**Appendix 1: Tender Form**

**Section A: Compliance Questions**

**A1) Supplier Details**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Trading Name** |  |
| **Main Contact Name** |  |
| **Main Contact Position** |  |
| **Main Contact Email and Telephone Number** |  |
| **Vat Registration Number** |  |
| **Website** |  |
| **Company Address (Head Office)** |  |
| **Telephone** |  |
| **Company Address (Local Office)** |  |
| **Telephone** |  |
| **Is your organisation (please delete as necessary)** | Public Limited CompanyLimited Liability PartnershipTrading PartnershipLimited Company Sole TraderOther |
| **Please give the firm’s date of registration and registration number under the Companies Act 1985 if applicable** |  |
| **Is your company part of a larger group? If yes please provide the names of subsidiaries of the larger group involved in delivering the proposed service to CAPA College**  |  |
| **Date Formed** |  |
| **Latest Position – Please provide any relevant information about changes since your latest annual accounts** |  |
| **Turnover Last Financial Year** |  |
| **Number of Employees (FTE)** |  |
| **Details of your organisation’s membership of regulatory/professional bodies/technical associations** |  |
| **Have any of your directors been convicted of a criminal offence relevant to the business or profession** | YES/ NO |
| **Please detail any outstanding claims or litigation against your company** |  |
| **Please provide (a) brief details about your company (b) a description of the organisational structure (c) geographical locations** |  |
| **Have you had any penalties imposed on you on any contract within the last 3 years? If so please provide details** |  |
| **Have you had any instances within the last 3 years where your organisation has had a contract terminated or where a contract has not been renewed for failure to perform? Please provide details** |  |

**A2) Insurance Details, please advise what you have in place:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Public Liability** | **Employers Liability** | **Professional Risk Indemnity** |
| **Insurer** |  |  |  |
| **Policy Number** |  |  |  |
| **Level of Cover** |  |  |  |
| **Expiry Date** |  |  |  |

**A3) Financial Qualification, please complete the table. We reserve the right to ask for additional information.**

|  |  |
| --- | --- |
| **Name and address of your bank** |  |
| **Please provide a copy of your latest annual accounts**  |  |
| **Have any of your directors failed to pay taxes or social security contributions?** |  |
| **Have any of your directors been involved in any organisation which has been liquidated or gone into receivership?** |  |

**Section B - Financial (Proposed Payment Details)**

Please complete the table,

Column B: Please note total projected annual sales, for the site at CAPA College Mulberry Way.

Column C: Please note what % of total sales you would be prepared to pay CAPA College each year (this should be inputted as a percentage – 10%, 20% 30% 40% 50% etc.

Column D: Please note how much the % noted in Column C, equates to in cash, based on your projections.

Columns E and F: We are interested to see your cost and profit projections.

We reserve the right to request more information if required.

An amount of investment will be required by the Contractor in year 1. This will be negotiated at contract stage and can be deducted from payments due to CAPA College in year 1.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** |
| Year | Projected Sales | % of TOTAL Sales to CAPA College | Projected annual £Payment to CAPA College | Contractor’s projected costs | Contractor’s Projected profit (Sales, minus costs) |
| 1 | £ | % | £ | £ | £ |
| 2 | £ | % | £ | £ | £ |
| 3 | £ | % | £ | £ | £ |

**Section C Quality Questions**

**C1 Method Statement**

|  |  |  |
| --- | --- | --- |
| **C.1.1** | **Please outline your vision for the café/ restaurant including the name, branding, café/restaurant layout and attach any drawings or designs that reflect your aspirations.**  | Your response should make reference to: * How your vision is reflective of CAPA College’s distinctive image (Positive, creative, dynamic, innovative, cutting edge.)
* How your vision will appeal to students, professional creatives and commuters.
* How your layout enables customers to purchase food/drink for ‘grab and go’ purposes.
* How the layout also enables customers to purchase food/ drink to consume on site, either socially or as a place to have meetings, do work etc.
* How your branding is reflective of this vision.
* Your plans for marketing and promotion.
 |
| **C.1.2** | **Please outline your proposed schedule of opening hours** | Your response should make reference to:* How your schedule reflects CAPA College’s objectives to create a new cultural hub, which is accessible to the public, as well as students.
* How your schedule demonstrates flexibility and willingness to accommodate the events programme.
* How your schedule embraces opportunities offered by the commuter market, the district’s residents and the city centre location.
 |
| **C.1.3** | **Please provide detail of investment expenditure (A list of items and approx. costs)** | Your response should make reference to:* All items you consider necessary to deliver your proposed service and vision not listed on Appendix 3, equipment list. (This may include but is not limited to signage/ menus, tables, chairs, servery, pots, pans, décor, additional equipment necessary to store, display and serve your food and drink.
* From this list, please highlight items you would be prepared to pay for as part of your year 1 investment.
* How your proposed investment has considered different seasons and the space on the terrace.
* How your proposed investment has considered the layout and the necessary equipment to balance the needs of students, and those who need to be quick but also customers that have a longer dwell time.
 |
| **C.1.4** | **Please provide an example menu and prices** | Menus should accommodate the following service needs: * General Service Main menu
* Student lunches (It is envisaged that student lunch choices, will be available from the main menu)
* Tea, Coffee and beverages
* Delegate packages for room hires

Your response should make reference to:* How your menu is reflective of CAPA College’s distinctive image (Positive, creative, dynamic, innovative, cutting edge.)
* How your menu has taken account of food preferences and intolerances (e.g. vegetarian, gluten free and dairy free diets).
* How your menu considers customers who need to be quick and also customers that will have a longer dwell time.
* How your menu has considered sustainability.
* How your menu utilizes quality ingredients.
* How you have considered affordability when setting prices
* How you have acknowledged student pricing requirements in addition to staff and sponsor discounts.
 |
| **C.1.5** | **What is your timeline?** | We envisage the restaurant will open on the 15th September 2022. Your response should make reference to key milestones such as staff recruitment, marketing, stock ordering and equipment installation. |
| **C.1.6** | **Please outline your proposed staff structure for the operation.** | Your response should outline the job title and number of staff in the role (FTE). Your structure should include the following as a minimum:* Contract Manager/ Catering Manager
* FOH Staff/ Kitchen Staff
* Security
* Contingency
 |
| **C.1.7** | **Please provide up to 3 examples of café/restaurants that you have successfully operated.** | Your response should demonstrate how you have recently operated a successful catering operation. Your response should describe the success of catering to the organisation's specific target market/ organisational ethos. It should also outline: covers, opening hours, staffing structure, approach to branding, highlight successes and if you believe there are synergies with CAPA College’s requirements. **Example 1****Trading Name:****Turnover:****Dates (from to):****Description:****Example 2****Trading Name:****Turnover:****Dates (from to):****Description:****Example 3****Trading Name:****Turnover:****Dates (from to):****Description:** |

**C2 Environmental and Sustainability Questionnaire**

|  |  |  |
| --- | --- | --- |
| **What are your environmental and sustainability policies?****Please also attach your organisation’s formal Environmental Policy should you have one** |  |  |
| **Do you have a specific person in your organisation responsible for environmental/sustainability policies, practices and performance?** | YES/ NOIf yes, please specify their name and job title |  |
| **Please outline how you act responsibly in the following areas: sourcing local goods, waste reduction, energy/fuel reduction, transport, use of recyclable materials, pollution control, packaging, use of harmful materials, any other methods** |  |  |
| **Do you operate an Environmental Management System -EMS?** | YES/ NOIf yes please specify which one and provide registration and verification details. Please attach a copy of the certificate |  |
| **How do you communicate your environmental/ sustainability policies to your staff?** |  |  |
| **Has your organisation been prosecuted for breaching any environmental legislation in the past 5 years or do you have any actions pending?** | YES/ NOIf yes please provide details |  |

**C3) Equalities Questionnaire**

|  |  |  |
| --- | --- | --- |
| **Do you have an equality and diversity policy?** | Yes/ NoIf yes please attach and provide information about how this is implemented |  |
| **Has any discrimination finding been made against your organisation by any court or employment tribunal within the last 3 years?** | YES/ NOIf yes, what steps did you take as a result of the finding |  |
| **In the last 3 years has your organisation been the subject of a formal investigation by the former Disability Rights Commission, Commission for Racial Equality, the Equal Opportunities Commission or the Equality and Human Rights Commission on grounds of alleged unlawful discrimination – service provision, contract or employment?**  | YES/ NOIf yes, what steps did you take as a result of the finding |  |
| **Is your Equality and Diversity Policy set out within the following?** | * Instructions for those concerned with recruitment, training and promotion and service delivery?
* Documents available to employees, recognised trade unions or other representative groups of employees?
* In recruitment advertisements or other literature?

Please attached scanned copies of the above noted documents |  |

**C4) Health and Safety Questionnaire**

|  |  |
| --- | --- |
| **Who is responsible for Health and Safety in your organisation? What Health and Safety qualifications and experience do they have?** |  |
| **Who would be responsible for Health and Safety for this contract? What Health and Safety qualifications and experience do they have?** |  |
| **How much of their time would be spent on site?** |  |
| **How do you make staff aware of their health and safety responsibilities?** |  |
| **What Health and Safety Training do you provide for your staff?** |  |
| **Have there been notable occurrences, fatalities or major injuries in your organization in the last 3 years. If yes please provide details** |  |
| **Please attach a copy of your Health and Safety Policy and HACCP risk assessment** |  |

**C5) Quality Assurance Details**

|  |  |
| --- | --- |
| **Does your company have an accredited quality assurance system?** | YES/ NOIf yes, please include a copy of the certificate |
| **Please provide details which describe your company’s approach to quality** |  |

**Evaluation Model**

In awarding the contract the following criteria will be used:

Price – 40%

Quality – 60%

As the predetermined price/quality split is 40%/60% the highest percentage of sales offered will be allocated the maximum 40%, with other tenders being allocated a pro rata score reflecting the difference.

As the predetermined price/quality split is 40%/60% the highest quality score offered will be allocated the maximum 60%, with other tenders being allocated a pro rata score reflecting the difference.

All companies achieving a score of 65% or more will be invited to an interview. We may ask you to provide samples of food, beverages, branding, projections and testimonials. Interviews will take place W/c 22nd and 29th March, either online or at CAPA College, Unity House, Westgate, Wakefield, WF1 1EP.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section A – Compliance Questions** | **Completed** | **Satisfactory** | **Notes** |
| **A1) Supplier Details** |  |  | Unsatisfactory responses/uncompleted questions may result in your tender being disqualified |
| **A2) Insurance Details** |  |  |
| **A3) Financial Qualification** |  |  |
| **Section B****Financial (Proposed Payment Details)** |  |  |  |
|  | % Sales offered  |  |  |
| **Section C****Quality Questions** |  |
|  | **Score Guide** | **Score Actual** | **Total** |
| **Method Statement C.1.1****Please outline your vision for the café/restaurant including the name and any drawings or designs that reflect your aspirations** | 3 = Exceptional: Goes above and beyond expectations2 = Acceptable: Fully comprehensive, meets all criteria1 = Marginal: Cover some or limited criteria, some omissions0 = Unacceptable/ incorrect response: Misses most criteria, serious concerns. |  |  |
| **Method Statement C.1.2****Please outline your proposed schedule of opening hours** | 3 = Exceptional: Goes above and beyond expectations2 = Acceptable: Fully comprehensive, meets all criteria1 = Marginal: Cover some or limited criteria, some omissions0 = Unacceptable/ incorrect response: Misses most criteria, serious concerns. |  |  |
| **Method Statement C.1.3****Please provide detail of your proposed investment expenditure (list of items) as noted in Table A** | 3 = Exceptional: Goes above and beyond expectations2 = Acceptable: Fully comprehensive, meets all criteria1 = Marginal: Cover some or limited criteria, some omissions0 = Unacceptable/ incorrect response: Misses most criteria, serious concerns. |  |  |
| **Method Statement C.1.4****Please provide an example menu and prices** | 3 = Exceptional: Goes above and beyond expectations2 = Acceptable: Fully comprehensive, meets all criteria1 = Marginal: Cover some or limited criteria, some omissions0 = Unacceptable/ incorrect response: Misses most criteria, serious concerns. |  |  |
| **Method Statement C.1.5****What is your timeline? You will have access to the building from 1st September 2021 and will be expected to be open on the 15th September 2021. Please include key milestones such as staff recruitment, marketing, stock ordering and equipment installation** | 3 = Exceptional: Goes above and beyond expectations2 = Acceptable: Fully comprehensive, meets all criteria1 = Marginal: Cover some or limited criteria, some omissions0 = Unacceptable/ incorrect response: Misses most criteria, serious concerns. |  |  |
| **Method Statement C.1.6****Please outline your proposed staff structure for the operation**  | 3 = Exceptional: Goes above and beyond expectations2 = Acceptable: Fully comprehensive, meets all criteria1 = Marginal: Cover some or limited criteria, some omissions0 = Unacceptable/ incorrect response: Misses most criteria, serious concerns. |  |  |
| **Method Statement C.1.7****Please provide up to 3 examples of café/restaurants that you have successfully operated** | 3 = Exceptional: Goes above and beyond expectations2 = Acceptable: Fully comprehensive, meets all criteria1 = Marginal: Cover some or limited criteria, some omissions0 = Unacceptable/ incorrect response: Misses most criteria, serious concerns. |  |  |
| **C.2 Sustainability Questionnaire** | 3 = Exceptional: Answers go above and beyond expectations2 = Acceptable: All questions fully answered1 = Marginal: Some questions fully answered, minimal attempt to answer some questions 0 = Unacceptable/ incorrect responses/ serious concerns. |  |  |
| **C.3 Equalities Questionnaire** | 3 = Exceptional: Answers go above and beyond expectations2 = Acceptable: All questions fully answered1 = Marginal: Some questions fully answered, minimal attempt to answer some questions 0 = Unacceptable/ incorrect responses/ serious concerns. |  |  |
| **C.4 Health & Safety Questionnaire** | 3 = Exceptional: Answers go above and beyond expectations2 = Acceptable: All questions fully answered1 = Marginal: Some questions fully answered, minimal attempt to answer some questions 0 = Unacceptable/ incorrect responses/ serious concerns. |  |  |
| **C.5 Quality Assurance System details** | 3 = Exceptional: Answers go above and beyond expectations2 = Acceptable: All questions fully answered1 = Marginal: Some questions fully answered, minimal attempt to answer some questions 0 = Unacceptable/ incorrect responses/ serious concerns. |  |  |

**This form must be completed in full and returned to** **tender@capacollege.co.uk** **by 13 March 2021.**

**The form must be accompanied with copies of the following documents:**

* Latest annual accounts
* Health and Safety Policy
* HACCP Risk Assessment

**You may also attach copies of the following documents, if you have them, to support your application.**

* Drawings or designs that reflect your aspirations for your vision
* Environmental Policy
* EMS certificate
* Equality and Diversity Policy

**If your Equality and Diversity Policy is set out within the following documents, please provide scans of the documents**

* Instructions for those concerned with recruitment, training, promotion and service delivery
* Documents available to employees, recognised trade unions or other representative groups of employees
* Recruitment advertisements or other literature.