

Thursday, 09 February 2017

Dear Sirs,

RE: INVITATION TO TENDER FOR AN OPERATOR FOR THE PROVISION OF CATERING SERVICES WITHIN THE BUILDING; THE INNOVATION CENTRE, CATALYST INC, ECOS, BALLYMENA

We invite you to submit a proposal for the provision of services for the above project.

Catalyst Inc's newly refurbished Innovation Centre, ECOS, Ballymena will open in Spring 2017.

The building could accommodate up to 200 employees as well as substantial prospects from the local community and tourists as a visitor's centre. On top of this there are 3-4 large meetings rooms and a 114 seater lecture theatre which is available to internal/external business and organisations for hire. Such events, meetings, conferences etc will require catering. The ground floor has a dedicated café space with a fully fitted kitchen and servery.

Catalyst Inc are looking for an operator for the provision of catering services within the building. It is recognized that the product offering and hours of service will expand as the activity increases in the building as the operation must be commercially sustainable going forward.

Catalyst Inc are seeking an operator who strives for quality and innovation. The operator should also strive to apply sustainable principles throughout, with an organic local food policy where possible.

Outline specification/requirement

- Catalyst Inc will install the kitchen and supply all equipment, crockery, cutlery etc. and replenish in future.
- Catalyst Inc will pay all utilities.
- Minimum hours of operation 08.30 to 16.00 Monday to Friday and weekends to service visitors.
- Minimum food offering
 - Range of hot beverages
 - Range of scones/croissants/ tray-bakes/confectionary
 - Soup
 - Made to order sandwiches
 - Salads
 - Hot Lunch offering (Mon-Friday)

Proposals are sought from interested operators. Submissions should detail:

1. What makes you a suitable operator for the facility?
2. Outline your plans / ethos for providing local, sustainable and ethically sourced produce to service the building
3. Outline range of food products including pricing for cash sales
4. Outline range of food products including pricing for pre-booked events
5. Projected turnover for first three years
6. Rental payment. This can be a simple lump sum per annum, simple percentage of all annual turnover, percentage of all annual turnover above a certain turnover level
7. Duration of contract you would consider committing to
8. Minimum daily turnover required to run operations successfully
9. Catalyst Inc are at the forefront of Innovation in Northern Ireland, how would you carry this concept through in your operations and products offerings at Catalyst Inc?

Bids will be assessed 40% on range of product, 40% on price of product and 20% on financial contribution to Catalyst Inc. For purposes of assessment we will convert your turn-over and any commission percentage into a projected 3 year return for Catalyst Inc.

Any queries should be submitted by email to andy.mcdonald@catalyst-inc.org and all queries submitted five days prior to return of tender. If you require a site visit, this can be arranged prior to submission deadline through Andy McDonald on the email above.

You should submit your Submission Document in a sealed envelope clearly marked **“Catalyst Inc, ECOS – Catering Tender”** to Catalyst Inc, Innovation Centre Queens Road, Queen’s Island, Belfast BT3 9DT by 12 noon on Friday 24th February 2017

Yours faithfully,

Andy McDonald
Business Development Manager
Catalyst Inc

The Innovation Centre Queen’s Road Queen’s Island
Belfast BT3 9DT
Tel: 028 90737800
Fax: 028 90737801

Encl.

- Form of Tender (Document)
- ECOS Floor Plans
- kitchen Layout Drawing

TO BE COMPLETED BY THE TENDERER AND RETURNED AT THE TIME OF TENDERING

FORM OF TENDER

CATALYST INC

PROVISION OF CATERING SERVICES

1. I/We the undersigned hereby tender for the above contract in accordance with the attached Conditions or Contract and Specification at the prices quoted.
2. I/We agree that this Tender together with your written acceptance thereof shall constitute a binding contract between us in relation to the whole or such part of the Tender as may be specified in your written acceptance.
3. I/We accept and agree to abide by the attached Conditions of Contract which take precedence over any terms, conditions, stipulations or provisos which may appear on or be annexed to any correspondence submitted by me/us in connection with this Contract.
4. I/We understand that Catalyst Inc does not bid itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
5. I/We understand that the acceptance of any Tenders will be on the basis of the published evaluation criteria.
6. I/We understand that the acceptance of this Tender does not bind Catalyst Inc to place any orders under it and that Catalyst Inc may accept more than one Tender for the supply of the service covered by this Tender.
7. I/We understand that CATALYST INC reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders and in such circumstances may use the negotiated procedure without a further call for competition.
8. I/We warrant that I/we have all the requisite corporate authority to sign this tender.

Dated this _____ day of _____

Signed by or on behalf of the Tenderer:

Name of Tenderer:

(BLOCK CAPITALS)

Registered Address:

Catalyst Inc

VAT REGISTRATION

Part 1 or Part 2 to be completed as appropriate by the Tenderer and returned at the time of tendering.

1. My/Our VAT Registration Number is

Signed by

For and on behalf of

Date

2. We are “**EXEMPT**” from VAT under the terms of the Finance Act 1972.

Signed

For and on behalf of

Date

Catalyst Inc

FAIR EMPLOYMENT DECLARATION

DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL MAIN CONTRACTORS, NOMINATED SUB-CONTRACTORS OR CONSULTANTS TENDERING FOR THE EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR SERVICES AND MUST BE RETURNED AT THE TIME OF TENDERING.

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

1. Article 64 of the Fair Employment and Treatment (Northern Ireland) Order 1998 provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64(4) also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
2. For the purposes of Articles 64 – 66 of the Order, an unqualified person is a person on whom a notice has been served under Article 62(2) or Article 63(1) of the Order and which has not been cancelled.
3. Mindful of its obligations under the Order, CATALYST INC has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of Article 64 – 66 of the Order.
4. Contractors are therefore asked to complete and return the form endorsed hereon, with their tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with CATALYST INC to which Article 64 of the Order applies.

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

I/We hereby declare that I am/we are not unqualified for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.

I/We undertake that no work shall be executed or goods or services supplied by any unqualified person for the purposes of any contract with CATALYST INC to which Article 64 of the Order applies.

Signed by

Duly authorised to sign for and on behalf of

Date

Catalyst Inc

CERTIFICATE RELATING TO BONA FIDE TENDER

1. The essence of tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreements or arrangements with any other person.
2. We also certify that we have not:
 - a) Communicated to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the appropriate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of this tender;
 - b) Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
 - c) Offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.
3. We undertake that we will not do any of the acts mentioned in paragraphs 2a, 2b or 2c above at any time before the acceptance or rejection of this tender.
4. In this certificate the word “person” includes any persons and any body or association corporate or unincorporated any “any agreement or arrangement” includes any such transaction, formal or informal and whether legally binding or not.

Signed:

BLOCK CAPITALS:

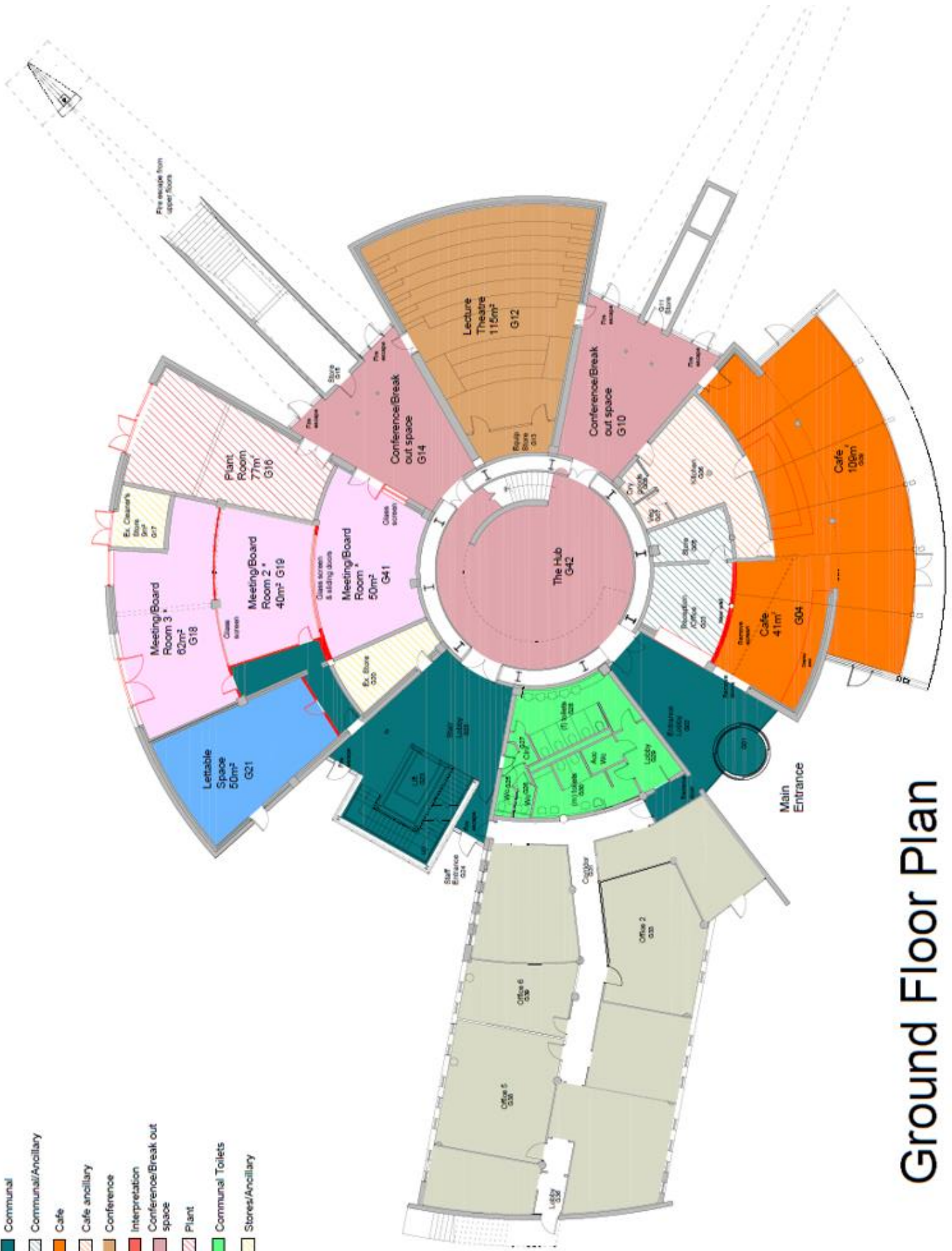
For and on behalf of:

Date:

CATALYST INC FLOOR PLANS

Legend

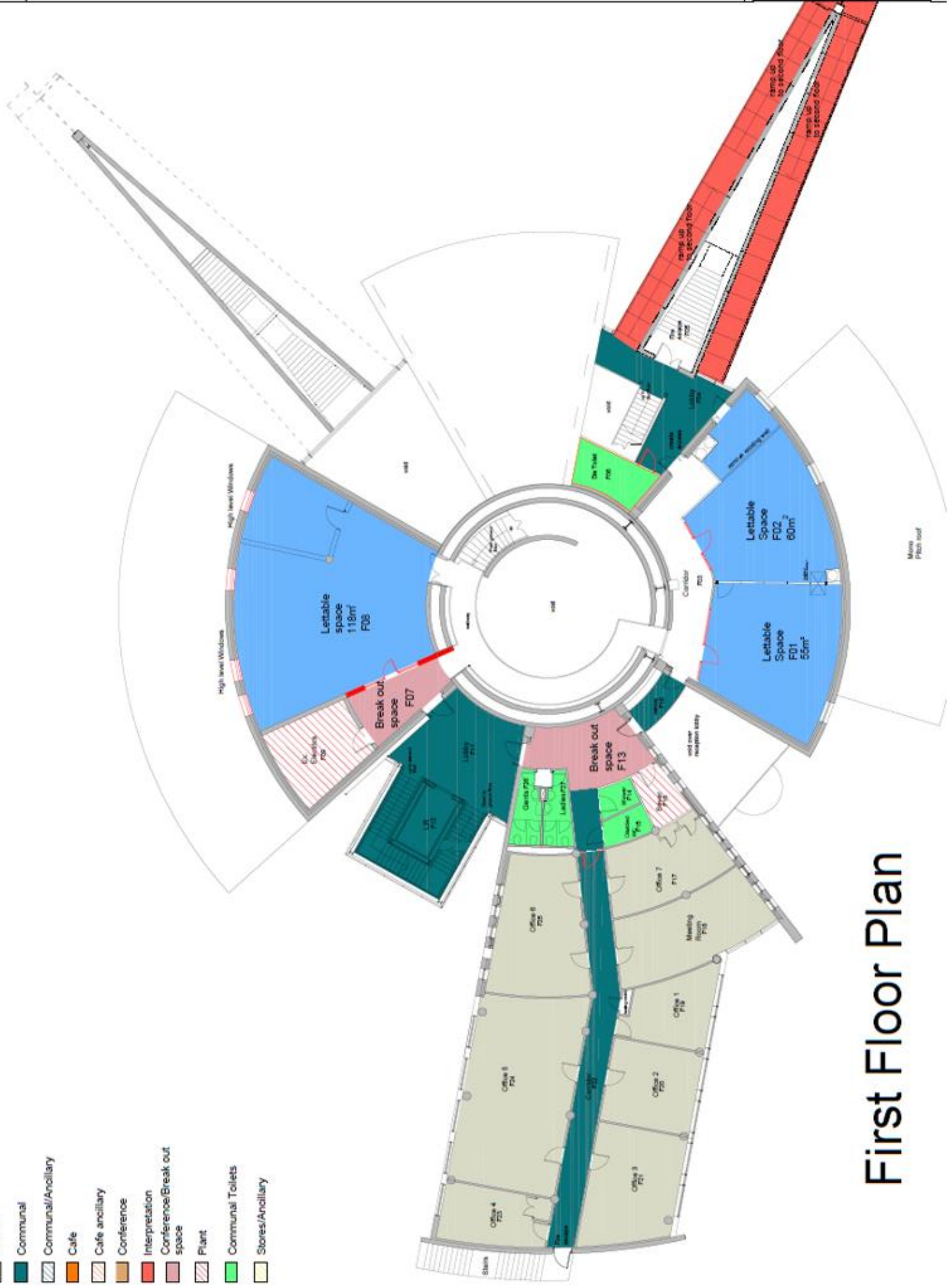
- Lettable
- Communal
- Communal/Ancillary
- Cafe
- Cafe ancillary
- Conference
- Interpretation
- Conference/Break out space
- Plant
- Communal Toilets
- Stores/Ancillary














Ground Floor Plan

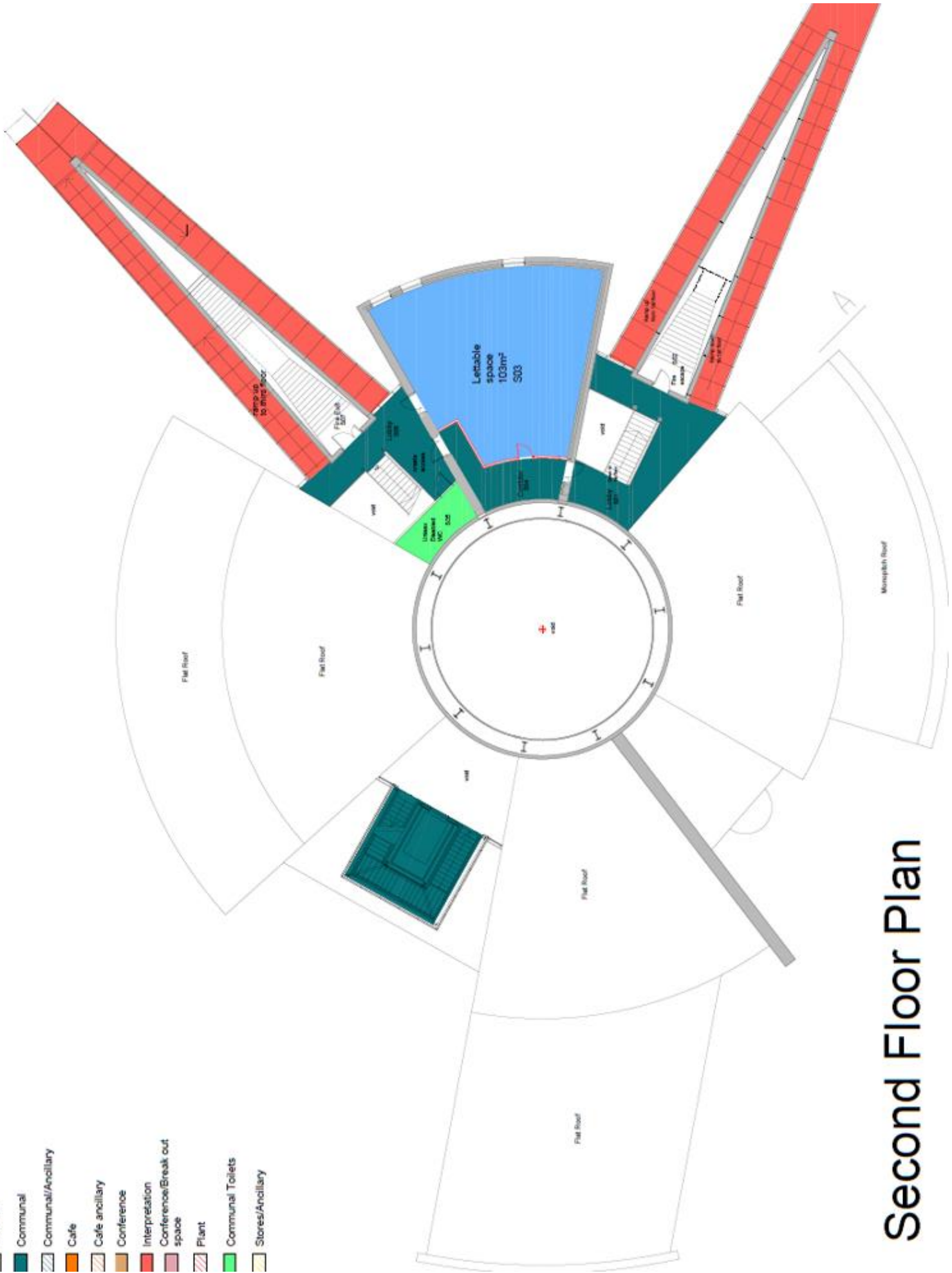
Legend

- Lettable
- Communal
- Communal/Ancillary
- Cafe
- Cafe ancillary
- Conference
- Interpretation
- Conference/Break out space
- Plant
- Communal Toilets
- Stores/Ancillary



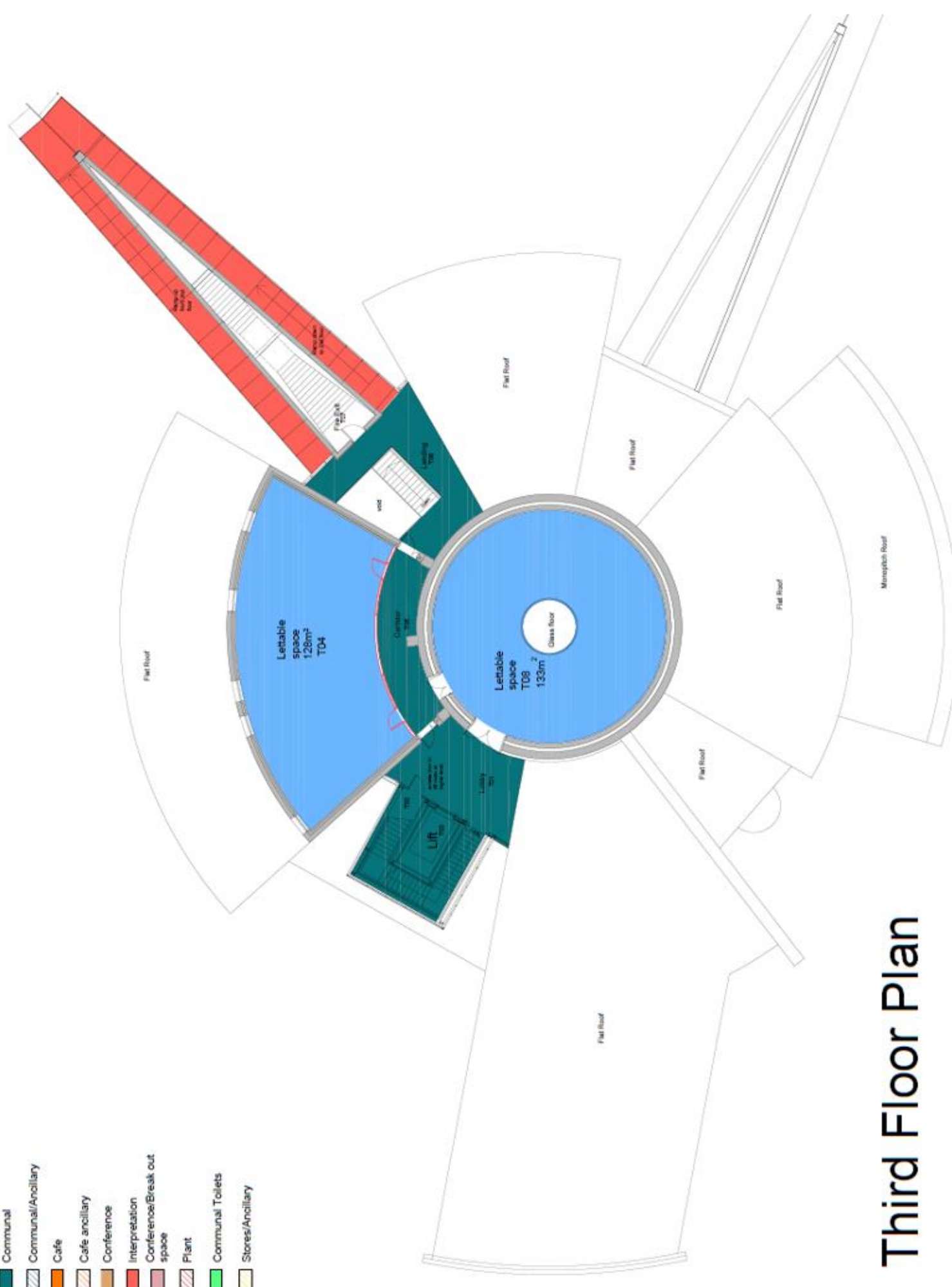
First Floor Plan

- Legend
-  Lettable
 -  Communal
 -  Communal/Ancillary
 -  Cafe
 -  Cafe ancillary
 -  Conference
 -  Interpretation
 -  Conference/Break out space
 -  Plant
 -  Communal Toilets
 -  Stores/Ancillary



Second Floor Plan

- Legend
- Lettable
 - Communal
 - Communal/Ancillary
 - Cafe
 - Cafe ancillary
 - Conference
 - Interpretation
 - Conference/Break out space
 - Plant
 - Communal Toilets
 - Stores/Ancillary



Third Floor Plan

KITCHEN LAYOUT DRAWING

