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**Outdoor Mobile Catering Expression of Interest**

**GENERAL INFORMATION AND REQUIREMENTS**



**REFERENCE 2024 EP EOI 002**

Closing date for submission: no later than **12.00 Noon Monday 26 February 2024**

Fermanagh and Omagh District Council invite Expressions of Interest for outdoor mobile catering opportunities at designated sites. Vendors must be able to offer quality refreshments, provide a reliable service and meet the sustainability values of the Council.

Site licences will be for \*two-year period initially subject to regular review of satisfactory performance against agreement, there will be an option to extend for a further two years at the sole discretion of the Council.

The following sites have been identified:

1. The Grange Park, Omagh

Trading hours: 7am – dusk all year round, Monday – Sunday

**Note: Only one site is available at the above locations. Vendors will be responsible ensuring the sites they have a licence for are free from litter and debris, cleansing and removing all their own refuse from the site/s.**

**Licences will be terminated where sites are not maintained to an acceptable standard.**

**Completing an Expression of Interest**

The EOI is very straightforward, complete the required fields in the online form and submit.

Before submitting an Expressions of Interest, clarification should be sought on any points of doubt. The deadline for receipt of points **for clarification is 12 noon on Friday 23 February 2024.** During the Expressions of Interest period requests for clarification cannot be made by telephone or in person, requests for clarification must be made via e-mail to [propertyservices@fermanaghomagh.com](mailto:christine.clingen@fermanaghomagh.com)

In all circumstances, Fermanagh and Omagh District Council reserves the right to issue clarification responses to all bidders at any stage when it believes, at its sole discretions, the clarification should be issued to all bidders. All clarification notices will be e-mailed, using the email address provided when the document is downloaded from the Council’s website or email address that is provided at the time of requesting the documents, to all who have requested the documents.

Clarification Notices shall become part of the Expressions of Interest and must be treated as such by all bidders.

Submit an expression of interest by **[clicking here](https://form.jotform.com/232784799670374)**

Please note information submitted outside of this process will not be considered.

**How we assess your Expression of Interest?**

After you submit your EOI, officers will assess based on the information you provided.

The EOI will be assessed based on the criteria below:

* **Mandatory** questions. Fail responses will automatically mean that the submission has been rejected.
* **Quality (60%)** questions will be scored based on 0 (very poor response) to 5 (excellent response see \*indicators below) each question score will be multiplied by 4 to give a percentage score ie: score 5 excellent response x 4 = 20% max available score for each question.
* **Cost (40%).** The fee submitted will be added to the quality score.

We use the following formula to arrive at a final assessment score: Available marks [60%] x Highest acceptable price (40%) / Bidder’s price = your score (xx%).

The quality criteria responses will be evaluated against the following scoring \*indicators. Those submitting a quotation must achieve a minimum of 3 against the scoring indicators for each quality criteria; any submission which achieves less than a score of 3 against the scoring indicators will be considered unsatisfactory & will be excluded.

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| --- | --- | --- |
| **Assessment** | **Score** | **Indicators** |
| **Excellent** | **5** | The submission provided is of excellent relevance and is fully supported by a comprehensive Level of detail.  No omissions and or weaknesses identified. |
| **Good** | **4** | The submission provided is of good relevance and is well supported by a good level of detail.  Only minor omissions and/or weaknesses identified. |
| **Satisfactory** | **3** | The submission provided is of satisfactory relevance and is supported by an adequate level of detail.  Some omissions and/or weaknesses identified. |
| **Limited** | **2** | The submission provided of limited relevance and partially detailed.  Several material omissions and/or weaknesses have been identified. |
| **Poor** | **1** | The submission provided is of poor relevance and is inadequately detailed.  Major omissions and/or weaknesses have been identified. |
| **Nil response/Very Poor** | **0** | No response or unacceptable information provided. |

The score achieved out of 5 will then be multiplied by the weighting factor detailed beside each quality criteria. The Quality score will be added to that obtained for Price and the bidder with the highest overall score will be awarded the contract.

The vendor with the highest Price & Quality score will be awarded a site license pending evidence of the required documentation in the mandatory section.

Where two vendors submit an EOI for the same site/s the vendor with the highest overall score will be awarded the site rental contract. In the event that 2 suppliers submit exactly the same price, each of the lowest submissions will be assigned a number and the successful number will be randomly selected.

**What happens next?**

Submitting an Expression of Interest (EOI) is not acceptance of an offer from the Fermanagh and Omagh District Council.

The EOI will be assessed based on your responses to questions.

**When do we contact you?**

You will be contacted with the outcome of the assessment via the address email submitted on the EOI within 10 working days of your submission.