

**MOBILE CATERING CONCESSIONS**

**IN CAMDEN GREEN SPACES**

REQUEST FOR QUOTE

Please complete each section (sections 1 – 10) in the boxes provided. The size of the boxes can be enlarged to fit your response.

| **PART 1 – APPLICANT DETAILS** | |
| --- | --- |
| **1** | **APPLICANT DETAILS** |
| 1.1 | **Trading name and address:** |
| 1.2 | **Contact details for correspondence relating to this application**:  Name:  Telephone number:  Fax number:  E-mail: |
| 1.3 | **Details of the person completing this form (if different to 1.2)**  Name:  Position:  Telephone number:  Fax number:  E-mail: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2** | **EXPERIENCE OF OTHER CONTRACTS** | | | | | |
| 2.1 | To enable Camden Council to assess your organisation’s experience in relation to providing mobile catering concessions, please give details of any services that your organisation has delivered in the last three years that are either of a similar type or which demonstrate the necessary skills to take on such a project. Please include details of all the services that you have delivered to, or with, service users. For each service/contract please set out the following:   * Start date * End Date * Contract value * Services provided (including the number of units, where applicable) * Nature of customer | | | | | |
|
| **3** | **QUALITY ASSURANCE** | | | | | |
| 3.1 | How do you ensure that that your organisation provides quality assurance? Please provide details of any relevant quality assurance procedures and processes you have implemented that are relevant to this type of activity and any certificates obtained.  None / Detailed below / Copies Attached | | | | | |
| Please tick if enclosed | | | |  | |
| **4** | **HEALTH AND SAFETY LEGISLATION** | | | | | |
| 4.1 | An up-to-date copy (which should be not more than five years old) of your Health and Safety Policy Statement. | | | | | |
| Please tick if enclosed | | | | |  |
| **5** | **INSURANCE** | | | | | |
| 5.1 | Please provide details of all insurance cover currently in force. If your company’s application is successful, adequate insurance cover will be required. | | | | | |
| Please complete details and indicate the level of cover you have including details of the issuing company, policy number, cover provided and renewal date (and provide confirmation from your broker). | | | | | | |
| **Company** | | **Insurer** | **Policy No.** | **Cover £** | **Renewal Date** | |
| Professional Indemnity | |  |  |  |  | |
| Public liability | |  |  |  |  | |
| Employer’s Liability | |  |  |  |  | |

|  |  |
| --- | --- |
| **PART 2 - SERVICE DELIVERY** |  |
| Tenders will be evaluated against a high level criteria of:  **Quality 50%** (determined by the answers to the five service delivery questions in section 8)  **Price 50%** (determined by an evaluation of the quote(s) provided in section 9)  Please see **Quote Evaluation and Award Criteria Assessment** for further details. | | |
| **8. SERVICE DELIVERY** | **Evaluation Weighting** |
| **8.1) Food Hygiene and food standards (10%)**  You must comply with food hygiene and food standard requirements. Please provide:   * a copy of your food hygiene certificate * details of food hygiene training that any staff that you employ have or will receive before the start of the licence * details of how you will comply with food hygiene and food standard requirements from your pitch (i.e. hand washing, food storage etc) | 10% |
| Please add your response to **question 8.1** into this row – this will expand automatically. | | |
| **8.2) Product range, menu and price list (10%)**  Please provide details of the product range, menu and price list for refreshments that will be for sale in the refreshment facility.  In order to demonstrate value for money please provide a price list of a basket of goods as detailed in the table below, some of which are mandatory where indicated. | 10% |
| Please add your response to **question 8.2** into this row, and fill in the table with prices – this will expand automatically:   |  |  | | --- | --- | | **Product and Size** | **Price (£)** | | **Hot Beverages (mandatory):** | | | | Tea (English Breakfast) with milk (0.3l) |  | | Filter coffee with milk (0.3l) |  | | Hot chocolate (0.3l) |  | | **Cold Beverages (mandatory):** | | | | Can of cold drink (330ml) |  | | Bottle of cold drink (500ml) |  | | Pure fruit juice (500ml) | | | | **Cold Snacks:** | | | | A cheese sandwich on brown bread |  | | A 100 gram salad (Lettuce, tomato, cucumber, with salad dressing) |  | | A fruit scone with fruit preserves |  | | A fresh apple |  | | **Hot Snack:** | | | | A 300 gram serving of vegetable soup with brown roll |  | | Jacket potato with 1 filling |  | | | |
| **8.3) Making the Healthy Choice the easier choice (10%)**  How will your mobile catering unit limit the range of unhealthy choices available and promote healthier choices? Your response should make reference to:   * Types of food that will be sold * Method of preparation of the food (if the food is prepared off site or by a Third Party this information should also be provided) * Promotions linked to healthier options * Types of information available to customers to help them make healthy decisions * Signing up to [Camden Can](https://www.camden.gov.uk/camden-can#wrpa) and what you will do to promote healthier choices | 10% |
| Please add your response to **question 8.3** into this row – this will expand automatically. | | |
| **8.4) Working with the local community (10%)**  We would like to work with suppliers that recognise the importance of social values and corporate social responsibility in the delivery of their service. How will your mobile catering concession assist the green space team to achieve this objective:  Your response should make reference to:   * How your company incorporates social values and corporate social responsibility in the delivery of your service. * Whether you will be employing local people in the delivery of the service. * Whether you will be working with local groups to deliver your service. | 10% |
| Please add your response to **question 8.4** into this row – this will expand automatically | | |
| **8.5) Environmental impact (10%)**  Please indicate how your company/ organisation contribute towards reducing the environmental impact of your mobile catering service.  Your response must include:   * An image of the mobile catering unit with details of how environmentally efficient it is, vehicle dimensions, and how appropriate it is for the site(s) that you are quoting for. * Whether you use recyclable / biodegradable food and beverage packaging and utensils. * How you will manage rubbish build up on the site * Whether you are sourcing food locally and using local suppliers | 10% |
| Please add your response to **question 8.5** into this row – this will expand automatically | | |

|  |  |
| --- | --- |
| **9** | **RENT OFFERED** |
| Fifty percent of your total score is allocated to the rent offered. Using the table below please choose the site(s) that you would like to bid for and then place a rent in each of the year’s one, two and three and then total the value in the final column. You may bid for more than one site should you want to.  Any offer should be for a fixed sum, for the stated period, expressed in pounds sterling and excluding value added tax. No escalating bid or any offer calculated by reference to other offers will be considered.  The successful tenderer will, on being advised of the acceptance of their offer, subject to contract, be expected to sign a licence within 14 days of acceptance of the offer. In addition to the licence fee, the incoming Licensee is to pay the Council’s reasonable legal costs incurred for preparing and completing the licence, which is £50.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Site Bid For** | **Rent offered in Year 1 (£)** | **Rent offered in Year 2 (£)** | **Rent offered in Year 3 (£)** | **Total rent offered over 3 years (£)** | | Argyle Square |  |  |  |  | | Bloomsbury Square |  |  |  |  | | Brunswick Square |  |  |  |  | | Cantelowes Gardens |  |  |  |  | | Kilburn Grange Park |  |  |  |  | | Talacre Town Green |  |  |  |  |   If bidding for more than one site please indicate below whether you will only accept a licence if you are the winning bid for all the sites that you have bid for or will accept winning some of the sites that you have bid for:  Tick the box at the end of this sentence if you are bidding for more than one site but will only accept a licence for all of the sites that you have bid for:  Tick the box at the end of this sentence if you are bidding for more than one site but will accept winning some or all of the sites that you have bid for: | |

|  |  |
| --- | --- |
| **10** | **DECLARATION** |
| 10.1 | I declare that the details submitted in this quote are correct. |
| 10.2 | I/we understand that the information disclosed in this application to provide will be used in the evaluation process to assess our organisation’s financial stability and competence to conduct the Service being procured by Camden Council.  Signed:  Name:  Position:  Date:  **Note:** This form must be signed by a director or other senior representative of the company or organisation.  Please return completed quotations to [parks.officers@camden.gov.uk](mailto:parks.officers@camden.gov.uk) |