
Tender:-

Provision of Food Catering in Show Society Food Hall

2018 Albury Show



Please return completed tender document to:
Attn: Catering Tenders

Email: alburysocietysociety@bigpond.com

Or Mail to:
Albury Show Society: PO Box 3190 ALBURY NSW 2640

Tenders Close: 5pm, 25th May 2018

Albury Show Society Inc.

Tender for :

PROVISION OF FOOD CATERING IN MAIN FOOD HALL- ALBURY SHOW 2018

<i>Please complete below:</i>	
<i>Name/ Organisation:</i>	
<i>ABN:</i>	
<i>Email:</i>	
<i>Address:</i>	
<i>Contact Person:</i>	
<i>Contact Number:</i>	

FOOD CATERING

General Conditions:

- 1- The Caterer must have a nominated person who can be contacted at all times during the show in case of emergencies.
- 2- The Caterers uniform is required to be worn at all times and closed in shoes are compulsory and all personnel are to be of a neat, tidy and clean appearance.
- 3- NSW Workplace Health and Safety Regulations must be followed at all times.
- 4- The Caterer must provide: a certificate of currency of the Public Liability Insurance, Workers Compensation and Food Handling Certification.
- 5- A register of all attending staff must be made available to the Albury Show Society by 10:00am Thursday 1st November 2018, prior to the show commencing.
- 6- The successful tenderer undertakes to pay the Albury Show Society Inc. the fee of \$1,500 (plus gst) to secure the rights to food catering in the "Food Hall" at the 2018 Albury Show. This fee includes the provision of electricity and professional external signage on both sides of the building (KD Watson Hall) by ASS. A deposit of 30% is to be paid on the signing of the contract with the balance to be paid no later than 10:00am Thursday 1st November 2018, prior to the show commencing.

FOOD HALL REQUIREMENTS:

- 1- The Tender is for the provision of food and drink at the Albury Showgrounds Food Hall on the 2nd and 3rd November 2018.
- 2- Menu items must include:
 - a) Bottles of water
 - b) Selected soft drinks
 - c) Devonshire Tea
 - d) Various cakes/slices
 - e) Hot chips/food (detail)
 - f) Sandwiches/wraps
 - g) Schnitzel Burgers or similar(detail)

Any suggested further menu items can be submitted for approval by the Show Society Committee.

- 3- All food supplies, cooking implements, crockery, cutlery, kitchen supplies and packaging supplies are at Caterer's cost.
- 4- The Caterer is responsible for the ordering of food supplies, preparation of food supplies and cleaning and supply of disposables for the "Food Hall" and associated toilets/rest areas in KD Watson Hall.
- 5- The Caterer is responsible for the ordering, procurement, payment and transport of food supplies and storage thereof.
- 6- The Caterer will be required to provide personnel to operate the "Food Hall" of the 2018 Albury Show. A list of personnel will be made available to Albury Show Committee by the 1st November 2018. (All personnel must be covered by successful tenderers worker's compensation insurance cover).
- 7- The Caterer will be issued with precise number of entry passes for their working personnel only.
- 8- The Caterer must supply a certificate of currency of the Public Liability Insurance, Workers Compensation and Food Handling Certification for their tender documents to be eligible for consideration.
- 9- One only carparking space will be made available for a catering supply vehicle (within 50metres of the "Food Hall"). Movement of the supply vehicle in and out of the showground is to be kept to a minimum during show open hours.
- 10- "Food Hall" signage for both sides of the building will be provided by the Show Society however wall and table menus/signage with approved pricing are to be provided at the successful tenderer's cost.
- 11- All signage and processes of payment are the Caterer's responsibility including floats and or Eftpos facilities.
- 12- The Show Society provides meal vouchers to selected exhibitors/stewards/judges during the show. The "Food Hall" is one of two food areas that a meal voucher is redeemable. The Caterer will provide an accurate invoice to the Show Society after completion of the Show.

Meal Voucher value and content of meals required will be discussed with successful tenderer prior to show.

OPERATIONAL HOURS (OPEN TO PUBLIC)

- FRIDAY 2nd November 2018- 11:00am to 8:30pm (show opens at 3pm)
- SATURDAY 3rd November 2018- 9:00am to 8:30pm

The tenderer is advised that there is a large number of patrons at the Albury Show over the 2 days. Sufficient staff is required to ensure that patrons receive prompt and professional service at all times.

- A) There is a requirement for light lunch buffet to be provided to selected stewards/judges on the Friday of the show. The period for this buffet will be from 11:00am to 1:00pm. A selection of sandwiches and cakes would be applicable.
- B) A number of traders and workers will be seeking breakfast at the "Food Hall" prior to the show opening on Saturday. Taking this into account, the successful tenderer will be required to be open from 7:30am on Saturday offering a simple menu of e.g. egg and bacon rolls.

Please note that the "Food Hall" at the Albury Show is a very important trader site and how it is staffed and operated reflects upon the Albury Show Society Committee. This site is a major contributing factor as to how the community enjoys their experience at the Albury Show.

TENDER SUBMISSION

Tender closes: 5pm Friday 25th May 2018

Submission of Tender:

All tenders are to be submitted via mail or email to the Secretary

Attn: Tenders

Email: alburyshowsociety@bigpond.com

Or Mail to:

Albury Show Society: PO Box 3190 ALBURY NSW 2640

For further information regarding tender details please ring- 0408 463 068

Notification of Tender: The successful tenderer will be notified by email or telephone.

Tender: Provision for Food Catering in Main Food Hall - 2018 Albury Show

This tender document is a contract between the persons/organisation named above and the Albury Show Society Inc.

I/We have read the description of the tender as described in the tender information and undertake to pay the tender fee as prescribed in the general conditions.

I/We acknowledge that we have the appropriate insurance and certification to indemnify Albury Show Society Inc. against any claims whatsoever.

I/We agree to abide by all current NSW Workplace Health & Safety Standards including all current Food Handling Requirements.

If your tender is successful, this document serves as an obligation to fulfil the contract and payment by the agreed dates.

<i>Office Use Only</i>		
Successful Tenderer (hereafter referred to as Caterer)		
<i>Name:</i>		
<i>Position in Organisation:</i>		
<i>Signature:</i>		<i>Witness Signature:</i>
<i>Date:</i>		
Albury Show Society Inc.		
<i>Name:</i>		
<i>Position in Organisation:</i>		
<i>Signature:</i>		<i>Witness Signature:</i>
<i>Date:</i>		