**Plymouth City Council**

Catering and Bar Concessions Submission Form

**Bonfire Night Celebrations 2024**

Tuesday 5 November 2024

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| **SECTION 1** | **Tenderer information** |
| No. | Question | Response |
| 1.1(a) | Full name of the Supplier submitting the information |  |
| 1.1(b)– (i) | Registered office address (if applicable) |  |
| 1.1(b)–(ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
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| 1.1(d) | Company registration number (if applicable) |  |
| 1.1(e) | Charity registration number (if applicable) |  |
| 1.1(f) | Registered VAT number  |  |
| 1.1(g)  | Are you a Small, Medium or Micro Enterprise (SME)?For definition see below. Please delete as applicable. | MicroSmallMedium |
| SME Definition- Enterprises qualify as micro, small and medium-sized enterprises (SMEs) if they fulfil the criteria laid down in the Recommendation which are summarized in the table below. In addition to the staff headcount ceiling, an enterprise qualifies as an SME if it meets either the turnover ceiling or the balance sheet ceiling, but not necessarily both. If you qualify as an SME the Council will ensure that you receive prompter payment, we will endeavour to pay your company within 15 days. Enterprise category Headcount Turnover or Balance sheet totalMedium-sized < 250 ≤ € 50 million ≤ € 43 millionSmall < 50 ≤ € 10 million ≤ € 10 million Micro < 10 ≤ € 2 million ≤ € 2 million |

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|  | **Primary Contact details – for Tender enquiries**  |
| Question number | Question | Response |
| 1.2(a) | Primary Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address  |  |
| 1.2(f) | Postal address |  |

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| **SECTION 2** | **Environmental sustainability including 10%****reduction of single use plastics** |
| 2.1 | The successful tenderer will be required to provide a re-usable cup scheme in the bar and to allow the public to bring their own drinks cups (including for hot drinks). Please state below how you would implement a reusable cup scheme across your catering outlets, including whether this will be for hot as well as cold drinks cups, and if this will be a compulsory scheme for the customer (ie. only reusable cups or the customers own cup will be acceptable). Please also outline how you will promote the scheme including encourage people to bring their own cups. Helpful information can be found here: [Reusable-cups-guide-why-and-how.pdf (vision2025.org.uk)](https://www.vision2025.org.uk/wp-content/uploads/2021/10/Reusable-cups-guide-why-and-how.pdf)***NB.****Higher marks will be awarded to tenderers who will provide schemes for hot and cold drinks and will proactively encourage people to use the schemes and/or bring their own cups.* | 5% |
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| 2.2 | How will you further reduce single use plastics, wastage and your carbon footprint, including the use of packaging? ***NB.****Higher marks will be awarded to tenderers who demonstrate minimal use of packaging, have minimal wastage, use eco-friendly materials and pro-actively encourage customers to recycle.*  | 5% |
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| **SECTION 3** | **Evidence of local procurement including stock and sub-contractors** ***NB.*** *Higher marks will be awarded to tenderers who can evidence that the majority of their supplies, subcontractors and staff will come from the PL postcode area.*  | 1. **10%**
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| 3.1 | Please state below where the majority of your supplies will come from? | 4% |
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| 3.2 | Please state below where your sub-contractors (if used) will come from? | 3% |
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| 1. 3.3
 | Please state below where the majority of staff working at the event will come from? | 1. 3%
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| **SECTION 4** | **Management competency and experience**  | 1. **20%**
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| 4.1 | Please detail previous experience of managing catering outlets across large scale events. Give examples of how queues have been managed efficiently to ensure effective crowd flow and customer satisfaction. ***NB.*** *Higher marks will be awarded to tenderers who can provide letters of recommendation and case studies. Additional documentation can be attached when returning this document.* | 20% |
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| 4.2 | Please attach the following mandatory documentation.  | Pass/Fail |
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| * Evidence of valid food registration with a local authority if you are managing your own outlets
* Evidence of Public Liability Insurance to at least 5 million pounds

***NB:*** *If the above is not provided your submission will be disqualified unless you satisfactorily answer 3.3.* *The below must be provided a minimum of two weeks prior to the event taking place.* * Evidence of a 3 to 5 food hygiene rating or equivalent
* Valid gas and electricity safety certificates
* An up to date food management system
* Risk Assessments including Covid mitigations
* Fire Risk Assessments
* Evidence that staff working have a minimum of Food hygiene safety level 2.
* A valid personal licence for any outlet or concession selling alcohol on the premises.
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| 1. 4.3
 | If you’re a management company only sub-letting all outlets, please detail how you are going to meet and manage all the above in 3.2 with your sub-contractors | 1. Pass/Fail
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| **SECTION 5** | **Quality and suitability of outlets submitted**  | 1. **10%**
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| 5.1 | Please list below your proposed catering outlets and include photographs of the existing units where possible. Clearly identify which of the outlets will be sublet.***NB.*** *The PCC Events Team will need to agree in writing any sublet catering outlets with the successful tenderer a minimum of four weeks prior to the event taking place.* | 10% |
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| **SECTION 6** | **Quality and pricing of food**  | 1. **10%**
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| 6.1 | Please list below or attach example menus and price lists for your proposed concessions. This includes any outlets that are sublet.Can you also explain how you will provide a range of quality products at varying price points that are value for money?***NB.*** *If subletting any catering outlets, the successful tenderer will need to submit the final menus and price lists to the PCC Events Team a minimum of two weeks prior to the event taking place.*  | 10% |
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| **SECTION 7** | **Fee** | 1. **40%**
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| 7.1 | Please state below in pounds sterling the fee you will pay Plymouth City Council for the whole catering package.***NB.*** *Minimum fee £5,000. Lower offers or offers for individual parts of the contract will not be considered.* | 40% |
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| **SECTION 8** | 1. **Declaration**
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| 8.1 | I/we confirm that this proposal meets the criteria outlined in the Information Document and that I/we have read and understood the Draft Site Licence for the trading concessions and agree to the terms and conditions contained therein.  |
| Signed: .......................................................................... Dated:.........................................................................(**Please print all details below in block capitals**)Your Name:…………………………………………………………………………………………….Business / Company Name ………………………………………………………………….…….…. |