WARWICK DISTRICT COUNCIL

Application to become a preferred catering supplier for the Town Hall, Royal Spa Centre:

Warwick District Council (WDC) is seeking experienced and established catering suppliers to form a preferred suppliers list for events held at the Royal Spa Centre or Town Hall.

The list will enable WDC staff to signpost customers to recognised event caterers but does not act as a contract for guaranteed work within the Royal Spa Centre or Town Hall.

CONTRACT PERIOD: N/A status on preferred supplier list reviewed on an annual basis

|  |  |
| --- | --- |
| Name of Applicant: |  |

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Should you have any queries in relation to this application, please contact:

Procurement

TEL: - Warwick District Council (01926) 456218

FAX: - Warwick District Council (01926) 456841

The application submission is to be returned along with all supporting documentation to:

procurement@warwickdc.gov.uk

Section 1

Guidance Notes for Applicants

# SECTION 1 - GUIDANCE NOTES FOR APPLICANTS

1. This questionnaire is designed to provide the Council with the information required to assess your organisation’s suitability to become a preferred supplier.
2. The word organisation refers to a sole trader, partnership, incorporated company or other business entity, or similar entity operating outside the UK, as appropriate.
3. This questionnaire must be fully completed in English, stating nil or not applicable where appropriate. All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the questionnaire is not fully completed or is found to be inaccurate.
4. Any information or documents submitted in response to this questionnaire must relate to the applicant only. The applicant is the organisation that will enter into a formal agreement with the Authority if awarded a contract.
5. Where the space given for any answer is insufficient you should continue on a separate page. Any additional pages and supporting documentation must clearly state the name of the organisation, the application reference/contract details and the question to which it relates.
6. All responses and submissions provided may form part of the contract should your organisation subsequently be successful.
7. If you have any queries please contact procurement at [procurement@warwickdc.gov.uk](mailto:procurement@warwickdc.gov.uk)
8. Note: - The Council will not be liable for any costs or expenses incurred by applicants in completing this questionnaire.
9. Applications will be evaluated according to the following criteria:
   * + Economic and financial standing (Credit Check and 2 years financial accounts)
     + Experience and Contract Examples
     + Health & Safety
     + Equal Opportunities
     + Environmental Management (information only)
     + Insurance
     + Food Hygiene Rating (obtained through Food Standards Agency)
     + Preferred Supplier Questions
   * Range of offering
   * Service Outline

Section 2

Introduction and Background

# SECTION 2 – INTRODUCTION & BACKGROUND

### INTRODUCTION

Warwick District Council is one of five district councils within the county of Warwickshire. The district covers four towns; Leamington Spa, Warwick, Kenilworth and Whitnash, and numerous villages. The population served is in excess of 140,000.

The Council has c.575 employees offering a wide variety of services to local community and businesses, these include

* housing
* sports and leisure
* culture
* planning and developmental control
* environmental health
* benefits payments
* council tax and NNDR collection
* environmental and community regeneration and development

We are a non-profit organisation, primarily funded through taxation which is supplemented by income from some of our services. As such, our expenditure has to be closely monitored and controlled to ensure that best value is achieved in all our activities.

**Vision, Values and Mission**

Warwick District has one unifying vision:

Fit for the Future:

**Improve services for our customers**

**Ensure financial viability**

**Leadership and cultural change**

### BACKGROUND

# Warwick District Council (WDC) is seeking experienced and established catering suppliers to form a preferred suppliers list for events held at the Royal Spa Centre or Town Hall.

# The list will enable the staff to signpost customers to recognised event caterers but does not act as a contract for guaranteed work within the Royal Spa Centre or Town Hall.

# The list will comprise of 3 elements:

* Event Catering (Lot 1)
* Waiter Service Event Catering (Lot 2)
* Bar and Drinks Service (Lot 3)

**Event catering: (Lot 1)**

Provision of a wide range of catering options to include:

* Hot and cold fork buffets.
* Hot and cold Canapés, desert canapés, light refreshments, finger buffets and “nibbles”

Event sizes vary but some receptions have been for up to 300 guests.

We require a range of menus that WDC are able to present to our customers, and (when considered together) will provide options covering all parts of the spectrum above.

Suppliers should (subject to reasonable, advance notice) be able to offer menu options that accommodate specific dietary requirements for personal, medical and religious grounds.

For events where a bar facility is operated under Lot 3, wine and other drinks at table will be provided under that contract rather than by this.

**Waiter service event catering:** **(Lot 2)**

The provision of sit down, silver service/ waiter served banqueting for 100 - 300 people.

We require a range of menus that WDC are able to present to our customers, and (when considered together) will provide options covering all parts of the spectrum above.

Presentation should enhance the attractiveness of the food served.

Suppliers should (subject to reasonable, advance notice) be able to offer menu options that accommodate specific dietary requirements for personal, medical and religious grounds.

For events where a bar facility is operated under Lot 3, wine and other drinks at table will be provided under that contract rather than by this.

**Bar and drinks services: (Lot 3)**

We are seeking experienced bar providers who are able to supply a competitively priced, comprehensive, professional bar service to our customers on behalf of Warwick District Council.

This Lot is specific to functions and events taking place at the Town Hall. These can range from a minimum of 10 guests up to a maximum of 300 and may take several forms including but not limited to:

* Cash bar
* Free bar paid for by client
* Token bar
* Drinks served only to table
* Supply of limited range of drinks for reception event

Events range from charity dinners, birthday parties and wedding receptions through to mayoral dinners and civic occasions.

Suppliers must be able to offer a personal, flexible service which reflects the high standards of customer service that the Royal Spa Centre and Town Hall staff adhere to. They must be able to tailor their offering to the requirements and budgets of our customers.

Section 3

Application Questionnaire

# SECTION 3 – APPLICATION QUESTIONNAIRE

## PART 1 - ORGANISATION AND CONTACT DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 | Full name of organisation (or of organisation acting as lead contact where a consortium bid is being submitted) | |  |
| 1.2 | Registered office address | |  |
| Company or charity registration number and date of registration | |  |
| VAT registration number | |  |
| Name of immediate parent company | |  |
| Name of ultimate parent company | |  |
| 1.3 | Type of organisation | 1. a public limited co. |  |
|  |  | 1. a limited company |  |
| 1. a limited liability partnership |  |
| 1. sole trader |  |
| 1. other (please specify) |  |
| 1.4 | Organisation primary contact name |  | |
| 1.5 | Organisation primary contact address |  | |

|  |  |  |
| --- | --- | --- |
| 1.6 | Organisation primary contact post Code |  |
| 1.7 | Organisation primary contact phone |  |
| 1.8 | Organisation primary contact mobile |  |
| 1.9 | Organisation primary contact e-mail |  |
| 1.10 | Consortia and Sub-Contracting | 1. Your organisation is applying to provide the services required itself 2. Your organisation is applying in the role of Prime Contractor and intends to use third parties to provide some services 3. The Potential Provider is a consortium   *Tick as applicable* |
| If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement. | | |

*Evaluation: Q1.1 – 1.10 for information only – not evaluated.*

## PART 2 - ECONOMIC FINANCIAL STANDING

Responses to this Part will be used to undertake an assessment of your organisation’s economic and financial standing.

|  |  |  |
| --- | --- | --- |
|  | **FINANCIAL INFORMATION** | |
| 3.1 | Who in your organisation is responsible for financial matters (full name) |  |
| 3.2 | Contact telephone number |  |
| 3.3 | Email address |  |
| 3.4 | Please include the last 3 years’ of signed accounts  If this application is part of a consortium or collaboration please provide for each organisation | Please reference here and attach with application |
| 3.5 | Please provide a statement of your cash flow for the most recent year of trading  If this application is part of a consortium or collaboration please provide for each organisation | Please reference here and attach with application |

**Note: If your organisation is unable to submit your account information in full please explain above.**

*Evaluation: plus credit check - pass/fail*

## PART 3 – TECHNICAL AND PROFESSIONAL ABILITY

Responses to this part will be used to undertaken an assessment of your organisation’s technical and professional ability to provide works/goods/services.

|  |  |
| --- | --- |
| **4.1 EXPERIENCE AND CONTRACT EXAMPLES** | |
| Please provide details of up to two contracts from either or both the public and private sector, that are relevant to the Authority’s requirement. Contracts for the supply of goods or services should have been performed during the past three years. Please note that these references will be contacted to verify the experience. Referees must **NOT** be from Warwick District Council or any of their currently employed officers. **Initial contact will be via email. Please ensure the named contact is available and that the email and phone numbers are correct and that they are prepared to give a reference.** | |
| Contract 1 | |
| Organisation |  |
| Reference contact name |  |
| Postal Address |  |
| Telephone number |  |
| Email Address |  |
| Contract start and Completion dates |  |
| Contract Value |  |
| Brief description of contract |  |
|  | |

|  |  |
| --- | --- |
| Contract 2 | |
| Organisation |  |
| Reference contact name |  |
| Postal Address |  |
| Telephone number |  |
| Email Address |  |
| Contract start and Completion dates |  |
| Contract Value |  |
| Brief description of contract |  |

|  |  |  |
| --- | --- | --- |
|  | **4.2 HEALTH AND SAFETY** | |
| 4.2a | Does your company have a Written Health and Safety Policy? | Yes/No. If yes please enclose policy statement and contents page only |
| 4.2b | Has your company been served with any prohibition and/or notices for improvement in the past 10 years? If yes please provide details below. Provide details or appendix reference here | Yes/No. |
| 4.2c | Do you keep records including deaths, major injuries, dangerous occurrences, 3 day injuries, near misses as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, RIDDOR? Provide appendix reference here | Yes/No. |
| 4.2d | Do you have a system in place to actively manage and monitor the compliance of your operatives with Health and Safety standards? | Yes/No |

*Evaluation: pass/fail.*

|  |  |  |
| --- | --- | --- |
|  | **4.3 EQUAL OPPORTUNITIES** | |
| 4.3a | Does your Company have a written Equal Opportunity Policy? | Yes/No If yes please enclose policy |
| 4.3b | * Does your organisation actively promote the policy to comply with the Equality Act 2010 legislation and developments | Yes/No |

*Evaluation: pass/fail.*

|  |  |  |
| --- | --- | --- |
|  | **4.5 ENVIRONMENTAL MANAGEMENT INFORMATION** | |
| 4.5a | Does your organisation have an environmental management system? | Yes/No. If yes please enclose policy |
| 4.5b | Does your organisation have any external accreditation for environmental management? | If yes, please state the name of the accreditation, provide a copy of current certification and provide the appendix reference here |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **4.6 INSURANCE** | | |
| 4.6a | Employers Liability | Value: £5,000,000 | Please enclose your certificate and provide appendix reference here |
| 4.6b | Public Liability Required | Value: £5,000,000 | Please enclose your certificate and provide appendix reference here |
| 4.6c | Professional Indemnity | Value: N/A | Please enclose your certificate and provide appendix reference here |

*Evaluation: pass/fail.*

Section 4

Preferred Supplier Questions

1. Provide a basic outline of the service that will be offered to customers of the Royal Spa Centre and Town Hall, this may be supported by marketing information

|  |
| --- |
| **Supplier Response.** |
|  |

1. Please submit a range of menus that WDC will be able to present to our customers and (when considered together) will provide options covering all parts of the spectrum above.

|  |
| --- |
| **Supplier Response.** |
|  |

1. Please confirm which Lot(s) your organisation is applying for (1-3)

|  |
| --- |
| **Supplier Response.** |
|  |

1. Food Hygiene Rating. This will be obtained through the Food Standards Agency but if you have a copy please reference here and submit along with your application.

|  |
| --- |
| **Supplier Response.** |
|  |

Section 5

Statement of Competency

# SECTION 5 - STATEMENT OF COMPETENCY

**INVITATION TO APPLICATION**

**WARWICK DISTRICT COUNCIL**

**APPLICATION FOR Approved catering supplier**

**TO: WARWICK DISTRICT COUNCIL**

I/We confirm that I/we are able to carry out the required service named above and have the requisite knowledge, management and skills to fulfil the whole contract.

The following provide details of any sub-contracting of multi-disciplinary teams, all third party involvement and crucial relations relative to my/our application and any subsequent contract, which may be awarded by the authority.

1………………………………………………………………………………………………………………………….

2………………………………………………………………………………………………………………………….

3………………………………………………………………………………………………………………………….

4………………………………………………………………………………………………………………………….

5………………………………………………………………………………………………………………………….

6………………………………………………………………………………………………………………………….

Signature:………………………………………………………………………………………………………….

Name:………………………………………………….in the capacity of…………………………………

Duly authorised to sign applications for and on behalf of:

…………………………………………………………………………………………………………………………….

Dated:……………………………………………..2015

Section 6

Declaration

# SECTION 6 - DECLARATION

I certify that the information submitted within and appended to this questionnaire is correct.

I understand that if successful in becoming a preferred supplier it will remain our responsibility to network and promote our services and gain the best possible return out of the arrangement. The council can and will assist through signposting but will not act as sole vehicle for carrying out the supplier sales/ marketing activity.

The initial supplier arrangement will run for a period of 12 months from the date of approval and will be reviewed on an annual basis.

I agree to the terms and conditions of the preferred supplier status and to the monitoring systems put in place by signing this agreement.

Signature:………………………………………………………………………………………………………….

Name:………………………………………………….in the capacity of…………………………………

Duly authorised to sign applications for and on behalf of:

…………………………………………………………………………………………………………………………….

Dated:……………………………………………..2015

TEL:

FAX:

MOBILE:

EMAIL:

A director or other authorised senior representative of your organisation must sign this form.

# Warwick District Council Disclaimer

The Approved Supplier List is intended to indicate that a particular supplier is suitable to provide catering services within Warwick District Council venues.

It is not intended to require the Council or individual customers to place orders with any particular supplier. Any orders that are placed between customers and suppliers are private contractual arrangements that do not concern the Council.

The Council has not assessed the quality, price or any other standards of the suppliers provided on this list and customers should make their own enquiries to satisfy themselves that a particular supplier is suitable.

This list is not intended to infer that any of the listed suppliers are recommended by the Council. Customers have the right to seek out other suppliers that aren’t on this list, however, this will be subject to the Council being satisfied that they meet the requirements to be suitable to deliver the services at its venue.