



Expression of Interest

Café Services at
Omagh Leisure Centre



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

May 2022
Reference: 2223 CHL EOI 001

1. Introduction

Fermanagh and Omagh District Council wishes to invite Expressions of Interest (EOI) from competent Service Providers for the provision of Café operations at Omagh Leisure Centre.

You can read more about this facility in the associated **Information Booklet**.

2. Process

The **overall process** is in two stages

Stage 1: Expression of Interest

- ✓ Complete the EOI submission
- ✓ Tell us about your experience.

then:

- ✓ If you have the relevant experience, which will be assessed as a Pass / Fail
we will contact you to arrange a site visit and answer any questions you may have.

Stage 2: Opportunity to Bid

- ✓ If you progress to Stage 2 Opportunity to Bid will require more information from you on compliance, quality of the service you intend to provide and the fee you will pay to the Council. See information on this submission in the Stage 2 section.



STAGE 1 SUBMISSION

Reference: 2223 CHL EOI 001

Omagh Leisure Centre Catering Provision

Applicant			
Address			
		Postcode	
Telephone		Mobile	
Email*			
*Please note that this email address WILL be used for all correspondence with regard to this EOI			

Closing date for receipt of submissions: no later than

12 noon on Friday 27 May 2022

Late submissions will not be accepted

Submissions to be returned to wellbeingandculture@fermanaghomagham.com

Data Protection

In accordance with Data Protection legislation, Fermanagh and Omagh District Council has a duty to protect any data we hold on you. The information you provide on this application form will be used for the purposes of communication in relation to this opportunity to bid only and will not be shared to any third party unless law or regulation compels such a disclosure. For further information on how we hold your information, please visit the Privacy Section at www.fermanaghomagham.com

Experience

Please provide information on your relevant experience in operating catering services.

Venue Name	[Enter text here]
Duration – please includes dates	[Enter text here]

Please tell us about your experience that is relevant to this Expression of Interest....
(max 2 A4 pages)

STAGE 2 SUBMISSION

Opportunity to Bid

Please note this stage does not need to be completed until after Stage 1 assessment and site visit.

Applicants that progress to Stage 2 must successfully complete all forms in this stage to enable their submission to be assessed this includes compliance criteria below:

Mandatory Exclusion	- Pass / Fail	Freedom of Information	- Pass / Fail
Fair Employment	- Pass / Fail	Insurance	- Pass / Fail
Bona Fide Submission	- Pass / Fail	Financial Good Standing	- Pass / Fail
Equality Declaration	- Pass / Fail	Safeguarding	- Pass / Fail

You will then be asked to provide more information on the quality of service you intend to provide and the fee you will pay to the Council:

Quality: (50%)

Applicants will be asked for information on service delivery, nutritional standards, marketing and customer experience information. Service Delivery criteria will be assessed using a score out of 5 against the following scoring *indicators.

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.

Those submitting an opportunity to bid must achieve a minimum of 3 against the scoring indicators for each quality criteria; any submission which achieves less than a score of 3 against the scoring indicators will be considered unsatisfactory & will be excluded from the assessment process.

Cost: (50%)

Applicants will also be asked to include an annual fee.

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:

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

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.

To Note:

All fees quoted shall be in pounds Sterling (GBP) and be exclusive of VAT.

All additional costs associated with the delivery of services by the Caterer will be their own responsibility.

This will include but is not limited to:

- | | |
|---|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Fees must include for all elements of the service requirements.• The payment of the Annual Fee to the Council will be on a monthly basis via Standing Order |
|---|--|

supplied with the specific details of each franchise opportunity



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