



# Southern Tasmanian Badminton Association (STBA)

## STBA Committee

### Expressions of Interest (EOI) Response Form for operation of canteen at STBA Centre, 101 Cascade Road.

The following form provides the outline and format for responses to the STBA's request for EOI. Applicants should complete the form as completely as possible and submit by 5 pm Wednesday 25th September 2019 ONLY to [info@stba.net.au](mailto:info@stba.net.au). The STBA will not accept submissions in any other way, or after this time and date, and it is the applicant's responsibility to ensure this occurs.





# Southern Tasmanian Badminton Association (STBA)

## FORM 1 – COMPANY DETAILS

<b>Business / Corporation / Person:</b> (Businesses list all proprietors)	
<b>Postal Address:</b>	
<b>Street / Physical Address:</b>	
<b>Australian Business Number (ABN):</b>	ABN: <b>OR</b> • Will you be applying for an ABN? Yes      No      (mark appropriate box) <input type="checkbox"/> <input type="checkbox"/>
<b>Is it proposed to sub-contract any part of the Goods and/or Services?</b> If "YES", specify full name and address of each sub-contractor and their relevant experience and expertise in relation to the offered Goods and/or Services	Yes      No      (mark appropriate box) <input type="checkbox"/> <input type="checkbox"/>
<b>Size</b>	Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Not for profit <input type="checkbox"/> (mark appropriate box)  <i>Note: Small to Medium Enterprises (SMEs) are defined as firms with less than 200 full time equivalent employees. Under 20 full time equivalent employees is defined as Small, 20-199 full time equivalent employees is defined as Medium and 200 plus full time equivalent employees is defined as Large.</i>
<b>Supplier Diversity Status</b>	Indigenous Business <input type="checkbox"/> Disability Enterprise <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other: _____ (mark appropriate box)  <i>Note: Please include copies of relevant documentation to support your Supplier Diversity Status</i>
<b>Contact Name, Phone and Fax No:</b>	
<b>Contact email address:</b>	
<b>Authorised Signature(s):</b>	
<b>Name(s):</b>	
<b>Date:</b>	



# Southern Tasmanian Badminton Association (STBA)

## FORM 2 – SPECIFICATION STATEMENT

Please provide a written statement including:

- How you are best placed to meet the scope.
- Details of your knowledge and previous experience in delivery of a canteen service.
- Details of your knowledge, resources and systems that will enhance the delivery of a canteen service.
- Details of your knowledge of, or involvement with the STBA.
- Any value-added services, such as innovation, range of menu, employing from our members base or creating opportunities and details of any current proposed staff.



# Southern Tasmanian Badminton Association (STBA)

## FORM 3 – OFFER REQUIREMENTS

1. Does your organisation understand and agree to provide the canteen services during the hours of operation outlined in the EOI?:

- Yes      No

*(if alternative hours are proposed, please attach details)*

*Response:*

2. Has your organisation made full disclosure of all fees and charges in the Form 6 - Pricing Schedule?

- Yes      No

*If No Response:*

3. Does your organisation currently have the financial capacity to deliver the service?

- Yes      No

*Please provide details of your organisation's financial capability, such as a credit check, or steps that will be taken to improve the financial capability:*



# Southern Tasmanian Badminton Association (STBA)

## FORM 4 – HIGH QUALITY CANTEEN SERVICE

- 1a. Please provide information on the menu that you are to offer.
- 1b. Canteen service providers are to provide a sample of a routine menu of items that will be stocked and offered to patrons.
- 1c. Service providers are also to address their approach to the following:
- Staffing the canteen
  - Review/ customisation of the menu
  - Approach to inclusion of people with special dietary requirements

*Response:*

Has your business attached a sample menu with all items and costs to consumer (attached with EOI)?

Yes

No

2. Canteen service providers are required to provide details of how they will continue to strive for an improvement in services. Provide a sample of a Quality Improvement Plan (Maximum 2 pages attached with EOI)

*Response:*

Yes

No



# Southern Tasmanian Badminton Association (STBA)

## FORM 5 – QUALITY PERSONNEL AND PROCESS

1. Provide details of how you will recruit the staff required for the service and timeframe involved?

*Response:*

*Add cross-referenced attachment if required.*

2. Provide details of your proposed team information for the delivery of the canteen service for this Site. This information should include:

- Detail titles, roles, responsibilities, qualifications and experiences for each title listed.
- Identify the names of the personnel you plan to put forward and relevant qualifications (if applicable).
- Identify which roles you plan to recruit staff for.
- Outline how you intend to meet the capability requirements as outlined in the scope.
- Any use of temp or agency staff or STBA members.

*Response:*

2b. Please indicate if you will provide, two weeks prior to commencement of services if selected, the names, qualifications, and a photocopy of the Working with Children Check or the receipt of application and contact details for all specified personnel.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

3. Please advise whether the nominated facilities identified in the scope will provide sufficient space for you to operate a service with the estimated numbers provided.

*Response:*

[Type here]



# Southern Tasmanian Badminton Association (STBA)

## FORM 6 – MENU PRICING SCHEDULE

Please provide each menu item and proposed costs for each item. Please also include information about the process for setting and revising all menu items. All amounts quoted are to be exclusive of GST.

[Type here]



# Southern Tasmanian Badminton Association (STBA)

## FORM 7 – CONFLICT OF INTEREST DECLARATION

I / We, \_\_\_\_\_ (the approved provider), make the following declaration of any actual or perceived conflict of interest, including but not limited to any pecuniary or other interests in the Southern Tasmanian Badminton Association or any relationships our staff and office bearers have with STBA Committee or management or employees.

**Name**

**(print)**

**Signed:**

**Date:**





# Southern Tasmanian Badminton Association (STBA)

## FORM 8 - REFEREES

1. Where possible, provide details of up to three (3) customers to which you or your organisation has/is provided/providing a similar Service. NOTE: These contacts MAY be contacted to verify past/present performances.

ORGANISATION	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS