



**REQUEST FOR  
QUOTATION**

**BAR & FOOD  
OPPORTUNITY**

**DISCOVERY FESTIVAL  
BUSH DANCE 2023**

Contract No.: Q09822



**Cook Shire  
COUNCIL**

# REQUEST FOR QUOTATION

## PART 1 – PREAMBLE

Cook Shire Council invites submissions from not-for-profit/community groups (the organisation) for one or both of the opportunities available at the Cooktown Discovery Festival Bush Dance to be held at the Cooktown Shire Hall, as described in more detail in Part 5 – Scope.

## PART 2 – GENERAL INFORMATION

|                                   |   |
|-----------------------------------|---|
| 1. Contract details               | <b>Q09822 – BAR AND/OR FOOD OPPORTUNITIES (BUSH DANCE)</b>  |
| 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 by email to <a href="mailto:tenders@cook.qld.gov.au">tenders@cook.qld.gov.au</a> by <b>no later than 2pm on Wednesday 3 May 2023.</b><br><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 invites submissions from not-for-profit/community groups (the organisation) for one or both of the fund raising opportunities available at the Cooktown Discovery Festival Bush Dance to be held at the Cooktown Shire Hall for approximately 150 people (including children).

### BAR SERVICE – Friday 16 June 7.00pm – 11.00pm (plus set-up and pack down)

- Ability to obtain a Liquor Permit
- At least one person must have a Responsible Service of Alcohol (RSA) certificate (can be obtained online through any Registered Training Organisation).
- Community group to supply alcohol, water, soft drinks, volunteers and other equipment required to operate bar. (Tables will be provided)

### PROVISION OF FOOD – Friday 16 June 7.00pm – 11.00pm (plus set-up and pack down)

- Sale of light food and snacks
- Cooking and serving equipment (small non-commercial kitchen is available on site) – tables will be provided.
- Food Safety Certificate (depending on food sold)
- Volunteers

### 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 groups
- Evidence of, or ability to obtain RSA and community liquor permit

**PART 6 – RESPONSE SCHEDULES**

The Respondent must submit a Response in the form of the Response Schedules attached below:

The Respondent submits a Quotation for contract Q09822 – BAR **AND/OR** FOOD OPPORTUNITIES (BUSH DANCE) 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 company or other legal entity name:

ABN:

Address:

Contact Person (if different):

Telephone:

Email:

**Response Form 2 – Insurance**

Please provide the details of your insurance and attach certification of insurance:

**PUBLIC LIABILITY**

Insurance company:

Policy number:

Expiry Date:

**Response Form 3 – Indication of Interest**

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

| OPPORTUNITY       | YES | NO |
|-------------------|-----|----|
| BAR SERVICE       |     |    |
| PROVISION OF FOOD |     |    |

**Response Form 4 – Response to evaluation criteria**

The organisation is 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

Evidence of Community Liquor Permit and RSA or ability to acquire – please also provide proposed drinks and prices

Food Safety Certificate (dependent on food sold) – please also provide a proposed menu and prices

Evidence of any previous experience either with operating a bar or serving food