



BRIEFING DOCUMENT

Title:	Supply of Food Commodities (Perishable and Non-Perishable) to Shannon College of Hotel Management. Five separate panels will be established for the following Lots: Lot 1: Meat & Poultry Lot 2: Eggs & Dairy Lot 3: Fish Lot 4: Fruit & Vegetables Lot 5: Non-Perishable Goods
Procedure:	Open
Duration of the Panels	Each panel will be established for six (6) years with the option for additional annual advertising to expand the panels, and/or to seek additional products if required.
University of Galway Reference:	GALW/CON354/2023
Issue Date:	20 th May 2024
Queries:	This competition is advertised on the Government eTenders portal under Resource ID 3618253 . All queries must be submitted via the eTenders messaging facility. Responses to queries will only be issued via eTenders.
Closing Date for Queries:	Friday, 14 th June 2024 at 16.00 hours (Irish time)
Closing Date / Time for receipt of Completed Applications.	Monday, 24 th June 2024 at 16.00 hours (Irish time) The panels will stay open for applications after this date. The Contracting Authority will consider new applications annually, at a minimum
Completed Applications must be submitted by email to	uogtenders@universityofgalway.ie

PLEASE NOTE A SEPARATE RESPONSE DOCUMENT HAS BEEN PROVIDED FOR COMPLETION.
PLEASE SEE APPENDIX 2

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The Contracting Authority

University of Galway (Contracting Authority) has been inspiring minds since 1845 as a research-led university. University of Galway is one of the oldest and largest universities in Ireland. We are at the heart of a distinct and vibrant region, renowned for its unique culture, creative industries, medical technologies, marine ecology and economy, and our innovation. University of Galway is a global perspective and our University contributes greatly to the diversity and dynamism of Galway, the most international city in Ireland. Through our teaching and research, we attract and develop talent from around the world to address global challenges.

With over 19,000 students, University of Galway has a long-established reputation of teaching and research excellence in the Colleges of Arts, Social Sciences, and Celtic Studies; Business, Public Policy and Law; Engineering and Science, and Medicine, Nursing & Health Sciences. With a complement of over 2,700 (full-time equivalent) staff, University of Galway (Contracting Authority) is one of the largest employers in Galway and makes a significant contribution to the economic, social, and cultural fabric of the city.

Our university is at the heart of a distinctive city and region, renowned for its culture, creativity, technology and innovation. Drawing on these distinctive strengths will set us apart internationally. We aim to stimulate creative potential of our students, staff, alumni and wider community to advance our teaching, research, innovation and engagement in and for the world. Learn more at www.universityofgalway.ie/

Shannon College of Hotel Management is a College of University of Galway. The Shannon College campus is located in Shannon, Co Clare, adjacent to Shannon International Airport. Shannon College of Hotel Management was founded in 1951 and was Ireland's first dedicated College of Hotel Management. The College has 72 years experience in Business & Hospitality Education and has an expansive alumni network across every continent. In addition to graduating with a BBS or a BComm in International Hotel Management, the Irish Hospitality Institute (IHI) also awards a full professional membership to the Shannon College graduates. Learn more at [Shannon College of Hotel Management - University of Galway](#)

University of Galway Supplier Charter

University of Galway value the relationships we have with our suppliers and our Supplier Charter sets out how we require those relationships to be based on our Values of Openness, Respect, Excellence and Sustainability. All University suppliers and/or service providers shall adhere to the Supplier Charter, available to view on www.universityofgalway.ie/public-sites/procurement/

Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract. All information contained in this Qualification Questionnaire is provided for the purpose of facilitating the production and submission of a Tender.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of **University of Galway** (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents, and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority shall **NOT** be bound to accept the lowest or any Tender proposal and reserves the power to accept any part of any Tender proposal, unless the bidder expressly stipulates to the contrary at the time of Tender.

The Contracting Authority reserves the right to discontinue the procurement process at any time and not make an award decision.

Note

Please note that information relating to this Qualification Questionnaire, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

The Contracting Authority has provided a separate Qualification Questionnaire Response Document (**Appendix 2**) for applicants to use in preparing their application for panel membership. **This document and format must be used.**

APPLICANTS CHECKLIST

This Briefing Document includes the following separate Appendices:

Appendix Number and Name
Appendix 1 – CON354 University of Galway Contract Terms and Conditions
Appendix 2 – CON354 Qualification Questionnaire Response Document (to cover all Lots)
Appendix 3 – CON354 Product List per Lot

In submitting an application to be included on a Panel, Suppliers must complete and/or return the following:

No.	Description	Check
1.	Completed Appendix 2 – CON354 Qualification Questionnaire Response Document	

1 Panel Information

Shannon College of Hotel Management (SCHM), based at Shannon Airport, Co Clare, wish to establish panels of suppliers of Perishable and Non-Perishable food. Once established, these panels will be used by the College to source the various food commodities and perishable goods required for use in its production kitchen.

Separate panels will be established for the following Lots:

Lot 1: Meat & Poultry (approx. annual spend € 8,500)

Lot 2: Eggs & Dairy (approx. annual spend €4,000)

Lot 3: Fish (approx. annual spend €6,500)

Lot 4: Fruit & Vegetables (approx. annual spend €7,500)

Lot 5: Non-Perishable Goods (approx. annual spend € 8,500)

Suppliers can apply for admission to one or more lots, or re-apply in the case of applicant who failed to satisfy the Compliance or Selection Criteria, at any point throughout the Term of the Panels.

1.1 Stage in Procedure

This is the first stage of the procedure whereby all interested suppliers may submit an application for inclusion, but only those meeting the selection criteria (qualification) will be deemed eligible for admittance to a panel.

Applicants are not required to submit either a tender proposal or a pricing submission at this Stage 1 of the Competition. This information will instead be required in response to future (Stage 2) drawdown processes conducted under each Panel.

1.2 Panel Admission

Admission to each panel will be subject to an applicant passing all of the criteria on the basis of meeting all minimum qualifying requirement. It will also be conditional upon the successful applicants agreeing to the terms and conditions of the University as provided in Appendix 1. Successful applicants will be required to provide a current Tax Clearance Certificate and evidence of Insurances at time of admission to the Panel.

1.3 Awarding Contracts under each Panel

Qualifying for a panel does not constitute an award of contract nor does it indicate that any contract will be awarded.

SCHM design seasonal menus for its production kitchen in each academic year. Menus are designed every semester and are usually set for three to five weeks based on the teaching cycle. Prior to the release of a new menu, SCHM will seek quotations from all members of the relevant panel Lot to identify the suppliers of that menu.

Sampling in respect of any and all products may occur as a pre-condition to the award of any Goods Contract in order to ensure the product meets the product requirements at the original tendered price and quality described

1.4 Panel Duration

Each panel will be established for a period of six (6) years. The panels will be continually open for access, with the option for additional annual advertising to expand the panel and/or seek additional products if required. Should the panel cease to operate, all members will be notified.

This will not affect the delivery of any contracts awarded under the panel.

1.5 Estimated Value of the Panel

The estimated value of the contracts to be awarded on foot of all panel Lots is in the range of €100,000 to €250,000 over its projected six (6) year term.

It is emphasised, however, that these figures are provided strictly for indicative purposes only as there is no guaranteed expenditure.

1.6 Use of the Panels

The panels will be established on foot of this competition.

- a. It is intended that the panels will be used for all of items specifically listed for each Lot in Appendix 3, arising during the life of the panel.
- b. The panels will also be used for additional goods falling within their scope.

There is no guarantee of additional contracts, but where they arise, the Contracting Authority will consult the member(s) of the relevant panel in accordance with the rules of operation outlined in this Briefing Document.

2 Scope of Requirements

Shannon College of Hotel Management, located at Shannon International Airport, Shannon, Co Clare, requires the supply and delivery of food commodities (Perishable and Non-Perishable) to its production kitchen, which adhere to specifications as described in the lots to be supplied. The goods supplied will be used to facilitate culinary practical training to undergraduate students at Shannon College of Hotel Management, to supply a fully functioning college restaurant, college functions and events.

2.1 Technical Requirements - Produce

Specifications of the products typically ordered under each Lot are provided in Appendix 3. Suppliers must confirm they have the ability to source all products listed under the Lot being applied for.

High Quality products

Quality is not negotiable. All items will be supplied as per specification and conform to quality and performance monitoring checks on delivery. All current/ updated guidelines from the Food Safety authority of Ireland must be adhered to.

Labelling

All products tendered for should be labelled in accordance with guidelines provided by the Food Safety Authority of Ireland and include:

- Name and Address of Manufacturer or Packer
- Country of Origin
- Product Description
- List of ingredients
- Batch Code Number
- Weight
- Date of preparation/processing
- Date packed
- Class category
- Best Before Date
- Storage Instructions

Applicants will be required to provide a sample of a label which your company would propose to use.

Product traceability

Applicants must have a product traceability system under HACCP, from farm to table, in respect of all Goods. Applicants must demonstrate in a clear and comprehensive manner that their proposed product traceability system in respect of the Goods will ensure product traceability from ingredient/Goods procurement to invoicing of sales. This must include:

- The date of the last independent food safety audit for each and any of the premises that may be used to service this contract, who carried out the audits and the result.
- The dates your HACCP plan was last reviewed in the previous twelve months from the date of this tender, by whom and what updates were made (if any).

Expiry Dates

All expiry dates should be of appropriate duration for normal business practice. Use by date from date of delivery must be clearly indicated.

2.2 Food Safety

All suppliers' premises shall be registered or licensed or approved by the appropriate Regulatory Authority. The products must meet the standard requirements set down by General Food Law and Food Hygiene Legislation.

This contract is conditional upon the Supplier being in compliance with the terms of the Food Safety Legislation or appropriate IS Code (and any subsequent amendments to these) and any other legal requirements. If the Contractor is found to be in breach of those regulations, University of Galway will reserve the right forthwith, without notice, to cancel the contract and this clause would be deemed and no compensation, costs or damages can be claimed by or are payable to the supplier.

Member of any Food Organisations

e.g. Associated Craft Butchers of Ireland, Cáis etc.

2.3 Sustainability

Applicants must provide details of their capability to achieve the following

- Sourcing sustainability produced products
- Minimisation of waste (food, water, electricity, general waste);
- Vehicles environmental efficiency;
- Use of recycled products and recycling facilities.

2.4 Lead Time

Lead time of 2 working days from order placement **or** a period agreed locally with authorised Officer of the SCHM. All deliveries are to Shannon College of Hotel Management, Shannon, Co Clare.

2.5 Purchase Order and Invoice Requirements

Shannon College of Hotel Management will quote a University purchase order number at the time of each order. It is essential that subsequent invoices quote the relevant purchase order number for them to be processed and paid.

2.6 Delivery

- Suppliers shall ensure that Food Vehicles comply with the requirements as laid down in the Food Hygiene (Amendment) Regulations 1989 (and any subsequent amendments). The Health Service Executive reserves the right to inspect delivery vans and equipment for cleanliness and adherence to required temperatures:
 - In temperature-controlled vehicles (minus 1° & 5° degrees), with proper segregation where required.

- Food vehicle shall not store any items likely to contaminate food, e.g. cleaning chemicals, etc.
- Shelving in a food vehicle shall be smooth, impervious and easily cleanable
- Delivery personnel are required to wear clean protective clothing at all times.
- All Fresh Products must be delivered in clean, covered containers, with Supplier Name, Address, Use by date and Product name etc.
- Adequate time must be given by Suppliers, at the time of delivery, to allow staff to check for correct temperatures, quality and quantity.
- Samples of raw materials may be taken for analysis at any time.
- Deliveries must be between 9am-10.30am, 2pm-3pm Monday to Friday
- No minimum spend for deliveries
- No delivery charges
- Supplier must retrieve large & removable packaging

2.7 Training

Applicants must demonstrate they have adequate procedures in place to ensure that everyone handling food in your business have received enough food safety training to comply with the relevant food laws.

2.8 Stock Levels

Successful suppliers will be required to carry sufficient stocks to satisfy the delivery requirement of the Shannon School of Hotel Management (SCHM).

2.9 Goods Recalls/Customer Complaints and Corrective Actions

Applicants must provide details of their communication protocols in place in relation to Goods recalls to ensure that the Contracting Authority is fully aware of on-going investigations and final outcomes. SCHM require 48 hours' notice of any concerns raised with a product that has caused the Supplier to withdraw or recall that food from the market for safety reasons.

Applicants must outline how they manage complaints, their investigation, conclusion, resolution and subsequent corrective actions and/or preventative actions in the event of:

- Requested items not delivered on time
- Short items
- Unavailable items – SCHM require 48 hours' advance notice if there are any changes in sourcing products.
- Rejected items
- Rejected items not replaced on time causing disruption

3 Instructions to Applicants

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to applicants, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this Document, or in any other information given to applicants.

3.1 Queries

An application means the submission by an Applicant of a completed Qualification Questionnaire and associated appendices for inclusion in the Panel.

This competition is advertised on the Government eTenders portal under **Resource ID 3618253**. All queries must be submitted via the etenders messaging facility and responses to same will only be issued via the messaging facility. All clarifications/additional information will be made available to all potential Applicants who have noted their interest in the competition.

All queries should be submitted in accordance with the time and date as indicated on the title page to enable clarifications to be issued to all interested Applicants in sufficient time prior to the deadline date for the receipt of applications.

3.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire for the relevant Lot(s) applied for applicants should note the following conditions:

- All questions must be completed in full and without reference to other documents or other parts of the Qualification Questionnaire.
- All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to panel. In order to ensure that entry to the panel is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly, and succinctly.
- Where a 'Rule' is associated with a particular criterion, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.
- Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.
- All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

- Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being considered during the evaluation process.
- Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.
- Applicants for qualification may include individuals, partnerships, limited companies, groupings, or any combination of the foregoing with or without legal personality. However, a grouping if successful may be required to establish legal personality in order to enter into a contract.

The Contracting Authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Qualification Questionnaire or to request additional information from a applicant after the date for submission of completed Qualification Questionnaires has expired.

This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Applicant.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its Application or otherwise. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

3.3 Submission of Applications

Applications must be submitted electronically via to uogtenders@universityofgalway.ie only.

Applications must be compiled such that they can be read immediately using PDF readers. The closing date for applications for consideration of initial work to be awarded under the Panel is as indicated on the title page.

The Contracting Authority is not responsible for corruption in electronic documents. Applicants must ensure electronic documents are not corrupt.

Applicants should produce their response using the **Panel Response Document** as a **SINGLE UPLOADED FILE, if possible, which is clearly labelled, page numbered and indexed.**

Applications that are received late or via other means WILL NOT be considered for the initial work to be awarded under the Panels.

3.4 Evaluation of Applications

Applications will be evaluated in accordance with the selection criteria and rules as specified in the Qualification Questionnaire.

3.5 Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

3.6 Interference

Any effort by the Applicant to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation, and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

3.7 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with the Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

3.8 Currency and Payment

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be euro (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful panel member. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

3.9 Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the applicant and the Contracting Authority or employees of the Contracting Authority, or their relatives must be fully disclosed in the submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of a bid and

prior to admittance to the panel. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

3.10 Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them at any stage during this Competition may be liable to be disclosed. Applicants are asked to consider if any of the information supplied by them in response to this request should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this request or while any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU, and Irish Government Procurement Procedures or in response to questions, debates, or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

3.11 Tax Compliance

It will be a condition of award of contract that the successful panel member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful applicant may be required to supply its Tax Clearance Access Number and Tax Reference Number, if not already available, to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers, the successful Panel member, acknowledges and agrees that the Contracting Authority has the permission of the successful panel member to verify its tax cleared position online.

3.12 Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering contracts awarded to the Contracting Authority.

The contract(s) awarded on foot of this process will be governed by Irish law.

3.13 Change in the Composition of an Applicant

The Contracting Authority reserves the right, but is not obliged, to disqualify any applicant that makes any change to its composition after submission of a Qualification Questionnaire. However, applicants are entitled to reapply on basis of a new membership structure in the

case of consortiums or groupings. It should be noted that lead applicant cannot submit under more than one application.

3.14 Notification of the Evaluation

All applicants will be informed of the outcome of their applications following evaluation and any necessary clarifications. Potential outcomes can be:

- (a) Letter of Intent of admittance to panel
- (b) Letter of Regret

Note: Unsuccessful applicants may reapply at any time, until the panel expires.

3.15 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful applicants as outlined above and due to resourcing constraints, the Contracting Authority will not be offering individual debriefing meetings to unsuccessful applicants.

4 Appendix A: Questionnaire Summary

Ref.	Pass/Fail Criteria	Pass Requirements
A1	Applicant General Information	Provide contact and general information on the applicant organisation - company name, address and contact details for individual responsible for this competition and company overview as well as information on consortium/joint venture members and/or sub-contractors if applicable.
A2	Declarations of Bona Fides	Applicants are required to complete and sign the Declaration of Bona Fides relating to: a) Art. 57 of Directive 2014/24/EU as implemented by Regulation SI 284 of May 2016; b) Compliance with relevant statutory obligations. Where Applicants are established and operating outside of the jurisdiction of supply, compliance with equivalent legislation as applicable in the country of establishment / operation is required. This includes the Children First Act (2015); c) Article 5K Declaration regarding the EU regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine.
A3	General Data Protection Regulation	Applicants must confirm operation of Data Protection Management systems and procedures in line with all relevant Data Protection legislation and confirm that they agree to be bound by University of Galway terms outlined in the Qualification Questionnaire in respect of Data Protection.
A4	Tax Compliance	Applicants are required to complete a Self-Declaration Form (A4 – Financial and Economic Standing). Applicants should note that if deemed successful for a panel, they will be required to provide the evidence self-declared prior to formal admission.
	Financial Capacity	
	Insurance	
A5	Health & Safety	Applicants must provide information which demonstrates operation of Health & Safety systems and procedures in line with all relevant Safety, Health & Welfare at Work legislation. The Contracting Authority reserves the right to seek further information to verify compliance.
A6	Environmental Systems	Applicants must provide information which demonstrates operation of an appropriate environmental management system whether externally certified or in-house.
A7	Supply-Chain	Applicants are required to provide details of their supply-chain and vendor relationships which provide confidence that good sourcing arrangements are in place.
A8	Quality Assurance Measures	Applicants should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.
A9	Ability to Meet Requirements	Applicants are required to demonstrate their ability to meet the requirements of Shannon College of Hotel Management as specified in Section 2 and must be able to source all products listed in Appendix 3 for the Lots being applied for.

**PLEASE COMPLETE THE QUALIFICATION QUESTIONNAIRE PROVIDED IN APPENDIX 2
(SEPARATE DOCUMENT)**