

# REQUEST FOR QUOTATION

Contract No.: Q9720

## OPPORTUNITIES FOR NOT-FOR-PROFIT ORGANISATIONS

FOR THE TEMPORARY USE OF THE WATER-  
FRONT KIOSK (JUNE 2021)

### **AND/OR**

THE PROVISION OF A COMMUNITY LIQUOR-  
PERMIT FOR EXPO 2021 MAIN STAGE BAR.



**Cook Shire**  
COUNCIL

# Request for Quotation

## PART 1 – PREAMBLE

Cook Shire Council invites submissions from not for profit/community group (the organisation) for one or both opportunities available during the Cooktown and Cape York Expo 2021, as described in more detail in Part 5 – Scope.

## PART 2 – GENERAL INFORMATION

1. Contract details	RFQ Q9720 – OPPORTUNITIES FOR NOT FOR PROFIT ORGANISATIONS
2. Communications by Respondents:	Communications regarding the Procurement Process must be submitted to <a href="mailto:tenders@cook.qld.gov.au">tenders@cook.qld.gov.au</a>
3. Submission of Quotation:	Responses must be submitted at <a href="mailto:tenders@cook.qld.gov.au">tenders@cook.qld.gov.au</a> by <b>no later than 2pm on Wednesday, 28 April 2021</b> . <i>Note// Adequate time must be allowed for the Quotation and all supporting documents) to be uploaded or received by this time.</i>
4. Quotation to be valid for:	90 calendar days after the time stated in Item 3 (as extended if at all, pursuant to the Procurement Process Conditions)
5. Complaints:	Complaints regarding Procurement Process to be directed to: <a href="mailto:mail@cook.qld.gov.au">mail@cook.qld.gov.au</a>

## PART 3 – PROCUREMENT PROCESS CONDITIONS

The Procurement Process is governed by, and this Request for Quotation is to be read in conjunction with, the Procurement Process Conditions available for viewing or download from <http://www.cook.qld.gov.au/council-desc/tenders>

## PART 4 – CONTRACT

- ☒ The contract with the successful Respondent shall comprise the documents identified as forming the contract in clause 4 of the Principal's standard terms and conditions which can be found at <http://www.cook.qld.gov.au/council-desc/tenders>

## PART 5 – SCOPE

Cook Shire Council are seeking the services of the organisation who may wish to take advantage of two fund raising opportunities available during the Cooktown and Cape York Expo 2021. These opportunities are:

### 1. TEMPORARY USE OF WATERFRONT KIOSK

Council would like to make the kiosk available at no cost to the organisation. Any profits resulting from the sales would be for use of the organisation to further benefit the community.

The kiosk has an excellent food serving and preparation area with hot and cold running water however it has not been fitted out. There is sufficient space outside the kiosk to accommodate a mobile cold room.

Council would like the kiosk open to the public for the period 1 to 30 June 2021, from 10am to 5pm daily, with an opportunity to negotiate depending on the need. The organisation may wish to partner with other organisations, so that more than one organisation can have the benefit of the fund raising opportunity.

Council anticipates the sale of pre-packaged food, soft drinks and the like to cater for the vast number of visitors to Cooktown, particularly those visiting the waterfront area.

It is anticipated that a food license may not be required, however in the event that one is required, Council will assist the successful organisation/s in progressing this.

**Additional information** is available at the following link: <https://www.publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed>

**Food safety for fundraising events – booklet** is available at <https://www.publications.qld.gov.au/dataset/food-safety-for-non-profit-organisations/resource/f9bafd7c-1d28-4a8a-b009-eb08e177aaed> although a hard copy is also available from Council's Customer Service.

Notwithstanding the above, the successful organisation/s will be required to complete a **COVID Safe Checklist: Dining and Drinking** which is available by clicking on the following link:

[https://www.covid19.qld.gov.au/\\_data/assets/pdf\\_file/0019/132292/covid-safe-checklist-dining-and-drinking.pdf](https://www.covid19.qld.gov.au/_data/assets/pdf_file/0019/132292/covid-safe-checklist-dining-and-drinking.pdf)

## 2. APPLICATION FOR A COMMUNITY LIQUOR PERMIT

Council is in the process of negotiating with companies to establish a mobile bar within the Cooktown and Cape York Festival Village Expo Precinct alongside the main stage. This opportunity would require an interested organisation to provide a community liquor permit.

As well as providing a community liquor permit, a member from the organisation would be required to hold a Responsible Service of Alcohol (RSA) and be present for the duration of the events, as follows:

- 11 to 13 June (inclusive) 5pm to 10pm
- 18 to 20 June (inclusive) 5pm to 10pm

The not for profit organisation together with the mobile vendor would account for the takings at the end of each night and be responsible for banking the funds. At the end of event, the organisation will; after deducting any costs associated with the application of the liquor permit, retain 10% of the takings and transmit the balance of the funds to the mobile liquor vendor.

### EVALUATION CRITERIA:

Council will assess the submissions received and make their selection based on:

- Evidence of public liability insurance;
- Benefit to the community including partnership with other organisations
- Proposed use of the kiosk (opportunity 1 only)
- Evidence of, or ability to obtain RSA and community liquor permit (opportunity 2 only)

## PART 6 – RESPONSE SCHEDULES

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | The Respondent must submit a Response in the form of the Response Schedules attached below: |
|--------------------------|---|

The Respondent submits an offer for contract **RFQ Q9720 – OPPORTUNITIES FOR NOT FOR PROFIT ORGANISATIONS** in accordance with the Request for Quotation and these response forms. By submitting the Quotation, the Respondent acknowledges that the Quotation will remain valid and open for acceptance for the period stated in Part 2 – General Information of the Request for Quotation and that the Respondent has read and understood the terms of the contract referenced in Part 4 of the Request for Quotation.

Signature of authorised representative of Respondent:

Name of authorised representative of Respondent:

Date:

#### RESPONSE FORM 1 - GENERAL DETAILS

Respondent's legal entity name:

ABN:

Address:

Contact Person (if different):

Telephone:

Email:

#### RESPONSE FORM 2 - INSURANCES

Please provide the details of its insurance and attach certification of insurance for the following:

##### **PUBLIC LIABILITY**

The Principal (Council) to be noted as an interested party on the policy

Insurance Company:

Policy Number:

Expiry Date:

Indemnified amount for any one occurrence:

Any Limit of Indemnity:

#### RESPONSE FORM 3 – INDICATION OF INTEREST

The organisation is to indicate which opportunity they would be interested in:

OPPORTUNITY	YES	NO
1. TEMPORARY USE OF WATERFRONT KIOSK		
2. APPLICATION OF COMMUNITY LIQUOR PERMIT		

#### Response Form 4 – RESPONSE TO EVALUATION CRITERIA

All applicants are to provide a statement of the intended use of the funds and how this would benefit the community and if they would be partnering with any other organisation.

If selecting Opportunity 1. provide detail of the intended use of the kiosk and items to be sold.

If selecting Opportunity 2. provide evidence of Community Liquor Permit and RSA or ability to acquire.