Request for Tender (RFT) for Operation of Café and Canteen

Introduction
The College is seeking tenders from suitably experienced operators for the purpose of operating a Café and Canteen business at our Vines Road site.

Tender period opens on: Wednesday 29th October, 2014
Tender period closes on: Thursday 20th November, 2014 2.00pm - Australian Eastern Daylight Savings Time

College Contact Person: Mrs Marlene Barker
College Phone No: (03) 5277 1177

Lodgement of Tenders: Tender for Café and Canteen Mrs Marlene Barker Western Heights College – Quamby Campus 19 Quamby Avenue HAMLYN HEIGHTS VIC 3215

Please Note: The Tenderer’s Response must be completed in the format specified and a hardcopy submitted via the College’s Tender Box (refer to – Lodgement of Tenders details above).

Structure of RFT
This RFT comprises the following sections–
- **Introduction** – contains an overview of the opportunity presented in, and the objectives of, this RFT.
- **RFT Part A – Conditions of Tendering** sets out the rules applying to the RFT documents and to the Tendering Process. These rules are deemed to be accepted by all Tenderers and by all persons having received or obtained the RFT.
- **RFT Part B – Specification** describes the Services in respect of which the College invites Tenders from interested persons.
- **RFT Part C – Proposed Contract** contains the terms and conditions in compliance with which the College desires the Services set out in RFT Part B to be provided.
- **RFT Part D – Tenderer’s Response** specifies the information to be provided in a Tender and may also specify any information to be provided by a Tenderer by other means. RFT Part D may include templates to be completed and included in a Tender.

RFT Objectives
The College is seeking responses to this RFT for the purpose of providing canteen services to Western Heights College students during school days and through the café area - service community members who access the site during school hours and also during extended weekdays and weekend hours.

The College’s specific requirements in relation to the Services are set out in RFT Part B of this RFT (Specification).

In issuing this RFT, the College seeks to identify a Tenderer who is:
(a) able to provide the Services required by the College in the manner set out in the Specification;
(b) able to demonstrate a commitment and ability to working in collaboration with the College over the term of any agreed contractual period to continuously seek improvements in value, efficiency and productivity in connection with the provision of the Services; and
(c) prepared to work with the College to continue to identify opportunities for improvement in the quality and level of service provided to the College,

for the mutual benefit of both the College and the Tenderer.