

Provision of Catering for SDL

Invitation to Tender

1. Background:

South Downs Leisure is an incorporated charity and a Community Leisure Trust, responsible for the delivery of sport and leisure facilities on behalf of Adur and Worthing Borough Councils. Headed up by a board of local Trustees, SDL work with over 50 local clubs and charities, schools and wellbeing providers and are dedicated to enhancing the lives of local residents. SDL currently run 7 sites across Adur and Worthing

2. Information & Instructions for Tenderers:

- 2.1. This Invitation to Tender has been prepared by SDL for the purpose of inviting proposals from your organisation and others for the provision of all catering operations across the Group, these are Worthing LC, Splashpoint LC, Lancing LC and Southwick LC.
- 2.2. SDL are looking to develop and as such are looking for a catering provider to take over the provision of all catering to improve the quality and variety of catering offered to customers.
- 2.3. Full details outlining expectations from both parties will be provided in the catering contract after the tender process.
- 2.4. Tenderers should be aware that there may be TUPE (Transfer of Undertakings (Protection of Employment)) implications. Currently 2 members of staff.
- 2.5. Tenderers must also honour existing menus and associated pricing for bookings already made.
- 2.6. We expect all relevant H & S and food hygiene requirements to be adhered to.
- 2.7. The contract will be for an initial period of 5 years with an annual review. A further extension would be by agreement with both parties.
- 2.8. A separate matrix is attached of responsibilities for equipment/maintenance.
- 2.9. Venues are purpose-built (kitchens, servery and seating area) – and can be viewed as part of this process.

Process	Date
Invitation to Tender issued	22 nd July
Deadline for receipt of Tenders	22 nd Aug
Tender evaluation to commence	25 th Aug
Successful & unsuccessful tenderers notified no sooner than	27 th Aug
Mobilisation	31 st Aug
Take over Catering Operations	1 st Oct 2021

2.10. You are required to return the following information:

- a) Company ethos
- b) Sample menu and prices
- c) Demonstrable ability to manage multiple catering operations
- d) Proposed customer liaison and associated time frames
- e) Financial proposal
- f) Two professional references

3. Evaluation

3.1. Tenders will be evaluated using the following criteria and scores:

Criteria	Score
Company ethos	/10
Sample menu and prices	/30
Demonstrable ability to manage multiple catering operations	/10
Proposed customer liaison and associated time frames	/10
Financial proposal	/30
Two professional references	/10
Total	/100