the bidder with the highest overall score will be awarded the contract.

Contract Award

The bidder with the highest overall scoring bid (out of 100%) will be awarded the contract.