

TENDER RECOMMENDATION REPORT

TO: ACTING CHIEF EXECUTIVE OFFICER

CC: ACTING MANAGER COUNCIL & CORPORATE SUPPORT

FROM: DIRECTOR CORPORATE STRATEGY & PERFORMANCE

FILE REF: 43814: 22/250910

DATE: 4 July 2022

**REQUEST FOR TENDER 22033
CATERING SERVICES – COUNCIL EVENTS**

Issue

To consider the decline of submissions received against Request for Tender 22033 for the Provision of Catering Services for Council events.

Background

The City's current catering services contract with Cherry's expired on 30 June 2022. The City is currently obtaining such services through a monthly quotation basis. A new contract arrangement is therefore required for this ongoing service.

Detail

Tender 22033 for the provision of catering services for Council events was advertised on 26 February 2022 and closed on 29 March 2022. Two Addenda issued were in response to tenderer questions.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Goods and Services
Contract Type	Schedule of Rates
Contract Duration	One Year
Commencement Date	1 July 2022
Expiry Date	30 June 2023
Extension Permitted	Yes, four periods of 12 months

Tender submissions received from the following companies:

Legal Name	Trading Name	Abbreviation
Acclaimed Catering Services Pty Ltd	Acclaimed Catering	Acclaimed
Epic Catering Services	Epic Catering Services	Epic
Hythe Enterprises Pty Ltd	Cherry's Catering	Cherry's

The Tender Evaluation Panel (**Panel**) comprised:

- Manager Council & Corporate Support
- Manager Communications & Brand
- Coordinator Corporate Support (Chair and non-voting)
- Coordinator Safety Systems
- Civic & Hospitality Officer

Probity Oversight

The City's Contracts Officer provided oversight to the tender assessment process.

Tender submissions evaluated in accordance with the Procurement and Evaluation Plan (PEP) and included the following selection criteria:

Item No	Description	Weighting
	Price (assessed under Value for Money)	Not Weighted
1	Sustainable Procurement a. Environmental Considerations (5%) b. Buy Local (10%) c. Reconciliation Action Plan (RAP) (2.5%) d. Disability Access & Inclusion (DAIP) (2.5%)	20%
2	*OSH	10%
3	*Experience	15%
4	*Resources and Capacity to Provide Catering Services	10%
5	*Organisation Capacity	10%
6	*Catering Solutions	30%
7	*Managing Food Waste	5%

Pricing is not included in the qualitative criteria and considers as part of the overall value for money assessment. Tenderers must achieve a minimum acceptable qualitative score (as determined by the City) and for each of the qualitative criteria detailed above (*) to be considered for further evaluation.

Submissions received by Epic and Cherry's were deemed as conforming. However, the submission received by Acclaimed deemed as non-conforming as they failed to include pricing in their tender submission. No further assessment was progressed for the non-conforming submission from Acclaimed.

Overall Assessment and Comment

Although both submissions presented well and addressed the relevant criteria, the City, following an internal review considers the need to review the scope of services and specification and revise the current standard offering with a view to revisiting the market through an invited request for quotation process.

Such determination therefore requires a decline to submissions received to the current tender process.

Consultation

Nil

Statutory Compliance

Tenders invited are in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective with the Strategic Community Plan 2021-2031:

“Goal 7: A well-governed and managed City that make informed decisions, provides strong community leadership and valued customer focused services.”

Enterprise Risk Management Considerations

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Low
Accountability	Action Planning Option
Chief Executive Officer	Manage

Policy Implications

Invited Tenders were in accordance with the requirements of the City's Purchasing Policy.

Recommendation:

That the Chief Executive Officer in accordance with Delegation 1.1.14 (2) DECLINES all tenders received against Request for Tender 2203 for the Provision of Catering Services for Council Events.