**CT202345: Ad-Hoc Catering Services Panel**

**RETURNABLE SCHEDULES**

**(TO BE COMPLETED AS PART OF YOUR SUBMISSION)**

# SCHEDULE 1

# SERVICE PROVIDER INFORMATION

|  |  |
| --- | --- |
| **Service Provider Contact Details** | |
| Name of Supplier: |  |
| Address: |  |
| Contact Name: |  |
| Telephone: |  |
| Facsimile: |  |
| Email: |  |
| Date: |  |
| Australian Business Number (or equivalent): |  |

|  |  |
| --- | --- |
| **Occupational Health & Safety** | |
| Do you have a written OH&S Policy? | 🗌 Yes  No If yes, provide a copy |

|  |  |
| --- | --- |
| **Risk and Insurance** | |
| Provide details of all relevant insurances | **Policy type**: (eg public liability, professional indemnity, etc):  **Insurer Name:**  **Policy number(s):**  **Expiry dates:**  **Limit of liability:** $  **Relevant exclusions:**  **Policy type**: (eg public liability, professional indemnity, etc):  **Insurer Name:**  **Policy number(s):**  **Expiry dates:**  **Limit of liability:** $  **Relevant exclusions:** |
| **Insurance Requirements:**  In view of specific insurance requirements contained in this tender, should the tenderer not be in possession of the relevant CoC at the time of tender submission, does the tenderer agree to obtain the insurance/s prior to award?  If declined the tenderer will be non-compliant. | **Yes**  **No** |

|  |  |
| --- | --- |
| **Key Personnel** | |
| Identify key personnel who will be assigned to this project, their roles and responsibilities, and professional experience relevant to this tender. |  |
| Will a potential conflict of interest occur? | Yes  No If yes, provide details: |

|  |  |
| --- | --- |
| **Food Business Information** | |
| Are you a registered food business? | **Registration details:** |
|  | |
| Does your business hold food safety qualifications for the business? | **Please detail and attach:** |
| Does the primary employee who is most often on the premises, as nominated by the business, hold Food Safety qualifications? | **Please detail and attach:** |
| Has the registered business any evidence of non-compliance matters as found by the relevant inspections/investigations of the business premises or practices of the business? | **Yes  No**  **Evidence of non-compliance found through evaluation of tenders will**  **result in the tender being unsuccessful.** |
| Does your business hold Halal Certification? | **Yes  No**  **Please detail and attach certificate:** |

# SCHEDULE 2

# PRICING AND PRODUCT OFFER

# PART 1

Tenderers may tender for one or both categories. Returnable Schedule 2 includes different sections for each category.

If tendering for Category 1 – Adhoc Catering **or** Category 2 – Catering Services for Council Events please complete **Part 1** of the Pricing Schedule.

If tendering for Category 2 – Catering Services for Council Events please complete an additional section **Part 2** of the Pricing Schedule. This section relates to the provision of larger quantity tray based main meals and individually boxed and plated meals.

|  |  |
| --- | --- |
| It is a minimum requirement that any price or rate is fixed and firm for the initial contract term of 1 year. | |
| Do you comply with the price hold for the first year of the contract? | Yes  No |
|  | |

The completed Price Schedule will form part of the offered services to which the Service Provider will charge Council, as each catering order is requested through a purchase order. In addition, the Service Provider must supply a full menu/price list with their tender response.

The Rates will be fixed for the initial contract term.

Rates are inclusive of the GST.

Any proposed annual increases will be presented during annual contract review meetings with the contract manager and will be subject to Council approval.

To enable Council to evaluate all proposals against the set criteria, the Service Provider must complete the table price schedule below.

The below Price Schedule includes items that are required to be part of your catering product offer. The items are standard catering order requirements. In addition to your response to these items, please provide details about any additional menu items that will be available. Please provide quantity details and cost for each item on your selected menu.

**PRICE SCHEDULE BASE MENU**

**(Please complete under Tender Response Pricing Schedule 2 Spreadsheet)**

**Special Diets**

As a standard, all food provided should notably **be low-fat, low-sugar and low-salt.**

In addition, we ask that tenderers indicate the ability to prepare some or all of the following special diets. Not being able to provide all special diets isn’t an issue. It might prevent tenderers from being used for specific orders but can still be considered for inclusion in the Category 1 – Adhoc catering panel.

Inability to be able to provide special diets as indicated below would deem tender ineligible for Category 2 – Catering Services for Council Meetings.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Definition** | **Yes / No** | |
| Coeliac | Food products free of gluten (found in wheat, rye, barley and oats) - the service provider must have a premises description of a ‘Caterer’ on their current Certificate of Registration to be considered eligible for the provision of this type of diet | Yes  No  Details: | |
| Vegan | Vegan diets contain absolutely no animal products, including dairy & eggs etc | Yes  No  Details: | |
| Vegetarian | Vegetarian diets do not include meat, fish or poultry but may include cheese, eggs, milk or yoghurts. | Yes  No  Details: | |
| Allergy Specific | as requested at time of order – the service provider must have a premises description of a ‘Caterer’ on their current Certificate of Registration to be considered eligible for the provision of this type of diet | Yes  No  Details: | |
| Religious / faith-based dietary requirements | This section refers to food that complies with faith-based requirements e.g. Halal, Kosher. Please indicate in the sections below which of these you are able to provide: | | |
|  | |  |
|  | |  |
|  | |  |
| Culturally-specific food | This section refers to food that responds to cultural specificities e.g. Indigenous, Italian, Greek, Vietnamese, Lebanese, Indian, Chinese, etc. Please indicate in the sections below which of these you are able to provide: | | |
|  |  | |  |
|  |  | |  |

# SCHEDULE 2

# PRICING AND PRODUCT OFFER

# PART 2

**CATEGORY 2: MEAL SERVICES FOR COUNCIL EVENTS**

**(Please complete under Tender Response Pricing Schedule 2 Spreadsheet)**

# SCHEDULE 3

# SOCIAL OBJECTIVES

Darebin City Council is committed to using procurement processes and purchasing power as a vehicle to generate social, environmental and economic benefits beyond the goods or services being procured. This is one of the most effective ways of breaking the cycle of disadvantage and strengthening our communities. Through social procurement, Council will take positive action to demonstrate our commitment to the local community and the environment in which it operates.

|  |  |
| --- | --- |
|  | |
| Do you employ apprentices and/or trainees or work experience students?  Yes  No | |
| If “yes”, either attach a copy of their certificate or identify the Training Organisation or School |  |
|  | |
| Are you, or someone you employ Indigenous (Aboriginal/Torres Strait Islanders)?  Yes  No | |
| Are you, or someone you employ have a disability?  Yes  No | |
| Are you, or someone you employ aged 16-24 years old?  Yes  No | |
| Are you, or someone you employ an asylum seeker or refugee?  Yes  No | |
| Please provide further information/activities/actions on how you support social inclusion above: | |
| Are you or do you have a business partnership with a registered ‘social enterprise’\* (ie a registered charitable enterprise that generates income or a business that trades to fulfill a social or environmental need)?  Yes  No  \*Organisations whose mission is centred on a social purpose, and/or owned by a group of people who are considered disadvantaged. By virtue of their ownership structure, social benefit suppliers channel economic and social resources into marginalised communities | |
| If “yes” and you are in partnership, identify the Organisation |  |
| If “yes” explain what it is they/ you do or how they/ you are giving back to the community and in what way are you working with them. |  |

# SCHEDULE 4

# SUSTAINABLE AND ENVIRONMENTAL OBJECTIVES

|  |  |
| --- | --- |
| Environmental policy  1.1 Does your business have an environmental policy? | Yes - Attach Copy  No  Other – please detail here |
| Sustainable food sourcing  2.1. Do you prioritise the use of sustainable and ethically sourced ingredients and produce in your menu offerings? Please provide examples.  2.2. How do you verify the sustainability credentials of your suppliers and ensure the traceability of ingredients back to their sources? | Local and seasonal produce  Organic produce  Organic, free range / pastured eggs  Bulk ingredients with minimal packaging or recyclable/reusable packaging  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certification standards e.g Fairtrade,  Organic, Rainforest Alliance for coffee or  free range organic pastured eggs  Purchasing direct from farmer  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Packaging  3.1 Darebin Council has a policy of no single-use plastic at events run by Council or on Council land. Are you able to provide catering with no single-use plastic?  3.2. What measures do you take to minimise single-use plastics and non-recyclable packaging in your catering operations? | Yes  No  Provide food and drink in re-useable containers and collect them after the event  Provide food and drink in recyclable and/or compostable packaging  Other, please detail here. |
| Energy Efficiency  4.1 Do you operate on a fully electric facility or commit to go fully electrical within the 1st quarter of this contract?  4.2 Do you buy/source renewable energy or commit to switch to renewable energy within the 1st quarter of this contract?  4.3 Do you have solar panels and/or battery storage on site?  4.4 Describe the steps you take to optimise energy use within your kitchen and during catering events to reduce your carbon footprint (e.g. portable induction cooktops or any other cooking efficiency techniques)  4.5. Have you implemented any energy-efficient technologies or practices to reduce your energy consumption? | Yes  No  Yes  No  Yes – Solar panels  Yes – Solar panels and battery  No  Please detail here:  Please detail here: |
| Sustainable Delivery Practices  5.1. How do you optimise your delivery practices to reduce environmental impact, such as fuel emissions and vehicle efficiency?  5.2. Are there plans in place to transition to electric or low-emission vehicles in your catering delivery fleet? | Please detail here:  Yes  No |
| Other initiatives: Please advise if you have any other social and sustainable initiatives that would bring value to Council and community. Please detail here (250 words): | |

# SCHEDULE 5

# LOCAL BUSINESS CONTENT

|  |  |
| --- | --- |
| Darebin City Council recognises it has a role in the economic development of the community and is committed to assisting local and neighbouring businesses and encouraging their involvement in the procurement of Council Goods, Services and/or Works. | |
| **Local Business Details** | |
| Registered Business Address |  |
| Do you source produce and ingredients from suppliers in Darebin? | Please detail your regular suppliers within Darebin: |
| Do you have employees residing in Darebin? If yes please list number of employees |  |

# SCHEDULE 6

# ABILITY AND EXPERIENCE

|  |  |
| --- | --- |
| **Experience- Past Performance and Current Work** | |
| **Have you been a supplier on Darebin Council’s catering panel previously? Yes  No** | |
| Detail **current and recent (within 12 months) work** related to the requirements detailed in the Request for Quotation documents  Word Limit [250] words | Detailed experience for category 1- Ad Hoc Catering:  Detailed experience for category 2- Catering Services for Council Meetings:  (if tendering for this category) |
| **Provide two referees** that the Council could contact regarding your ability to provide Goods and/or Services required under the Specification.  Note: The Council reserves the right to contact any of the Service Providers previous customers. | 1. Client and contract/service provision details:   Contact information:  Description of service:  Period:   1. Client and contract/service provision details:   Contact information:  Description of service:  Period: |

# SCHEDULE 7

# CUSTOMER SERVICE

|  |
| --- |
| **What is your minimum time between receiving a catering request and being able to deliver?** |
|  |
| **What ordering process do you have in place?** |
| Email Yes  No What is your response timeframe …………………………………….  Phone Yes  No What is your response timeframe ……………………………………  Website form Yes No What is your response timeframe ……………………………… |
| **What are your hours of availability to be able to deliver catering?**  Complete the section below |
| Business Hours ………………………………  After Hours (evenings) ……………………………………  Weekends ……………………………………  Please note that inability to provide evening meal service would make you unsuitable to tender for Category 2 – Catering Services for Council Meetings. |
| Are you able to provide this service in line with Council’s payment terms and conditions?  Requesting officer would raise a purchase order and provide the supplier with that purchase order prior to delivery of catering. Supplier would than submit their invoice upon provision of the catering, with Council paying invoice within 30 days.  Yes No |
| **What model do you have in place to address complaints?**  Word limit – [250] words |

# SCHEDULE 8

# Safeguarding Children and Youth Declaration (SCY)

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| --- | --- |
| **Safeguarding Children and Youth (SCY)**  Darebin is a child safe organisation with zero tolerance for child abuse.  Council will require all Organisations to declare they understand [Councils SCY Policy](https://www.darebin.vic.gov.au/about-council/policies-and-transparency/safeguarding-children) when engaged to undertake works or provide services (requiring a physical presence) on Council owned buildings or land. | |
| **Question** | **Tenderer’s Response** |
| 1. to comply with Darebin City Council requirement relating to the employment or engagement of people who work in relation to the Service, including mandatory reporting and working with children checks however described; | Agreed |
| 1. to provide Darebin City Council at the Supplier’s cost, an annual statement of compliance with this clause, in such form as may be specified by Darebin City Council; | Agreed |
| 1. When Child Safety obligations may be relevant to a Subcontract, the Supplier must ensure that any subcontract entered into by the Supplier for the purposes of fulfilling the Supplier’s obligations under the contract imposes on the Subcontractor the same obligations regarding Child Safety that the Supplier has under the Contract. Each subcontract must also require the same obligations (where relevant) to be included by the Subcontractor in any secondary subcontracts; | Agreed |
| 1. Suppliers must adhere with all child safety requirements set out in Council contracts and have reviewed and declared they have read the Councils Safeguarding Children Policy (SCY Policy) and Social and Sustainable Procurement Policy (SSP Policy); 2. Where applicable undertake works in accordance with relevant child safe policies and the child safe standard when operating in a Council owned property; 3. Seek supervision and guidance from Council for all new or modified work procedures which may impact child safety; 4. Where applicable ensure that contractors have relevant policies and procedures in place to manage child safety obligations; 5. All external contractors engaged to perform works or services on behalf of Council will ensure that their staff have appropriate training, qualifications and understand their responsibilities under this policy and other applicable procedures; 6. Third party contractors will also ensure that Child Safety is considered, and adequate risk mitigation strategies are in place when the procuring services either interact with or have potential to interact with children or young people; and 7. Ensure that any incident relating to children and young people is reported to Council and comprehensive updates are provided relating to the progress of investigations where legally permissible. | Agreed to all and declared below |

**Supplier’s Declaration**

The Supplier declares that –

1. there has been no engagement in any practices that have contravened the Trade

Practices Act 1974 in relation to the preparation or submission of the Response;

1. it has or will obtain the necessary insurances as specified in this Request for Quotation;
2. the Supplier does not have a conflict of interest or a potential conflict of interest in respect of the Supplier’s Response; and
3. they comply with [Councils Safeguarding Children and Youth](https://www.darebin.vic.gov.au/about-council/policies-and-transparency/safeguarding-children) requirements;
4. it has reviewed the [Darebin Social and Sustainable Procurement Policy,](https://www.darebin.vic.gov.au/-/media/Council/Files/About-Council/Tenders/Social-and-Sustainable-Procurement-Policy-2021-2025.ashx) including Clause 5 Policy Key Linkages and Governance where “The Council’s procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with the Act and applicable policies and procedures including Codes of Conduct for .....suppliers.”

Signature:

Name:

Title:

Date:-------------------------------

# SCHEDULE 9

# COMPLIANCE WITH PROPOSED CONTRACT IN APPENDIX 1

Note to Tenderers: The Council will assume that a Tenderer’s Response conforms in all relevant respects with the Specification unless the Tenderer states otherwise. Failure to notify the Council of any non-conformance may result in a Tenderer’s Response being disregarded.

|  |  | Yes |  | No |
| --- | --- | --- | --- | --- |
|  | Statement of Conformance |  |  |  |
|  | The tender does conform with the Request for Tenders; |  |  |  |

If No, please advise of the section of the Tender which the Tenderer partially / does not comply with.

Note: Use the following table also for qualifications

|  |  |  |
| --- | --- | --- |
| **Tender Section** | **Partially/does not comply** | **Reason for partial / non-compliance** |
|  |  |  |
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1. In response to this RFT, a Tenderer must include statement, detailing its level of compliance with the Proposed Contract contained in APPENDIX 1 of this RFT.
   1. In particular, Tenderers must state if they will not comply with the Proposed Contract or will only comply with the Proposed Contract subject to conditions. Full details of the non-conforming (including the nature and extent of the non-compliance and any reasons for such non-compliance) must be stated in the Non-Conforming Tender Response contained below. No response is required in respect of a particular clause of the Proposed Contract where Tenderers will comply with the Proposed Contract. Only clauses that Tenderers will not comply with or will only comply with subject to conditions should be noted below.
   2. The Council is prepared to contemplate minor variations or departures from the Proposed Contract proposed by Tenderers. However, Tenderers should note that significant or substantive variations or departures will not be viewed favourably unless the Tenderer is able to demonstrate the necessity for such variations or departures.

**Note to Tenderers: The Council will assume that a Tenderer is able to and will in fact comply in all relevant respects with the Proposed Contract unless the Tenderer expressly states otherwise. Failure to notify the Council of any non-compliance may result in a Tenderer’s Response being disregarded.**

1. For the purposes of clause 1:
   1. **Complies** means that the Tenderer accepts the contractual provision in every respect (including the wording of the provision).
   2. **Will comply** **subject to conditions** means that the Tenderer will comply with the relevant contractual provision subject to certain specified conditions.
   3. **Will not comply** means that the Tenderer does not accept the contractual provision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Acceptance of Agreement** | | | **Yes** | **No** |
| Does the Supplier agree to all terms and conditions within the Proposed Terms and Conditions?  ***If No is ticked, please advise of proposed amendments below. Please note that Darebin may not accept submissions with proposed amendments to our contract terms and conditions.*** | | |  |  |
|  | | | | |
| **Clause No.** | **Proposed Amendment** | **Rationale for Amendment** | | |
|  |  |  | | |
|  |  |  | | |