

18th April 2023

To whom it may concern

INVITATION TO TENDER:

OPERATE A BADMINTON SUPPLY SHOP AT 101 CASCADE ROAD, SOUTH HOBART, TASMANIA

The Southern Tasmania Badminton Association (STBA) wishes to invite expressions of interest for provision of services as outlined below;

Required

1. Operation of a Badminton Supply Shop (hereafter referred to as the Shop) on the STBA premises at 101 Cascade Road, which would include
 - Stockist of equipment required to play the game of badminton as an individual, including but not limited to, racquets, shoes, grips, and bags.
 - Please note the STBA orders shuttles to ensure players can continue to play, however, this does not restrict the shop from also selling shuttles.
 - The range of equipment should be suitable for use by players of all abilities and experience.
 - Provision of racquet stringing services, including the sale of strings, and provision of an after-hours drop off and pick-up service.
 - This could also include assistance from the STBA staff and reception.
2. Shop must operate during all STBA-held competitions, including but not limited to;
 - Pennants and rosters (minimum of 1.5 hour's continuous operation past the commencement time of the pennant);
 - Tournaments (operating for a minimum of 75% of the expected tournament duration, ensuring it is opened before the tournament begins).
3. Shop hours of operation must be clearly displayed to STBA members on the physical premises and in any online or printed marketing.
 - Advertised shop hours are to be strictly adhered to.

Desired

1. Stocking of a minimum of 2 major badminton equipment brands in the shop.
2. Use of technology to effectively communicate with members around service and equipment.

Tenders must be lodged and address the above Tender Conditions , noting that these have been set following feedback received from STBA members. Part of the arrangement is that the below-commercial rental rate of \$1,500.00 per year is in exchange for keeping stringing prices low.

Please note that tenders must contain detailed information on how the applicant intends to operate their business to meet the tender criteria, including costs and time frames for stringing services.

For reference, we have provided a copy of the key terms of the lease in Appendix 1. Please note, that this is provided for guidance purposes, and may be subject to negotiation with the successful applicant depending on the amount of space desired by the applicant.

Please submit all tenders to the email address above, the closing date for tenders will be on the 20th May 2023, at 5 PM, and we endeavour to notify applicants of the outcome as soon as possible after they have been reviewed by the STBA management committee

If you require any information from the STBA to assist in your tender, including details of STBA-held competitions, please send queries to the President via email (president@stba.net.au).

We look forward to hearing from you and wish you all the best.

Kind regards

Matt Stewart

President | Southern Tasmanian Badminton Association

Tender Form

Business Details	
Business Name	
Business Owners	
Tender Condition Specifics	
Brand/s to be stocked	
After hours drop-off and pick-up suggestion	
Normal Weekly Opening Hours	
Tournament Opening Hours	
Restringing Service Costs	
Other	
Any further information to assist the committee in assessing your tender¹	

¹Please note if you want to provide this information via other means, please do so as you wish.

Appendix 1: Key Lease Terms

Item		
Item 1	Premises	That part of the Southern Tasmanian Badminton Association Centre known as the "Pro Shop" situated within the STBA.
Item 2	Term	Two (2) years.
Item 3	Option(s) to extend the Lease for additional term(s)	No additional terms will be extended under the lease. At the discretion of the STBA committee and the lessor of the space at the time of expiry, it may be agreed to enter into a new lease agreement without a tender process.
Item 4	Commencement Date	To be confirmed with the lessor.
Item 5	Expiry Date	Two (2) years from the Commencement Date
Item 6	Rent	\$1,500.00 each year payable by equal monthly instalments in arrears of \$125.00.
Item 7	Rent Commencement Date:	TBA
Item 8	Payment Date	The last day of each month.
Item 9	CPI Adjustment Dates	Not applicable
Item 10	Permitted Use	The sale of sporting goods and fitness/health supplements but excluding general foodstuffs and alcohol.
Item 11	Tenant's Public Risk Insurance - minimum cover (clause 11.1(a)(i) (Tenant's obligations)	Ten Million Dollars (\$10,000,000.00) per event
Item 12	Redecoration Periods	Six months before the end of the term
Item 13	Common Areas	Toilets and washrooms at the Centre. <i>Common areas do not include the badminton courts or any other space within the centre.</i>
Item 14	Security Deposit	An amount equal to three (3) months' rent